

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

EMPLOYMENT 2012-2013

Change in Assignment

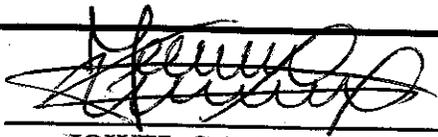
<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Amy Utt	From Veterans Certification Specialist to Veterans Affairs Coordinator	02/07/13

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
John Adams	Hourly Reserve Campus Police Officer	01/24/13 – 06/30/13	\$19.11 hr.
Sonja Abel	Hourly Nursing Instructor	01/03/13 – 05/22/13	\$58.02 hr.
Amber Cheatham	Office Assistant Financial Aid	01/28/13 – 06/30/13	\$ 9.60 hr.
Karen Cook	Campus Outreach & Articulation for Drafting	01/17/13 – 05/25/13	\$66.01 hr.
Elizabeth Feed	Hourly Nursing Instructor	01/03/13 – 05/22/13	\$50.03 hr.
Arthur Jenkins III	Office Assistant Cal Works	02/07/13 – 06/30/13	\$ 9.60 hr.
Joshua Pettitt	Substitute Carpenter	01/17/13 – 06/30/13	\$20.89 hr.
Makesha Thomas	Office Assistant Cal Works	02/07/13 – 06/30/13	\$ 9.60 hr.

Charo Albarrán
Interim Director, Human Resources

January 25, 2013
Date Submitted


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

January 25, 2013
Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 February 6, 2013
 Page 2

Released Time

<u>Name</u>	<u>Assignment</u>	<u>% of Released Time</u>	<u>Dates</u>
Thomas Bundenthal	Grievance Coordinator Co-Chairman	20%	01/14/13 – 05/24/13
Marc Pandone	Grievance Coordinator Co-Chairman	20%	01/14/13 – 05/24/13

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Barbara Bandy	Cutter/Draper for Theatre Spring 2013 Performance	02/07/13 – 06/30/13	\$20.00 hr.
Liesl Seitz Buchbinder	Cutter/Draper for Theatre Spring 2013 performance	02/07/13 – 06/30/13	\$20.00 hr.
Darcia Tipton	Scenic Artist for Theatre Spring 2013 performance	02/07/13 – 06/30/13	\$20.00 hr.

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
J. Arturo Reyes	Executive Vice President	02/01/13
Michelle Ramos	Science Lab Tech.	01/17/13

GRATUITOUS SERVICE

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
DSP Office	Dorothy Audije	Assist in DSP office
Human Performance & Development	Teryl Morrison	Assist Coaches with Teams
Human Performance & Development	Destinee Santistevan	Assist Coaches with Softball Team

AGENDA ITEM 7.(c)
MEETING DATE February 6, 2013

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

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

PROFESSIONAL SERVICES AGREEMENTS

**Small Business Development Center
Charles Eason, Responsible Manager**

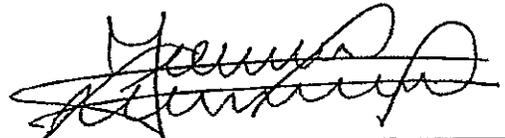
Robert L. Schock, Jr.	Provide business consulting to the Solano College Small Business Development Center.	February 7, 2013- June 30, 2013	Not to exceed \$1,000
Andrea Rothman	Provide business consulting to the Solano College Small Business Development Center.	February 7, 2013- June 30, 2013	Not to exceed \$800
Robert Lane	Provide business consulting to the Solano College Small Business Development Center.	February 7, 2013- June 30, 2013	Not to exceed \$1,000
Carolynne Gamble	Provide business consulting to the Solano College Small Business Development Center.	February 7, 2013- June 30, 2013	Not to exceed \$3,000

Yulian I. Ligioso

Vice President, Finance and Administration

January 25, 2013

Date Submitted



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

January 25, 2013

Date Approved

PROFESSIONAL SERVICES AGREEMENTS (Continued)

**Small Business Development Center
Charles Eason, Responsible Manager**

Wilbert B. Cason	Provide entrepreneurial training and advising to the Solano College Small Business Development Center.	February 7, 2013- June 30, 2013	Not to exceed \$4,000
Mark J. Lillis	Provide entrepreneurial training and advising to the Solano College Small Business Development Center.	February 7, 2013- June 30, 2013	Not to exceed \$4,000

**School of Sciences
Renneé Moore, Responsible Manager**

Joseph L. White, Ph.D.	Present class lecture in the Ethnic Studies Program	March 31, 2013- March 21, 2013	Not to exceed \$500
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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ACTIONS
AS SUBMITTED BY THE CURRICULUM COMMITTEE, A
SUBCOMMITTEE OF THE ACADEMIC SENATE

REQUESTED ACTION: APPROVAL

SUMMARY:

During the spring semester 2013 in the month of January 2013, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

Government Code Title V, Chapter 6, Subchapter 2, beginning with §55100 Board Policy: 6100
Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Diane White, Interim Vice President
Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7102

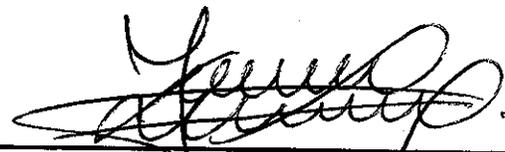
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the spring 2013 semester in the month of January, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by the California Community Colleges Systems Office.

NEW COURSES

(CP13-01) NURS 058A Skills Lab I

(CP13-02) NURS 058B Skills Lab II

(CP13-03) NURS 058D Skills Lab IV

(CP13-04) NURS 058E Skills Lab II for LVN Transition Students

COURSE MODIFICATIONS

(CP13-05) NURS 058C Skills Lab III – Name, Number, Units, Methods of Instruction, Requisites, Repeatability, Catalog, Objectives, Assessments, Assignments, Content, Textbooks

(CP13-06) MATH 031 Analytic Geometry and Calculus – Objectives, Content Outline

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

TO: Members of the Governing Board

**SUBJECT: RENEWAL OF CLINICAL EXPERIENCE AGREEMENT
BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT
AND SUTTER MEDICAL CENTER, SUTTER HEALTH
SACRAMENTO SIERRA REGION**

REQUESTED ACTION: APPROVAL

SUMMARY:

A renewal clinical experience agreement between Solano Community College District and Sutter Medical Foundation is being presented for review and approval by the Governing Board. The approval of this contract benefits the nursing program at Solano Community College by providing students with additional clinical sites in which to practice.

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

Government Code: CCR 1427 Board Policy: 3520 Estimated Fiscal Impact: \$ None
BOT 2012-2013 Goals: #5

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

Maire A Morinec, Dean
Career Technical Education and Business

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7108

TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

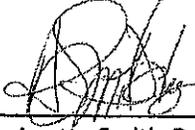


Sutter Health
Sacramento Sierra Region

25000.35897C

Sutter Medical Foundation (SMF), a California nonprofit public benefit corporation and **Sutter Health Sacramento Sierra Region (SHSSR)**, a California nonprofit public benefit corporation, doing business as Sutter Amador Hospital, Sutter Auburn Faith Hospital, Sutter Center for Psychiatry, Sutter Davis Hospital, Sutter Medical Center, Sacramento, Sutter Roseville Medical Center and Sutter Solano Medical Center

Date: January 14, 2013

By: 

Name: Anette Smith-Dohring

Title: Workforce Development Manager

SOLANO COMMUNITY COLLEGE ACKNOWLEDGMENT

Date: _____

By: _____

Name: Jowel Laguerre, Ph.D.

Title: President / Superintendent

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

TO: Members of the Governing Board

**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND
GREEN TECH EDUCATION AND EMPLOYMENT**

REQUESTED ACTION: APPROVAL

SUMMARY:

This Memorandum of Understanding (MOU) is between Solano Community College, hereafter identified as "SCCD" and Green Tech Education and Employment, hereafter identified as "Green Tech". SCCD will provide Green Tech with SB70 funds and other resources, including classroom space and assistance with student recruitment, to work with students to teach them introductory industrial arts and photovoltaic technology, while exposing them to humanitarian principles and efforts. 10 Solano County students will be served. This ancillary project addresses the SB70 Advanced Manufacturing pathway. Five solar cases will be built and sent to Haiti and Uganda.

The MOU period is from February 7 – March 31, 2013. The amount to be paid to Green Tech is \$9,115.

A copy of the Agreement is available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of Workforce and Economic Development. Approval of this agreement is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$9,115 expenditure
CEO 2012-13 Goals: #5*

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

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

MEMORANDUM OF UNDERSTANDING

Between Solano Community College District and Green Tech Education & Employment

This MEMORANDUM OF UNDERSTANDING is entered into this 7th day of February 2013, by and between Solano Community College District (SCCD) and Green Tech Education & Employment – hereinafter referred to as “SCCD” and “Green Tech”.

The purpose of the SCCD/Green Tech partnership is to provide a Solar Case Project workshop to Solano County Office of Education (SCOE) high school students. Students will receive detailed instruction from Green Tech on how to build a solar case and will learn introductory industrial arts and photovoltaic technology. These portable photovoltaic lighting system cases will be delivered to Haiti and Uganda to support medical units and youth foundations. The Solar Case Project offers both experiential and project based learning, introduction to the trades and an early experience with humanitarian efforts for high school youth.

Whereas SCCD has a goal to provide training in Green Tech Education:

Whereas SCCD has identified Green Tech as the trainer for this project:

SCCD and Green Tech have agreed to collaborate as detailed below.

SCCD Responsibilities:

- In partnership with SCOE recruit trades high school students.
- In coordination with Green Tech determine training dates and times.
- Reserve the appropriate training classroom at SCC.
- Arrange transportation for high school students to SCCD.
- SCOE’s policy requires that a vocational specialist accompany students to off-campus activities. SCCD will fund stipend for specialist.

SCCD will pay Green Tech \$9,115 for a 7 hour Solar Case Training Project.

Green Tech Responsibilities:

- Green Tech will provide the Solar Case Project instructor.
- Green Tech will provide quality instructional curriculum and training for the students. Training will occur in two sessions.

- Green Tech will provide all tools necessary to build the solar cases.
- Green Tech will teach the proper safety techniques and provide safety glasses for all participating students.

Term:

The term of this agreement shall be from February 7 – March 31, 2013. This agreement may be extended or increased with an addendum.

The signatures below indicate agreement to the foregoing terms dated this 6th day of February, 2013.

Green Tech Training & Employment:

Simeon Gant, Director

Green Tech Employment & Training

Solano Community College:

Deborah Mann, Director
Contract Education and
Workforce and Economic
Development

Solano Community College:

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT AND DIABLO VALLEY COLLEGE
REQUESTED ACTION: APPROVAL

SUMMARY:

This agreement between Solano Community College and Julia May allows David Kail, an employee of Diablo Valley College, to assist with identifying issues and provide expertise with curriculum, program development, materials and equipment identification, and purchasing for SCCD Advanced Manufacturing programs. He will also work with local employers to identify equipment, materials, and curriculum for Industrial Maintenance programs, including industry preferred equipment for hands-on classroom training. Additionally, he will assist in identifying jobs, careers, and career pathways available in the Bay Area for program graduates and assure that courses, curriculum, learning outcomes, materials, and equipment addresses employer needs and expectations. SCC will pay DVC \$41.00 per hour for consultant time, not to exceed 100 hours for a total of up to \$4,100.

A copy of the Agreement 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 School of Career Technical Education and Business. Approval is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$4,100
CEO 2012-2013 Goals: Ensure fiscal stability through appropriate monitoring of reports*

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
707-864-7195
TELEPHONE NUMBER
Academic and Student Affairs
ORGANIZATION
January 25, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

January 25, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

MEMORANDUM OF UNDERSTANDING

Between Solano Community College District and Diablo Valley College

This MEMORANDUM OF UNDERSTANDING is entered into this 17th day of January 2013, by and between Solano Community College District (SCCD) and Diablo Valley College (DVC) hereinafter referred to as "SCCD" and "DVC".

Whereas SCCD has a need for Advanced Manufacturing;

Whereas SCCD has identified a DVC expert who has agreed to assist SCCD in a consulting capacity;

SCCD and DVC have agreed to collaborate as detailed below.

SCCD Responsibilities:

SCCD will identify consultant responsibilities. These may include, but are not limited to:

- Identify issues and provide expertise with curriculum, program development, materials and equipment identification, and purchasing for SCCD Advanced Manufacturing programs.
- Work with local employers to identify equipment, materials, and curriculum for Industrial Maintenance programs, including industry preferred equipment for hands-on classroom training.
- Identify jobs, careers and career pathways available in the Bay Area for Program graduates. Assure that courses, curriculum, learning outcomes, materials and equipment addresses employer needs and expectations.
- Work with faculty to articulate programs with other colleges.
- Work with faculty to develop a student marketing and recruitment plan.
- Work with Solano County industry.
- SCCS will pay DVC \$41.00 per hour for consultant time, not to exceed 100 hours for a total of up to \$4,100.

DVC's Responsibilities:

- DVC will provide services of consultant/employee David Kail to SCCD.

- DVC will invoice SCCD monthly for services of consultant/ employee.
- Invoice will include number of hours worked and total amount due.

Term:

The term of this agreement shall be from January 17 – May 31, 2013. This agreement may be extended or increased with an addendum.

The signatures below indicate agreement to the foregoing terms dated this 17th day of January, 2013.

Diablo Valley College:

Solano Community College:

Kim Schenk
Dean of CTE and Workforce Development
Diablo Valley Community College

Maire Morinec
Dean, CTE Business & CIS
Solano Community College

Peter Garcia
President
Diablo Valley Community College

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: AGREEMENT FOR EDUCATIONAL SERVICES
BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT
AND THE DOCTOR'S COMPANY

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College District and The Doctor's Company for special educational services is being presented to the Governing Board for approval.

SCCD will deliver 15 hours of Microsoft Excel training, in 10 sessions of 1.5 hours each. Training will be for up to 12 Doctor's Company employees and will be held on-site at the Doctor's Company. Training will be on Tuesdays from 12:00 noon – 1:30 p.m. from February 12 – April 16, 2013. The District will develop, coordinate, deliver, and evaluate the training. All successful completers will receive Certificates of Success.

The Doctor's Company will compensate the District for all services rendered and expenses at a rate of five thousand five hundred dollars and no cents (\$5,500.00). The cost is inclusive for 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. It is our recommendation that the Governing Board approve the Agreement as attached.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$5,500 revenue
CEO 2012-13 Goals: #5*

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

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 25, 2013

**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 **THE DOCTOR'S COMPANY, 185 GREENWOOD ROAD, P.O.BOX 2900, NAPA CA. 94558-0900**, hereinafter referred to as "The Doctor's Company."

WHEREAS, The Doctor's Company desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide customized Microsoft Excel training for The Doctor's Company employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. Employees will attend 15 hours of training, in 10 sessions of 1.5 hours each. Training will be for up to 12 employees and will be held on-site at the Doctor's Company. Training will be on Tuesdays from 12:00 noon-1:30 p.m., from February 12- April 16, 2013. All successful completers will receive Certificates of Success. Additional training can be scheduled as needed with an addendum to this contract.
- C. The Doctor's Company will identify all employees who will participate in training.
- D. The Doctor's Company will compensate the District for all services rendered and expenses at a rate of five thousand five hundred dollars and no cents (\$5,500.00). The cost is inclusive for all instruction and teaching/training materials.
- E. Payments by The Doctor's Company to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that The Doctor's Company 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 The Doctor's Company and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, The Doctor's Company, 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 The Doctor's Company. 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.

The Doctor's Company 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 The Doctor's Company under this Agreement or of any persons directly or indirectly employed by, or acting as agent for The Doctor's Company, 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 The Doctor's Company 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 Doctor's Company 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.

- H. The Doctor's Company 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 The Doctor's Company's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

Erica Trevino
Human Resources Manager
The Doctor's Company
Napa, CA

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

Date _____

Date _____

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

TO: Members of the Governing Board

**SUBJECT: ALTERNATIVE AND RENEWABLE FUELS VEHICLE
TECHNOLOGY PROGRAM TRAINING RESOURCES
DEVELOPMENT PLAN**

REQUESTED ACTION: APPROVAL

SUMMARY:

This Training Resources Development Plan is a \$700,000 enhancement to the existing California Energy Commission grant for the Alternative and Renewable Fuels Vehicle Technology Program in which we train automotive technicians and students to maintain hybrid vehicles.

These funds are divided into three categories: Curriculum and Training Materials Development (\$170,000), Training Equipment (\$330,000), and Instructor Training (\$200,000).

These funds will be used to support development of training curriculum and materials, to purchase training equipment (including two hybrid/electric vehicles and a mobile training unit), and deploy instructor training in Hybrid and Electric vehicles to 25 regional automotive technology faculty and foremen over a 13-month period.

This Energy Commission program is managed by the California Community College Chancellor's Office. Approval is requested at this time.

Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$700,000 revenue
BOT 2012-13 Goal: #5

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

Cynthia K. Garcia, Manager
Grants & Resource Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-863-7866

TELEPHONE NUMBER

Administration
ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**EDD Subgrantee - Partner Community College
Training Development Funds Request Form**

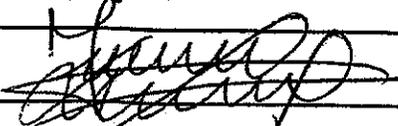
The Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) Workforce Training Development Funds are now available for disbursement. Those Community Colleges partnering with the ARFVTP-funded Employment Development Department contract, as Subgrantees, are eligible for ARFVTP funding. Eligible Community Colleges may submit a funding request to support the development and procurement of training resources to address immediate unmet workforce training needs in their region. Workforce training needs must be related to the development and/or deployment of clean, efficient, and low-carbon alternative fuels and/or vehicle technologies, as designated by the goals of the ARFVTP and the program's Investment Plan.

The California Community Colleges Chancellor's Office (CCCO) and California Energy Commission (CEC) will review the training requests for ARFVTP funding eligibility and provide a written funding eligibility determination within 5 working days of receipt of the request. *Due to the extensive processing time, training development that requires curriculum certification and/or accreditation should not be addressed through this effort. Costs, related to training delivery and training certification, are ineligible for reimbursement.*

A review of the following criteria will be used to determine funding eligibility:

1. Scope of Work - Narrative description of the training to be developed and the workforce need to be met along with a work plan with objectives and activities
2. List of partner employers with workforce training need that the training will address
3. Development timeline
4. Detailed budget to include:
 - > Material Costs
 - > Curriculum Development
 - > Training Materials Development
 - > Train the Trainer
 - > Equipment and Training Tools, including a list with quantities of specific equipment and cost per item
 - > Estimated personnel hours, hourly rates. The total personnel costs for curriculum development and instructor training must be detailed separately

Eligible Community Colleges must submit their detailed funding request to the CCCO and the CEC as detailed below.

Requesting Community College	Solano Community College
EDD Subgrantee Training Partner and Grant No.	K181939
Requestor Name	Dr. Jewel Laguerre
Requestor Signature	
Request Submittal Date	November 1, 2012

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

TO: Members of the Governing Board

**SUBJECT: BOARD ACCEPTANCE OF DISTRICT'S 2011-2012
FINANCIAL AUDIT REPORT**

REQUESTED ACTION: ACCEPTANCE OF AUDIT

SUMMARY:

The Governing Board is required to provide for an independent audit of the District's financial statements and to evaluate the management controls.

Vavrinek, Trine, Day, & Company LLP, Certified Public Accountants, has been engaged to conduct the District's annual audit for Fiscal Year 2011-2012.

The Board's Audit Committee met to review and discuss the report with District staff and the representative from Vavrinek, Trine, Day, & Company LLP.

At this time, District staff requests acceptance of the District Independent Audit Report for Fiscal Year 2011-2012.

The audit report is provided to the Board under separate cover.

Government Code: N/A *Board Policy:* *Estimated Fiscal Impact: N/A*
BOI 2012-13: Goal #1

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso, Vice President
Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

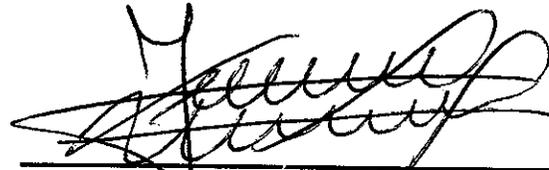
ADDRESS

707-864-7209

TELEPHONE NUMBER

Administration
ORGANIZATION

January 25, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: EXTENSION OF AGREEMENT WITH KITCHELL CEM,
INC., FOR CONSTRUCTION MANAGEMENT SERVICES

REQUESTED ACTION: APPROVAL

SUMMARY:

The following service contract has expired and is proposed to be extended:

- Kitchell Construction Management Services: This was originally a 2003 agreement with four subsequent contract extensions, the most recent of which expired on December 31, 2012.
- This renewal proposes to provide Program Planning and Project/Construction Management services to complete the Measure G projects currently being managed by Kitchell. (Active Kitchell-managed projects as well as Kitchell-managed projects in closeout.)
- The agreement is attached for review, and staff will be present to answer questions.

Government Code: Prop 39 Board Policy: 3020 Estimated Fiscal Impact: Measure G Funds \$1,316,580

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707-864-7209
TELEPHONE NUMBER

Finance and Administration
ORGANIZATION

January 25, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

January 25, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Amendment No. 5

January 1, 2013

**The Solano Community College District & Kitchell CEM, Inc.
For Measure G Bond Program Planning and Management Services**

Amendment to the "Agreement for Bond Program Planning and Management Services" between Solano Community College District (District) and Kitchell, CEM, Inc. (Kitchell), approved by the Board of Trustees on September 4th, 2003 (Original Agreement).

WHEREAS Amendment No. 4 dated January 18, 2012 expired on December 31, 2012, and

WHEREAS District desires Kitchell to continue to provide Program Planning and Project/ Construction Management services to complete the Measure G projects currently being managed by Kitchell (Active Kitchell Managed Projects), which are in various stages of design and construction and Measure G projects that are in the close out phase (Kitchell Managed Projects in Closeout), and

WHEREAS several Measure G projects are being managed by District personnel (District Managed Projects).

NOW THEREFORE District and Kitchell agree as follows:

A1 This Amendment No. 5 shall be effective January 1, 2013 and remain in effect until completion of all Active Kitchell Managed Projects per Exhibit A to Amendment No. 5 (Project List and Descriptions) and Exhibit C to Amendment No.5 (Master Program Schedule) which may be amended from time to time and receipt of Division of the State Architect (DSA) certification of all Kitchell Managed Projects in Closeout per Exhibit A to Amendment No. 5.

A2 Kitchell will continue to provide the necessary Project /Construction Management services, described in Section 1.2.2 Project Management of Original Agreement, to complete the projects listed in Exhibit A to Amendment No. 5, attached hereto identified as "Active Kitchell Managed Projects" and "Kitchell Managed Projects in Closeout". These projects are in various stages of completion, ranging from schematic design to various phases of construction and closeout.

A3 Kitchell will continue to provide Program Management services as described in Section 1.2.1 of the Original Agreement as necessary to complete the projects described in Exhibit A to Amendment No. 5 attached hereto.

A4 Exhibit B to Amendment No. 5 shall replace Exhibit B to Original Agreement.

A5 District will pay Kitchell an additional fee, as defined in Exhibit B to Amendment No. 5, attached hereto plus expenses per Original Agreement.

A6 Section 4.4 Program Manager Billings to the District of the original Agreement shall be replaced by the following paragraph:

“During the course of providing the services described herein, Program Manager shall submit monthly invoices to District for payment of the Program Manager Fee and any District authorized Additional Services. Monthly billings shall be based on the total number of hours worked and authorized reimbursable expenses.”

IN WITNESS WHEREOF, the authorized representative of District and Kitchell have executed this Amendment No. 5 effective on the date first above written.

Russell A. Fox
President
Kitchell CEM, Inc.

Date

Yulian Ligioso, CPA
Vice President
Solano Community College District

Date

Exhibit A to Amendment No. 5

Active Kitchell Managed Projects

BUILDING 600 ADMINISTRATION BUILDING MODERNIZATION

Project Status: Schematic Design Phase is nearly complete. District is exploring alternative delivery methods (Design Build, Lease/Lease back or conventional design bid build delivery). The District, Kitchell and project architect are evaluating the various delivery methods to determine the best solution before proceeding with the design development phase:

Services remaining:

- Design development phase
- Construction documents phase
- Estimating/Scheduling
- Constructability reviews
- Bidding/negotiating phase
- DSA coordination
- Construction phase
- FFE/Technology coordination
- Project closeout

BUILDING 1300 FINE ARTS REMODEL

Project Status: Construction is approximately 75% complete. New roof truss replacements installation is complete. New roof trusses were fabricated and installed when it was discovered that the existing trusses needed replacement. This additional work has created a delay in completing the construction of this project (original date of completion was November 2012). All users have been involved and anticipated construction completion is in the first quarter of 2013. Users, District and Kitchell team are reviewing Furniture, Fixtures and Equipment options at this time.

Services remaining:

- Construction phase
- FFE/Technology coordination
- Project closeout

BUILDING 200A AND B REMODEL AND BUILDING 202 EXPANSION – CHILD DEVELOPMENT

Project Status: Building 202 Child Development Expansion has received DSA approval. Kitchell will be re-qualifying contractors prior to requesting bids. Project is expected to bid first quarter 2013.

Services remaining:

- Construction documents phase (Constructability Review and Final Estimate)
- Bidding/negotiating phase
- DSA coordination
- Construction phase
- FFE/Technology coordination
- Project closeout

VALLEJO CENTER PARKING LOT EXPANSION

Project Status: Construction of new parking lot is approximately 100% complete. This new parking lot is in use by students and staff.

Services remaining:

- Project closeout

VACAVILLE CENTER PARKING LOT EXPANSION

Project Status: Project is in the schematic design phase. The District has contracted with a vendor to install solar energy capabilities at this project and is currently reviewing design options. Project is expected to bid in spring 2013.

Services remaining:

- Design phase
- Construction documents phase
- Bidding/negotiating phase
- DSA coordination
- Construction phase
- Project closeout

BUILDING 1100 PORTABLES DEMOLITION

Project Status: The scope of this work requires the demolition of three portable buildings. Currently two of the three building are being used as swing space and storage for Fine Arts classrooms and staff offices. These building are scheduled to be demolished after Building 1300 Fine Arts renovation is completed with construction and occupied.

Services remaining:

- Demolition contract documents phase
- Bidding/negotiating phase
- Demolition and site restoration phase
- Project closeout

TEMPORARY OFFICES FOR ADMINISTRATION

Project Status: The Building 600 Administration project mentioned above will be a major modernization of the building which currently houses various District administrative offices, two classrooms and the board room. Prior to commencement of construction, all users will need to be moved to a temporary location. District has requested assistance from Kitchell to identify off-campus options, conduct necessary due diligence, lease negotiation with landlord, management of the design and construction of necessary tenant improvements, and management of moving from Building 600 to the temporary offices and back after completion of the modernization.

Services required:

- Temporary office selection and due diligence
- Tenant improvement programming and design phase
- Tenant improvements construction documents phase
- Bidding/negotiating phase
- Permitting phase
- Construction phase
- FFE/Technology coordination
- Move management

Building 1400 Cafeteria/Meeting Room Sound System Analysis

Project Description: At the request of District, Kitchell will manage the services required to evaluate the current sound system and acoustical characteristics of this area. Kitchell has received a proposal from a sound/acoustics consultant to evaluate the situation and make recommendations.

Services required:

- Design Phase
- Construction documents phase
- Bidding/negotiating phase
- Permitting phase
- Construction phase
- Technology coordination

ALTERNATIVE ENERGY PROJECT:

Project Status: Programming for this project is in progress. Vendor's contract has been approved by the Board. Kitchell will serve as the District's representative for the planning and installation of solar panels in the parking lots of the Fairfield campus, Vallejo Center and Vacaville Center.

Kitchell Managed Projects in Closeout

Closeout Status: All required documents for the projects listed below have been submitted to DSA. District and Kitchell are awaiting notification that projects have been certified by DSA or additional information/corrections that may be needed to complete certification process.

Projects in Closeout Phase:

1. Nut Tree Aeronautics
2. Vallejo Center
3. Vacaville Center
4. Building 1400
5. Athletic Fields

District Managed Projects

CAMPUS-WIDE TECHNOLOGY UPGRADE, Phase II

Project Status: District IT project. The purchase and installation of new servers is on-going. Expect to complete work by year end 2012.

BLDG. 1000 RENOVATION/EQUIPMENT (FORMALLY BLDG. 900)

Project Status: Repair work to HVAC, roof and drains were included in the scope of work for this project. Project is approximately 98% complete.

CTE LAB RENOVATION

Project Status: This project includes the upgrade of electrical service, purchase and installation of new equipment in the auto body and welding shop areas. Work is 98% complete.

CAMPUS-WIDE LANDSCAPING (IMPROVEMENTS)

Project Status: New landscaping has been installed at the North and South Main Entrances to the campus, as well as at several other locations. Other landscape improvements are planned and are on-going.

BLDG. 1900 RENOVATION - EQUIPMENT MAINTENANCE/WAREHOUSE

Project Status: A number of small projects are on-going to improve safety, security and storage and are being accomplished in the maintenance and warehouse area.

Exhibit B to Amendment No. 5

Fees for Basic Services

Fees to provide Program Management and Project/Construction Management Services for the following Active Kitchell Managed Projects Kitchell Managed Projects in Close Out as described in Exhibit A to Amendment 5 shall be a no to exceed amount of **\$1,316,580** plus \$200 per month expense allowance.

Active Kitchell Managed Projects

1. Building 600 Administration Building Modernization
2. Building 1300 Fine Arts Remodel
3. Building 200A And B Remodel and Building 202 Expansion – Child Development
4. Vallejo Center Parking Lot Expansion
5. Vacaville Center Parking Lot Expansion
6. Building 1100 Portables Demolition
7. Alternative Energy Projects

Kitchell Managed Projects in Closeout

8. Nut Tree Aeronautics
9. Vallejo Center
10. Vacaville Center
11. Building 1400
12. Athletic Fields

Fees for Additional Services

TEMPORARY OFFICES FOR ADMINISTRATION

Services required to assist District with the selection of a temporary location, due diligence and tenant programming and design of this project will be provided at our current hourly rates until a viable solution has been identified. Fees to provide the following services will be negotiated prior to commencement of services:

- Tenant improvements construction documents phase
- Bidding/negotiating phase
- Permitting phase
- Construction phase
- FFE/Technology coordination
- Move management

Building 1400 Cafeteria/Meeting Room Sound System and Acoustics Evaluation

Services required to assist District with the analysis phase of this project will be provided at our current hourly rates until a viable solution has been identified. Fees to provide the following services will be negotiated prior to commencement of services:

- Design Phase
- Construction documents phase
- Bidding/negotiating phase
- Permitting phase
- Construction phase
- Technology coordination

Current Hourly Rates

Title	Hourly Rate
Program Director	\$165
Program Manager	\$142
Senior Project Manager	\$142
Project Manager	\$130
Project Engineer	\$ 95
Technical Support Manager	\$165
Registered Architect	\$135
Civil Engineer	\$135
Structural Engineer	\$135
Mechanical Engineer	\$135
Electrical Engineer	\$135
Scheduler	\$125
Estimator	\$125
Field Office Manager	\$ 45

Exhibit C to Amendment No. 5

Current Master Schedule

Attached hereto is the Current Master Schedule, which may be amended from time to time, for the completion of the Measure G Projects.

AGENDA ITEM 9.(d)
MEETING DATE February 6, 2013

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ELMASST CONSTRUCTION & INSPECTION SERVICES
ADDITIONAL PROJECT INSPECTION

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for extended inspection services for ELMASST Construction & Inspection Services for Building 1300. These services include 16 additional weeks of inspection services from January 1, 2013 to April 21, 2013.

Government Code: Board Policy: Estimated Fiscal Impact: Measure G Fund \$41,140

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

John Lett
Senior Project Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7189

TELEPHONE NUMBER

Administration
ORGANIZATION

January 25, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 25, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

EXHIBIT A.1

PROJECT: Building 1300 – Fine Arts
CONTRACT NO.:
LOCATION: Solano Community College District

DESCRIPTION: Add Services requested by ELMAS Construction & Inspection Services will include inspection services due to the extended construction period. Those services are defined as follows:

Bldg. 1300 = \$41,140.00

ARTICLE 2

ADDITIONS: Add services scope to include 16 additional weeks of inspection services as follows:

One (1) full-time inspector from January 1, 2013 to April 7, 2013 – 14 weeks
One (1) part-time inspector from April 8, 2013 to April 21, 2013 – 2 weeks

Scope to include all base and supplemental services, as defined in ELMAS Construction & Inspection Services dated January 3, 2013.

ARTICLE 2

EXCLUSIONS: None.

FEE: The INSPECTOR will be paid forty-one thousand, one hundred forty dollars and no cents (\$41,140.00), for extended inspection services.

SCHEDULE: As noted in the Base Design Agreement.

Date

Date

George N. Kalligeros
Owner
ELMAS Construction Inspection
Services

Yulian Ligioso
Vice President of Administrative
Business Services
Solano Community College District

AMENDMENT TO CONTRACT AGREEMENT WITH ELMAST CONSTRUCTION & TESTING SERVICES
 Governing Board Meeting - February 6, 2013

<u>PROJECT</u>	<u>ORIGINAL CONTRACT AMOUNT</u>	<u>PROPOSED FEE INCREASE</u>	<u>REVISED CONTRACT TOTAL</u>
Building 1300 Fine Arts - Addition / Remodel	\$95,370.00	\$41,140.00	\$136,510.00

Proposed Fee Schedule: Item #	Description	Cost
Scope Item 1. Proposal for Extending Inspection Services	Add Services by ELMAST Construction & Inspection Services will include inspection services due to the extended construction period.	\$41,140.00
TOTAL		\$41,140.00

ELMAST CONSTRUCTION & INSPECTION SERVICES

2972 Bush street
Suite A
San Francisco, CA
94115
415 / 240-1432 (P)

January 03, 2013

To: John Lett, Project Manager

From: George N Kalligeros

John,

Following please find my proposal for extending inspection services to Fine Arts project :

1- From 01/01/13 to 04/07/13 : 14 weeks

One inspector full time: 40hrs/week x 14 weeks = 560 hrs

2- From 04/08/13 to 04/21/13: 2 weeks

One inspector part time : 20 hrs /week x 2 weeks = 40 hr

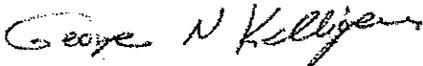
Cost: 600 hrs x \$ 85.00 / hr = \$ 51,000.00

3 - Deduct balance of original contract as of 12/31/12:

Contract \$95,370.00 - \$ 85,910.00 paid to the end of 12/31/12 = \$ 9,860.00 Balance

Additional Cost: \$ 41,140.00

Yours truly



George N Kalligeros

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

TO: Members of the Governing Board
SUBJECT: CONSTRUCTION TESTING SERVICES
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for extended special inspection services for Construction Testing Services (CTS) for Building 1300.

Staff will be present to answer any questions.

Government Code: Board Policy: Estimated Fiscal Impact: Measure G Funds \$13,300

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

John Lett
Senior Project Manager
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

(707) 864-7189
TELEPHONE NUMBER

Kitchell
ORGANIZATION

January 25, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AMENDMENT TO CONTRACT AGREEMENT WITH CONSTRUCTION TESTING SERVICES
Governing Board Meeting - February 6, 2013

<u>PROJECT</u>	<u>ORIGINAL CONTRACT</u>	<u>PROPOSED FEE</u>	<u>REVISED CONTRACT</u>
Building 1300 Fine Arts - Addition / Remodel	<u>AMOUNT</u>	<u>INCREASE</u>	<u>TOTAL</u>
	\$29,873.00	\$13,300.00	\$43,173.00

Proposed Fee Schedule: Item #	Description	Cost
<u>Scope Item 1.</u> P/T Inspection & Testing Proposal	Add services by Construction Testing Services will include special inspection services due to the extended construction period.	\$13,300.00
TOTAL		\$13,300.00

EXHIBIT A.1

PROJECT: Building 1300 – Fine Arts
CONTRACT NO.:
LOCATION: Solano Community College District

DESCRIPTION: Add services by Construction Testing Services will include special inspection services due to the extended construction period.

ARTICLE 2
ADDITIONS: Proposal attached.

ARTICLE 2
EXCLUSIONS: None.

FEE: The INSPECTOR will be paid thirteen thousand, three hundred dollars and no cents (\$13,300.00) for the extended and duration of the services provided.

SCHEDULE: As noted in the Base Design Agreement.

Date

Date

George N. Kalligeros
Owner
ELMAST Construction Inspection
Services

Yulian Ligioso
Vice President of Administrative
Business Services
Solano Community College District



**CONSTRUCTION
TESTING SERVICES**

- TESTING
- INSPECTION
- ENGINEERING

January 22, 2013

CTS Job No: J8220

Kitchell
ATTN: John Lett
4000 Suisun Valley Rd. Bldg. 1900
Fairfield, CA 94534

Subject: SCC Fine Arts Building 1300 – Additional Services Request

Dear John,

We feel the following summary to be an appropriate budget amount to complete this project.

ESTIMATE TO COMPLETE

DESCRIPTION	DATES	TOTAL
P/T Inspection & Testing	Dec'12 to April '13	\$13,300.00
ADDITIONAL SERVICES TOTAL		\$ 13,300.00
APROVED CONTRACT		\$ 29,873.00
ESTIMATED COST TO COMPLETE		\$13,300.00
TOTAL CONTRACT AMOUNT		\$43,173.00

Please modify our contract in the amount of \$13,300.00 for a total contract value of \$43,173.00

Thank you,

William Cale – Vice President

2174 Rheem Drive, Suite A, Pleasanton, CA 94588	• Phone (925) 462-5151	• Fax (925) 462-5183
4770 Duckhorn Drive, Sacramento, CA 95834	• Phone (916) 419-4747	• Fax (916) 419-4774
One Embarcadero Center, Suite 535, San Francisco, CA 94111	• Phone (415) 438-2357	• Fax (415) 334-4747
246 30 th St., Suite 101, Oakland, CA 94601	• Phone (510) 444-4747	• Fax (510) 835-1825

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: AGREEMENT BETWEEN CONTRA COSTA
COMMUNITY COLLEGE DISTRICT AND SOLANO
COMMUNITY COLLEGE DISTRICT TO PARTICIPATE
IN DESIGN IT-BUILD IT-SHIP IT REGIONAL
WORKFORCE DEVELOPMENT INTITIAIVE

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College District is in receipt of a Department of Labor Trade Adjustment Assistance Community College Career Training (TAACCCT) Initiative Grant in the amount of \$1,281,000.00. The terms of the grant are October 1, 2012 through September 30, 2015. This item is being presented to the Governing Board for approval.

The focus of the TAACCCT workforce development grants includes: building regional capacity with industry, other colleges, and other workforce entities, working closely with industry to identify training and education priorities, identifying cohorts of students, developing curriculum and stackable certificates and articulating same, identifying and purchasing equipment and materials, and developing programs that produce completers and job ready students.

A copy of the Agreement is available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of Workforce and Economic Development. Approval is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$1,281,000 revenue
CEO 2012-13 Goals: #5*

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

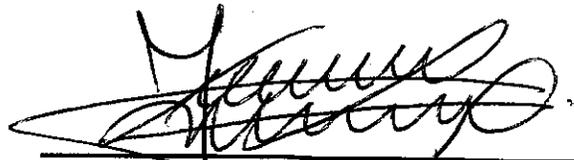
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



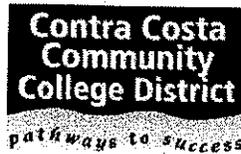
JOWEL C. LAGUERRE, Ph.D.
Superintendent-President

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Governing Board

Sheila A. Grilli, *President*
John E. Márquez, *Vice President*
John T. Nejedly, *Secretary*
Greg Enholm
Vicki Gordon



Chancellor
Helen Benjamin, Ph.D.

College Presidents
Contra Costa College Denise Noldon, Ph.D.
Diablo Valley College Peter Garcia
Los Medanos College Bob Kratochvil

MEMORANDUM OF UNDERSTANDING
between
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
and
SOLANO COMMUNITY COLLEGE

This Memorandum of Understanding (MOU) is entered into between Contra Costa Community College District (hereinafter "Contra Costa CCD") and Solano Community College (hereinafter "Solano CC") (collectively, "PARTIES").

WHEREAS, the PARTIES worked collaboratively with each other and other regional stakeholders to create the Design it-Build it-Ship it regional workforce development initiative (hereinafter "DBS") funded under the U.S. Department of Labor's Trade Adjustment Assistance, Community College Career Training Initiative (hereinafter "TAACCCT");

WHEREAS, the purpose of DBS is to expand the capacity of the regional workforce system and the community colleges to create and sustain career path training systems for TAA eligible, dislocated, and other adult workers in the East Bay including Alameda, Contra Costa, and Solano Counties;

WHEREAS, the PARTIES have agreed to participate in DBS and provide the services outlined in the grant per U.S. Department of Labor Grant Agreement Number **TC-23770-12-60-A-6** (hereinafter "Prime Grant");

WHEREAS, the partner district/college is in possession of a copy of the PRIME GRANT agreement and acknowledges they are a "co-grantee" as defined in the PRIME GRANT by the U.S. Department of Labor, subject to all of the same reporting, financial restrictions, and special conditions of performance required of Contra Costa CCD as the financial and operational lead of DBS;

WHEREAS, the Contra Costa Community College District has designated its own employee as the Project Director to oversee the implementation of DBS and this MOU;

WHEREAS, the governance structure of DBS includes a Governance Committee, Finance Committee, Evaluation Committee, which the PARTIES agree to support and designate representatives to as part of an integrated consortium and collaborative management structure;

THEREFORE, the PARTIES mutually agree to as follows:

I. STATEMENT OF PERFORMANCE

That the PARTIES shall work collectively to accomplish the goals of DBS and fully implement the strategic priorities and major activities outlined in the PRIME GRANT. The PARTIES understand that DBS is a capacity building and training initiative and agree to conduct program development, capacity building, and training activities including:

- 1) Development of new programs and alignment of existing programs using industry-driven curriculum and stackable certificate models aligned to employer identified credentials in advanced manufacturing, transportation/logistics, or engineering,

- 2) Agreement to use the following core framework and metrics to ensure the implementation of the core elements of the program design identified in the PRIME GRANT agreement statement of work:
 - a. Integrated program design,
 - b. Cohort enrollment into linked courses,
 - c. block scheduling, dynamic scheduling, and compressed instructional formats,
 - d. Contextualized Basic Skills including math, English, and digital literacy,
 - e. Use of transformative technology and technology enabled learning strategies,
 - f. Increased transparency, accountability, and labor market relevance,
 - g. Innovative student support services and assessment including multiple assessment measures, student portfolios, expanded and contextualized counseling strategies, and embedded social and workforce services.
- 3) Participation in regional capacity building that supports articulation across the community colleges and aligns core competencies, credentialing, and curriculum by industry cluster and sector,
- 4) Planning and support for creation of a stronger East Bay workforce intermediary system in partnership with industry, our constituent workforce boards, and other stakeholders that improves integration of employer engagement, funding, service delivery, placement, and evaluation,
- 5) Participation in a third party evaluation that includes provision of student identifiers and other data required for the four year formative and summative evaluation of DBS and that includes commonly identified progress measures to improve retention, completion and reduce time to completion across the project

II. RELATIONSHIP BETWEEN THE PARTIES

This MOU is by and between two independent community college districts and their member colleges. This MOU is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association beyond the terms and conditions of this Grant and MOU.

III. INDEMNIFICATION

Each party agrees to indemnify, defend, and hold harmless the other parties to this agreement and their officers, agents, and employees against all claims, demands, actions, costs (including attorneys' fees) and liabilities arising from or related to, and in proportion to, the negligence, willful misconduct, or omission of said party, its officers, agents or employees in connection with or arising from its performance or activities relating to this MOU.

IV. CO-GRANTEE RESPONSIBILITIES

As Co-Grantees under the requirements of the Prime Grant, the PARTIES are each equally subject to the administrative, fiscal, and other requirements of the U.S. Department of Labor in the performance of the activities described in the Prime Grant agreement except where specific responsibilities for reporting or other activities are identified below.

V. RESPONSIBILITIES OF CONTRA COSTA CCD

Contra Costa CCD will serve as the primary fiscal and reporting agent for DBS and will be responsible for budget management, financial reporting, progress reports, and annual outcome

reports to the U.S. Department of Labor. Contra Costa CCD is also responsible for primary project administration and coordination for all five districts and constituent colleges. Additionally, Contra Costa CCD will be responsible for the following:

- Hiring and supervising DBS grant management staff, including the DBS Project Director with the Contra Costa CCD Vice Chancellor of Educational Services and Technology serving as the Director in the Project Directors absence;
- Should Contra Costa CCD have a need to replace/hire a new DBS director Solano CC will have the opportunity participate in the selection process for the new DBS Project Director;
- Subcontracting related to key grant activities such as evaluation, professional development, or other contracts identified during grant implementation,
- Convene the DBS Governance Committee for ongoing policy guidance, progress assessment, budget guidance and assessment of program outcomes,
- Financial management, tracking, quarterly reporting to the U.S. Department of Labor, drawdowns, disbursements to DBS consortium members and convening of the DBS Finance Committee,
- Annual participant outcome reports to the U.S. Department of Labor, oversight of the DBS third party evaluation, and convening the DBS evaluation team,
- Convene the DBS Program Committee for coordination of overall program activities, professional development, and capacity building,
- Core support for the East Bay workforce Intermediary planning process including procurement of appropriate consulting or third party resources as required and as agreed to by the broader partnership,
- Participation in ongoing resource development for the DBS consortium and for the East Bay workforce intermediary planning process.

VI. RESPONSIBILITIES OF SOLANO COMMUNITY COLLEGE

- Provision of District representatives to the Governance Committee, Finance Committee, and Evaluation Committees convened by Contra Costa CCD,
- Compliance with any audit or documentation requests from the U.S. Department of Labor or Contra Costa CCD to ensure full compliance with the requirements of the Prime Grant,
- Support for ongoing resource development for the DBS consortium.
- Provide a Site Coordinator to coordinate college performance and local professional development activities under the Prime Grant and to participate on the DBS Program Committee convened by Contra Costa CCD,
- Identify core sector training competencies of the college relevant to the DBS prime grant and participate in regional employer engagement and career pathway mapping activities, sharing the college's own employer relationships as a part of that process,
- Create and continually update a capacity building plan, training plan, and detailed budget for the college that identifies all curriculum development, program development, training and other activities planned by the college as a part of DBS,
- Develop and implement curriculum and credential/certificate programs aligned to the industries and target populations described in the Prime Grant including outreach/marketing, enrollment, assessment, classroom/lab instruction, and other services consistent with the requirements of the PRIME GRANT,

- Support non-traditional educational and instructional strategies that improve access and performance for a broad continuum of students including students with barriers to education and training, including strategies such as contextualized basic skills, cohort based strategies, programs of study, and embedded student services and vocational preparation,
- Provide appropriate faculty or staff representatives with disciplinary expertise at professional development, strategic planning, employer engagement, or regional systems planning sessions dependent upon planning topic,
- Collect and report required data on all students in DBS identified student cohorts including student identifiers, course data, and other data elements to the DBS Director or third party evaluator upon request,
- Secure the necessary releases and authorizations for collection of data as required,
- Supporting student success through dynamic partnerships with the local Workforce Investment Boards, human service agencies, community-based organizations, and the college's existing student support services,
- Explore new and more relevant career and technical practicum models that integrate coursework and student internship for students such as cooperative work experience and apprenticeship; and
- Compliance with all open source requirements of the PRIME GRANT for all curriculum, instructional materials, web resources or other products of the grant.

VII. ALLOCATION OF FUNDS

Allocation of funds by college under this MOU is conditioned upon 1) Development of a program work plan from each college that details activities and expenditures for the duration of the grant, and 2) Ongoing compliance with financial reporting including strict compliance with reporting deadlines that allow Contra Costa CCD to file quarterly financial reports on time.

Funding for the first three years of the grant period, from 10/1/2012 to 9/30/2015, to the Solano CC will be \$1,281,000.

VIII. FINANCIAL REPORTING, INVOICING, AND PAYMENT

A. Authorized Expenditures and Spending Plan

To be eligible to receive funds under this MOU, each community college must submit a work plan and budget plan that illustrates in detail all planned capacity building, training activities, and expenditures the DBS Director. Upon verification and approval by the DBS Project Director, colleges are eligible to invoice for reimbursement of approved expenditures on a quarterly basis.

All expenditures by community colleges and their subcontractors are subject to all limitations and special permissions imposed by the U.S. Department of Labor. These conditions are included in the DBS PRIME GRANT agreement which has been distributed to each of the Districts. These include but are not limited to:

- **Special Permissions:** All purchases or lease of equipment with a single item cost over \$5,000 and a useful life over one year and all renovation of property or space require permission from the Department of Labor prior to purchase or beginning of renovation,
- **Limitations:** TAACCCT funding may not be used for supportive services (as defined by the Department of Labor on page 22 of the SGA in the Prime Grant agreement), student tuition, new construction, or the purchase of real property,

- **Administrative Cap:** The U.S. Department of Labor stipulates that there is an administrative cap of 10% on the grant including all direct funded Administrative costs and the Administrative portion of any indirect costs charged to the grant and which includes any administrative costs or indirect expenditures by the PARTIES as co-grantees.

When in doubt about limitations pertaining to the use of grant funds, colleges should refer to their District's copy of the PRIME GRANT agreement. After consulting the PRIME GRANT agreement, any additional questions should be directed to the DBS Director who can seek additional guidance from the U.S. Department of Labor.

B. Administrative and Indirect Expenditures

Pursuant to 20 CFR 667.12(b) of the U.S. Federal Workforce Investment Act, grantees are advised that there is a 10% cost limitation on administrative costs on funds administered under this grant. In no event, may administrative costs exceed 10% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 667.220(b). This 10% administrative cost limitation includes direct administrative costs as defined in 20 CFR 667.220(b) and the administrative portion of any indirect costs charged to the grant. The ability of the co-grantees to charge administrative or indirect costs to their portion of the grant is dependent upon the overall administrative costs associated with the entire grant, and that the administrative costs charged by the co-grantees do not create the danger that the grant will exceed the overall 10% cost limitation prior to conclusion of the 48 month grant period.

C. Budget Modification

After submission of the initial program plans and budgets, Co-Grantees may make changes to their budgets during implementation as long as those changes are consistent with their program work plan and are aligned with the goals and objectives of the grant. Because changes in budget line items by co-grantees have a direct impact on the line items of the entire grant budget, co-grantees should consult with the DBS Project Director *and* report any local budget changes at the quarterly finance team meetings. Multi-college districts have the prerogative to reallocate funds between their colleges, but should consult with the DBS Project Director to assess the impact on the overall grant workplan, deliverables, and whether the change would require submission of a program modification with the Department of Labor.

Contra Costa CCD will present budget reports at each quarterly Governance Committee meeting. Additionally, Contra Costa CCD will present an annual summary of budget expenditures to the Governance Committee, identifying any major deviations in spending, and recommendations for budget adjustments. Incorporating guidance from the Governance Committee, Contra Costa CCD will file budget modifications with the Department of Labor. As the lead agency for DBS, Contra Costa CCD is solely responsible for filing budget modifications with DOL, however all budget modifications will be shared with the Governance Committee prior to submission and will be based on financial data provided by the co-grantees and reviewed by the Finance Committee to verify their accuracy prior to submission.

D. Reporting, Invoicing, and Payment

Invoicing for payment under this MOU is directly linked to the quarterly financial reporting process required by the U.S. Department of Labor. Contra Costa CCD, as the fiscal and lead agency for DBS, has sole responsibility for submitting aggregated quarterly financial reports to the U.S. Department of Labor that include all payables by the DBS consortium colleges in the previous fiscal quarter. DBS consortium colleges agree to submit line item summary of the previous quarter's expenses no less than 15 days prior to the due date for financial reports to the U.S. Department of Labor. Due Dates each year include:

Deadline Item	1 st	2 nd	3 rd	4 th
Quarter Dates	Oct 1 to Dec 31	Jan 1 to March 31	April 1 to June 30	July 1 to Sept 30
DOL Report Due	February 14 th	May 15 th	August 15 th	November 15 th
Due Date to CCCCD	January 31 st	April 30 th	July 31 st	October 31 st
Payment to Solano	March 1 st	June 1 st	September 1 st	December 1 st

Should the due date fall upon a weekend or holiday, the financial report to Contra Costa CCD will be due the Friday immediately prior to that weekend or the day prior to the holiday. Reports to Contra Costa CCD will be made directly by the college for single college districts and by the district office for multi-college districts according to the following breakdown:

Reporting Entity	Colleges Included in Report
Chabot Las Positas CCD	Chabot College
Contra Costa CCD	Contra Costa College, Diablo Valley College, Los Medanos College
Peralta CCD	College of Alameda, Berkeley City College, Laney College, Merritt College
Solano CC	Solano Community College
Ohlone CC	Ohlone Community College

Reporting formats required under this MOU will be specified by the Contra Costa CCD Business Office and may include but are not limited to summary reports for the entire district and by college by location and DOL Line Item, direct printouts from the district's general ledger, and scans of time and effort sheets for all personnel positions allocated to administrative costs. All reports will be accompanied by a letter signed by the reporting District or College's business officer certifying that the report accurately reflects the information contained in the District's General Ledger system for the reporting period in question.

The report to Contra Costa CCD 15 days prior to DOL submission is considered the invoice for the reporting district or college. Upon approval by the DBS Director and Contra Costa CCD business office, the report will be used to compile and submit the regular DBS quarterly report to DOL. Payment is subject to successful submission and approval of the report by the U.S. Department of Labor, and successful drawdown from the U.S. Department of Labor's Payment Management System (PMS).

All reports by DBS districts should closely align with the work plan and expenditure plans on file at the Contra Costa CCD Office for each college. Any significant discrepancy between reports and the plans may result in delay in filing of the grant financial report to the U.S. Department of Labor or delays in payments to the reporting colleges. While work plans and budgets can be modified with some exceptions, Colleges should notify the DBS Director of any significant changes in their work plan or activities as some changes may require filing of a program or budget modification with the Department of Labor before payment can be approved. Any questioned expenditures, can be removed from the quarterly report until resolution of questions regarding that expenditure. Major changes in a college's work plan may require consultation with the District designee for the Grant.

The above processes are subject to change based on changes in reporting and payment processes by the U.S. Department of Labor or as required to comply with internal audits or audits initiated by the U.S. Department of labor. All changes in reporting shall be made in writing by the Contra Costa CCD to all effected parties.

IX. OUTCOMES

Set below are the DBS outcome measures as identified in the PRIME GRANT and as approved by the Department of Labor. Each college will assign staff to develop specific benchmarks and outcomes for that college that help meet the outcomes below, which are the collective responsibility of the DBS consortium and the 10 colleges identified in the PRIME GRANT.

Design it-Build it-Ship it Outcome Measures for TAACCCT Program						
Outcome Measure		Year 1	Year 2	Year 3	Year 4	Total
1	Total Unique Participants to be Served	400	700	917		2,017
2	Participants Completing a TAACCCT-Funded Program of Study	320	560	734		1,614
3	Participants Still Retained in Their program of Study or Other TAACCCT-Funded Program	340	595	779		1,714
4	Total Participants Completing Credit Hours	360	630	825		1,815
5	Total Number of Participants Earning Credentials	320	560	734		1,614
6	Total Participants in Further Education After TAACCCT-funded Program of Study Completion	80	140	183		403
7	Total Number of Participants Employed After TAACCCT-Funded program of Study Completion		224	392	514	1,130
8	Total Number of Participants Retained in Employment After Program of Study Completion		168	294	385	847
9	Total Number of Those Participants Employed Who Received a Wage Increase Post-Enrollment		134	235	308	678

X. EFFECTIVE DATE AND PERIOD OF PERFORMANCE

This MOU shall be in effect from October 10th, 2012 to September 30th, 2015 or until final reporting is completed.

XI. AMENDMENTS

No amendment or modification of this MOU shall be effective unless it is in writing and signed by the authorized agents of all PARTIES.

XIII. TERMINATION

Either party upon thirty days written notice to the other PARTIES may terminate this MOU without cause.

Such termination shall not take effect, however, with respect to students (or cohorts) already enrolled until such students (or cohorts) have completed the current period of instruction during the term of this MOU.

XIV. EXECUTION

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and shall be binding on all PARTIES.

The PARTIES have caused this MOU to be executed effective as of the EFFECTIVE DATE.

For Contra Costa CCD for itself and its community colleges

Signature: _____
Print Name: Helen Benjamin
Title: Chancellor
Date: _____

For Solano Community College

Signature: _____
Print Name: _____
Title: _____
Date: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: APPROVAL TO ENTER INTO AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, SACRAMENTO TO FURNISH NON-CLINICAL EXPERIENCE IN AN INTERNSHIP PROGRAM

REQUESTED ACTION: APPROVAL

SUMMARY:

The School of Liberal Arts requests that Solano Community College enter into an agreement with California State University, Sacramento that allows for continued opportunities for the College to have students from Sacramento State University participate in directed observations via an Internship Program. The students for Sacramento State will work with our faculty, staff, and students as non-paid Teaching Assistants.

Government Code: N/A *Board Policy:* *Estimated Fiscal Impact: N/A*
BOT 2012-13 - Goal #5

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jeffrey Lamb, Ph.D., Interim Dean
School of Liberal Arts

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7250

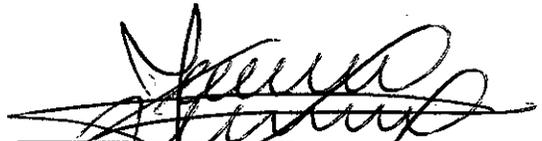
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**AGREEMENT FOR FURNISHING NON-CLINICAL EXPERIENCE
IN AN INTERNSHIP PROGRAM**

This Agreement is between Solano Community College ("Agency") and California State University, Sacramento ("University"), and is dated as of October 12, 2012

I. GENERAL INFORMATION

- A. The University has approved non-clinical courses and such courses require directed observation and/or practical experience for student interns in various fields of study.
- B. The Agency has facilities for furnishing directed observation and practical experience to the student interns.
- C. It is to the benefit of the University that its non-clinical student interns be permitted to use the facilities of the Agency for their learning experience.
- D. It is to the benefit of the Agency to contribute to the education of the student interns.
- E. There shall be no monetary obligations on the part of the University or the Agency, one to the other.
- F. This agreement shall not cover any Service Learning or Clinical Experience.

II. AGENCY RESPONSIBILITIES

- A. Provide directed observation and practical experience in the general operation of Agency's business and in the use of appropriate facilities for learning experience for training of students enrolled in an Intern Program who are designated by the University and approved by the Agency for such experience. The practical experience for any one student shall cover such period of time as may be mutually agreed upon by both parties.
- B. Permit members of the Agency's staff, supervisors, and other personnel to participate, as their time may permit, in the practical experience of the students and their learning experience.

III. UNIVERSITY'S RESPONSIBILITIES

- A. Designate the students enrolled in the qualifying courses of the University to be assigned to the Agency, subject to approval by the Agency.
- B. Agree that the students shall be subject to requirements and restrictions specified jointly by representatives of the University and the Agency.
- C. Award academic credit to students who complete the requirements of the internship program if applicable.
- D. Upon written request by the Agency, and mutual agreement between both parties, the University will withdraw any student who fails to observe the regulations of the Agency.

IV. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

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

V. STATUS OF UNIVERSITY AND AGENCY

Any Student performing an Internship under this agreement shall be identified as either a Paid Intern or a Non-Paid Intern.

Non-Paid Interns: The parties expressly understand and agree that the students enrolled in the Program as Non-Paid Interns are in attendance for educational purposes, and such students are not considered employees of either Agency or University for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. Students may be paid a stipend at the discretion of the Agency.

Paid Intern: The parties expressly understand and agree that the students enrolled in the Program as Paid Interns are in attendance at the University for educational purposes, but in addition such students are considered employees of the Agency and shall receive compensation from the Agency. In addition paid interns shall be covered under worker's compensation by the Agency as required by law.

VI. INSURANCE

- A. Agency Insurance. Agency shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by its employees. Coverage under such professional and commercial general liability insurance shall be not less than one million dollars (\$1,000,000) for each occurrence and three million dollars (\$3,000,000) in the aggregate. Such coverage is to be obtained from a carrier rated A or better by AM Best or a qualified program of self-insurance. Agency shall also maintain workers' compensation and disability coverage for its employees as required by law.
- B. University Insurance. It is understood and agreed that the California State University is a self-insured public agency of the State of California. The University also maintains self-insurance programs to fund its respective liabilities.

Evidence of Insurance, Certificates of Insurance or other similar documentation shall not be required of either party under this agreement.

VII. INDEMNIFICATION

- A. Agency agrees to indemnify, defend, and hold harmless University and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney fees, arising out of or resulting from Agency's negligence, or in proportion to the Agency's comparative fault.

VIII. TERM AND TERMINATION

- A. Term. This Agreement shall become effective as of the date of final execution and shall remain in effect for 5 years.
- B. Termination. This Agreement may be terminated at any time by written agreement upon 30 days' advance written notice by one party to the other, provided, however, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any semester in which termination would otherwise occur.

IX. GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the parties.
- B. Assignment. Neither party shall voluntarily, or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.
- C. Captions. Captions and headings in this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement or any of its provisions.
- D. Entire Agreement. This Agreement is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- E. Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

X. EXECUTION

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

California State University, Sacramento

Solano Community College

By: _____

By: Arthur

Name: Suzanne Swartz

Name: Arturo Reyes

Title: Contract Administrator

Title: Executive Vice President

Date: _____

Date: 12/6/12

Academic Reorganization

Developed: Spring/Fall 2012
Implementation: July 1, 2013

1/25/13

School of Liberal Arts
To be filled

- Art
- Basic Skills (English)
- Cinema
- English
- ESL
- Foreign Languages
- Humanities
- Interior Design
- Journalism
- Library
- Music
- Philosophy
- Photography
- Reading
- Sign Language
- Speech/ Forensics
- Theater Arts
- TV

School of Mathematics and Science
To be filled

- Astronomy
- Basic Skills (Math)
- Biology
- Bio-Technology
- Chemistry
- Engineering
- Geography
- Geology
- Horticulture
- Mathematics
- MESA
- Physical Science
- Physics
- Water/Wastewater

School of Career Technical Education and Business
M. Morinec

- Accounting
- Air Cond & Refrig
- Automotive
- Business
- CA/OT
- CIS
- Cosmetology
- Criminal Justice
- Drafting
- Economics
- EMT
- Green Grant
- Industrial Education
- Maintenance Tech
- Management
- Marketing
- Nursing
- Occ Ed/Work Exp
- Real Estate
- Welding

School of Human Performance and Development
L. Espinoza

- Athletics
- Children's Programs
- Community Ed
- Dance
- Early Childhood Ed
- Health Ed
- Human Development
- Nutrition
- Physical Education
- Sports Med/Fitness Science

School of Social & Behavioral Sciences
To be filled

- Anthropology
- Distance Ed
- Ethnic Studies
- History
- Human Services
- International Relations
- Journalism
- Political Science
- Psychology
- Social Science
- Sociology
- Academic Success Center (Athletic Skills Center, Learning Communities, Tutoring)

Aeronautics and Fire Technology transferred to Vacaville Center

Facilities Use transferred to Finance & Administration

Foster Care Program, Puente and UMOJA to remain in Student Services

Additions

- Add .2 coordinator per division for SLO's, Program Review, planning, and other duties to be assigned.
- 2013-14 Academic Year: Department Chairs possible, but must be negotiated with SCFA
- Admins for Schools: Liberal Arts (1), Sciences (1), Career Tech Ed & Business (1.5), Human Performance & Development (1.5), Social & Interdisciplinary Studies (1)
- Curriculum Office staff increased from 2 to 3

The reorganization was made possible by the savings from the reduction in LMS Costs

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

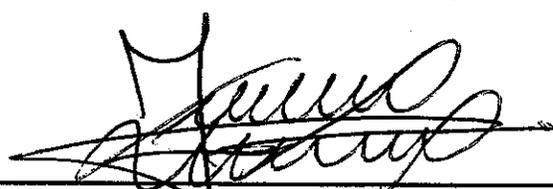
SUBJECT: 4CIS - BANNER CONSORTIUM

REQUESTED ACTION: INFORMATION

SUMMARY:

The 4CIS (California Community College Consortium Information Systems), a group of ten Districts, which includes Feather River, Gavilan, Imperial; Santa Barbara, Sequoias, Siskiyou; Sierra, Taft, Cuesta, and Solano was created with a goal to address each of the district's increasing technological operational costs and lack of resources needed to efficiently manage their Enterprise Resource Planning (ERP) systems (Banner). The consortium in partnership with ellucian™ is developing a plan that will address these issues saving each participating district thousands of dollars as well as freeing up resources to focus on providing functional efficiencies. Technology Services & Support recommends the continued consortium participation of Solano Community College.

Staff will be present to answer any questions.

<i>Government Code</i> N/A	<i>Board Policy</i> N/A	<i>Estimated Fiscal Impact</i> \$N/A
SUPERINTENDENT'S RECOMMENDATION:		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
James "Kimo" Calilan, Interim Director Technology Services & Support		 JOWEL C. LAGUERRE, Ph.D. Superintendent-President
PRESENTER'S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS		
707-864-7104		
TELEPHONE NUMBER		
Information Systems		January 25, 2013
ORGANIZATION		DATE APPROVED BY
January 25, 2013		SUPERINTENDENT-PRESIDENT
DATE SUBMITTED TO		
SUPERINTENDENT-PRESIDENT		

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

TO: Members of the Governing Board
SUBJECT: 2012 ACCOUNTABILITY REPORTING FOR
COMMUNITY COLLEGES (ARCC) REPORT
REQUESTED ACTION: INFORMATION

SUMMARY:

Accountability Reporting for Community Colleges (ARCC) is a legislated report produced by the California Community Colleges Chancellor's Office (CCCCO) since 2007.

The report draws from data submitted by all state community colleges to present a series of demographic and performance measures. In addition to detailing some system wide performance measures, the report mainly focuses on individual colleges. Peer grouping for the major performance indicators are also included to allow meaningful comparison.

A brief presentation by Peter Cammish, Dean of Research and Planning, will look at three of the most interesting sections of the report, including the peer grouped performance measures.

*Government Code: EC 84754.5(d) Board Policy: Estimated Fiscal Impact:
Assembly Bill 1417*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Peter Cammish, Dean
Research and Planning

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7000, Ext. 7278

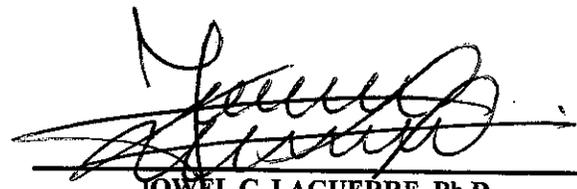
TELEPHONE NUMBER

Administration

ORGANIZATION

January 25, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: STATUS REPORT ON PROGRAM REVIEW
REQUESTED ACTION: INFORMATION

SUMMARY:

Amy Obegi, Early Childhood Education Professor, will give an informational status report on Solano College's program review.

Government Code: Title 5 §53200 Board Policy 6100 Estimated Fiscal Impact: N/A
CEO 2012-13 Goal #2

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Amy Obegi, Professor
School of Human Performance & Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7102

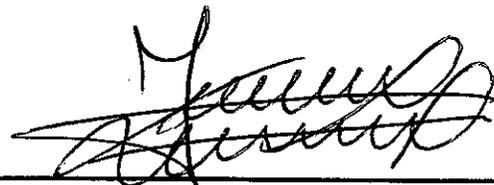
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: MIDDLE COLLEGE HIGH SCHOOL PRESENTATION

REQUESTED ACTION: INFORMATION

SUMMARY:

Middle or Early College High School programs provide an innovative, academic environment designed to serve motivated high school students with high potential for future academic and career success. The California State Legislature has declared middle college high schools to be highly effective collaborative efforts between local school districts and community colleges. In February 2012, planning groups were convened for the establishment Middle College High Schools in partnership with the Vacaville Unified School District and the Fairfield-Suisun Unified School District. A presentation on Middle/Early College High Schools and planning efforts to date will be provided to the Governing Board.

*Government Code: California Ed Code Section 11300-11301 Board Policy: N/A Estimated Fiscal Impact: N/A
BOT 2012-13 Goal: #5*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Shirley Lewis, J.D., Dean
Vacaville Center

PRESENTER'S NAME

2001 North Village Parkway
Vacaville, CA 95688

ADDRESS

707-864-7237

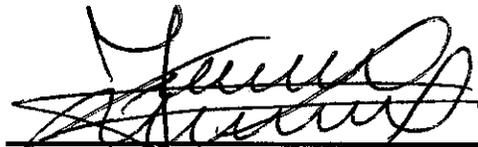
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ASSOCIATED STUDENTS OF SOLANO COLLEGE (ASSC)
2012-2013 BUDGET

REQUESTED ACTION: INFORMATION

SUMMARY:

Governing Board Policy 5515, Associated Students Finance, specifies that the Associated Students of Solano College (ASSC) budget shall be adopted as provided for in the Constitution of the ASSC and shall be presented to the Governing Board for review and informational purposes. The funds of the ASSC shall be deposited, loaned, or invested in one or more of the ways authorized by law, and shall be subject to an annual audit.

The ASSC 2012-2013 budget will be presented by Mostafa Ghous, Director of Student Development.

Government Code: ECS 76063-76065; Board Policy: 5515; Estimated Fiscal Impact: \$216,552; ASSC

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

January 25, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

January 25, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

THE ASSOCIATED STUDENTS OF SOLANO COLLEGE
Approved Budget Projections for the 2012-13 Academic Year

710-5030-????-696000

		APPROVED BUDGET 2011-12	ACTUAL BUDGET 2011-12	APPROVED BUDGET 2012-13
Beginning adjusted balance		118,156	118,156	212,829
I. REVENUE				
Income				
8820	Contrib, Gifts, Grants & Endowments	1,500	625	1,500
8820	Inactive Club Funds	0		0
8820	Special Events Income	1,500		1,500
8840	Sales & Commissions	15,000	14,371	15,000
8840	Event Admission	1,500		1,500
8840	Vending - Softdrinks	12,000		11,000
8840	Vending - Snacks	500		500
8840	Vending - Vacaville Center	1,000		1,000
8840	Vending - Vallejo Center	1,000		1,000
8860	Interest/Savings	200	870	200
8982	Bookstore Dividends	22,355	22,355	22,355
8885	Other Student Fees (Student ID Cards)	14,000	11,232	14,000
8899	Other Local	21,000	1,720	21,000
8899	Vendor Income	1,000		1,000
8899	Other Revenue/Pepsi	2,000		2,000
8899	Other Revenue/Pepsi	18,000		18,000
88909	Prior Year Revenue Adjustment	0	6,569	0
	Total Income	74,055	57,742	74,055
TOTAL REVENUE			57,742	286,884
II. EXPENSES				
2000-3000	Student Salaries/Benefits	11,000	0	5,000
4400	Instr'l Supplies & Materials	8,500	865	6,000
4400	Instr'l Supplies - Food (Admin)	1,000		1,000
4400	Instr'l Supplies - Food (Spons/Spec Events)	2,000		1,500
4400	Instr'l Supplies - Food (EOY Awards/Banque	3,500		2,000
4400	P.E. Awards & Banquets	2,000		1,500
4500	Noninstruct Supplies & Materials	5,000	2,563	5,000
4500	Office Supplies (Admin)	1,000		1,000
4500	Office Supplies (Sponsored/Spec Events)	1,000		1,000
4500	Office Supplies (ID Cards)	1,000		1,000
4500	Office Supplies (Student Recruitment)	1,000		1,000
4500	Office Supplies (Student Development)	1,000		1,000
4600	Printing & Copying	300	26	300
4600	Printing & Copying (Spons/Spec Events)	200		200
4600	Copier Supplies	100		100
5110	Personal Services/Consultants	2,200	0	2,200
5210	Travel & Conference	14,500	5,189	21,500
5210	Conference Reimbursement	9,500		9,500
5210	Professional Development/SDO staff	0		7,000

			APPROVED BUDGET 2011-12	ACTUAL BUDGET 2011-12	APPROVED BUDGET 2012-13
	5210	Executive Board Travel	5,000		5,000
	5220	Mileage Reimbursement	300	0	300
	5300	Membership/Dues	500	0	500
	5610	Rentals/Leases (Copier)	100	0	100
	5620	Repair & Maintenance (ID Printer Warr)	2,500	1,690	2,500
	5740	Election Costs	200	0	200
	5795	Advertising (Donation Funds)	18,000	1,152	14,000
	5795	Inter-Club Council Apprec Lunch	500		500
	5795	Student Ambassador Program	5,000		1,000
	5795	General Donations	10,000		10,000
	5795	Capital Improvement Donations	2,500		2,500
	5799	Other Operational Costs	100	62	100
	5810	Bank Service Charges	0	2,512	0
	6120	Site Improve - Campus Enrichment Plan	20,000	16,500	20,000
	6410	Office Equipment	1,000	0	1,000
	733501	Library Donation	5,000	0	5,000
	733502	Contribution to P.E. Gen Fund	1,500		1,500
	733502	Contribution to Athletic Training	1,000	1,585	1,000
	733503	Club Funds Assistance	3,000	4,084	6,000
	7520	Student Scholarships	2,500	0	2,500
	7520	SCC Scholarship Foundation -Endowment	500		500
	7520	ASSC Pepsi Scholarship	2,000		2,000
	7600	Other Student Aid	7,000	703	7,000
	7600	ASSC Emergency Book Loan - Vendor Inco	2,300		2,300
	7600	ASSC Emergency Book Loan - Fin. Aid Boo	2,300		2,300
	7600	Students Helping Students Book Grants	2,400		2,400
		TOTAL EXPENDITURES	104,200	36,931	101,700
III. CONTINGENCY RESERVE					
	7900	Reserve for Contingency	55,372	88,011	185,184
		TOTAL BUDGET FUND	149,572	212,829	286,884

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

TO: Members of the Governing Board
SUBJECT: FIRST READING – COURSE REPETITION POLICY NO.
6000 - REVISED
REQUESTED ACTION: INFORMATION

SUMMARY:

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

Revised Policy No. 6000, Course Repetition, has been reviewed by the Superintendent-President's Cabinet and Board Policies and Procedures Adhoc Subcommittee, and properly vetted through the Shared Governance Council.

The revised procedures are submitted for informational purposes only.

This item will return for approval at the February 20, 2013, Board meeting.

Government Code: Board Policy: 6000 Series Estimated Fiscal Impact: \$N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Diane M. White, Interim Vice President
Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7102

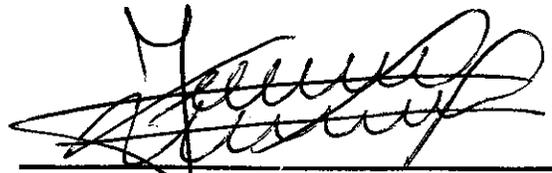
TELEPHONE NUMBER

Academic and Student Services

ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD

COURSE REPETITION

6000

POLICY: *Definitions of terms relevant to this policy are found in Administrative Procedure 6000.*

- (1) Once a student has received the equivalent of a C or better in a non-repeatable course, they may not repeat the course except in the case of meeting the allowable exceptions defined in Administrative Procedure 6000.*
- (2) A student may repeat a non-repeatable course in which they have received a sub-standard grade or "W" three times except in the case of meeting the allowable exceptions defined in Administrative Procedure 6000.*
- (3) All courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.*
- (4) Annotation of the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.*
- (5) Observance of Education Code Section 76224 pertaining to the finality of grades assigned by instructors and with Title 5 relating to retention and destruction of records will be strictly adhered to in all cases.*

REFERENCES/

AUTHORITY: California Code of Regulations, Title 5, Sections 55041, 55042, 55253

BP6000

ADOPTED: June 7, 1978

REVISED: August 3, 1983; November 19, 1986; December 19, 2001;
January 17, 2007; August 19, 2009; XXXXXX, 2013

SOLANO COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD

COURSE REPETITION

6000

PROCEDURES

I. Definitions

- A. *Satisfactory grade: A, B, C, P, CR (Title 5 Section 55023)*
- B. *Repeatable class: A course that meets specific legal guidelines formally allowing them to be repeated within set limits. These courses are indicated as such in the Catalog. Very few courses are repeatable. Those that are repeatable typically fall into the disciplines of PE, THEA, MUSC and ART. The curriculum office maintains a list of repeatable courses (Title 5 Section 55041).*
- C. *Non repeatable class: All classes are considered non-repeatable unless they comply with the guidelines set forth above for a repeatable class.*
- D. *Enrollment: An enrollment in a course occurs when a student receives an evaluative or non-evaluative symbol pursuant to Title 5 Section 55023. In general, for non-repeatable credit courses, unless an exemption applies, a student who receives a satisfactory grade in a credit course is permitted to enroll in that course only one time. If a student receives a substandard grade and/or withdraws from the course, the student is allowed to enroll in the course two more times, for a maximum of three enrollments (Title 5 Section 58161).*
- E. *Repetition: A repetition occurs when a student previously enrolled in a course and received an evaluative symbol & re-enrolls in the same course and receives an evaluative symbol (Title 5 Sections 55023, 55040-45, 55253, 56029).*
- F. *Substandard Academic Work: D, F, NP, NC, FW (Title 5 Sections 55023 and 55030)*
- G. *Withdrawal: Pertains to both drop with no course or grade recorded on transcript and drop with grade of W. Withdrawal from a course or courses is authorized through the 11th week of instruction for a full term class or 62.5% of a short term class. The academic record of a student who remains in a course beyond 62.5% of a class will reflect a symbol as authorized in Title 5, Section 55023 other than a W. See below for exceptions.*

No notation will be made on the academic record of the student who withdraws from a respective class during the first four weeks of a full term class or 30% of a short term class.

Withdrawal between the aforementioned times and 62.5% of a class will result in a grade of W. See below for exceptions.

Drops with and without W appear on instructor rosters.

W grades are not used in calculating student's grade point averages but are used in assigning student academic and/or progress standings.

A student may withdraw and receive a W symbol on their record for enrollment in the same course no more than 3 times (Title 5 Section 55024).

H. Activity Course: A course is considered an activity course when the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:

Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

The Curriculum Committee identifies courses as "activity courses" as appropriate. A list of activity courses is maintained in the Curriculum Office. Repeatability for activity courses is designated appropriately per class in the Solano Community College Catalog.

II. Criteria/Rules

- A. If a student takes a non-repeatable, credit course and receives a grade that is the equivalent of a C or better, the student may not repeat the course. Exceptions are listed below.*
- B. Effective Summer 2012, no more than 3 enrollments in are allowed in a non-repeatable, credit class. Exceptions are listed below.*
- C. W grades are not counted in the calculation of student grade point averages but they are counted in academic and/or standings determinations.*
- D. All courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.*
- E. Annotation of the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.*
- F. Observance of Education Code Section 76224 pertaining to the finality of grades assigned by instructors and with Title 5 relating to retention and destruction of records will be strictly adhered to in all cases.*
- G. Enrollments that occurred prior to Summer 2012 which resulted in an A, B, C, D, F, FW, P, NP or W do count as a course repetition.*

- H. *Academic Renewal does not reduce the number of times a student has repeated a class.*
- I. *To determine whether or not a course is repeatable and if so, how many times, check the Catalog online at www.solano.edu.*

III. Exceptions

Under special circumstances, students may petition for approval to repeat courses in which a C or better grade was earned.

The special circumstances are as follows:

- A. *Substandard and W grade repeats*
- B. *Significant lapse of time*
- C. *Legally Mandated Training*
- D. *Disabled student repeating "special" class*
- E. *Work Experience Courses*
- F. *Variable Unit Open Entry/Open Exit Courses*
- G. *Activity Course*
- H. *Extenuating Circumstances*
- I. *Extraordinary Conditions*
- J. *Discrimination*

A. Substandard and W Grade Repeats (Title 5 Section 55042)

A student may repeat a non-repeatable, credit course in which they received a substandard grade 3 times (original enrollment + 2) without a petition. If a student wishes to repeat this category of class more than 3 times, they must complete a Repeat Petition. See below.

The district may claim only the first 3 substandard grades for apportionment. Any repeats that might be allowed beyond that may not be claimed for apportionment by the district per Title 5 Section 58161.

The first two substandard grades will not be included in the computation of the student's grade point average.

Subsequent repetitions will be counted in the computation of grade point averages.

Students may not withdraw from a class more than 3 times. If a student enrolls in a class for a fourth time in which they previously earned 3 W's and attempts to drop the class with a W, they will be blocked from doing so.

B. Significant Lapse of Time (Title 5 Section 55043)

Students may be permitted or required to repeat courses in which a C or better grade was earned where there was a significant lapse of time of at least 3 years since the grade was obtained, and:

*--The District has established a recency requirement for a course or program;
or*

--An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

Students may repeat a class due to significant lapse of time one time only.

Each repetition attempt will be counted toward the established repetition limits. If a student has already exhausted the number of permitted repetitions and would like to attempt to repeat the course again, they must submit a Repeat Petition. See below.

Previous grade and credit will be included when computing the student's grade point average.

One repetition due to significant lapse of time may be claimed for apportionment.

Significant lapse of time cannot be used to allow a student to repeat a class in which they have not yet earned a passing grade.

C. Legally Mandated Training (Title 5 Section 55041)

Students may repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better, however, the grade received by the student each time will be included in calculations of the student's grade point average.

District established and approved documentation required.

District may and will claim apportionment for each repeat of course that is the result of legally mandated training.

D. Disabled Students (Title 5 Section 56029, 58161, 56028)

Students with verified disabilities who are currently receiving services from the DSP office can repeat a "Special Course" any number of times provided that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Special Courses are Learning Disability, Adaptive Horticulture and Adaptive PE.

Previous grade and credit are disregarded from calculation of grade point average first two times only.

District may claim apportionment without limit.

E. Work Experience Courses (Title 5 Section 55253)

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

Students are permitted to repeat the course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth above.

All enrollments will be included in the calculation of student's grade point average; however, the first 2 substandard grades, if applicable, will be alleviated.

The equivalent of one time the enrollments required to complete the program will be claimed for apportionment.

F. Variable Unit Courses (Title 5 Section 55044)

Students may enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course one time.

All enrollments will be included in the calculation of student's grade point average; however, the first 2 substandard grades, if applicable, will be alleviated.

Apportionment will be claimed for all enrollments equivalent to one times the number required to complete the program outside of the first two substandard.

G. Activity Courses (Title 5 Section 55041)

Students may repeat activity courses in which they have received the equivalent of a "C" or better 3 times (original enrollment + 3).

All enrollments will be included in the calculation of student's grade point average; however, the first 2 substandard grades, if applicable, will be alleviated.

Apportionment will be claimed for all 4 enrollments outside of the first two substandard.

H. Extenuating Circumstances (Title 5 Section 55045)

In the event that a student wishes to repeat a class beyond the number of times allowed under any of the previous categories due to extenuating circumstances that are verified cases of accident, illness or other circumstances beyond the control of the student, they should submit a Repeat Petition. See below.

District may claim apportionment one time for repeats due to extenuating circumstances.

I. Extraordinary Conditions (Title 5 Section 58509)

In the event of natural disaster or other emergent situation that cause college closure or student need to evacuate home due to flood or fire, a student's prior grade and credit may be disregarded. Student must submit a Repeat Petition. See below.

District may claim apportionment one time for repeats due to extraordinary conditions.

J. Discrimination (Title 5 Section 59300)

If a student feels they were discriminated against by the instructor of a course and they would like to be able to repeat, they should submit a Repeat Petition. The Academic Council will review the claim. If confirmation of the discrimination is found, the grade from the student's record may be removed thereby allowing an additional enrollment.

The District will not claim the additional enrollment for apportionment.

IV. Repeat Petition

Additional repetitions beyond those referenced above may be approved by the Academic Council under certain circumstances, however, no more apportionment can be claimed than that allowed as described in above categories.

Repeat Petitions can be found online by going to www.solano.edu >> Admissions & Records >> Forms >> Petitions-Repeat Petition.

Student must complete Repeat Petition and see a counselor to review petition and ensure their understanding of potential effects on student's permanent record.

Counseling will submit the petition to A&R where, if the petition was approved, the repeat will be coded out of apportionment reporting if necessary and added to the student repeat database.

V. Appeals

If student is unhappy with the outcome of their initially submitted Repeat Petition, they may submit an appeal to be reviewed by the Academic Council. They should submit an Appeal Petition to counseling. Appeals will be reviewed by the Academic Council.

VI. Transfer Units

Solano Community College will apply the same repeat rules to courses transferred to SCC that apply to SCC courses. However, these established repeat rules as they apply to SCC courses will not apply a combination of SCC classes repeated at other schools. For example, if a student took Accounting 001 at SCC twice with a substandard grade and then took it at another

school with a substandard grade, SCC would not block the student from taking it at SCC because they can still have one more substandard grade for that class at SCC.

REFERENCES/

AUTHORITY: California Code of Regulations, Title 5, Sections 55041, 55042, 55253

PROC6000

GOVERNING BOARD REVIEW: August 19, 2009; XXXXXX

REFUSED

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

TO: Members of the Governing Board

**SUBJECT: FIRST READING OF PROPOSED ACADEMIC
CALENDARS FOR 2014-2015 AND 2015-2016**

REQUESTED ACTION: INFORMATION

SUMMARY:

The proposed Academic Calendars for 2014-2015 and 2015-2016, copies of which are attached, have been recommended by the Academic Calendar Advisory Committee, and have received the endorsement of the Community College Association/California Teachers Association/National Education Association (CCA/CTA/NEA) bargaining unit in accordance with the collective bargaining agreement. The proposed calendars have also been reviewed by the Superintendent-President's Cabinet, with recommendation to move forward as presented.

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

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Diane M. White, Interim Vice President
Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7102

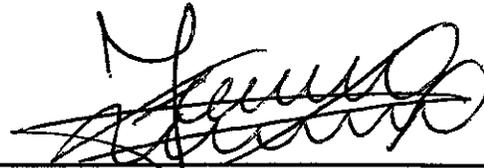
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 25, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 25, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

	A	B	C	D	E	F	G
1	Summer 2014-DRAFT						
2	<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
3	25	26 Memorial Day	27	28	29	30	31
4	1-Jun	2 Beg 9 wks	3	4	5	6	7
5	8	9 Beg 6/8 wk classes	10	11	12	13	14
6	15	16	17	18	19	20	21
7	22	23	24	25	26	27	28
8	29	30	1-Jul	2	3	4th of July	5
9	6	7	8	9	10	11	12
10	13	14	15	16	17 End 6 wk	18	19
11	20	21	22	23	24	25	26
12	27	28	29	30	Jul 31- End 8/9 wk classes	1-Aug	2
13	Fall 2014-DRAFT						
14	<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
15	3	4	5	6	7 OF	8 RF	9
16	10	11 BEG FALL	12	13	14	15	16 Beg Sat Classes
17	17 Beg Sun Classes	18	19	20	21	22	23
18	24	25	26	27	28	29	30 No Sat
19	31 No Sun Classes	Sept. 1 Labor Day	2	3	4	5	6
20	7	8	9	10	11	12	13
21	14	15	16	17	18	19	20
22	21	22	23	24	25	26	27
23	28	29	30	1-Oct	2	3	4
24	5	6	7	8	9	10	11
25	12	13	14	15	16	17	18
26	19	20	21	22	23	24	25
27	26	27	28	29	30	31	1-Nov
28	2	3	4	5	6	7	8
29	9	10	11 Veteran's	12	13	14	15
30	16	17	18	19	20	21	22
31	23	24	25	26 SCFA HOL	27 Thanksgiving	28 Holiday	29 Holiday
32	30 Holiday	1-Dec	2	3	4	5	6
33	7	8 D/E FINAL	9 D/E FINAL	10 D/E FINAL	11 D/E FINAL	12 D/E FINAL	13 End Sat
34	14 End Sun Classes/END FALL	15 OF	16 OF	17	18	19	20
35	21	22	23	24	25 Christmas	26	27
36	28	29	30	31			
37	Note: 10 wk classes chg to 9 wk classes for summer. 10 wk start date of Wed, 6/28, became 9 wk start date of Monday, 6/2. Moved						
38	summer 6 week course end date from Monday, June 21 to Thursday, June 18th. Moved Fall finals from 12/6 & 7 to 12/13 & 14.						
39	Spring 2015-DRAFT						

	A	B	C	D	E	F	G
40	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
41					1-Jan	2	3
42	4	5	6	7	8	9 Req Flex	10
43	11	12 Beg Spring	13	14	15	16	17 Beg Sat Class
44	18 Beg Sun Class	19 MLK-Holiday	20	21	22	23	24
45	25	26	27	28	29	30	31
46	1-Feb	2	3	4	5	6	7
47	8	9	10	11	12	13 Lincoln Day	14 No Sat Class
48	15 No Sun Class	16 Washington Bday	17 Opt Flex	18	19	20	21
49	22	23	24	25	26	27	28
50	1-Mar	2	3	4	5	6	7
51	8	9	10	11	12	13	14
52	15	16	17	18	19	20	21
53	22	23	24	25	26	27	28
54	29	30	31	1-Apr	2	3	4
55	5 Easter No Class	6 Spring Break	7 Spring Break	8 Spring Break	9 Spring Break	10 Spring Break	11 No Sat Class
56	12	13	14	15	16	17	18
57	19	20	21	22	23	24	25
58	26	27	28	29	30	1-May	2
59	3	4	5	6	7	8	9
60	10	11	12	13 D/E Final	14 D/E Final	15 D/E Final	16 Sat Final
61	17 Sun Final	18 D/E Final	19 D/E Final	20 Grad Cerem. OF	21	22	23
62	24	25 Memorial Day	26	27	28	29	30
63	FALL 2014			SPRING 2015			
64	Flex Days	R-1; O-3		Flex Days	R-1; O-2		
65	Instructional Days	80		Instructional Days	78		
66	Total (Flex + Inst'l)	89		Total (Flex + Inst'l)	86		
67	Finals (M-F)	5		Finals (M-F)	5		
68	Day Finals	12/8-12/14		Day Finals	5/13-5/19		
69	Evening Finals	12/8-12/14		Evening Finals	5/13-5/19		
70	Sat/Sun Finals	12/13-12/14		Sat/Sun Finals	5/16-5/17		
71				Graduation	5/20/2012		
72	Summer 2014	6wks	24 days				
73		8wks	32 days				
74		9wks	36 days				

	A	B	C	D	E	F	G
1	Summer 2015-DRAFT						
2	<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
3	24	25 Memorial Day	26	27	28	29	30
4	31	Jun 1 Beg 9 wks	2	3	4	5	6
5	7	8 Beg 6/8 wk classes	9	10	11	12	13
6	14	15	16	17	18	19	20
7	21	22	23	24	25	26	27
8	28	29	30	1-Jul	2	3	4th of July
9	5	6	7	8	9	10	11
10	12	13	14	15	16 End 6 wk	17	18
11	19	20	21	22	23	24	25
12	26	27	28	29	30 End 8/9 wk classes	31	1-Aug
13	Fall 2015-DRAFT						
14	<i>SUNDAY</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>
15	2	3	4	5	6 OF	7 RF	8
16	9	10 BEG FALL	11	12	13	14	15 Beg Sat Classes
17	16 Beg Sun Classes	17	18	19	20	21	22
18	23	24	25	26	27	28	29
19	30	31	1-Sep	2	3	4	5 No Sat Classes
20	6 No Sun Classes	7 Labor Day	8	9	10	11	12
21	13	14	15	16	17	18	19
22	20	21	22	23	24	25	26
23	27	28	29	30	1-Oct	2	3
24	4	5	6	7	8	9	10
25	11	12	13	14	15	16	17
26	18	19	20	21	22	23	24
27	25	26	27	28	29	30	31
28	1-Nov	2	3	4	5	6	7
29	8	9	10	11 Veteran's Day	12	13	14
30	15	16	17	18	19	20	21
31	22	23	24	25 SCFA HOL	26 Thanksgiving	27 Holiday	28 Holiday
32	29 Holiday	30	1-Dec	2	3	4	5
33	6	7 D/E FINAL	8 D/E FINAL	9 D/E FINAL	10 D/E FINAL	11 D/E FINAL	12 SAT FINAL
34	13 SUN FINAL/END FALL	14 OF	15 OF	16	17	18	19
35	20		22	23	24	25 Christmas	26
36	27	28	29	30	31		
37	Note: 10 wk classes chg to 9 wk classes for summer. 10 wk start date of Wed, 6/28, became 9 wk start date of Monday, 6/2. Moved						
38	summer 6 week course end date from Monday, June 21 to Thursday, June 18th. Moved Fall finals from 12/6 & 7 to 12/13 & 14.						
39							
40							

	A	B	C	D	E	F	G
41	Spring 2016-DRAFT						
42	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
43						1-Jan	2
44	3	4	5	6	7	8 Req Flex	9
45	10	11 Beg Spring	12	13	14	15	16 Beg Sat Class
46	17 Beg Sun Class	18 MLK-Holiday	19	20	21	22	23
47	24	25	26	27	28	29	30
48	31	1-Feb	2	3	4	5	6
49	7	8	9	10	11	12 Lincoln Day	13 No Sat Class
50	14 No Sun Class	15 Washington Bday	16 Opt Flex	17	18	19	20
51	21	22	23	24	25	26	27
52	28	29	1-Mar	2	3	4	5
53	6	7	8	9	10	11	12
54	13	14	15	16	17	18	19
55	20	21	22	23	24	25	26
56	27 Easter No Class	28 Spring Break	29 Spring	30 Spring Break	31 Spring Break	Apr 1 Spring	2 No Sat Class
57	3	4	5	6	7	8	9
58	10	11	12	13	14	15	16
59	17	18	19	20	21	22	23
60	24	25	26	27	28	29	30
61	1-May	2	3	4	5	6	7
62	8	9	10	11 D/E Final	12 D/E Final	13 D/E Final	14 Sat Final
63	15 Sun Final	16 D/E Final	17 D/E Final	18 Grad Cerem. OF	19	20	21
64	22	23	24	25	26	27	28
65	29	30 Memorial Day					
66	FALL 2015			SPRING 2016			
67	Flex-Days	R-1, O-3		Flex-Days	R-1, O-2		
68	Instructional Days	80		Instructional Days	78		
69	Total (Flex + Inst'l)	89		Total (Flex + Inst'l)	86		
70	Finals (M-F)	5		Finals (M-F)	5		
71	Day Finals	12/7-12/13		Day Finals	5/11-5/17		
72	Evening Finals	12/7-12/13		Evening Finals	5/11-5/17		
73	Sat/Sun Finals	12/13-12/14		Sat/Sun Finals	5/14-5/15		
74				Graduation	5/18/2012		
75	Summer 2015	6wks	24 days				
76		8wks	32 days				
77		10 wks	36 days				