

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: AMENDMENT TO STANDARD CONTRACT
WORKFORCE INVESTMENT BOARD OF SOLANO
COUNTY
REQUESTED ACTION: APPROVAL

SUMMARY:

This amendment is entered into as of the first day of July 2013, between the Workforce Investment Board (WIB) of Solano County and Solano Community College for the provision of Youth Tutoring and Leadership Services.

Additional funding has been provided to continue Youth Tutoring and Leadership support of the scope of services and reduce overall costs of the contract.

The term of the contract is amended to extend the terms as follows:

- July 1, 2013 – June 30, 2014, in the amount of \$72,000 for a maximum amount of \$128,250.

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$ 72,000

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

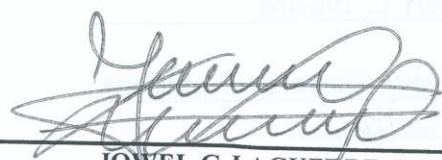
ADDRESS

707-863-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

July 3, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

July 3, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**CONTRACT
AMENDMENT
1**



For WIB Use Only
**Contract
No. PY-12-03**

**First Amendment to Standard Contract
Workforce Investment Board of Solano County**

This Amendment is entered into as of the 1st day of July 1, 2013, between the WORKFORCE INVESTMENT BOARD ("WIB") OF SOLANO COUNTY and **Solano Community College** for the provision of Youth Tutoring and Leadership Services

WHEREAS, the parties entered into a Contract, dated **October 1, 2012** ("the Contract") in which Contractor agreed to **Youth Tutoring and Leadership Services**

WHEREAS, additional funding has been provided to continue Youth Tutoring and Leadership support of the scope of services; and reduce overall cost the Contract.

The parties agree to amend the Contract as set forth below:

Agreement

1. The term of the Contract is amended to extend the term as follows:
July 1, 2013 through June 30, 2014
2. The amount of this contract is increased by \$72,000 for a maximum amount of \$128,250.
3. Attachment B-1 is modified to reflect the maximum amount of this amendment which is \$72,000. Attachment B-1 is also amended to reflect the new program activity costs associated with personnel, non-personnel, and participant costs.
4. Except as set forth in this **First Amendment**, all other terms and conditions specified in the Contract remain in full force and effect.

The Parties have executed this Amendment the day and year first stated above.

APPROVED FOR THE WORKFORCE INVESTMENT BOARD

BY: [Signature]
(Signature, WIB Duly Authorized Representative)

NAME: Robert L. Bloom

TITLE: Executive Director/President

DATE: 6/26/13

ADDRESS:
320 Campus Lane
Fairfield, CA 94533
(707) 864-3501

APPROVED BY THE CONTRACTOR

BY: [Signature]
(Signature, Contractor's Duly Authorized Representative)

NAME: Dr. Jowel Laguerre
(Printed Name of Signatory)

TITLE: Superintendent/President

DATE: 6/11/13

ADDRESS:

Approved as to Form: [Signature]
Solano County Counsel

Amendment 1

**ATTACHMENT B-1
 PROJECT BUDGET SUMMARY**

COST CATEGORY	TOTAL PROGRAM COSTS	WIB PROGRAM COSTS	NON WIB FUNDED TOTAL (MATCH)
1) Administration			
2) Program Activity:			
a) Personnel Costs	\$64,800	\$64,800	0
b) Non-Personnel (building, overhead)	5,040	5,040	0
c) Participant Costs (books/tutorial software)	2,160	2,160	0
TOTALS	\$72,000	\$72,000	0

I. PAYMENT PROVISIONS:

1. Upon submission of an invoice by contractor, and upon review and approval by WIB representative, WIB will pay contractor monthly in arrears for fees and expenses incurred the prior month or upon a full and accurate accounting of demonstrated completion of deliverables up to the maximum amount provided in this contract. Compensation will be paid in its entirety upon completion of the services and the processing of a properly submitted invoice;
2. All cash and accrued expenditures must be reported by the Contractor, monthly, by the line items listed on the "Expenditure Report/Cost Reimbursement Invoice"; and
3. Contractor shall provide such documentation as required by WIB at any time in order to substantiate its claims for payment. WIB may elect to withhold payment for failure by Contractor to provide such documentation required by WIB.

II. EXPENDITURE REPORTING / COST REIMBURSEMENT INVOICING INSTRUCTIONS

A. REPORTING

The Workforce Investment Board of Solano County (WIB) requires Contractors to submit expenditure reports monthly to enable the WIB to report total program expenditures to the grantor.

A monthly report, of all contract expenditures, cash and accrued, must be submitted to the WIB by the 16th of the month following the end of the report month. The invoice may be used as the monthly report.

B. INVOICING

The WIB requires Contractors to submit invoices once a month to receive reimbursement of costs that were incurred by the Contractor during the performance of the contract, and that are authorized in the contract. The form contains a claim for reimbursement of the cost incurred, and a summary of the cost by category. Contractor may not request reimbursement for estimated costs.

Contractors are required to submit a complete list of all participants currently enrolled in their Youth Programs when submitting a Cost Reimbursement Invoice. The Youth Program Participant List must include the participants' name, telephone number, addresses, what elements the participants are currently enrolled in, and their current attendance status. The Contractor will indicate whether a participant has completed the Contractor's program in the previous quarter.

A final invoice, for all Contract costs, must be submitted to the WIB no later than 30 days after the termination date of the contract. Any invoices submitted later, will be honored only to the extent; there is available grant funding.

Completed report / invoice forms are sent to the WIB, either electronically or via fax:

Workforce Investment Board of Solano County

Attn: Kirsti Muskat

E-mail: kmuscat@solanowib.org

Fax #: (707) 863-3586

Contractors are required to maintain all the documents that support all claimed costs. These documents must be available for review by the WIB upon request. The documents supporting all costs must be retained for three years after the termination date of the contract or the date of payment of the final invoice, or whenever any outstanding issues are settled, whichever is later.

The expenditure report / cost reimbursement invoice form is attached, along with the instructions for completing the form.

III. INSTRUCTIONS FOR COMPLETING THE EXPENDITURE REPORT / COST REIMBURSEMENT INVOICE FORM:

- CONTRACTOR Enter contracting agency's name
INVOICE PERIOD Enter dates of reporting period
CONTRACT NUMBER Enter agency's contract number
INVOICE NUMBER Enter sequential invoice number, start with number 1

A. CONTRACT FUNDS AVAILABLE

Complete this section if you are requesting reimbursement for program expenditures.

- Row A Enter total contract amount as approved in current contract budget.
Row B Enter total cash received to-date including advances.
Row C Enter amount of contract (A) minus cash received to-date (B).

B. CLAIM FOR REIMBURSEMENT

Complete this section if you are requesting reimbursement for program expenditures.

- Row D Enter total cash received to-date.
Row E Enter the total contract expenditures actually paid to-date. This is the total of prior and current cash contract expenditures (B + C).
Row F Enter the difference between cash received to-date (D) and contract expenditures paid to-date (E); negative amount equals the contractor's claim for reimbursement, a positive amount equals the contractor's cash balance.

C. CONTRACT EXPENDITURES

Always complete this section.

Enter by cost category:

- Column A Enter contract amount from the contract budget.
Column B Enter amount of contract expenditures for the prior invoice periods.
Column C Enter amount of cash contract expenditures for the current period.
Column D Enter amount of accrued contract expenditures for the current period.
Column E Enter amount of total expenditures; prior+current, cash+accrued current.

D. UNLIQUIDATED OBLIGATIONS & PROGRAM INCOME EARNED

Always complete this section.

- Column E Enter cumulative amounts for the year to-date.

IV. EXPENDITURE REPORT/COST REIMBURSEMENT INVOICE

Contractor: **Solano Community College** Contract #: **PY-12-01, Amendment 1**

Invoice Period: _____ Invoice Number: _____

A. CONTRACT FUND AVAILABLE:

- A. Total Contract Amount **\$72,000** _____
- B. Total Cash Received To-Date, Enter As A Negative Number: _____
- C. Total Cash Balance _____

B. CLAIM FOR REIMBURSEMENT:

- D. Total Cash Received To-Date: _____
- E. Total Contract Expenditures To-Date, Enter As A Negative Number: _____
- F. Equals: Claim For Reimbursement If Negative/Cash Balance If Positive: _____

Contract Expenditures	Budget Total	Expenditures Prior	Expenditures Current Cash	Expenditures Current Accrued	Expenditures Total (B+C+D)
	A	B	C	D	E
1) Administration					
2) Program Activity					
a) Personnel Costs	\$64,800				
b) Non-Personnel (building, overhead)	\$5,040				
c) Participant Costs (books/tutorial software)	\$2,160				

Unliquidated Obligations		
Core & Intensive Services		
Training Services		
Program Income Earned		
Program Income Earned		
Program Income Expended		

I certify that to the best of my knowledge and belief, the information provided above is correct and that the cash received will be expended only in accordance with the contract.

 (Prepared by – Signature) (Date Signed)

 (Signature of Authorized Official) (Date Signed)
WIB Approval for Payment:

 (Signature of WIB Official) (Date Signed)

AGENDA ITEM 10.(c)
MEETING DATE July 17, 2013

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

EMPLOYMENT 2013-2014

Regular Assignment

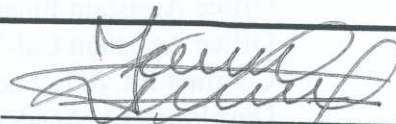
<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Timothy Athey	Aeronautics Lab Technician Range 12/1	08/06/13
Darsen Long	FT Theater Technical Instructor	08/09/13
TBA	Nursing skills Instructor	TBA
Barbara Brock	Deputy Sector Navigator Range 48/3	07/18/13
TBA	Nursing Full time Instructor	TBA
TBA	Nursing Full time Instructor	TBA
Leslie Almonte	Scheduling Specialist Range 13/6	07/18/13
Lisa Abbott	Scheduling Specialist Range 13/1	07/18/13
Deidra Moss	Accounting Specialist II (Accounts Payable) Range 14/5	07/15/13
Salvador Codina	Interim Dean of Social & Behavioral Sciences	07/01/13 – 06/30/14
TBA	FT Temp. History Inst.	TBA

Charo Albarrán

Interim Director, Human Resources

July 3, 2013

Date Submitted



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

July 3, 2013

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 July 17, 2013
 Page 2

Released Time

<u>Name</u>	<u>Assignment</u>	<u>% of Released Time</u>	<u>Dates</u>
Kevin Anderson	Coordinator School of CTE/Business	20%	08/09/13 – 05/23/14
Annette Dambrosio	Accreditation Coordinator	100%	08/09/13 – 12/13/13
Michael Wyly	Coordinator-School of Liberal Arts	20%	08/09/13 – 05/20/14

Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Leslie Almonte	From Admin. Assist. III Math (Temp.) to Admin. Assist. III Social and Behavioral Sciences (Temp.) Range 13, 40 hour work week	07/01/13 – 07/17/13
Jenny Gonzalez	Student Services Generalist (Vacaville Center) Range 12 40 hours per week (Temporary backfill for Leslie Almonte)	07/01/13 – 10/31/13

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
See attached list	Summer Adjunct Faculty		
Marie Mayne	Tutoring Specialist (Extra Hours)	05/23/13 – 05/31/13	\$20.04 hr.
Jessica Rama	Office Assistant	07/01/13 – 06/30/14	\$ 9.60 hr.
Melinda Grefaldia	Accounts Payable Specialist Substitute	07/01/13 – 06/30/14	\$16.82 hr.
Patrice Spann	Children's Program Assistant	07/01/13 - 06/30/14	\$20.51 hr.
Renee Worthy	Children's Program Assistant	07/01/13 - 06/30/14	\$19.53 hr.
Brenda Arnold	Office Assistant Financial Aid	07/01/13 – 06/30/14	\$ 9.60 hr.
Amber Cheatham	Student Services Assistant II	07/01/13 – 09/01/13	\$16.75 hr.
Zyra Larot	Student Services Assistant II	07/01/13 – 09/01/13	\$16.75 hr.
Doriss Panduro	Office Assistant Financial Aid	06/17/13 – 06/30/13	\$ 9.60 hr.
Doriss Panduro	Office Assistant Financial Aid	07/01/13 – 06/30/14	\$ 9.60 hr.
Makesha Thomas	Office Assistant Cal-Works	07/01/13 – 12/31/13	\$ 9.60 hr.
Thomas Watkins	Contract Ed. & Economic Development- Academic Affairs	01/14/13 – 05/23/13	\$66.01 hr.

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

Governing Board Meeting

July 17, 2013

Page 3

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Greg Begin	Workshop presenter Kinship Care Education	08/13/13 – 08/13/13	\$ 250.00
Sherry Currie-Proctor	Workshop presenter Kinship Care Education	08/15/13 – 08/29/13	\$ 720.00
Kerry Pilley	Workshop presenter Kinship Care Education	07/18/13 – 07/18/13	\$ 180.00
Kerry Pilley	Workshop presenter Kinship Care Education	08/06/13 – 08/29/13	\$1260.00
Jacqueline Jones	Workshop presenter Kinship Care Education	08/06/13 – 08/06/13	\$ 180.00
Noel Vargas	Workshop presenter Kinship Care Education	08/07/13 – 08/29/13	\$ 900.00
Tiffany Wanberg	Workshop presenter Kinship Care Education	07/18/13 – 07/18/13	\$ 180.00
Tiffany Wanberg	Workshop presenter Kinship Care Education	08/07/13 – 08/28/13	\$1260.00

Ten-month classified employees working Summer Session

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Alsip, Dana	Children's Program Cook	06/07/13 – 07/25/13	\$17.64/26.46 OT
Jose Cortes	Reading/Writing Lab Technician	06/17/13 – 07/29/13	\$25.68/38.52 OT
Jose Cortes	Reading/Writing Lab Technician	06/10/13 – 08/01/13	\$25.68/38.52 OT
Yvonne Dillard	Children's Program Specialist	06/07/13 – 07/25/13	\$25.91/38.87 OT
Barbara Gravely	Cosmetology Lab Assistant	06/10/13 – 08/01/13	\$19.15/28.73 OT
Jerry Lowe	Cosmetology Lab Assistant	06/10/13 – 08/01/13	\$23.43/35.15 OT
Sam McKinney	Cosmetology Support	06/10/13 – 08/01/13	\$23.89/35.84 OT
Sharon Miranda	Children's Program Specialist	06/07/13 – 07/25/13	\$27.08/40.62 OT
George Olgin	Reading/Writing Lab Technician	06/17/13 – 07/29/13	\$28.28/42.42 OT
Patrice Spann	Children's Program Assistant	06/07/13 – 07/25/13	\$21.12/31.68 OT
Lisa Stedman	Children's Program Specialist	06/07/13 – 07/25/13	\$24.57/36.86 OT
Juwan Vartanian	Children's Program Specialist	06/07/13 – 07/25/13	\$27.71/41.57 OT
Renee Worthy	Children's Program Assistant	06/07/13 – 07/25/13	\$19.15/28.73 OT

REQUEST FOR REDUCED WORKLOAD

In accordance with section 10.2 of the CCA/CTA/NEA collective bargaining agreement, the following instructor is requesting a reduced workload for the 2013-14 academic year. The reduction is authorized under section 22713 of the California Education Code. The request for a reduced workload is recommended.

<u>Name</u>	<u>Position</u>	<u>Reduction</u>
Angela Apostal	Counselor	20% Reduction

REQUEST FOR UNPAID LEAVE OF ABSENCE

Julie Martinez, Student Services Assistant II in the Financial Aid Office, is requesting a long-term part-time education leave beginning September 3, 2013, to pursue her Master's Degree at Sacramento State in Rehabilitation Counseling. In accordance with Article 15.6 of the CSEA Collective Bargaining Agreement, Ms. Martinez is requesting a reduction of her work week from 40 hours per week to 20 hours per week for the next four years. The request for an unpaid leave of absence is recommended.

FACULTY	COURSE
Adams, Dorene L	NURS
Alexander, Charles W	RE
Allen, Darryl G	MATH
Alvarado, Thea S	SOC
Ambalal, Monica F	MUSC
Anderson, Isabel M	ENGL
Anderson, James	COUN
Anderson, Kevin L	CIS
Apostal, Angela	COUN
Aptekar, Rachel	BIO
Arce, Michelle	HIST
Arie-Donch, Robin	COUN
Avelar, Netzahuacotl	SOCS
Ballesteros, Jose M	BIO
Basaran, Vasfi	CHEM
Borchert, Matthew J	PE
Bourdon, Ingeborg A	NUTR
Bright, Stephen E	SOC
Brown, Curtiss R	HED
Brunner, Theresa Lynn	ART
Bundenthal, Thomas	PLSC
Burnsed, Frank Floyd	PE
Butler, Rebecca J	ACCT
Butters, Roger	ECON
Cain, Ginger L	HED
Cain, Peter	MKT
Cardinal, Jeffrey S	PE
Carter, Quentin	Library
Cary, Adrienne	CIS
Cattolica, Robert A	BIO
Christiansen, Abia	COUN
Cittadino, Nicholas	COUN
Clark, Katherine	BIO
Cobene, Harold L	ENGL
Codina, Salvador	HIST
Collins, Christopher J	HIST
Conrad, Joseph F	MATH
Conrad, Kathleen M	CHEM
Coronado, Victor A	SPAN
Coury, Carlene	ENGL
de La OSalas, Maria R	SPAN
Dekloe, James	BIOT
Delos, Kate L	ART
Demartini, Dawna L	ENGL
Denham-Martin, Lynn C	NURS
Deragon, Frederick G	ART
Diehl, Sandra	HORT
Donovan, Sarah M	MATH
Duane, Erin E	LR
Dudman, Matthew	BUS
East, Evangeline	SPCH

FACULTY	COURSE
Eder, Kai J	BIO
Farahnak, Fereydoon	BIO
Federle, Nancy S	ART
Federle, Steven J	ENGL
Feighner, Mark A	GEOL
Fink, Mark A	LR
Flatland, Marianne	COUN
Florence, Ferdinanda P	ART
Fracisco, Marylou H	CIS
Fuller, Ruth	Library
Gabbard, Mary B	NUTR
Garnier, Michael J	BUS
Gaylor, Amy	COUN
Gelfand, Volodymyr	CHEM
Glines, Neil	SPCH
Goodwin, Michael W	CJ
Grant, Patrick G	CHEM
Greene, Amanda L	COUN
Gregory, Sean A	MATH
Grube, Thomas E	MATH
Gumlia, Mary J	COUN
Gunby, Melissa S	ENGL
Hamilton, Carol Mei-Ling	GEOL
Harris, Richard	SOC
Harrow, Ronald A	MATH
Hernandez-Neil, Priscilla	COUN
Higashi, John M	CHEM
Hole, Jason	MATH
Holland, Stephen L	MUSC
Hubbard, Leslie V	ACCT
Immel, Scott A	MATH
Intintoli, Helen C	MUSC
Isip-Bautista, Maria X	SOC
Jian, Alan S	MATH
Johnson, Tracey F	MATH
Jones, Michieal L	MATH
Jourgensen, Cynthia L	DRFT
Juarez, Larissa	ENGL
Kaeser, Richard A	MATH
Kaur, Kiran	CHEM
Kielwasser, Alfred P	CINA
Kirkbride, Corrine R	MATH
Kissinger, Jeffrey L	IT
Kistler-McCoy, Jennifer B	HIST
Knox, Katherine R	ACCT
Kolbe, Kevin T	CJ
Kulasingam, George C	CHEM
Lamons-Raiford, Michele R	ENGL
Lane, Emily E	OT
Lange, Meredith C	ART
Lantzy, Henry V	MATH

FACULTY	COURSE
Long, Darsen B	THEA
Long, James H	BIO
Lowe, Karen	ENGL
Luce, Katherine V	LR
Maghoney, Laura	ECON
Mahmood, Khalid	MATH
Marks, Kevin W	HED
Martinelli, Willie J	MATH
Matthews, Shaw H	MATH
Mazak, Scott	CINA
McBride, Christopher M	ENGL
McCarthy, Jeanette E	CIS
McCord, Karen M	COUN
McDaniels, Marcie	COUN
McReynolds, Gale D	SPCH
McSweeney, Maureen H	ECE
Means, Joan	HUDV
Middelton, Forrest L	ART
Mikolajcik, Walter	MUSC
Montanez, Robert L	CHEM
Moore, Rennee A	BIO
Moore, Sandra Alena	SOCS
Mouton, Jocelyn	COUN
Muhaimin, Aaliyah	COUN
Muick, Pamela C	BIO
Nagle, John J	PE
Nazarenko, Sydney	HUDV
Nordin, Sarah P	CJ
Nosce, Lily B	BIO
Ogden, Carl H	BUS
Orr, Stephen	PHIL
Paeng, Seong J	SPAN
Parini, Gregory J	BUS
Parrish, Scott L	PE
Pavao, Barbara	COUN
Pellette, Michael A	PHIL
Petero, Ana P	SPCH
Petersen, Philip S	ASTR
Pfitzner, Markus T	PHOT
Pike, Roy	FIRE
Pitzulo, Vincent C	MUSC
Podkolzina, Svetlana	MATH
Poff, Greg B	SPCH
Powell, Joel J	PLSC
Prescott, Vernon L	ECON
Prime, Lynn	Library
Ramos, Kimberly	COUN
Re, Edward B	BIOT
Reed, Diana M	HIST
Reeve, Melissa	ENGL

FACULTY	COURSE
Riddell, Bruce	BIO
Robertson, Randall J	MATH
Robinson, Donnisha C	SOC
Rodriguez, Hector	MATH
Roggli, Kurt W	PHIL
Romero, Lisa C	NURS
Rotenberg, Sandra D	LR
Rubenstein, Abigail J	ART
Rutaganira, Thomas F	MATH
Salanova-Diaz, Arieta	SPAN
Salmon, Raymond M	ART
Sanderson, Raymond P	WELD
Schneider, Tracy L	ENGL
Schulz, Silke	SOC
Scolari, Jennifer F	LR
Scott, Joshua R	ENGL
Scott, Robert H	MATH
Sengmany, Kheck	MATH
Shakikhan, Kaveh	ART
Sieminski, Slawomir	MATH
Smith, Derek B	MUSC
Smith, Jeffrey R	ENGL
Smith, Jennifer L	MATH
Smith, Lani	Library
Smith, Randy W	ASTR
Soria Martin, Domingo G	MATH
Spillner, Charles J	CHEM
Spindt, Carla M	THEA
Springer, Steven	COUN
Sta Maria, Kamber M	COUN
Staffero, Linda	BIO
Stevens, Vesta	NURS
Stover, Scott E	PE
Strickland, Joanne L	CIS
Sun, Chao	BIO
Sytsma, Robin L	NUTR
Taylor, Mark	CIS
Tedone, Diana C	LR
Thomas, Lia S	LR
Thompson, Steven D	MUSC
Tsang, Tsze	CHEM
Valenzuela, Katherine R	MATH
Villatoro, Barbara R	MATH
Wade, Evan R	HIST
Wadenius, Adam P	CINA
Wai, Newton Y	MATH
Watkins, Thomas D	BUS
Watson, Michael A	MATH
White, Tracie L	COUN
Whitesell, Janene C	SPCH

Rickgauer, Donald R PSYC

Widemann, Danielle C GEOG

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FACULTY	COURSE
Williams, Darla R	HED
Wilson, Felipe	PLSC
Word, James M	BIO
Wright, Richard A	ENGL
Yandulov, Dmitry V	CHEM
Young, Maria Cristina	BIO
Yumae, Teresa M	MUSC
Zhiv, Dmitriy	MATH
Zidek, Albert F	PHOT

AGENDA ITEM 10.(d)
 MEETING DATE July 17, 2013

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

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

SUMMARY:

It is recommended that the following warrants be approved:

06/11/13	Vendor Payment	2511047153-2511047254	\$259,051.32
06/11/13	Vendor Payment	2511047255-2511047260	\$624,197.15
06/19/13	Vendor Payment	2511047261-2511047432	\$27,772.50
06/19/13	Vendor Payment	2511047433-2511047574	\$237,621.30
06/19/13	Vendor Payment	2511047575-2511047580	\$8,290.92
06/20/13	Vendor Payment	2511047581-2511047674	\$244,372.51
06/20/13	Vendor Payment	2511047675-2511047675	<u>\$111,460.00</u>
			<u>\$1,512,765.70</u>

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

Government Code: ECS 70902 & 81656 Board Policy: 3240 Estimated Fiscal Impact: \$1,512,765.70

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

SUPERINTENDENT'S RECOMMENDATION:

Yulian I. Ligioso, Vice President
 Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7209

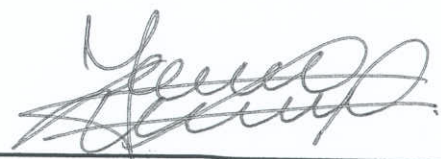
TELEPHONE NUMBER

Administration

ORGANIZATION

July 3, 2013

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

July 3, 2013

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 10.(e)
 MEETING DATE July 17, 2013

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

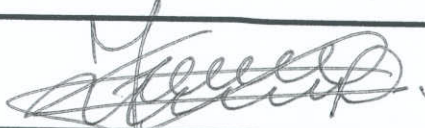
TO: Members of the Governing Board
SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION
REQUESTED ACTION: APPROVAL

PERSONAL SERVICES AGREEMENTS

Academic Affairs
Diane White, Responsible Manager

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Lee Woo Lee Y. Institute	Sex Education Seminars • Fairfield 900.00 • Vallejo 600.00 • Vacaville 800.00	September 11, 2013 - May 6, 2014	Not to exceed \$2,300
Tom Camerato Mgt. Devel. Sys.	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$1,000
Robert Lane	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$2,000
Jill Oyoung	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$4,000
Anni Minuzzo	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$3,000
Jerry Ann Jinnett	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$8,000

Yulian I. Ligioso
 Vice President, Finance and Administration


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

July 3, 2013
Date Submitted

July 3, 2013
Date Approved

Governing Board Agenda - July 17, 2013
 CONSENT CALENDAR – FINANCE & ADMINISTRATION
 Personal Services Agreements
 Page 2 of 2

Teri Johnson Bookkeeping and More	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$8,000
Roger Studebaker	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$1,000
Martha Christopher	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$4,000
Birgit Rickert Results Marketing	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$3,000
Greg Weinerth Enterprising Solutions	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$1,200
Ervin Floyd Hicks	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$2,400
Sandy Stelter Strategic Org. Sol.	SBDC Training/Counseling	July 1, 2013 - June 30, 2014	Not to exceed \$16,000
Baumann and Assoc.	Marketing Artwork for RFVT Program	July 17, 2014 – August 15, 2013	Not to exceed \$1,500

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

TO: Members of the Governing Board
SUBJECT: EXTEND AGREEMENT WITH ROY V. STUTZMAN
FOR CONSULTING SERVICES
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to extend the previously approved agreement with Roy V. Stutzman for consulting services and advising in the areas of facilities planning and long-term funding for facilities development and modernization. The work will include:

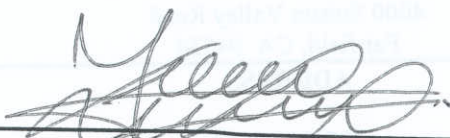
1. Assist District with recruitment and selection of an Executive Bonds Manager.
2. Assist District with the development of an organizational structure for the Measure Q Bond Program.
3. Assist with the development of a Project Labor Agreement.
4. Prepare RFQs and coordinate the process for the development of a list of qualified professional service vendors.
5. Assist the District with the completion of the Educational Master Plan and provide advice on mapping the academic programs to the Facilities Master Plan.

The extension of the agreement term is July 1, 2013 through August 31, 2013 with no additional fees.

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Leigh Sata
Executive Bonds Manager
PRESENTER'S NAME
4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS
707-863-7855
TELEPHONE NUMBER
Administration
ORGANIZATION
July 3, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

July 3, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 10.(g)
MEETING DATE July 17, 2013

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RENEWAL OF CHILDREN'S PROGRAMS CONTRACT
CALIFORNIA STATE PRESCHOOL PROGRAM AND
RESOLUTION CSPP-3580

REQUESTED ACTION: APPROVAL

SUMMARY:

This renewal agreement with the state of California, dated July 1, 2013, designated as number CSPP-3580, California State Preschool Program, Project Number 48-7055-00-3, shall be funded at a maximum reimbursable amount of \$334,478.00.

The contract is effective from July 1, 2013 through June 30, 2014 for 191 days of child enrollment at a daily rate not to exceed \$34.38 per child.

Copies of the full agreement are in the Office of the Superintendent-President, Office of Finance and Administration, and the Office of the Director of Children's Programs.

Government Code: Board Policy: Estimated Fiscal Impact:

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Christie Speck, Director
Children's Programs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7183

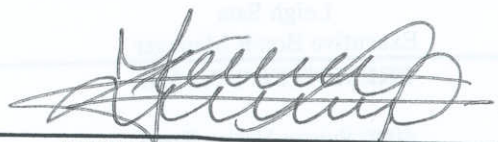
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

July 3, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

July 3, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 13 - 14

DATE: July 01, 2013

CONTRACT NUMBER: CSPP-3580

PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM

PROJECT NUMBER: 48-7055-00-3

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: SOLANO COMMUNITY COLLEGE DISTRICT

By signing this contract and returning it to the State, you are agreeing to provide services in accordance with the FUNDING TERMS AND CONDITIONS (FT&C - available online at http://www.cde.ca.gov/fg/aa/cd/), the CURRENT APPLICATION, and an AGENCY SITE LISTING (ATTACHMENT A) which by this reference are incorporated into this contract. The FT&C and Requirements specify the contractual responsibilities of the State and the contractor. The contractor's signature also certifies compliance with "General Terms and Conditions," (GTC 610/Exhibit A) which by this reference is incorporated herein.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2013 through June 30, 2014. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$34.38 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$334,478.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement 9,729.0

Minimum Days of Operation (MDO) Requirement 191

Any provision of this contract found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this contract.

Exhibit A, General Terms and Conditions attached.

STATE OF CALIFORNIA		CONTRACTOR	
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)	
PRINTED NAME OF PERSON SIGNING Margie Burke, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Dorel C. Laguerre, Superintendent President	
TITLE Contracts, Purchasing & Conference Services		ADDRESS 4000 Guisun Valley Rd, Fairfield, CA 94534	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 334,478	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) See Attached	Department of General Services use only	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 334,478	ITEM See Attached	CHAPTER	STATUTE
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702	FISCAL YEAR	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE	

CONTRACTOR'S NAME: SOLANO COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CSPP-3580

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 40,276	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 13609-7055	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 40,276	ITEM 30.10.020.001 6110-194-0890	CHAPTER B/A	STATUTE 2013	FISCAL YEAR 2013-2014
	OBJECT OF EXPENDITURE,(CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 22,179	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 15136-7055	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 22,179	ITEM 30.10.020.001 6110-194-0890	CHAPTER B/A	STATUTE 2013	FISCAL YEAR 2013-2014
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 212,004	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23038-7055			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 212,004	ITEM 30.10.010. 6110-196-0001	CHAPTER B/A	STATUTE 2013	FISCAL YEAR 2013-2014
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 60,019	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23254-7055			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 60,019	ITEM 30.10.020.001 6110-194-0001	CHAPTER B/A	STATUTE 2013	FISCAL YEAR 2013-2014
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2013-14.

RESOLUTION

BE IT RESOLVED that the Governing Board of Golano Community College District

authorizes entering into local agreement number/s CAPP-3580 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Sarah E. Chapman, Ph.D.</u>	<u>President</u>	_____
<u>Pam Keith</u>	<u>Vice President</u>	_____
_____	_____	_____

PASSED AND ADOPTED THIS 17th day of July 2013-14, by the Governing Board of Golano Community College District of Golano County, California.

I, Jowel C. Laguerre, Clerk of the Governing Board of Golano Community College District, of Golano County,

California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

REQUESTED ACTION: APPROVAL

SUMMARY:

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

SCCD will provide credit classes, WATER 100 (2), WATER 101, WATER 105, WATER 106, and WATER 108, for up to 30 students per class, for BACWA member organizations.

The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at various BACWA agency sites. Classes will begin in August 2013.

The client fee for each 3 or 4 credit hour course is \$15,500. This contract is for \$77,500. If BACWWE were paying for the 6 classes the fee would be \$93,000. The TAACCCT grant will pay \$15,500, for a second section of an introductory class. Some of these students will be identified as TAACCCT participants prior to moving into an accelerated cohort in spring 2014.

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

Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$77,500 revenue
CEO 2012-13 Goal: #5

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Deborah Mann, Director
Workforce Training and Grants Management

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

July 3, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

July 3, 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 **Bay Area Clean Water Agencies**, hereinafter referred to as "BACWA."

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

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide credit classes, WATER 100, Wastewater Treatment I (2), WATER 101, Basic Chemistry for Water and Wastewater, WATER 105, Wastewater Treatment II, WATER 106, Instrumentation and Controls, and WATER 108, Water Treatment II, for up to 30 students per class, for BACWA member organizations.
- B. The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at various BACWA sites, to be determined. Classes will begin in August 2013, exact dates to be determined. Additional training can be scheduled as needed with an addendum to this contract.
- C. The District will maintain the BACWWE (Bay Area Consortium Water & Wastewater Education) website.
- D. BACWA will recruit, identify and select all trainees who will participate in training.
- E. The fee for each 3 or 4 credit hour class is fifteen thousand five hundred dollars (\$15,500). The Trade Adjustment Assistance, Community College Career Training Initiative grant (TAACCCT) will subsidize one of the Water 100 classes, for a total of \$15,500.00. Students in these classes will be identified as TAACCCT students and will continue into an accelerated cohort, which is a primary TAACCCT goal.
- F. BACWA will compensate the District for all services rendered and expenses at a rate of seventy seven thousand five hundred dollars (\$77,500). The TAACCCT will pay the remaining \$15,500 cost of the fall 2013 semester for a total semester cost of \$93,000. The cost is inclusive of all instruction and teaching/ training materials
- G. Payments by BACWA to the District will be due upon receipt of invoice. An invoice will be generated upon completion of the first month of instruction.
- H. This contract may be terminated by either party with notice of ten (10) business days.
- I. **IT IS MUTUALLY UNDERSTOOD** that BACWA and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to BACWA and the District respectively.
- J. The District will indemnify, and hold harmless, in any actions of law or equity, BACWA, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature

and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of BACWA. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

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

Mike Connor
BACWA Executive Board Chair
375 11th Street
Oakland, CA

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

Date _____

Date _____

AGENDA ITEM 10.(i)
MEETING DATE July 17, 2013

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

TO: Members of the Governing Board

**SUBJECT: ALTERNATIVE AND RENEWABLE FUELS VEHICLE
TECHNOLOGY PROGRAM TRAINING GRANT**

REQUESTED ACTION: APPROVAL

SUMMARY:

This grant agreement is a \$646,695 enhancement to the existing California Energy Commission grant for the Alternative and Renewable Fuels Vehicle Technology Program. The grant was awarded for training of automotive technicians in hybrid and electrical vehicle maintenance. This is to replace the agreement that was approved by the Board on February 6, 2013. The State Energy Resources Conservation and Development Commission has augmented the total amount and assigned grant management to the California Community Colleges Chancellor's Office.

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 with trailer), and to develop and deliver instructor training in Hybrid and Electric vehicles to 25 regional automotive technology faculty and foremen over a 13-month period.

Approval is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$646,695 Revenue
CEO 2012-13 Goals: #5*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Deborah Mann, Director
Workforce Training and Grants Management

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707.864.7195

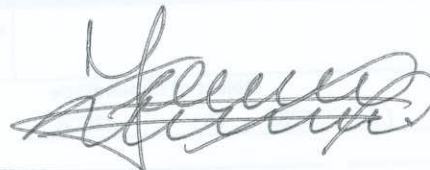
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

July 3, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

July 3, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office - 6870

DISTRICT USE ONLY

District (Grantee): Solano CCD
College: N/A

Grant Agreement-Amended

BOG-CCCGO USE ONLY

AMENDMENT # 1

Economic and Workforce Development

Grant Agreement No.: 12 - 041 - 006

State Energy Resources Conservation and Development Commission

Funding Fiscal Year <u>2012-13</u>	Prior Amount Encumbered : \$	99,500
	Amount To Be <u>Augmented</u> : \$	145,580
	Amount Encumbered : \$	245,080

Funding Fiscal Year <u>2013-14</u>	Prior Amount Encumbered : \$	-
	Amount To Be <u>Augmented</u> : \$	401,615
	Amount Encumbered : \$	401,615

RFA # -

Total Amount Encumbered : \$ 646,695

On this 5th day of June 2013, the BOG, California Community Colleges Chancellor's Office and the aforementioned district hereby agree to amend this grant agreement as follows:

- * This Grant Agreement is to be augmented with additional State Energy Resources Conservation and Development Commission funds in the amount of \$145,580. The amount awarded to this Grant Agreement for FY2012-13 is \$245,080.
- * This Grant Agreement is to be augmented with additional State Energy Resources Conservation and Development Commission funds in the amount of \$401,615. The amount awarded for this Grant Agreement for FY 2013-14 is \$401,615.
- * The total amount of this Grant Agreement shall not exceed \$646,695.

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

All other terms and conditions remain the same.

GRANTEE

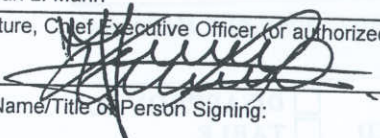
Project Director:

Deborah L. Mann

Total Grant Funds: \$ 646,695

Total Match Funds, (if applicable): _____

Signature, Chief Executive Officer (or authorized Designee)



Date: 07.02.13

Print Name/Title of Person Signing:

District Address: 4000 Suisun Valley Road
Fairfield, CA 94534-3197

STATE OF CALIFORNIA

Project Monitor:

Katie Gilks

Agency Address: 1102 Q Street, Suite 4554
Sacramento, CA 95811-6539

Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
6870 - 111 - 0001 (5)	3235 - 751 - 23506	21	2012	2012-13	\$ 245,080
-	-	-	-	-	-
Amount Encumbered : \$					245,080
6870 - 111 - 0001 (5)	3235 - 751 - 23506	-	2013	2013-14	\$ 401,615
-	-	-	-	-	-
Amount Encumbered : \$					401,615
Total Amount Encumbered : \$					646,695

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

Signature, Executive Vice Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:

Date:

Steve Bruckman, Executive Vice Chancellor

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE AND FAIRFIELD-
SUISUN UNIFIED SCHOOL DISTRICT

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College District and the Fairfield-Suisun School District to allow students and faculty the use of Automotive Technology lab and classrooms as well as equipment. This agreement will benefit students of SCC by allowing us to offer our Automotive Technology program once again.

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: N/A
CEO 2012-2013 Goals: #5

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Máire A Morinec, Dean
Career Technical Education and Business

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

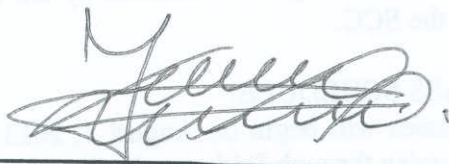
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

July 3, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

July 3, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT



Contrat # 5578-14

FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT
PURHCASING DEPARTMENT
2490 HILBORN ROAD
FAIRFIELD, CA 94534
TELEPHONE: (707) 399-5144 FAX: (707) 399-5151

INTERAGENCY AGREEMENT
Between
Fairfield-Suisun Unified School District
and
Solano Community College District

1. PURPOSE:

This is an agreement between Solano Community College (SCC) and the Fairfield-Suisun Unified School District (District). The purpose of this agreement is to establish and define the relationship and agreements regarding the operation of the Automotive Technology Program of Solano Community College.

2. TERM:

This agreement will be effective from July 1, 2013, to June 30, 2014. All parties may terminate this agreement at any time. The terminating party will notify the other agency in writing of their intention to terminate thirty (30) days prior to the termination date.

It is understood and agreed to, use of Armijo High School's S-3 and S-4 Auto Shop classrooms are fee free, including custodial services during the normal operating hours of the District. If, in the opinion of the District, use of said facility is in excess of normal operating hours (including but not limited to Saturday/Sunday or District Holidays), and if custodial charges are incurred by the District, such charges will become the responsibility of the SCC.

3. CLASS SCHEDULE:

Classes will begin on August 1, 2013, and will be scheduled from 4:00 PM to 8:00 PM, Monday through Friday and will end on May 20, 2014.

4. DISTRICT:

District agrees to provide, fee free, the use of the classroom located at Armijo High School, 824 Washington Street, Fairfield, CA 94533. SCC will use both S-3 and S-4 Auto Shop classrooms.

5. LIST OF EQUIPMENT:

Attached, hereto, is a list of the Fairfield-Suisun Unified School District/Armijo High School and Solano Community College District equipment that will be available for use. In the instance where additional equipment has been authorized for use by both parties, it is understood and agreed to, that said equipment becomes part of the attached list.

6. SCC:

- a. SCC agrees to provide the teacher, supplies, material and equipment. The teacher will be an employee of SCC and be supervised by an SCC administrator.
- b. All SCC staff, students, and volunteers who are assigned to be on a District school campus are obligated to the policies and procedures established by District policies. SCC staff will follow District policies and procedures as they relate to student safety and access to the school site. Staff will follow all directions given by the District site principal.

7. INDEMNIFICATION

- a. SCC shall defend, indemnify and hold harmless District, its directors, officers, employees, agents and volunteers against all claims, damages, losses, expenses (including reasonable attorney's fees) and liabilities (collectively, "losses") of any kind or character arising out of and in the course of SCC's performance under this agreement, except that SCC shall be under no such obligation where the losses are caused solely by the negligence or intentional misconduct of District, its agents or employees.
- b. District shall defend, indemnify and hold harmless SCC, its directors, officers, employees, agents and volunteers against all claims, damages, losses, expenses (including reasonable attorney's fees) and liabilities (collectively, "losses") of any kind or character arising out of and in the course of District's performance under this agreement, except that the District shall be under no such obligation where the losses are caused solely by the negligence or intentional misconduct of SCC, its agents or employees.

8. SCC agrees to provide FSUSD with a certification of liability insurance in the amount of \$1,000,000 coverage per occurrence from the insurance carrier, including an endorsement naming FSUSD as an additional insured under the policy.

9. SCC to complete and submit a Facilities Use Form prior to occupying Armijo High School's S-3 and S-4 Auto Shop classrooms (see attached).

10. **Tobacco Free Schools & District Board Policy 4020. Drug & Alcohol Schools**

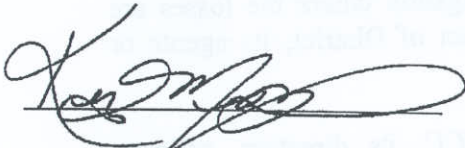
Pursuant to, without limitation, 20 U.S.C section 6083, Labor Code section 6400 et seq., Health & Safety Code section 104350 et seq. and District Board Policies, all District sites, including the Project site, are tobacco-free environments. Smoking and the use of tobacco

products by all persons is prohibited on or in District property. District property includes school buildings, school grounds, school owned vehicles and vehicles owned by others while on District property.

I acknowledge that I am aware of the District's policy regarding tobacco-free environments at District sites, including the Project site and hereby certify that I will adhere to the requirements of that policy and not permit any of my firm's employees, agents, subcontractors, or my firm's subcontractors' employees or agents to use tobacco and/or smoke on the Project site.

The District is not a "state agency" as defined in the applicable section(s) of the Government Code, but the District is a local agency and public school district under California law and requires all contractors on District projects to comply with the provisions and requirements of Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990.

Awarded contractor is subject to District Board Policy 3513.3 Tobacco Free Schools and District Board Policy 4020, Drug & Alcohol Free Schools.



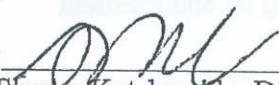
Kelly Morgan
Assistant Superintendent, Business Services
Fairfield-Suisun Unified School District

Jowel C. Laguerre, PhD
Superintendent/President
Solano Community College

Date: 7/2/13

Date: _____

Approved as to Form:

By: 
Sharon Ketcherside, Director
Purchasing and Contract Services

Date: 7/2/13

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

TO: Members of the Governing Board

SUBJECT: RESIGNATIONS TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Kathleen Callison	Administrative Assistant III Counseling & Special Services 10 years, 4 months of service at SCC	12/30/13
Jose E. Ramos	SCC Campus Police Officer 12 years, 5 months of service at SCC	08/09/13

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo Albarrán
 Interim Director, Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534-3197

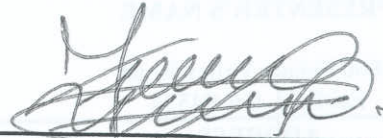
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

July 3, 2013
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

July 3, 2013
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: KOREAN WAR ARMISTICE DAY, RESOLUTION NO. 13/14-01
REQUESTED ACTION: APPROVAL

SUMMARY:

On July 27, 2013, on the 60th anniversary of the Military Armistice Agreement signed at Panmunjom, the Vallejo Veterans Council and the Republic of Korea Consul General of San Francisco will honor all who served in the Korean War, and will also pay lasting tribute to the brave men and women who gave the ultimate sacrifice for our Nation.

Solano Community College District Governing Board supports the California Senate and Assembly in recognizing July 27, 2013, as the 60th Anniversary of the Korean War Armistice Day and encourages educators, students, and residents to observe the event with appropriate ceremonies and activities that honor and thank our distinguished Korean War veterans and those who lost their lives for freedom's sake.

Approval of Resolution No. 13/14-01 is requested at this time.

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

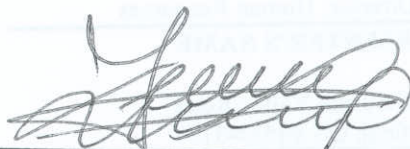
Jowel C. Laguerre, Ph.D.
Superintendent-President
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707 864-7112
TELEPHONE NUMBER

Administration
ORGANIZATION

July 3, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

July 3, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

KOREAN WAR ARMISTICE DAY

RESOLUTION NO. 13/14-01

WHEREAS, On June 25, 1950, the Republic of Korea (ROK, South Korea) was attacked by the armed forces of the Democratic People's Republic of Korea (DPRK, North Korea), which started one of the defining moments of the Cold War;

WHEREAS, Thousands of Solano County residents answered our country's call to military service by joining the Armed Forces or by working at the Benicia Arsenal, Mare Island Naval Shipyard, Travis Air Force Base, and other smaller bases; and

WHEREAS, The schools in Solano County were, and still are, immensely instrumental in preparing our residents to meet the educational requirements of the U.S. Armed Forces;

WHEREAS, Through three years of intense combat, American and allied forces overcame some of the most unforgiving conditions in modern warfare as they weathered bitter winters, punishing heat, and mountainous terrain, and were often outgunned and outmanned;

WHEREAS, The conflict contributed some of the most noted battles in United States military history, including the breakout from the Pusan Perimeter, the Inchon invasion, and the battles of Imjin River, Kapyong, Bloody Ridge, Heartbreak Ridge, Old Baldy, White Horse, Triangle Hill, Hill Eerie, Outpost Harry, Pork Chop Hill, Punchbowl, and the Chosin Reservoir; and

WHEREAS, Of the 33,686 battle deaths, 2,830 non-battle deaths, and 8,176 troops missing in action, over 100 were from Solano County, with nearly a third of those from the city of Vallejo; and

WHEREAS, On July 27, 2013, on the 60th anniversary of the Military Armistice Agreement signed at Panmunjom, the Vallejo Veterans Council and the Republic of Korea Consul General of San Francisco will honor all who served in the Korean War, and will also pay lasting tribute to the brave men and women who gave the ultimate sacrifice for our Nation.

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

KOREAN WAR ARMISTICE DAY

RESOLUTION NO. 13/14-01

(Continuing – Page 2)

NOW, THEREFORE, BE IT RESOLVED, That the Solano Community College District Governing Board supports the California Senate and Assembly in recognizing July 27, 2013, as the 60th Anniversary of the Korean War Armistice Day and encourages educators, students, and residents to observe the event with appropriate ceremonies and activities that honor and thank our distinguished Korean War veterans and those who lost their lives for freedom's sake.

PASSED AND ADOPTED, This 17th day of June 2013, by the Solano Community College District Governing Board, Solano County, California, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CERTIFICATION

I, JOWEL C. LAGUERRE, Ph.D., Secretary to the Solano Community College District Governing Board, Solano County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a regular meeting held on the above-stated date, which resolution is on file in the office of the Board.

JOWEL C. LAGUERRE, Ph.D.
Board Secretary

AGENDA ITEM 13.(b)
MEETING DATE July 17, 2013

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

TO: Members of the Governing Board
**SUBJECT: RESOLUTION OF THE BOARD OF TRUSTEES OF
THE SOLANO COMMUNITY COLLEGE DISTRICT
APPROVING AMENDED AND RESTATED
BYLAWS FOR THE SOLANO COMMUNITY
COLLEGE DISTRICT CITIZENS BOND
OVERSIGHT COMMITTEE, RESOLUTION NO.
13/14-02**

REQUESTED ACTION: APPROVAL

SUMMARY:

This dual oversight role was discussed with and supported by the existing Measure G Citizens Bond Oversight Committee. Approval is recommended to amend and restate the bylaws to reflect dual oversight role of the Citizens Bond Oversight Committee for both Measure G and Measure Q.

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

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

Yulian I. Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

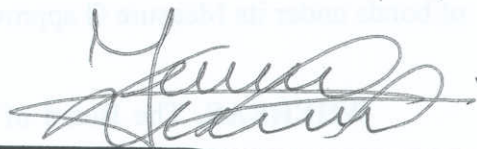
TELEPHONE NUMBER

Administration

ORGANIZATION

July 3, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

July 3, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

1 **SOLANO COMMUNITY COLLEGE DISTRICT**
2 **GOVERNING BOARD**

3 **RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY**
4 **COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS FOR**
5 **THE SOLANO COMMUNITY COLLEGE DISTRICT**
6 **CITIZENS BOND OVERSIGHT COMMITTEE**

7 **RESOLUTION NO. 13/14-02**

8
9 **WHEREAS**, The Board of Trustees of the Solano Community College District (the
10 “District”) previously adopted a resolution requesting Solano County (the “County”) to call an
11 election for general obligation bonds (the “Bond Election”) to be held on November 6, 2012;

12 **WHEREAS**, Notice of the Bond Election was duly given; and on November 6, 2012 the
13 Bond Election was duly held and conducted for the purpose of voting a measure for the
14 issuance of bonds of the District in the amount of \$348,000,000 (“Measure Q”);

15
16 **WHEREAS**, Based on the Canvass and Statement of Results for the County, more than
17 fifty-five percent of the votes cast on the Measure Q were in favor of issuing the aforementioned
18 bonds;

19 **WHEREAS**, The Board of Trustees of the District previously has established
20 independent citizens bond oversight committee (the “Committee”) in connection with issuance
21 of bonds under its Measure G approved by the voters on November 5, 2002,

22
23 **WHEREAS**, The Board of Trustees has previously approved Bylaws governing such
24 Committee for its Measure G bond election and now desires to combine the Measure G and the
25 Measure Q oversight responsibilities into the existing Citizens Oversight Committee.

26
27 **WHEREAS**, The Board of Trustees has previously approved adopting Amended and
28 Restated Bylaws which govern the activities of the Committee.

1 SOLANO COMMUNITY COLLEGE DISTRICT
2 GOVERNING BOARD

3 RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY
4 COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS FOR
5 THE SOLANO COMMUNITY COLLEGE DISTRICT
6 CITIZENS' BOND OVERSIGHT COMMITTEE

7 RESOLUTION NO. 13/14-02

8 (Continuing: Page 2)

9
10 NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SOLANO
11 COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND
12 CERTIFY AS FOLLOWS:

13
14 Bylaws. The Committee shall operate pursuant to the Board approved
15 Amended and Restated Bylaws. The Committee shall have only those
16 responsibilities granted to them in the Amended and Restated Bylaws. The Amended and
17 Restated Bylaws, as submitted herewith and attached hereto, are hereby approved.

18
19 ADOPTED, SIGNED, AND APPROVED, This 17th day of July 2013, by the
20 Governing Board of Solano Community College District.

21
22
23 _____
24 SARAH E. CHAPMAN, Ph.D., BOARD PRESIDENT

25
26 _____
27 JOWEL C. LAGUERRE, Ph.D., SECRETARY
28

**INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
AMENDED AND RESTATED BYLAWS**

Section 1. Committee Established. The Solano Community College District (the "District") was successful at the election conducted on November 5, 2002 (the "2002 Election"), in obtaining authorization from the District's voters to issue up to \$124,500,000 aggregate principal amount of the District's general obligation bonds (the "2002 Measure G"). The Solano Community College District (the "District") was successful at the election conducted on November 6, 2012 (the "2012 Election"), in obtaining authorization from the District's voters to issue up to \$348,000,000 aggregate principal amount of the District's general obligation bonds (the "2012 Measure Q"). The 2002 Election and the 2012 Election are hereinafter referred to as (the "Elections"). The 2002 Measure G and the 2012 Measure Q are hereinafter referred to as (the "Measures"). The Elections were each conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Solano Community College District (the "Board") hereby confirms that the independent Citizens' Bond Oversight Committee (the "Committee") initially established for the 2002 Measure G shall have the duties and rights set forth in these Bylaws with oversight responsibility over both the 2002 Measure G and 2012 Measure Q. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Measures. Regular and scheduled maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Sections 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review quarterly expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the ballot Measures; and (b) no bond proceeds were used for any inappropriate teacher or

administrative salaries or other operating expenses, in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules,
- (vi) Approval of scheduled maintenance plans, and
- (vii) Approval of the sale of bonds.

3.5 Responsibilities Not Assigned by the Board to the Committee. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects shall be presented to the Board by the Superintendent/President for their approval.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The adoption of a plan for publicizing the activities of the Committee and the determination as to whether a mailer, a newspaper notice or website materials would best suit the distribution of the Committee's findings and recommendations.

(h) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Proposition 39.

(i) The appointment or reappointment of qualified applicants to serve on the Committee.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President, or his or her designee.

(c) Review copies of scheduled maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of a minimum of nine (9) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- Every effort will be made to maintain broad geographic representation of the District.
- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college.
- Two (2) at-large members of the community, who are persons who demonstrate interest in and/or experience with the mission and facilities of the District; such as, citizen members of occupational advisory groups, local business representatives, or representatives of local civic organizations.
- Two (2) members of the community who demonstrate indirect and/or experience in the construction and building trades.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age and reside within the District's geographic boundary.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Amended and Restated Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of three (3) years, commencing as of the date of appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial two- (2) year term and the remaining members for an initial three (3) year term. Members whose term has expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original 2002 Measure G Committee shall remain on the Committee and may serve for new terms as described herein.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District's website; (b) appropriate local groups

will be solicited for applications; (c) the Board's Citizen Bond Oversight Ad hoc Committee and the Superintendent/President or his designee will review the applications, and make recommendations to the Board; and the Board will make the appointments at a noticed meeting of the Board by resolution.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall seek to fill vacancies within 90 days.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee and its Members shall have the right to request and receive only copies of reports and records relating to the Measures projects which have been prepared for the Board and which have become a public record.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year, including an annual organizational meeting, but may not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the jurisdiction of the Solano Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds of the Measures may be made to provide District support of the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board as needed in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Board, upon the recommendation of the Superintendent/President, shall appoint the initial Chair of the Committee to serve for one year as Chair. Thereafter, the Committee shall annually elect the Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. No person shall serve as Chair for more than three consecutive years.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all the proceeds of the Measures.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds; or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Solano Community College District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

AGENDA ITEM 13.(c)
MEETING DATE July 17, 2013

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPOINTMENT TO THE CITIZENS BOND OVERSIGHT
COMMITTEE (CBOC)

REQUESTED ACTION: APPROVAL

SUMMARY:

The CBOC Adhoc Subcommittee of the Governing Board is recommending Mr. Gary Bertagnoli to the full Board for approval as a Business Representative appointment to the Citizens Bond Oversight Committee.

Government Code: ECS 15278 Board Policy: 3390 Estimated Fiscal Impact: \$ N/A

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

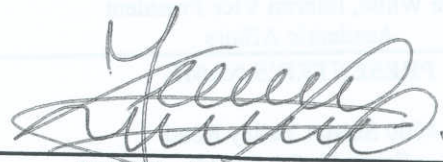
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

July 3, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

July 3, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: HANOVER RESEARCH PARTNERSHIP AGREEMENT
REQUESTED ACTION: APPROVAL

SUMMARY:

Hanover Research will provide to Solano Community College research services for grants strategy development, research-based grants prospecting, program development consultation, grant proposal development, and customized identification and grant alerts.

The term of the agreement will be from April 30, 2013 through April 30, 2014, in the amount of \$35,000.

A copy of the partnership agreement is available in the Office of the Superintendent-President and the Office of the Interim Vice President of Academic Affairs.

Approval is requested at this time.

Government Code N/A Board Policy N/A Estimated Fiscal Impact: \$35,000
CEO 2012-13 Goal: #5

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

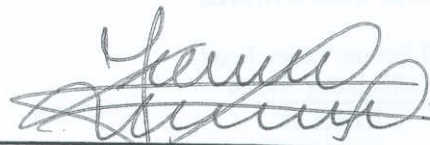
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

July 3, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

July 3, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Please sign the proposed agreement and email to jmichie@hanoverresearch.com,
or print, sign and fax this document to the number listed below to commence service.

Attn: **Joe Michie**
Office: 303.815.9885
Facsimile: 866.808.6585

Contract Terms

Partnership with Hanover Research runs 12 months from the start date below. Partnership equates to the following client services delivered by Hanover Research staff:

- Grants Strategy Development
Hanover will survey administrators, program directors, and faculty to identify organizational strengths in the context of the grants climate and current funding trends. Hanover will use information gathered during the onboarding process to produce a memorandum proposing a grants strategy for the organization. Hanover staff will also arrange a trip to Solano Community College to provide coaching, grantmanship training, present research findings, and discuss the funding strategy with your team.
- Research-Based Grants Prospecting
Hanover will develop customized grant-prospecting reports for areas of particular need. Reports may include government and/or private opportunities, and will propose strategies for maximizing all available funding streams. Hanover will conduct feasibility assessments of open grant opportunities to ensure clients' projects or initiatives are eligible and competitive.
- Program Development Consultation
Hanover will provide guidance on the development of both new and existing programs based on years of relevant industry expertise. Hanover will identify model programs, analyze their strengths and weaknesses, and suggest refinements which reflect the unique characteristics of the client organization. Hanover will incorporate secondary research to strengthen proposed methods and activities, and mine program data to demonstrate effectiveness.
- Grant Proposal Development
Hanover's Grant Proposal Development services include grant application development, writing, review, and rewriting. Hanover will also fully construct Letters of Inquiry for private grantmakers. Hanover can serve as the project manager for your internal team of subject-matter experts as they generate a grant proposal, and contribute to the production of pre-proposal data analysis and other content such as best practice and literature reviews.
- Grant Alerts
Hanover will provide customized identification and prioritization of significant funding opportunities as needed at regular intervals coinciding with funding cycles and predetermined areas of focus.

Research services provided within partnership include:

- Primary Research — survey design, administration and analysis; interviews with industry/issue experts
- Secondary Research — industry news, trend forecasting, literature reviews, competitor profiles, market assessments
- Quantitative and Qualitative Data Analysis — data mining, coding and segmentation, predictive analysis, regression modeling, program evaluation
- Benchmarking — peer group development, organizational structure, staffing, compensation, operating metrics
- Access to Hanover's Membership Library containing over 1,600 resources on higher education best practices, benchmarks, market data, etc.

Two Points of Contact

Each Hanover partner is served by a Relationship Director and a Content Director to ensure the quality of the partnership across the course of the contract term. The Content Director is responsible for allocating each project request to the appropriate Hanover research analysts and managing its progress from start to finish. The Relationship Director is responsible for contract management and for ensuring member satisfaction, including usage of our added resources such as Hanover's Education Library and topical webinars. The Relationship Director also liaises with other members in order to provide peer networking opportunities.

Quarterly Consultations

Hanover's content experts check in on a quarterly basis to offer strategic guidance and gather feedback to ensure each member is maximizing its use of our research capabilities and resources.

Participation

All research and grants services are available to Solano Community College administrators in unlimited amount within the confines of one project at a time; the signatory of this agreement serves as our primary contact. We ask that partners not distribute the resources housed in Hanover's research library to those outside of their organization.

Solano Community College has the ability to commission additional grants and research projects that would be conducted simultaneously with projects in their membership queue and will be priced upon request.

Solano Community College has authority in deciding which projects to pursue. Specific grant proposals are considered proprietary and thus will not be shared by Hanover with a third party (other than the funding agency or organization) without the College's expressed consent.

Contract Amount

\$35,000 per year

***This partnership is discounted from the annual subscription of \$40,000 and is available to Solano Community College if this signed agreement is returned on or by April 30, 2013.**

Invoicing

April 30, 2013 – \$17,500

July 1, 2013 – \$17,500



Partnership Agreement

Solano Community College may reduce this amount by 2%, if payment is wired or postmarked within 10 working days of invoice submission. If the undersigned does not select that option, then payment is due within 30 days of the invoice date. Failure to pay promptly will result in project postponement.

The Contract Amount covers all labor and travel costs across each annual term. Any additional expenses related to a particular research request (third-party call centers, email list providers, etc.) will be detailed and approved by Solano Community College in full prior to the start of the project.

Contract Start Date

April 30, 2013

Signature: _____

Signatory:

Diane White
Interim Vice President of Academic & Student Affairs
Solano Community College

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PROPOSED NEW JOB DESCRIPTION—DEPUTY
SECTOR NAVIGATOR (ADMINISTRATIVE LEADERSHIP
GROUP)

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

This is a new position created as part of the Chancellor's Office implementing the Economic and Workforce Development Program (EWDP). The Deputy Sector Navigator will respond to the Interior Bay Area regional needs within the Healthcare Sector.

This position is funded through the Small Business Sector Navigator Grant.

Government Code: EC Board Policy: 4720 Estimated Fiscal Impact: Grant Funded
88001; 88009; 88001

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo L. Albarrán
Interim Director, Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7122

TELEPHONE NUMBER

Administration

ORGANIZATION

July 3, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

July 3, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATIONS

CLASS TITLE: DEPUTY SECTOR NAVIGATOR (Classified Manager)

BASIC FUNCTION: Under direction of the Division Dean and leadership of the Chancellor's Office of California Community Colleges' State Sector Navigator respond to the Interior Bay Area regional needs within the Healthcare Sector involving the following nine community colleges:

1. Chabot-Las Positas CCD
2. Contra Costa CCD
3. Ohlone CCD
4. Marin CCD
5. Napa Valley CCD
6. Peralta CCD
7. San Francisco CCD
8. Solano County CCD
9. Sonoma County CCD

REPRESENTATIVE DUTIES:

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

Act as the Deputy Sector navigator for the health sector responding to identified workforce needs of the healthcare industry in the Interior Bay Region. Coordinate and collaborate regionally, and develop effective sector partnerships with employers, regional consortium, community colleges, high schools, ROPs, Workforce Investment Boards (WIBs), and other regional organizations to ensure a skilled workforce in support of the regional economy and industry sector and to establish career pathways for the regional community into those regional economies. Support and improve regional workforce training within the Health Sector of the Interior Bay Area region for entry level and incumbent workers; and partner with regional employers, community colleges, high schools and Regional Occupation Centers and Programs (ROCPs) on curriculum and certificate development and program alignment, and offering contract education, credit, and non-credit training. Supervise and evaluate the performance of assigned personnel.

- Participate in the monthly conference calls and regular e-mail updates to maintain communication with the Sector Navigator and other Deputy Sector Navigators. This is in addition to the quarterly face-to-face meetings and individual calls and site visits as needed.
- Manage the project in order to leverage personnel, in-kind funding and network connections for project success.
- Utilize current network connections, as well as research, seek out, and develop new partnerships throughout the Interior Bay Area region to maximize resources (both public and private).

- Explore ways to collaborate by sharing resources that will broaden healthcare education and training programs into the Interior Bay Area region involving nine community colleges.
- Work collaboratively in a network comprised of the statewide sector navigator and other Deputy Sector Navigators within the sector.
- Work collaboratively with the Chair and/or Co-Chairs of the Regional Consortia to align the needs of sector employers with the program and curriculum offered by colleges within the regional consortium.
- Work with the Regional Consortium, and individual colleges within the region offering courses and programs within the sector, to develop faculty collaboratives, connect programs and employers, and promote and strengthen curriculum and program alignment.
- Work with employers, industry and labor organizations, and Workforce Investment Boards within the region to determine gaps in the workforce; promote integration of workforce training and employment; strengthen programs within the sector at regional colleges and high schools; provide incumbent worker training; promote opportunities for contract education and faculty professional growth; and thereby, promote and support growth of the sector within the regional economy.
- Identify and prioritize gaps within the workforce and develop and implement strategies using SB 1402 and/or SB1070 funding with an outcome of integrating the needs of employers and addressing within the curriculum and programs the job skills and competencies required for employment and advancement.
- Work with representatives of business, labor, and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector.
- Collect and report data on all required accountability measures working with common metric and accountability measures, and working with the statewide LaunchBoard initiative.
- Work with the Center of Excellence and other Technical Assistance Providers to complete Environmental Scans in the health sector to determine labor market needs and gaps.

DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks, which may be found in positions of this class.) To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Implement, evaluate and develop allied health education programs.
- Develop partnerships that encourage collaboration among healthcare employers, state and local government agencies, and education providers from all segments.
- Complete regional needs assessments, job analyses, curricula and resource development, training certification testing and referrals to healthcare industry employers.
- Coordinate regional activities and services related to meeting the identified needs of the healthcare industry.

DEPUTY SECTOR NAVIGATOR (Continued)

3

- Develop strategic private sector and public agency partnerships that foster job opportunities and economic growth of critical healthcare industries.
- Actively seek additional resources to address the needs of critical high growth areas in the healthcare industry.
- Coordinate the services of community colleges on the critical needs of the healthcare delivery industries anticipating high job growth within that sector.
- Participate with the education of the health occupations faculty and staff to provide health care delivery providers with education, training, certification, testing and services in new and emerging fields.
- Work with colleges to develop curriculum and services to meet the identified needs of the health care delivery workforce.

SPECIALIZED DUTIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks, which may be found in positions of this class.)

- Serve as the primary Interior Bay Area Healthcare Sector contact for the College.
- Work closely with the Economic and Workforce Development Program Unit and the Career Technical Education Unit of the Chancellor's Office to coordinate the initiative, grant, and curricula related to this area.
- Develop strong ties with local, regional and state-wide health-care consortia, agencies, organizations, and business industry.

MINIMUM QUALIFICATIONS:

- Professional experience in the Health sector, including direct work experience, specific expertise, existing networks and partnerships, major accomplishments in both the public and private sector work; and recognition or awards that serve as a testimony to subject matter expertise.
- Professional experience in California Community College nursing or allied health programs.
- Successes in creating educational products and/or services that address skills gaps for industry, including but not limited to development and adoption of curriculum (experience at the community college level).
- Leadership role in creating a vision, identifying opportunities, and acquiring resources to organize cross-organizational and cross-functional teams to achieve a common set of goals.
- Demonstrated leadership through:
 - engagement and participation with the regional consortia selecting health as a priority or emergent sector;
 - knowledge of subject matter, trends and best practices related to the strategic priority area;
 - the ability to write summary reports, identify and market successes, gather data and problem solve;

- the ability to work independently on a regional basis;
- the ability to develop active partnerships within the strategic priority area, including regional consortia;
- the ability to work collaboratively on regional economic and workforce development projects;
- the ability to identify and secure additional resources for the sector;
- the ability to assist Interior Bay Area colleges with the tools to develop flexible, non-traditional services to external customers to enhance colleges' role in community development and regional approaches for service delivery.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in a healthcare related field, education or public administration. Masters preferred.
- Three years of administration or leadership experience in an allied health area, that includes work with training functions and related curriculum development, needs analysis and instructional activities.
- Successful experience in grant development, implementation and completion of objectives.
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability and ethnic backgrounds.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Planning, organization and direction of Health Occupations Division operations and activities including healthcare courses, training programs, curriculum and examination development, and data collection functions.
- Curriculum standards, requirements, interpretation and application in healthcare instructional and training activities.
- Community healthcare resources, needs and services related to instructional and training programs.
- Traditional and emerging models of healthcare education and delivery.
- Regional healthcare organization, operations, policies and objectives.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of office-based computer system.
- Public relations techniques.
- Advanced principles, theories, practices and procedures involved in healthcare training and workforce development.

- In-depth knowledge of nursing and allied health field issues, especially related to workforce education.
- Knowledge of nursing and allied health regulatory entities.
- Interpersonal skills including tact, patience and courtesy.
- Knowledge of the California Community College system including new program development, curriculum development and approval processes, CTE and EWD programs, SB 1440 and other articulation programs.

ABILITY TO:

- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability and ethnic backgrounds.
- Plan, organize, control and direct operations and activities of grant objectives.
- Coordinate and direct personnel, communications, curriculum, information, services, instructional functions and resources.
- Supervise and evaluate the performance of assigned personnel.
- Direct and monitor the development and implementation of grant objectives.
- Participate in regional healthcare educational planning.
- Participate in the development and implementation of regional instructional programs.
- Participate in the monitoring, analyzing and modifying healthcare programs, services, curriculum standards, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Operate a computer and assigned office equipment using standard office software programs, e.g. Microsoft Word, Excel, email, and Internet.
- Meet schedules and timelines.
- Work independently with little direction.
- Prepare comprehensive reports.
- Direct the maintenance of a variety of data collection, reports, records and files.
- Successfully delegate, ensure adherence to Solano Community College policies, practices and procedures, hold others responsible, and yet instill confidence among the staff.
- Exercise strong, dynamic leadership to advance the mission.
- Facilitate communication and understanding of perspectives among faculty, staff, students, the community, leaders, related to Solano College and other community colleges in the region.
- Demonstrate commitment to the community college concept, including the open floor philosophy and a diverse curriculum for a heterogeneous student population.
- Work cooperatively and responsively with all segments of the community colleges/district and community at large.
- Read, interpret, and apply applicable laws, codes, regulations, policies, and procedures.
- Identify community resources that integrate with college services.
- Train, supervise, and coordinate staff.
- Travel to local, regional, and state meetings.
- Make presentations to small and large groups.

DEPUTY SECTOR NAVIGATOR (Continued)

- Coordinate and conduct meetings.
- Analyze situations accurately and adopt an effective course of action.
- Adapt to complex, changing and expanding state and federal regulations.

OTHER REQUIREMENTS:

- Own and operate a motor vehicle.
- A valid California Driver's License.

OPTIONAL DOCUMENTS:

- Copies of licenses and certificates you possess, as related to this position.

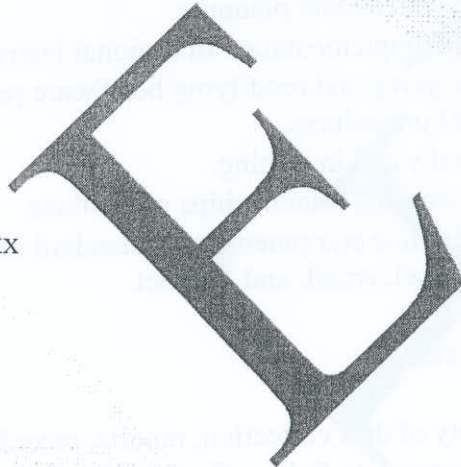
ASSIGNMENT:

100% of full-time, minimum of 40 hours per week, 12 months per year. Schedule may include some evening and weekend hours, as needed.

Range ALG: 48, Step 3

MM/ea:07/01/13

Board approved: xxxxxx



SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: FIRST READING – ADMINISTRATIVE LEADERSHIP
GROUP PROPOSAL FOR REVISED BOARD POLICY
4800—STUDENT LEARNING OUTCOMES AND SERVICE
AREA OUTCOMES

REQUESTED ACTION: INFORMATION

SUMMARY:

The findings of the ACCJC Evaluation Team that visited Solano Community College on November 13, 2012, included Recommendation 7 as follows:

In order to meet the standards and increase institutional effectiveness, the team recommends that the College develop and implement appropriate policies and procedures that incorporate effectiveness in producing student learning outcomes into the evaluation process of faculty and others directly responsible for student progress toward achieving student learning outcomes. (Standards, II.A.1.c, II.A.2.e, II.A.2.f, III.A.1.c).

The College has addressed this recommendation with the following revisions to Administrative Leadership Group Board Policy 4800, Sections 4840.2(C) and 4840.3(C). These revisions have been vetted through ALG, Shared Governance Council, and the President's Cabinet.

Government Code: ACCJC Standard II Board Policy: 4800 Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

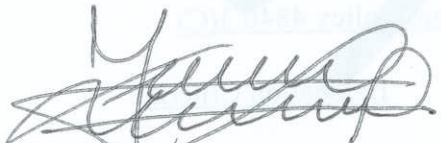
Charo L. Albarrán
Interim Director, Human Resources
PRESENTER'S NAME

4000 Suisun Valley Rd., Fairfield, CA 94534
ADDRESS

707-864-7122
TELEPHONE NUMBER

Administration
ORGANIZATION

July 3, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

July 3, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE

Administrative Leadership Group Board Policy 4800

EXCERPTS FROM BOARD POLICY 4800

Board Policy 4840.2(C)

Evaluation Year:

~~First Stage: Typically by September 1 the employee shall consult with his/her immediate supervisor to develop written performance goals for the ensuing fiscal year, which shall include the following: (i) the class specification/job description; (ii) department and district goals; (iii) performance goals for the position in which the employee is serving; and (iv) the major job categories in which the employee will be evaluated.~~

First Stage: Typically by September 1, the employee shall consult with his/her immediate supervisor to develop written performances goals for ensuing fiscal year, which will include the following: (i) the class specification/job description; (ii) department and district goals; (iii) performance goals for the position in which the employee is serving; and (iv) the major job categories in which the employees will be evaluated, including the development and implementation of Student Learning Outcomes and/or Service Area Outcomes.

Second Stage: The performance goals should normally be reviewed (updated, revised, etc.) by March 1.

Third Stage: The evaluation shall typically be completed by the immediate supervisor and discussed with the employee no later than June 1 of the evaluation year.

Board Policy 4840.3(C)

Evaluation Criteria:

~~The Evaluation criteria should include, but shall not be limited to, Communication Skills, Leadership Skills, Human Relations, Management and Administrative Skills, and Professional Knowledge.~~

The evaluation criteria should include, but not be limited to, Communication Skills, Leadership Skills, Human Relations, Management and Administrative Skills and Professional Knowledge. Additionally, the criteria should include contributions to drafting, measuring, and assessing

SOLANO COMMUNITY COLLEGE
Administrative Leadership Group
Board Policy 4800

EXCERPTS FROM BOARD POLICY 4800 – Continued:

Board Policy 4840.3(C)

Evaluation Criteria:

student learning outcomes. The educational administrator will be evaluated by their participation in drafting, measuring, and assessing the student learning outcomes, as well as guiding and assisting faculty in SLO assessment activities.

REVISED

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: BONDS COMMUNICATION PLAN

REQUESTED ACTION: INFORMATION

SUMMARY:

Ongoing design and construction for Measure G and Q may create challenges for the operation of the College, including issues of safety, changes to existing pedestrian patterns, noise, dust, and other temporary inconveniences. Confusing and/or inconsistent communication about items that affect our students, faculty and staff may lead to misunderstandings about the Bond, unrealistic expectations, and concerns that the Bond team is not engaged in a meaningful way with the on-campus and off-campus community.

Goals for the Bonds Communication Plan include:

- Strategic, consistent, and timely means of communication to the internal and external community about planning and construction issues.
- Provide a means of communication that allows for inquiry and follow-up from the Bond team.
- Create protocols for tracking and progress on Bond issues.
- Create protocols to ensure the safety of the community.
- Synchronize new procedures and methods with existing wherever possible.

Government Code: 78021 Board Policy: 3225 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

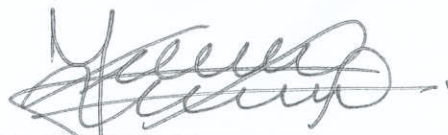
ADDRESS

707-863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

July 3, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

July 3, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT