

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2015-2016

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Lisa Abbott	Curriculum Analyst – C00053 (Range 15/Step 3)	07/01/16

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Brandon Abuan	Lifeguard	General Fund	06/13/16 – 06/23/16	\$10.00 hr
Tracy Vest	Temporary ALG	General Fund	06/02/16 – 06/30/16	\$22.49 hr.

EMPLOYMENT 2016-2017

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Tracy Vest	Temporary ALG	General Fund	07/01/16 – 08/31/16	\$22.49 hr.

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Shemila Johnson	Director of Enrollment Services	07/04/2016

Mary Jones
 Human Resources

 May 20, 2016

Date Submitted

Celia Esposito-Noy, Ed.D.
 Superintendent-President

 May 20, 2016

Date Approved

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

Superintendent-President's Office
Celia Esposito-Noy, Superintendent-President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Mary T. Jones	Review of Human Services business processes, facilitation of collective bargaining, and development and presentation of training packages.	July 1, 2016 – June 30, 2017	Not to exceed \$125,000.00

<u>Yulian I. Ligioso</u>	<u>Celia Esposito-Noy, Ed.D.</u>
Vice President, Finance & Administration	Superintendent-President
May 20, 2016	May 20, 2016
Date Submitted	Date Approved

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

TO: **Members of the Governing Board**

SUBJECT: **REVISED RESIGNATION TO RETIRE**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Salvador Codina Jr.	History Professor 23 years and 4 months of service at SCC	05/18/2016
Marion Cowee	Early Childhood Education Professor 9 years and 9 months of service at SCC	05/18/2016
Robert DaPrato	Psychology Professor 44 years and 8 months of service at SCC	05/18/2016

STUDENT SUCCESS IMPACT:

- Help students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Human Resources

<i>Ed. Code: N/A</i>	<i>Board Policy: N/A</i>	<i>Estimated Fiscal Impact: N/A</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Mary Jones
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

May 20, 2016

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.
Superintendent-President

May 20, 2016

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: REVISED RESIGNATION TO RETIRE

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Nancy Konecny	Reading Professor 14 years and 9 months of service at SCC	05/18/2016
Steven Springer	Counselor 9 years and 9 months of service at SCC	05/18/2016
Diane White	History Professor 25 years and 10 months of service at SCC	06/30/2016
Ron Zak	Photography Professor 10 years and 9 months of service at SCC	05/18/2016

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT FOR LEGAL CONSULTANT SERVICES –
ERICKSON LAW FIRM A.P.C.**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Requests for Proposals (RFP# 16-016) were sent on March 10, 2016 to solicit legal services for the Solano Community College District. On April 4, 2016 six proposals were received. An Adhoc Subcommittee of the Board of Trustees, including Sarah Chapman, Ph.d., Denis Honeychurch, J.D., and A. Marie Young, met with the Superintendent-President, Celia Esposito-Noy, Ed.D., to review and evaluate all proposals received.

The committee recommends the approval of Erickson Law Firm A.P.C. as the District’s new legal counsel.

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: _____

<i>Ed. Code: 70902</i>	<i>Board Policy: 1090</i>	<i>Estimated Fiscal Impact:</i>
SUPERINTENDENT’S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Celia Esposito-Noy, Ed.D. Superintendent-President		
PRESENTER’S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS		Celia Esposito-Noy, Ed.D. Superintendent-President
(707) 864-7112		
TELEPHONE NUMBER		
N/A		May 20, 2016
VICE PRESIDENT APPROVAL		DATE APPROVED BY
May 20, 2016		SUPERINTENDENT-PRESIDENT
DATE SUBMITTED TO		
SUPERINTENDENT-PRESIDENT		

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

TO: **Members of the Governing Board**

SUBJECT: **AGREEMENT FOR PROFESSIONAL SERVICES –
DANNIS WOLIVER KELLEY (DWK)**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Dannis Woliver Kelley (DWK) is a full service education law firm focused entirely on serving the legal representation needs of California public school districts, county offices of education, community colleges and other educational organizations. The College has utilized their services in all construction related matters, including, but not limited to: real estate purchase and lease agreements, public contract code interpretation, contract review and development, negotiations and representation in meetings as necessary and other matters related Measure G & Q Bonds.

Board approval is requested to extend the agreement to provide continuing legal advice and counseling services in the areas of construction for the fiscal year 2016-2017. The proposed agreement reflects a minor increase in the hourly rates from prior years.

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: _____

<i>Ed. Code: 70902</i>	<i>Board Policy: 1090</i>	<i>Estimated Fiscal Impact: Measure Q Funds</i>
SUPERINTENDENT’S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Celia Esposito-Noy, Ed.D. Superintendent-President		
PRESENTER’S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS		Celia Esposito-Noy, Ed.D. Superintendent-President
(707) 864-7112		
TELEPHONE NUMBER		
N/A		May 20, 2016
VICE PRESIDENT APPROVAL		DATE APPROVED BY
May 20, 2016		SUPERINTENDENT-PRESIDENT
DATE SUBMITTED TO		
SUPERINTENDENT-PRESIDENT		

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on 1st day of July, 2016 by and between the Solano Community College, hereinafter referred to as College, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney. In consideration of the promises and the mutual agreements hereinafter contained, College and Attorney agree as follows:

College appoints Attorney to represent, advise, and counsel it from July 1, 2016, through and including June 30, 2017, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

College shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

Except as hereinafter provided, College agrees to pay Attorney two hundred twenty-five dollars (\$225) to three hundred ten dollars (\$310) per hour for shareholders, special counsel and of counsel; one hundred eighty-five dollars (\$185) to two hundred twenty-five dollars (\$225) per hour for associates; and one hundred twenty dollars (\$120) to one hundred forty dollars (\$140) per hour for paralegals and law clerks. The rate for Gregory J. Dannis will be three hundred fifty dollars (\$350) per hour. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour, except for the first such advice in any business day, which is charged in a minimum of three-tenths (.3) of an hour. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit. If, during the course of representation of College, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, College shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

College further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying costs, express postage, and facsimile transmittals. College agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of College or emergency conditions which occasionally arise.

College further agrees to pay for major costs and expenses by paying third parties directly including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. Upon mutual consent of College and Attorney, Attorney may pay for such costs and expenses and College shall advance costs and expenses to Attorney.

Occasionally Attorney may provide College officials and/or employees with food or meals at Attorney-sponsored trainings or when working with College officials and/or

employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the College under this Agreement.

Attorney shall send College a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. College shall pay Attorney's statements within thirty (30) days after each statement's date. Upon College office's request for additional statement information, Attorney shall provide a bill to College no later than ten (10) days following the request. College is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request.

It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the College.

Because Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other educational entities, conflicts of interest may arise in the course of Attorney's representation. If Attorney becomes aware of any potential or actual conflicts of interest, Attorney will inform the College of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to College. If College has any question about whether Attorney has a conflict of interest in its representation of College in any matter, it may contact Attorney or other legal counsel for clarification.

College or Attorney may terminate this Agreement by giving thirty (30) days written notice of termination to the other party.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

SOLANO COMMUNITY COLLEGE

Dr. Celia Esposito-Noy
Superintendent/President

Date

DANNIS WOLIVER KELLEY

Mark W. Kelley
Attorney at Law

6/18/16

Date

At its public meeting of _____, 2016, the Board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

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

TO: **Members of the Governing Board**

SUBJECT: **NEW CLASSIFIED SCHOOL EMPLOYEES
ASSOCIATION (CSEA) JOB DESCRIPTION, SENIOR
INFORMATION REPORTER (RESEARCH)**

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

The following job description is presented for Governing Board approval. The attached job description establishes a new Classified School Employees Association (CSEA) position in Research and Planning. This position will provide district wide information and analysis support to the College. Position will be placed on Range 20 of the California School Employees Association Salary Schedule. The proposed position has been vetted through CSEA.

STUDENT SUCCESS IMPACT:

- Help students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Human Resources

Ed. Code: 88009 Board Policy:4720 Estimated Fiscal Impact: \$58,779.72 and Health and Welfare Benefits; funded by SSSP and Student Equity Funds

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

Mary Jones
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

May 20, 2016

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.
Superintendent-President

May 20, 2016

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Senior Information Reporter (Research)

BASIC FUNCTION: Under the direction of the Dean of Research, Planning and Institutional Effectiveness, the Senior Information Reporter provides district wide information and analysis support to a variety of cross campus users. The function includes data identification, data preparation, report creation and analysis in support of Solano Community College's commitment to make data driven decisions that advance the mission of the College. The position works closely with other members of the Office of Research and Planning in a collaborative and forward-thinking environment.

Primarily, this position takes the lead on moving data from Enterprise Databases into actionable reports and information. The position will lead data reporting for grants, program review, fiscal compliance, HR analysis, state and federal regulations and requirements; student success metrics and institutional effectiveness and performance indicators. This position works with applications and functions associated with the District Enterprise Resource Planning (ERP) system and specifically the reporting and visualization software that helps users understand and make data based decisions. The position will be responsible for timely and relevant report development and delivery.

DISTINGUISHING CHARACTERISTICS: An employee assigned to this class reports directly to the Dean of Research, Planning and Institutional Effectiveness.

REPRESENTATIVE DUTIES:

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

Works closely with information consumers and decision makers to understand information requirements. Documents and confirms required outputs and develops comprehensive solutions that allow easy interpretation and promote decision making. Delivers reporting in appropriate format including dynamic dashboards, PDF documents and publication quality images.

Analyze, synthesize and compile diverse data and prepare reports and trend analysis including fiscal, student, demographic, payroll, financial aid and other requested data. Uses the appropriate business intelligence analytic tools and databases to produce comprehensive studies, develop models, and generate reports that aggregate, analyze and explain data on a wide area of topics that impact the District.

Ensure that campus decision makers and evaluators are able to access accurate and the timely information they need to enhance student programs, services and overall institutional effectiveness. Provide particular support to programs and initiatives related to student equity and success.

Develop training materials for users including reference documentation and presentation materials. Ensure users are comfortable in accessing, understanding and interpreting information as presented.

Promote data sharing and distribution in timely and efficient manner. Develop, maintain and distribute reports, graphical information and aggregated datasets related to student, course, fiscal and HR data that bring benefits to working practices. Validate and ensure integrity of data and resultant analyses.

Provide technical support to faculty, administrators and staff regarding research design, survey development, questionnaire design, focus group management and test validation. Prepare the initial analysis of research results and draft reports of findings for the Dean's review and approval.

Compile and analyze data in support of Curriculum, HR and Fiscal projects maintaining a high degree of data security and confidentiality.

Support the production of program review, student success and student equity data as requested by faculty and Deans. Design and lead production of surveys, databases and other software tools in support of program level improvements.

Create and maintain a reporting environment designed to meet the cyclical reporting requirements of Institutional Planning and Research. Analyze and document reporting resources and needs. Assist in identifying potential gaps in reporting requirements, working closely with other member of the Office of Research and Planning to develop a comprehensive response to information gaps.

Develop and maintain indicators related to evaluating the effectiveness of the institution and its constituent areas. Ensure the indicators are relevant to the strategic goals and direction of the institution, seeking input from campus leadership on development. Maintain and regularly publish indicators ensuring that they are up to date and widely understood

Prepare cost analyses to assist management in determining financial feasibility of new initiatives. Working with fiscal services provide potential revenues and expenditure projections based on available information. Work with project/grant managers to ensure that time lines are met in terms of information collection and reporting.

Source, prepare and analyze external data such as High School performances data, census reports and labor market data that would be useful to the college in its decision making capacity

Work with Deans and members of Enrollment Management Committee to tabulate and aggregate enrollment data, discuss implications and inform on consequences of FTES apportionment changes.

Assist with generating, validating and submitting reports mandated by the State or Federal governments (e.g., MIS, IPEDS, ARCC, LaunchBoard), using specified guidelines.

Maintain awareness and support any regulation changes pertaining to state or federal government reporting projects.

Work with the Technology Services in upgrading reports to new software versions. Test, analyze and adapt to technological advancements in research software applications. Keep up to date with changes in Business Intelligence software, be prepared to exploit new software solutions that can offer increased benefit or reduced cost to the institution.

Partner with users to test reports. Work with end-users, IT and other members of the Office of Research and Planning to resolve any identified issues. Ensure reports function efficiently and securely. Investigate and provide solutions for reporting issues and problems (e.g. bug fixes and customer support).

Respond appropriately to new state mandated or accreditation related initiatives that have any implications for data recording and/or reporting. Liaise with users impacted by data recording and reporting issues of new initiatives to ensure compliance.

Prepare publically available data and help to maintain IR website.

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

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

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

Secondary Functions:

Perform job-related duties as assigned.

Minimum Qualifications:

1. An Associates degree in Management Information Systems, Computer Science or closely related field **AND**
2. Two years increasingly responsible experience in data reporting **OR**
3. Any combination or training, experience, and/or education that provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

1. Strong understanding of reporting software, statistical measures and data aggregation methods and principles.
2. SQL-Structured Query Language and query building programmatically or in visual environment
3. Ability to interpret and translate end user reporting requirements
4. Good understanding of relational database structures, theories, principles, and practices.

OTHER SKILLS AND ABILITIES:

Ability to:

Perform database queries and aggregations of varying difficulty using data-extraction and reporting programs (e.g., Argos, Tableau, Access, Crystal Reports, Oracle).

Understanding of the factors that influence student success

General understanding of data used in higher education.

Maintain departmental records.

Analyze situations accurately and make responsible decisions without direct supervision.

Gather information for the preparation of reports.

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

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

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

Coordinate multiple projects and deadlines.

Develop and edit correspondence and reports.

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

Maintain confidentiality of information and records.

Perform assigned work with speed and accuracy.

Observe health and safety rules and regulations.

Meet schedules and timelines.

Plan and organize time and work effectively.

Work independently with minimum supervision.

Work effectively with frequent interruptions.

Board approved:

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT WITH ACCOUNTEMPS, A
ROBERT HALF COMPANY**

REQUESTED ACTION:

- Information **OR** Approval
 Consent **OR** Non-Consent

SUMMARY:

Board approval is requested to contract with Accountemps, a Robert Half Company. Accountemps specializes in providing accounting, financial, and administrative staffing solutions. A temporary “Senior Accountant” is required to backfill a position on leave of absence. The agreement is through June 30, 2016, total contract amount not to exceed \$20,000.

A sample contract is attached.

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
 Basic skills education
 Workforce development and training
 Transfer-level education
 Other: _____

<i>Ed. Code:</i> N/A	<i>Board Policy:</i> 3225	<i>Estimated Fiscal Impact:</i> \$20,000
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Yulian Ligioso
Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

Yulian Ligioso

VICE PRESIDENT APPROVAL

May 20, 2016

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.
Superintendent-President

May 20, 2016

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Letter Date

Personal & Confidential

CONTACT NAME
COMPANY NAME
STREET ADDRESS 1
STREET ADDRESS 2 OR CITY, ST ZIP
CITY, ST ZIP OR SPACE IF NOT REQUIRED

Job Order Number: Job Order #

Dear Contact First Name,

Thank you for selecting Accountemps to meet your staffing needs. Candidate Name is scheduled to start with Company Name as a Functional Role on **Start Date**. As agreed, we will invoice your firm at the rate of **xx.xx** per hour. If applicable, overtime will be billed at 1.50 times such rate. Please find the enclosed General Conditions of Assignment and Terms of Payment for your review.

Our professional will submit either an electronic time record or a time sheet for verification and approval at the end of each week. Your approval thereby will indicate you have read and agree to the Accountemps General Conditions of Assignment and Terms of Payment.

Accountemps, a Robert Half Company, is the world's first and largest specialized financial temporary staffing firm for accounting and financial professionals. We provide professionals on a temporary, temporary-to-hire and salaried basis. We are a division of Robert Half International Inc., the world's leader in specialized consulting and staffing services since 1948.

Please do not hesitate to contact us if you have any questions or we can be of additional service. We look forward to working with you.

Sincerely,

Accountemps
Branch Address Line 1
Branch Address Line 2
Branch Address Line 3
(800) 803-8367

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *Accountemps*. Our professional is assigned to you under the following General Conditions of Assignment and the enclosed Terms of Payment.

Scope of Background Inquiries	<p>We usually check references by asking specific questions to select past employers with regard to qualifications and work history. These types of checks are generally done the first time we place that individual on an assignment. We do not recheck references after this initial placement process has been completed. There are substantial legal restrictions on the use and communication of various types of personnel-related information. We have not screened for drug use, administered a medical exam, conducted a criminal background check, or engaged in any verification process other than these reference checks. You should conduct such additional or more recent reference inquiries of past employers or verify such other items as you deem appropriate for the position. If you would like to obtain further background information about the professional, we would be glad to refer you to third party agencies who have agreed to perform additional background checks for our clients at a competitive price. If you choose to directly employ one of our professionals, we are willing to provide you with the results of any reference checks that we have performed, to the extent permitted by law.</p>
Client's Responsibility	<p>Supervision of our professional's work is your responsibility. Our professional is only authorized to perform work within the scope of the assignment.</p> <p>Since <i>Accountemps</i> is not a professional accounting firm, it is expressly understood that our professionals are not authorized to render an opinion on behalf of <i>Accountemps</i> or on your behalf on financial statements, nor are our professionals authorized to sign the name of <i>Accountemps</i> on any document or to sign their own names on financial statements or tax returns.</p> <p>It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures.</p> <p>Under no circumstances will you permit our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables. It is understood that you have full responsibility for providing safe working conditions, as required by law, including ensuring that safety plans exist for and safety related training is provided to our professional working on your premises. If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional assigned to you.</p> <p>It is understood that we will not authorize our professional to operate machinery (other than office machines) or automotive equipment. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing.</p> <p>It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will <i>Accountemps</i> be responsible for any claim related to work performed unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.</p>
Confidentiality	<p>Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature.</p> <p>You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.</p>
Employment Taxes and Withholdings	<p><i>Accountemps</i> will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.</p>
Insurance	<p>In addition to workers' compensation insurance, we also maintain commercial liability insurance and employer's liability insurance.</p>
No Contrary Agreements	<p>These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.</p>

Job Order: Job Order #

Date:

TERMS OF PAYMENT

Thank you for your confidence in *Accountemps*. Our professional for the assignment of Functional Role is Candidate Name. The assignment will start on . As verbally agreed or otherwise communicated, we will invoice your firm at the rate of per hour. Should you wish to use our professional for other assignments, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call *Accountemps* for any changes in the assignment. We request a minimum thirty (30) days notice prior to ending any assignment.

Our professional is assigned to you under the following Terms of Payment:

Guarantee	<i>Accountemps</i> guarantees your satisfaction with our professional's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with the professional assigned to you, <i>Accountemps</i> will not charge for the first eight hours worked, provided that <i>Accountemps</i> replaces the individual assigned. Unless you contact us before the end of the first eight hours guarantee period, you agree that our professional assigned is satisfactory.
Time Sheet	Our professional will submit either an electronic time record or a time sheet for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our assigned professional is on a weekly basis, and you will be billed weekly for the total hours worked, including time spent completing, revising, and/or resubmitting a time sheet or electronic time record during business hours, and we ask that you respect those guidelines. Because <i>Accountemps</i> invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.
Overtime	If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.
Hiring the Person Referred to You	<p>After you evaluate the performance and potential of our professional on the job, you may wish to employ this person directly. Our professionals represent our inventory of skilled employees and in the event you wish them converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional assigned to you, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional assigned to you is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer.</p> <p>The conversion fee will equal 35% of the professional's aggregate annual compensation, including bonuses.</p> <p>The conversion fee will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.</p>
General Conditions	<p><i>Accountemps</i> may increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the increase in our rates. Any increase in our rates will be prospective, starting as of the effective date <i>Accountemps</i> specifies.</p> <p>Our professional is also assigned to you under the General Conditions of Assignment, a copy of which has been provided. We reserve the right to re-assign our professional.</p>

Job Order: Job Order #

Date:

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

TO: **Members of the Governing Board**

SUBJECT: **AGREEMENT WITH OFFICETEAM, A
ROBERT HALF COMPANY**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Board approval is requested to contract with OfficeTeam, a Robert Half Company. OfficeTeam is an administrative staffing service specializing in placing highly skilled office professionals into temporary and temp-to-hire administrative jobs. A temporary "Mailroom Assistant" is required to backfill a position on leave of absence. The agreement is for three months, total contract amount not to exceed \$15,000.

The agreement for temporary services is attached.

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: _____

<i>Ed. Code:</i> N/A	<i>Board Policy:</i> 3225	<i>Estimated Fiscal Impact:</i> \$15,000
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

James Buchanan
Director, Facilities

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7154

TELEPHONE NUMBER

Yulian Ligioso
Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

May 20, 2016

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.
Superintendent-President

May 20, 2016

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Preferred Partner Agreement for Temporary Services

This Preferred Partner Agreement for Temporary Services (the "Agreement") governs transactions by which you retain the Services of Robert Half, OfficeTeam Fairfield, CA doing business through the Division ("RHI"), to assist Solano Community College. ("you" or "your") in meeting its staffing needs.

Part 1 - General

1.1 Definitions

"Branch" means the RHI branch located at the address identified on page 2 of this Agreement.

"Division" means the Robert Half OfficeTeam division of RHI.

"Services" means the provision of services by the RHI temporary employee to you.

1.2 Agreement Structure

Additional terms for the Services are included in Exhibit A, which is attached to this Agreement. RHI also provides additional terms for Services in documents called "job arrangement letters" which are also part of this Agreement. All transactions under this Agreement will have a job arrangement letter, which will be sent to you when RHI provides Services to you. In order to initiate Services, you will provide RHI with notice (e.g., via telephone, e-mail, facsimile or mail) describing the Services you need in reasonable detail. RHI will promptly reply to such request and indicate whether RHI will or will not provide the requested Services. If RHI elects to provide the requested Services, RHI will send you a job arrangement letter.

If there is a conflict among the terms in the various documents, those of this Agreement prevail over those of a job arrangement letter.

You accept the terms in a job arrangement letter by your approval of the RHI temporary employee's weekly timesheet or electronic time record.

Services become subject to this Agreement when RHI accepts your order by 1) sending you a job arrangement letter, or 2) providing the Services.

1.3 Charges and Payment

Amounts are due and payable as RHI specifies in Exhibit A, including the fees payable for directly hiring RHI's temporary employees and the fees payable if a temporary employee works overtime, e.g., in excess of 40 hours per week. You agree to pay accordingly, including any late payment fee.

1.4 Changes to the Agreement Terms

For a change to be valid, both parties must sign it. Additional or different terms in any written communication from you (such as a purchase order) are void.

1.5 Limitation of Liability

Circumstances may arise where, because of a default on RHI's part or other liability, you are entitled to recover damages from RHI. Regardless of the basis on which you are entitled to claim damages from RHI (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), RHI's liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid to RHI for the Services that are the subject of the claim.

Items for Which RHI is Not Liable

Under no circumstances is RHI liable for special, incidental or indirect damages or for any consequential damages (including lost profits, business, revenue, goodwill, or anticipated savings), even if informed of the possibility.

1.6 General Principles of Our Relationship

- a. Each party will maintain workers' compensation insurance, commercial liability insurance and employer's liability insurance.
- b. RHI will be responsible, to the extent applicable, for any workers' compensation insurance, federal, state and local withholding and unemployment taxes, social security, state disability insurance or other payroll charges for its temporary employees.
- c. In the event that any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement remain in full force and effect.

1.7 Agreement Term

This Agreement will continue for a period of one year after the last date listed below, unless terminated earlier. Either party may terminate this Agreement on thirty days' written notice to the other.

Either party may terminate this Agreement if the other does not comply with any of its terms, provided the one who is not complying is given written notice and reasonable time to comply.

Any terms of this Agreement which by their nature extend beyond the Agreement termination remain in effect until fulfilled, including the payment obligations set forth in Section 1.3 above, and apply to each party's respective successors and assignees.

1.8 Warranties

EXCEPT AS SET FORTH IN EXHIBIT A, RHI MAKES NO EXPRESS OR IMPLIED WARRANTIES REGARDING THE SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF QUALITY, PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

Part 2 - Services

- 2.1 RHI usually checks references only by asking specific questions to select past employers with regard to skills and work history before RHI places an individual on his or her first assignment. RHI has not engaged in any verification process other than this initial reference check (e.g., RHI has not screened for drug use, administered a medical exam or conducted a criminal background or credit check.).
- 2.2 You agree that you are responsible for supervising RHI's temporary employees. You will not permit or require an RHI temporary employee (i) to perform Services outside of the scope of his or her assignment; (ii) to sign contracts or statements (including SEC documents); (iii) to make any final decisions regarding system design, software development or the acquisition of hardware or software; (iv) to make any management decisions; (v) to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables or (vi) to operate machinery (other than office machines) or automotive equipment.
- 2.3 You agree that you will provide safe working conditions. If any assignment under this Agreement is for work to be performed under a government contract or subcontract, you will notify RHI immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if RHI is legally required to initiate E-Verify verification procedures for any RHI temporary employee assigned to you.
- 2.4 You agree that you are responsible for reporting any claim to RHI in writing during or within ninety (90) days after the termination of the applicable assignment. RHI will not be responsible for any claim related to any Services unless you have reported such claim in writing to RHI within ninety (90) days after termination of the applicable assignment.
- 2.5 You agree that you are responsible for implementing and maintaining usual, customary and appropriate internal procedures and controls (including accounting, information technology, proprietary information, creative designs and trade secret safeguards) for your company. You agree that you are fully responsible for, and that RHI will not be responsible for, any injuries, claims, damages or losses that may result from your failure to comply with the foregoing.
- 2.6 The temporary employee will execute any confidentiality agreement that you may require. You are responsible for obtaining the temporary employee's signature. You agree to hold in confidence the identity of any RHI temporary employee and the temporary employee's resume, social security number and other legally protected personal information, and you agree to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.

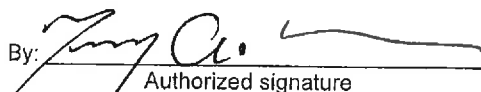
This Agreement is only applicable to, and the only RHI branch and division obligated under this Agreement are, the Office-Team Division of the Fairfield Branch. This Agreement and its job arrangement letter(s) are the complete agreement regarding these transactions, and replace any prior oral or written communications between the Branch and you regarding these transactions.

By signing below, both parties agree to the terms of this Agreement. Once signed, 1) any reproduction of this Agreement or job arrangement letter made by reliable means (for example, photocopy or facsimile) is considered an original and 2) all Services ordered under this Agreement are subject to it.

Agreed to:
Solano Community College

Agreed to:
Robert Half International Inc., OfficeTeam

By: _____
Authorized signature

By: 
Authorized signature

Name (type or print): _____

Name (type or print): Tiffany A. Mickens

Date: _____, 2016

Title: Metro Market Manager

Date: May 23, 2016

Customer address:

Branch address: 5030 Business Center Dr., Ste 250
Fairfield, CA 94534

After signing, please return a copy of this Agreement to the RHI "Branch address" shown above.

Exhibit A

RHI's temporary employees are assigned to you under the following additional terms:

1. **Guarantee** - RHI guarantees your satisfaction with the Services of RHI's temporary employee by extending to you a three-day (24 hours) guarantee period. If, for any reason, you are dissatisfied with the temporary employee assigned to you, RHI will not charge for the first twenty-four hours worked, provided that you allow RHI to replace the temporary employee. Unless you contact RHI before the end of the first twenty-four hour guarantee period, you agree that the RHI temporary employee is satisfactory.
2. **Time Sheet** - RHI's temporary employees will present a time sheet or an electronic time record to you or your representative for verification and approval at the end of each week. RHI will bill you weekly for the total hours worked; RHI's invoices are due upon receipt, including applicable sales and service taxes all of which are payable by you. In the event that you fail to pay the invoices when due, you agree to pay all of RHI's costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, RHI may, at its option, charge interest on any overdue amounts at a rate of the lesser of 1½% per month or the highest rate allowed by applicable law from the date the amount first became due.
3. **Overtime** - If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary.
4. **Hiring the Person Referred to You** - After you evaluate the performance and potential of RHI's temporary employee on the job, you may wish to employ this person directly. In such event, you agree to pay a conversion fee. The conversion fee is payable if you hire RHI's temporary employee assigned to you, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if the temporary employee assigned to you is hired by a subsidiary or other related company or business as a result of your referral of the temporary employee to that company.

The conversion fee will equal the applicable percentage below multiplied by the temporary employee's aggregate annual compensation, including bonuses.

The conversion fee will be owed and invoiced upon your hiring of RHI's temporary employee, and payment is due upon receipt of the invoice. The same calculation will be used if you convert RHI's temporary employee on a part-time basis using the full-time equivalent salary.

5. RHI shall charge the bill rates described below for the corresponding functional roles. Bill rates for all other functional roles shall be determined on a case by case basis.

Please see attached terms

Position: Mailroom Assistant

Bill Rate: not to exceed \$26.55/per hour

Robert Half will complete the Background and Drug screening prior to placement

Discounted Conversion Terms:

After 160 hours 20% fee of annual salary
After 320 hours 15% fee of annual salary
After 480 hours 10% fee of annual salary
After 640 hours 5% fee of annual salary
After 800 hours – Zero Fee

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ITEMS AS
SUBMITTED BY THE CURRICULUM COMMITTEE, A
SUBCOMMITTEE OF THE ACADEMIC SENATE

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

During the Spring semester in the months of April and May 2016, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: New Baccalaureate Courses

Ed. Code: Title 5, Chapter 6, subchapter 2, beginning with §55100 Board Policy: 6100 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Leslie Minor, Vice President Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7102

TELEPHONE NUMBER

Leslie Minor, Ph.D.

VICE PRESIDENT APPROVAL

May 20, 2016

DATE SUBMITTED TO

CELIA ESPOSITO-NOY, Ed.D.
Superintendent-President

May 20, 2016

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the Spring semester in the months of April & May 2016, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

COURSE MODIFICATIONS:

Course	Modifications	Class Max
(CP16-49) CHEM 001 General Chemistry	Prerequisite, Catalog Description, Objectives, Assignments, Content, textbooks	35
(CP16-55) MUSC 040D Applied Music IV	Prerequisite	20
(CP16-56) ACCT 176 Intermediate Accounting	Prerequisite, hours, textbooks	35
(CP16-57) BIO 005 Human Physiology	Textbooks	30
(CP16-58) CHEM 003 Organic Chemistry I	Catalog Description, Assessments, Assignments, Content	20
(CP16-59) CHEM 004 Organic Chemistry II	Catalog Description, Assessments, Assignments, Content, Textbooks	20
(CP16-60) CIS 106 Computer Literacy	Title, Catalog Description, Assessment, textbooks	30
(CP16-63) MUSC 009 Wind Ensemble	Title, Catalog description, assessment, textbooks	30
(CP16-64) MUSC 010 Concert Band	Units, hours	50
(CP16-65) MUSC 011 Symphonic Band	Units, hours	43
(CP16-66) MUSC 014 Jazz Ensemble	Units, hours	30
(CP16-67) MUSC 015 Stage Band	Units, hours	30
(CP16-68) MUSC 016 Symphony Orchestra	Units, hours	30
(CP16-69) MUSC 017 Chamber Orchestra	Units, hours	30
(CP16-70) MUSC 020 Choir	Units, hours	80
(CP16-71) MUSC 021 Chorus	Units, hours	80

(CP16-72) MUSC 024 Master Works, Chorale	Units, hours	40
(CP16-73) MUSC 025 Chamber Choir	Units, hours	30
(CP16-74) MUSC 026 Vocal Jazz Ensemble	Units, hours	30
(CP16-90) OT 061 Health Insurance	Instructional method, assessment, objectives, textbooks	35
(CP16-75) PSYC 005 Abnormal Psychology	Catalog description, objectives, content, textbooks	35
(CP16-92) CHEM 051 Chemistry for the Health Sciences	Assessments, textbooks	32
(CP16-93) COUN 004 Life Management	Course#, program/TOPS code, course advisory, assessment, content, textbooks	35
(CP16-94) COUN 005 Career Life Planning	Course #, TOPS code, catalog, content, textbooks	30
(CP16-95) COUN 006 University Transfer	Course #, course classification, course advisory, catalog, assessment, content, textbooks	30
(CP16-96) COUN 007 College Study Techniques	Course #, course classification, catalog, content, textbooks	40
(CP16-97) COUN 008 MESA Enrichment	Course #, TOPS/program code, course classification, course advisory, catalog, assessment, content, textbooks	30
(CP16-98) COUN 009 Performance Enhancement	Course#, TOPS/program code, course classification, course advisory, catalog, content, textbooks	25
(CP16-99) COUN 015 Valuing Diversity	Course#, TOPS/program code, course advisory, catalog, objectives, assessment, content, textbooks	30
(CP16-100) COUN 023 Psychology of Modern Life	Course#, TOPS/program code, catalog, assessment, content, textbooks	40
(CP16-101) COUN 062 Helping Skills-Creating Alliances & Facilitating Change	TOPS/program code, course classification, assessment, content, textbooks	30
(CP16-116) ENGL 021 Introduction to Poetry	Instructional method-online, objectives, textbooks	35
(CP16-123) COSM 100 Cosmetology I	Units, course advisory, catalog, objectives, assessment, content, textbooks	25

(CP16-124) COSM 101 Cosmetology II	Prerequisite, units, method of instruction, catalog, objectives, assessment, content, textbooks	25
(CP16-125) COSM 102 Cosmetology III	Prerequisite, units, catalog, objectives, assessment, content, textbooks	25
(CP16-117) COUN 091 Foundations for College Success	Course #, title, catalog, objectives, content, textbooks	30
(CP16-118) COUN 102A Time Management & Goal Setting	Instructional method, catalog, objectives, assessment, content, textbooks	30
(CP16-119) COUN 102B Test Taking, Test Anxiety & Memory	Method of Instruction, objectives, assessment, textbooks	30
(CP16-120) COUN 102C Studying Systems	Method of Instruction, assessment, textbooks	30
(CP16-121) COUN 103 Disability & Success	Program title, TOPS code, instructional method, catalog, assessment, textbooks	30
(CP16-122) COUN 301 Transition to College for Students w/ Disabilities	Course #, program title, TOPS code, catalog, assessment, textbook	20

NEW COURSES:

Course	Class Max
(CP16-91) PYSC 012 Psychology of Gender	35
(CP16-105) ART 048 Introduction to Animation	24

NEW BACCALAUREATE COURSES:

Courses
(CP16-102) BIOT 405 Emerging Biomanufacturing Technologies
(CP16-103) BIOT 409 Methods of Quality Improvements, Investigations, and Audits
(CP16-104) BIOT 410 Emerging Trends in Biomanufacturing Quality
(CP16-106) BIOT 401 Biomanufacturing Process Sciences & Engineering Principles
(CP16-107) BIOT 407 Advanced Topics in Quality Assurance & Regulatory Affairs
(CP16-108) BIOT 402 Design of Experiments for Biomanufacturing
(CP16-109) BIOT 403 Design of Biomanufacturing Facilities, Critical Utilities, Processes, & Equipment
(CP16-110) BIOT 404 Bioprocess Monitoring & Control
(CP16-111) BIOT 406 Supply Chain & Enterprise Resource Planning in Biomanufacturing
(CP16-112) BIOT 408 Six Sigma & Lean Manufacturing
(CP16-113) BUS 400 Project Management
(CP16-114) PHIL 400 Bioethics
(CP16-115) ENGL 400 Advanced Technical Writing: Writing for Success

NEW PROGRAM:

Program
(CP16-81) Automatic Transmissions & Transaxles Certificate
(CP16-82) Automotive Electrical & Body Systems Certificate
(CP16-88) Visual Communication Certificate
(CP16-89) Business Information Worker

PROGRAM MODIFICATIONS:

Program	Modifications
(CP16-77) Three Dimensional Art A.A.	Description, courses, units
(CP16-78) Two Dimensional Art A.A.	Description, courses, units
(CP16-79) Art History A.A.	Description, courses, units
(CP16-80) Art History A.A.T.	Units
(CP16-83) Automotive Maintenance & Light Repair Technician Certificate	Title, description, outcomes, courses, units
(CP16-84) Fire Technology A.S.	Description, courses, units
(CP16-85) Fire Technology Certificate	Description, courses, units
(CP16-86) Graphic Design & Illustration A.A.	Description, courses, units
(CP16-87) Studio Arts A.A.T.	Courses, units
(CP 16-126) Music A.A.T.	Courses, units

MAJOR DELETION:

Course	Class Max
(CP16-61) FIRE132 Pump Operation and Fire Hydraulics	30
(CP16-62) FIRE 153 Rescue Systems I	35

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

TO: **Members of the Governing Board**

SUBJECT: **TENTATIVE DISTRICT GENERAL FUND BUDGETS AND
PROPOSED TIME AND PLACE FOR THE PUBLIC
HEARING AND ADOPTION OF THE OFFICIAL
DISTRICT BUDGETS FOR 2016-2017**

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Yulian I. Ligioso, Vice President of Finance & Administration, will present for information the District's Tentative 2016-2017 General Fund Budgets and the dates to establish the public hearing and formal adoption of the 2016-2017 budgets.

The public hearing and the adoption of these official 2016-2017 budgets, in accordance with California Code of Regulations, Title 5, Section 58301, are tentatively scheduled for the Board meeting on Wednesday, September 7, 2016, in the Denis Honeychurch Board Room of the Solano Community College District, 4000 Suisun Valley Road, Fairfield, CA.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: _____

Ed. Code: (CCR)Title 5, Section 58301 Board Policy: 3000, 3005 Estimated Fiscal Impact:

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

Yulian Ligioso
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

Yulian Ligioso
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

May 20, 2016

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.
Superintendent-President

May 20, 2016

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 14.(a)
MEETING DATE June 1, 2016

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

TO: Members of the Governing Board

**SUBJECT: TENTATIVE DISTRICT GENERAL FUND BUDGETS AND
PROPOSED TIME AND PLACE FOR THE PUBLIC
HEARING AND ADOPTION OF THE OFFICIAL
DISTRICT BUDGETS FOR 2016-2017**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Copies of the District's 2016-2017 Tentative Budget are provided to the Board under separate cover. Copies are available from the Office of the Vice President of Finance & Administration, and online at: http://www.solano.edu/finance_admin/.

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

TO: **Members of the Governing Board**

SUBJECT: **SOLANO COMMUNITY COLLEGE INSTITUTIONAL
EFFECTIVENESS INDICATORS**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Legislation enacted in 2014 established a new system of indicators and goals that is intended to encourage improvement in institutional effectiveness (IE) at California community colleges. Solano Community College has developed a series of student outcome and student success indicators. The indicators, including short term and long term goals, were developed in full consultation with relevant shared governance committees. In addition the input of specialized sub-committees was included and collegial governance committees were encouraged to solicit input from constituents. The final set of indicators will be provided to California Community College Chancellors Office IE Portal by June 15, 2016. The adopted indicators will be revisited in future years to guide discussion on institutional performance

STUDENT SUCCESS IMPACT:

- Help students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: _____

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
SUPERINTENDENT'S RECOMMENDATION:		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Peter Cammish, Dean Research & Planning		
PRESENTER'S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS		
707-864-7117		
TELEPHONE NUMBER		
Leslie Minor, Ph.D.		
VICE PRESIDENT APPROVAL		
May 20, 2016		
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		
		Celia Esposito-Noy, Ed.D.
		May 20, 2016
		DATE APPROVED BY SUPERINTENDENT-PRESIDENT

INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE

Background

Legislation enacted in 2014 established a new system of indicators and goals that is intended to encourage improvement in institutional effectiveness (IE) at California community colleges. Pursuant to Education Code section 84754.6, the Board of Governors (BOG) adopted the Year-Two goals framework at its November 16, 2015 meeting to measure the ongoing condition of a community college's operational environment (BOG Item 2.13). This statute also requires that, as a condition of receipt of Student Success and Support Program funds, each college develop, adopt and post a goals framework that addresses, at a minimum, the following four areas: student performance and outcomes, accreditation status, fiscal viability, and programmatic compliance with state and federal guidelines. In addition, for Year Two districts are to set short- and long-term goals for state and federal audit findings, and colleges are required to set a goal related to basic skills/underprepared students.

Developing and Adopting the Goals Framework

Every year, the college will adopt a framework of indicators approved by the BOG including both short-term (1 year) and long-term (6 years) goals for indicators in each of the following four areas:

1. Student performance and outcomes: Course Completion Rate, College Choice related to Basic Skills/Unprepared Students
2. Accreditation status: Accreditation Status
3. Fiscal viability: Fund Balance
4. Compliance with state/federal guidelines: Independent audit opinions related to fiscal audit, state compliance audit, and federal award compliance audit

The process that Solano Community College uses to adopt the goals framework and college goals included consultation with:

- College Governance Council and their constituents.
- Basic Skills Committee.
- Fiscal Advisory Committee.

The recommendations from these committees were approved by Executive Management Team.

Goals will be uploaded to the Chancellor's Office IE Portal by June 15th 2016 deadline and displayed on the college website.

Performance against goals will be reviewed annually, with recommendations developed in consultation with collegial governance committees

Previously Set Goal
New Goals
No Goal Set

1. Fund Balance (Required)						Short Term Goal	Long Term Goal
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2021-2022
11.6	5.9	14.1	9.1	6.5	10.92	12	16.7
2. Salary and Benefits (Optional)						2016-2017	2021-2022
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2021-2022
85.7	84.8	86	86.9	86.5	86	87	85
3. Annual Operating Excess/(Deficiency) (Optional)						2016-2017	2021-2022
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2021-2022
\$ 2,388,907	\$ (1,501,627)	\$ 3,414,099	\$ (1,341,447)	\$ (1,184,469)	\$ 2,900,000	0	0
4. Cash Balance (Optional)						2016-2017	2021-2022
2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2021-2022
\$ 2,913,700	\$ (3,031,815)	\$ 4,577,969	\$ 1,668,022	\$ 3,513,663	\$ 7,924,100	\$ 7,900,000	\$ 7,900,000
5. Audit Findings - Audit Opinion Financial Statement (Required)						2016-2017	2021-2022
2014-2015						2016-2017	2021-2022
Yes						Yes	Yes
6. Audit Findings - State Compliance (Required)						2016-2017	2021-2022
2014-2015						2016-2017	2021-2022
Yes						Yes	Yes
7. Audit Findings - Federal Award/Compliance (Required)						2016-2017	2021-2022
2014-2015						2016-2017	2021-2022
Yes						Yes	Yes

Deadline June 15th 2016

Previously Set Goal New Goals No Goal Set

8. Completion Rate (Scorecard) - College Prepared (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
65.5	70.1	67.7	64.7	64	67.7	67.67	75.00

9. Completion Rate (Scorecard) - Unprepared for College (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
40.4	38.6	36.7	38	36.8	39.7	41.20	50

10. Completion Rate (Scorecard) - Overall (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
47.9	47.6	46.1	45.7	44.9	47.8	49.38	58.33

11. Remedial Rate (Scorecard) - Math (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
24.2	27.3	28.3	31.5	29.2	34.84	34.47	45

12. Remedial Rate (Scorecard) - English (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
44	45.6	45.4	46.1	43.4	50	52.27	70

13. Remedial Rate (Scorecard) - ESL (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
20.8	18.8	22.3	12	21.6	18.8		

14. Career Technical Education Rate (Scorecard) (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
49.9	50.4	48.8	50.6	50.1	54.1	55.07	65

15. Successful Course Completion (Datamart) (Required)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
62.9	64	67.4	67.7	66.8	72	69.53	75

16. Completion of Degrees (Datamart) (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
977	997	1269	1396	1356	1536		

17. Completion of Certificates (Datamart) (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
173	180	203	210	246	217		

18. Transfers to 4-year Institutions (Datamart) (For Information Only)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
0	0	0	0	0

College Accreditation Status Indicators

19. Accreditation Status (Required)

2010	2011	2012	2013	2014	Short Term Goal 2015	Long Term Goal 2016
FA-P	FA-N	FA-W	FA-W	FA-N	FA-N	FA-N

Next Accreditation Visit Term

College Fiscal Viability Indicators

20. Full-Time Equivalent Students (Optional)

2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Short Term Goal 2016-2017	Long Term Goal 2021-2022
9397	8604.3	7054.6	8284.9	6998.7	8350	8400.0	8568.0

Deadline June 15th 2016

Definitions for Fiscal Viability Indicators & District Programmatic Compliance Indicators

District Fiscal Indicators

- **Fund Balance** – End of year unrestricted general fund balance as a percentage of total expenditures. This indicator demonstrates the district’s ability to maintain solvency and adjust to unforeseen circumstances. This goal must be set as a percentage.
- **Salary and Benefits** – Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures. This indicator demonstrates the district’s ability to support other operating expenses. This goal must be set as a percentage.
- **Annual Operating Excess/ (Deficiency)** – Net increase or decrease in unrestricted general fund balance. This indicator demonstrates the district’s ability to maintain current expenses within current revenues. This goal must be set as a dollar amount.
- **Cash Balance (Ending 4th Quarter)** – Unrestricted and restricted general fund cash balance, excluding investments. This indicator demonstrates the district’s ability to fund operating expenses from internal resources. The goal must be set as a dollar amount.

College Fiscal Indicators

- **Full-Time Equivalent Students** – Annual number of funded full-time equivalent students. This indicator demonstrates the college’s primary source of unrestricted general fund revenue. The goal must be set as a number.

District Programmatic Compliance Indicators

Audit Findings

Financial Statements - Independent audit opinion relating to financial statements and internal controls over financial reporting. “Unmodified” or “unqualified” findings with minimal or no material weaknesses or significant deficiencies. Please select “Yes” or No”; because goals are aspirational, most colleges will probably answer “Yes” for this goal.

State Compliance – Independent audit opinion relating to state award compliance and internal controls over state programs. “Unmodified” or “unqualified” findings with minimal or no material weaknesses or significant deficiencies. Please select “Yes” or No”; because goals are aspirational, most colleges will probably answer “Yes” for this goal.

Federal Compliance – Independent audit opinion relating to federal award compliance and internal controls over federal programs. “Unmodified” or “unqualified” findings with minimal or no material weaknesses or significant deficiencies. Please select “Yes” or No”; because goals are aspirational, most colleges will probably answer “Yes” for this goal.

Frequently Asked Questions about the Year 2 IEPI Indicator Portal

1. How are Year 2 indicators different from Year 1?

There were four *required* indicators for Year 1 and four have been added for Year 2 (for a total of 8). The indicators are as follows:

Course Completion Rate	Year 1 and 2
Accreditation Status	Year 1 and 2
Fund Balance	Year 1 and 2
Compliance	Year 1 only (separated into three indicators for Year 2)
Fiscal Audit	Year 2
State Compliance	Year 2
Federal Compliance	Year 2
Required College Choice (basic skills or unprepared students)	Year 2
Optional College Choice (any measure)	Year 2

2. How do the Required College Choice and Optional College Choice indicators vary?

For Required College Choice, colleges **MUST** choose and set goals on one student achievement measure related to (1) basic skills OR (2) unprepared students. They must choose a metric from the optional indicators already listed on the portal.

For Optional College Choice, colleges **MAY** set a goal on whatever measure they choose. They may use their own measure or something from CCCCCO data sources. If colleges choose not to provide such a measure, they will set goals only on the remaining 7 indicators.

3. How does goal setting vary for Year 2?

For Year 1, colleges were only required to set short-term goals for each indicator (1 year). In Year 2, they must set both short-term (1 year) and long-term (6 years) goals for each indicator.

4. How do colleges set a Short-term Accreditation goal if they have recently gone through an ACCJC Comprehensive Visit?

If your college received either the *Reaffirmed Accreditation* or *Reaffirmed Accreditation and Requires a Follow-up Report* actions from ACCJC, it would be appropriate to select Fully-Accredited No Action (FA-N) from the Short-term Accreditation goal choices. If ACCJC placed your college on Sanction, we understand that it may not be feasible to have this sanction removed within a year; however, your college is still welcome to set an aspirational goal.

5. When setting one-year and six-year goals, what is the exact timeline to look at?

One-year goals refer to the year immediately following the current year. So, for example, for the Spring 2016 goal setting process, the one-year course completion rate goal will be for Fall 2016 and the Scorecard metrics goals will be for the 2017 Scorecard. Six-year goals, then, refer to Fall 2021 (course completion) and the 2022 Scorecard, respectively.

6. When is the deadline for submitting goals to the CCCCCO?

Both long-term and short-term goals must be certified and sent to the Chancellor's Office by June 15, 2016.

7. How aggressive should colleges be in goal setting?

The goals should be aspirational. *Colleges will not be judged on whether they reach their goals. These indicators are to act as a tool for colleges to start a discussion about where they might have problems or be able to improve.*

Using the state compliance indicator as an example of an aspirational goal, the description on the portal is "A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)." Options are "yes" or "no." Because goals are aspirational, most colleges will probably answer "yes" for this goal. Of course, colleges will have to decide for themselves what is appropriate in each case.

8. The Scorecard data is not in the portal. How can colleges move forward with shared governance processes and approval of goals?

There are two ways that colleges can address this issue. First, as of January 29, 2016, institutional researchers at all colleges and districts have access to draft data for 2016 Scorecard. Those researchers can be contacted for the relevant data.

Second, while colleges will not have final Scorecard data until March 30, they can develop goals based on percentage increases instead of raw number increases. For example, if a college has a short-term goal of increasing course completion rate 2% in the short-term and 5% in the long-term, they can move those relative goals through the approval process. Once the Scorecard data is available, they simply calculate the approved goal based on the raw data. If, on March 30, they find their previous course

completion rate was 68%, they would enter a rate of 70% for their short-term goal and 73% for their long-term goal.

9. How should colleges choose the optional indicator?

The optional college choice indicator can relate to any topic but must be measurable. Colleges could choose a metric from the Scorecard or Data Mart or something else. Perhaps college researchers do a yearly campus climate survey of underrepresented students and the college would like to see an increase in the percentage of students who feel they are “strongly supported” at their institution. That question from the survey could be used. Goals must be set as counts, percentages, or rates.

10. How do colleges/districts save the data they enter?

In the year 2 portal, changes are automatically saved as they are entered. There is no “save” button this year.