

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

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

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**EMPLOYMENT 2011-2012**

**Regular Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
To be announced	Accountant CSEA, Range 19/Step 1	To be determined
To be announced	Curriculum Analyst CSEA, Range 15/Step 1	To be determined
Georgette Snell	Aeronautics Lab Tech CSEA, Range 12/Step 1	To be determined
Tonya Pouncey	Administrative Assistant II, Small Business Development Center CSEA, 20 hours week/12 months Range 11/Step 1	7/9/12

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**Charo Albarran, MPA**  
Human Resources Manager

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

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**June 8, 2012**  
Date Submitted

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**June 8, 2012**  
Date Approved

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**

**Governing Board Meeting**

**June 20, 2012**

**Page 2**

**Temporary Change in Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Charo Albarran	Interim Director, Human Resources ALG, Range 50/Step 2	6/21/12 – until position is filled
Renee Moore	Interim Dean, Science ALG, Range 49/Step 3	7/1/12 – until position is filled
Charlene Snow	Interim Dean, Math ALG, Range 49/Step 4	7/1/12 – until position is filled

**Short-term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Dates</u></b>	<b><u>Amount</u></b>
Sylvia Halk	Substitute Children's Programs Assistant	6/7 – 6/30/12	\$14.15 hour
I.Adesida	HR Manager	7/2/12-6/30/13	\$ TBD

**GRATUITOUS SERVICE**

<b><u>School/Department</u></b>	<b><u>Name</u></b>	<b><u>Assignment</u></b>
Sciences	Timothy AhChin	Horticulture gardens
	Brett Harrisan	Horticulture gardens
	Yvonne Hesseltine	Horticulture gardens
	Mollie Jarrett	Horticulture gardens
	Via Islar-Lyons	Horticulture gardens
	Leslie Olson	Horticulture gardens
	Jillian Sojat	Horticulture gardens
	Patrice Sojat	Horticulture gardens
	Chuck Woods	Horticulture gardens
	Karen Woods	Horticulture gardens
Human Performance & Development	Matt Borchert	Coach basketball training
	John Nagle	Coach basketball training
	Monica Bustos	Volleyball clinic/training
	Isaac Fabunan	Volleyball clinic/training
	Micaela Sylvester	Volleyball clinic/training
	Darla Williams	Volleyball clinic/training

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR****Governing Board Meeting****June 20, 2012****Page 3****EMPLOYMENT 2012-2013****Short-term/Temporary/Substitute**

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
At the May 16, 2012 Board meeting under the Human Resources Consent Agenda, the dates for the 15 Registration Aides were reported incorrectly. The correct dates should be 7/1/12 – 6/30/13.			
Debra Berrett	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 65.36 hour
Ingeborg Bourdon	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 65.36 hour
Gabriel Brown	Substitute Custodian	7/1/12 – 6/30/13	\$ 12.20 hour
Vivienne Brown	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
P. Gail Chesler	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 67.88 hour
Fred Coburn	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 53.50 hour
Arvid Dahl	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
Richard Danielson	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 67.88 hour
Chad Davisson	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 57.45 hour
James DeKloe	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 65.36 hour
Eddie Del Pilar	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
Helen Dominguez	Substitute Mail Courier	7/1/12 – 6/30/13	\$ 12.68 hour
	Substitute Warehouse	7/1/12 – 6/30/13	\$ 15.09 hour
	Substitute Custodian	7/1/12 – 6/30/13	\$ 12.20 hour
Steven Dominguez	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 57.45 hour
Jeremy Erickson	Substitute Custodian	7/1/12 – 6/30/13	\$ 12.20 hour
Levi Fuller	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 57.45 hour
Amanda Greene	Substitute, Student Svcs Asst I	7/1/12 – 6/30/13	\$ 15.41 hour
Rajinder Gumber	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 65.36 hour
Sylvia Halk	Substitute Children's Programs Assistant	7/1/12 – 7/30/12	\$ 14.15 hour
Angie Hernandez	Substitute Custodian	7/1/12 – 6/30/13	\$ 12.20 hour
Kristie Iwamoto	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 57.45 hour
Jeffrey Kissinger	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 49.53 hour
Peter Martin	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 65.36 hour
William Nesler	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
David Nourot	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 65.36 hour

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**  
**Governing Board Meeting**  
**June 20, 2012**  
**Page 4**

**Short-term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Dates</u></b>	<b><u>Amount</u></b>
Stephanie Parrish	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 57.44 hour
Tommy Phillips	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
Lourdes Rivera	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
Serapio Samano-Gomez	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
E. J. Shalaby	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 59.43 hour
James Smith	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 65.36 hour
Darlene Stewart	Substitute, Admin. Asst. III Special Services, EOPS/CalWORKs	7/2/12 – 8/16/12	\$ 16.07 hour
Jonathan Tarsikes	Substitute Custodian	7/1/12 – 6/30/13	\$ 12.20 hour
John Urrutia	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 65.36 hour
Michael Walter	Substitute Warehouse Substitute Mail Courier	7/1/12 – 6/30/13 7/1/12 – 6/30/13	\$ 13.87 hour \$ 12.68 hour
Dustin White	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
Tracy White	Substitute Custodian	7/1/12 – 6/30/13	\$ 13.26 hour
Patricia Williams	Substitute Custodian	7/1/12 – 6/30/13	\$ 12.20 hour
Michael Yeraka	Instructor, Contract Education	7/1/12 – 6/30/13	\$ 61.41 hour

**APPROVAL OF RECLASSIFICATION**  
**ADMINISTRATIVE LEADERSHIP GROUP**  
**CLASSIFIED/CONFIDENTIAL**

Reclassify the two Human Resources Specialist (Classified/Confidential) positions to that of Human Resources Generalist and realign duties and scope of responsibilities, including but not limited to:

- Classification and Compensation Studies
- Employment Services
- Staff Development

The current top salary step and current salary of the two Human Resources Specialists (Confidential) is \$57,889 (Range 31). As a result of the reclassification, the top salary step for Human Resources Generalist will be \$62,597.42, (Range 33). This represents a salary increase of approximately \$8,000 annually for both positions and will become effective July 1, 2012.

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

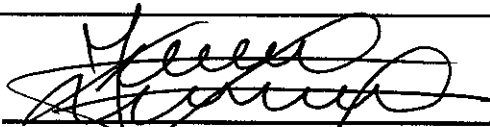
**TO:** Members of the Governing Board  
**SUBJECT:** CONSENT CALENDAR – FINANCE & ADMINISTRATION  
**REQUESTED ACTION:** APPROVAL

PERSONAL SERVICES AGREEMENTS

Early Childhood Education  
Christie Speck, Responsible Manager

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Joy Harvey / Kristi Zieska Malissa Hayden	Head Teacher / Teachers for the First 5 funded Pre-K Academy held at the Children's Program for educationally disadvantaged children. Responsible for the developmental assessments (pre & post testing) and individualized curriculum support of 24 children ages 4 & 5 to prepare them for kindergarten entry.	June 29, 2012 to August 10, 2012	Not to exceed \$2,000.00

Yulian Ligioso  
Vice President, Finance and Administration  
  
June 8, 2012  
Date Submitted

  
Jowel C. Laguerre, Ph.D.  
Superintendent-President  
  
June 8, 2012  
Date Approved

**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:

05/01/2012	Vendor Payment	11039361-11039426	\$888,811.93
05/01/2012	Vendor Payment	11039427-11039442	140,072.54
05/01/2012	Vendor Payment	11039443-11039445	96,521.03
05/04/2012	Vendor Payment	11039446-11039530	27,061.47
05/08/2012	Vendor Payment	11039531-11039567	81,927.19
05/08/2012	Vendor Payment	11039568-11039568	47,214.00
05/15/2012	Vendor Payment	11039569-11039657	309,496.63
05/15/2012	Vendor Payment	11039658-11039658	9,216.29
05/18/2012	Vendor Payment	11039659-11039700	7,962.86
05/22/2012	Vendor Payment	11039701-11039783	253,434.46
05/22/2012	Vendor Payment	11039784-11039792	58,122.99
05/29/2012	Vendor Payment	11039793-11039855	185,798.00
05/29/2012	Vendor Payment	11039856-11039858	114,768.11
05/31/2012	Vendor Payment	11039859-11039859	97,265.15
			<u>\$2,317,672.65</u>

Copies of the Warrant Listings are available online at [www.solano.edu](http://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.

<i>Government Code</i>	<i>Board Policy 3240</i>	<i>Estimated Fiscal Impact</i>	<u>\$2,317,672.65</u>
<i>ECS 70902 &amp; 81656</i>			

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Yulian I. Ligioso, Vice President  
 Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

707-864-7209

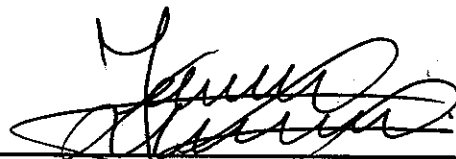
**TELEPHONE NUMBER**

Finance and Administration

**ORGANIZATION**

June 8, 2012

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**



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

June 8, 2012

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

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

REQUESTED ACTION: APPROVAL

SUMMARY:

During the spring 2012 semester in the month of May, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

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

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Arturo Reyes, Executive Vice President  
Academic and Student Affairs

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

(707) 864-7102

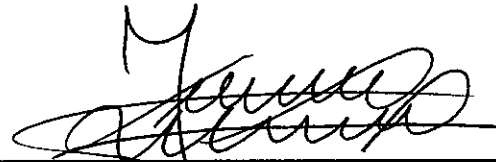
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

June 8, 2012

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

June 8, 2012

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

## SOLANO COMMUNITY COLLEGE

### REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the spring 2012 semester in the month of May the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by the California Community Colleges Systems Office.

#### **COURSE MODIFICATIONS**

- (CP12-78) CIS 162 A+ Computer Hardware Technology. Name change, textbook update
- (CP12-79) CIS 164 A+ Computer Operating Systems Technology. Name change, textbook update
- (CP12-80) CIS 166 Computer Network+ Technology. Name change, textbook update
- (CP12-81) CIS 168 Computer Security+ Technology. Name change, textbook update
- (CP12-82) IT 050 Alternative Energy Technologies. Add DE form, Content outline changes, textbook update
- (CP12-83) IT 120 Electrical Safety. Name change, textbook update
- (CP12-84) IT 130 Fundamentals of Wire and Cabling. Name change, textbook update
- (CP12-85) IT 132 Fundamentals of Fiber Optics. Name change, textbook update
- (CP12-86) IT 134 Fundamentals of Wireless Communication. Name change, textbook update
- (CP12-87) MT 142 Principles of Electrical Machinery. Prerequisite change to reflect new course name, textbook update
- (CP12-88) MATH 002 Algebra for Calculus (College Algebra). Lab information added, assessments, textbook update
- (CP12-89) MATH 021 Analytic Geometry and Calculus II. Lab information added, assessments, textbook update
- (CP12-90) MATH 031 Analytic Geometry and Calculus. Lab information added, assessments, textbook update
- (CP12-91) MATH 051 Trigonometry. Lab information added, assessments, textbook update
- (CP12-92) MATH 112 Algebraic Reasoning. Lab information added, assessments

#### **COURSE DELETIONS**

- (CP12-42) DRFT 056 Descriptive Geometry. Course deletion
- (CP12-43) ECTN 050 DC Electronics Principles. Course deletion
- (CP12-44) ECTN 051 AC Electronics Principles. Course deletion
- (CP12-45) ECTN 052 Semiconductor Devices and Circuits. Course deletion
- (CP12-46) ECTN 053 Communications and Operational Amplifiers. Course deletion
- (CP12-47) ECTN 060 Basic Digital Fundamentals. Course deletion
- (CP12-48) ECTN 061 Digital Systems: Principles and Applications. Course deletion
- (CP12-49) ECTN 101 Introduction to Electricity and Electronics. Course deletion
- (CP12-50) ECTN 132 Mathematics for Electronics. Course deletion
- (CP12-51) ECTN 133 Mathematics for Electronics. Course deletion
- (CP12-52) ECTN 134 Mathematics for Electronics. Course deletion
- (CP12-53) ECTN 135 Mathematics for Electronics. Course deletion
- (CP12-54) ECTN 140 Mathematics for Electronics. Course deletion
- (CP12-55) ECTN 141 Mathematics for Electronics. Course deletion
- (CP12-56) ECTN 158 Microcomputer Maintenance. Course deletion
- (CP12-57) ECTN 171 Security and Surveillance Techniques. Course deletion
- (CP12-58) ECTN 172 Computer Forensics: Evidence Recovery. Course deletion
- (CP12-59) ECTN 173 Computer Forensics Investigation. Course deletion
- (CP12-60) ECTN 174 Computer Forensics: Operating Systems Internals. Course deletion



(CP12-61) ECTN 175 Home Technology Integration Techniques. Course deletion  
(CP12-62) ECTN 176 Digital Home Technology Integration. Course deletion  
(CP12-63) ECTN 190 Home Technology Integration Instructional Strategies. Course deletion  
(CP12-64) ECTN 212 FCC License Preparation. Course deletion  
(CP12-65) ECTN 213 FCC License Preparation. Course deletion  
(CP12-66) FIRE 102 Fire Service Safety Practices. Course deletion  
(CP12-67) IMGT 172 Industrial Safety. Course deletion  
(CP12-68) IMGT 182 Organization and Administration of Safety Programs. Course deletion  
(CP12-69) IMGT 183 Introduction to Industrial Hygiene. Course deletion  
(CP12-70) IMGT 186 Elements of Accident Investigation. Course deletion  
(CP12-71) IT 150 Industrial Processes. Course deletion  
(CP12-72) IT 160 Electrical Fundamentals. Course deletion  
(CP12-73) IT 170 Hydraulics and Pneumatics. Course deletion  
(CP12-74) IT 180 Auto Maintenance. Course deletion  
(CP12-75) IT 190 Metrics. Course deletion  
(CP12-76) MT 110 Robotics Manufacturing Lab. Course deletion  
(CP12-108) MT 160 Introduction to Manufacturing Technology Course Deletion  
(CP12-77) MT 161 Advanced Manufacturing Technology. Course deletion

#### **NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS**

(CP12-93) Criminal Justice, Computer Forensics (AS Degree). Course changes  
(CP12-94) Criminal Justice, Computer Forensics (Certificate). Course changes  
(CP12-95) Mechatronics (AS Degree). Course changes  
(CP12-96) Mechatronics (Certificate). Course changes

#### **PROGRAM OR CERTIFICATE DELETIONS**

(CP12-97) Computer Information Security (Job Direct Certificate)  
(CP12-98) Computer Investigations (Job Direct Certificate)  
(CP12-99) Electronic Security and Surveillance Technician (Job Direct Certificate)  
(CP12-100) Electronics Technology (AS Degree)  
(CP12-101) Electronics Technology (Certificate)  
(CP12-102) Home Technology Integrator (Job Direct Certificate)  
(CP12-103) Industrial Management, Safety (AS Degree)  
(CP12-104) Industrial Management, Safety (Certificate)  
(CP12-105) Maintenance Technician (AS Degree)  
(CP12-106) Maintenance Technician (Certificate)  
(CP12-107) Manufacturing Technology (Job Direct Certificate)

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** RESOLUTION HONORING JAMES "JIM" ENNIS  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

James "Jim" Ennis has served the Solano Community College District with distinction since September 23, 1985, when he began his career as the Computer Center Manager. Jim has served in the capacities of Director of Computer Services, the Director of Technical Services and Support, and Interim Chief Information Systems Officer from 2009 through June 2012.

Mr. Ennis will retire from his current position after 26 plus years of faithful service, effective June 30, 2012.

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

Government Code: Board Policy: 4240 Estimated Fiscal Impact: \$

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

Yulian Ligioso, Vice President  
Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7110

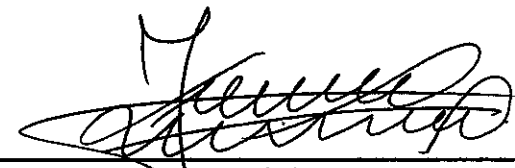
**TELEPHONE NUMBER**

Administration

**ORGANIZATION**

June 8, 2012

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

June 8, 2012

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD  
RESOLUTION HONORING  
JAMES "Jim" ENNIS**

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2  
3       *Whereas*, James Ennis has served the Solano Community College District with distinction since  
September 23, 1985, beginning his career as the Computer Center Manager;

4       *Whereas*, James Ennis became the Director of Computer Services on July 1, 1991; the Director  
5 of Technical Services and Support on July 1, 2000; served as the Interim Chief Information Systems  
6 Officer from October 22, 2009 through June 30, 2011, and retires after 26 plus years of faithful service,  
effective June 30, 2012;

7       *Whereas*, James Ennis was instrumental in two computer upgrades, supporting the old  
8 Pertaine/QSS system, supporting and maintaining the Santa Rosa Student Information System, and the  
new Banner system;

9       *Whereas*, James Ennis was instrumental in the implementation of a significant number of new  
10 technologies at the College during his tenure, including networking, fiber optic cabling, Wide Area  
11 Networking (WAN) to off campus locations; VOIP phone system, Call Center software, development of  
the first College Web site; PC computing, wireless access, SMART classrooms, and e-mail services;

12       *Whereas*, James Ennis demonstrated a willingness to coordinate, cooperate, and work as a team  
with others to make many projects happen successfully—a manger with his sleeves rolled up;

13       *Whereas*, James Ennis had significant involvement in the planning and implementation of  
14 technology for many Measure G projects;

15       *Whereas*, James Ennis demonstrated a willingness to serve the College as a whole by  
16 participating in College-wide committees, project teams, state-wide organizations, accreditation  
functions, various hiring committees, and the Superintendent-President's Cabinet; and

17       *Whereas*, James Ennis' dedication and commitment to Solano College has earned the respect of  
18 the community, the College staff, faculty, and students; now, therefore be it

19       *Resolved*, James Ennis' service to Solano Community College District represents a true measure  
20 of integrity and dedication to education that leaves a legacy for all to model; be it further

21       *Resolved*, That James Ennis will be sorely missed, and the Governing Board expresses its sincere  
22 appreciation for his many contributions and wishes him well in his well-deserved retirement and future  
endeavors.

23       *Passed and Adopted*, This 20th day of June 2012, by the Governing Board of the Solano  
Community College District.

24  
25 \_\_\_\_\_  
Rosemary Thurston, President

\_\_\_\_\_

Sarah E. Chapman, Vice President

26 \_\_\_\_\_  
Denis Honeychurch, J.D.

\_\_\_\_\_

Pam Keith

27 \_\_\_\_\_  
Phil McCaffrey

\_\_\_\_\_

Catherine M. Ritch

28 \_\_\_\_\_  
A. Marie Young

\_\_\_\_\_

Kayla Salazar, Student Trustee

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** RESOLUTION HONORING PATRICIA "PAT" MITCHELL  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Patricia "Pat" Mitchell has served the Solano Community College District with distinction since September 4, 1979, when she began her career as a Secretary I in the Admissions and Records Office. Pat has served in the capacities of Secretary I in the Health and Physical Education Department; Secretary I in the Social Science Division, and Secretary III in Special Services from 1987 through June 2012.

Ms. Mitchell will retire from her current position as Administrative Assistant III, EOPS/CARE/CalWORKs and the Dean of Counseling and Special Services after 33 years of faithful service, effective June 28, 2012.

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

<i>Government Code:</i>	<i>Board Policy:</i> 4240	<i>Estimated Fiscal Impact:</i> \$
<b>SUPERINTENDENT'S RECOMMENDATION:</b>		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE

J. Arturo Reyes, Executive Vice President  
Academic and Student Affairs

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**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

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**ADDRESS**

707 864-7110

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**TELEPHONE NUMBER**

Academic and Student Affairs

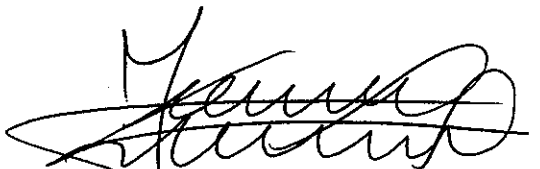
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**ORGANIZATION**

June 8, 2012

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**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**




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

---

June 8, 2012

---

**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD  
RESOLUTION HONORING

*PATRICIA "Pat" MITCHELL*

*Whereas*, Patricia Mitchell has served the Solano Community College District with distinction since September 4, 1979, when she began her career at Solano Community College as Secretary I in the Admissions and Records Office; subsequently working as Secretary I in the Health and Physical Education Department between March 23, 1987 and June 30, 1991; Secretary I, Social Science Division between July 1, 1991 and November 1, 1994, and Secretary III in Special Services between November 2, 1995 to June 28, 2012;

*Whereas*, Patricia Mitchell will retire after 33 years of faithful service as Administrative Assistant III, EOPS/CARE/CalWORKs to the Dean of Counseling and Special Services, effective June 28, 2012;

*Whereas*, In addition to her regular duties, Ms. Mitchell worked on various committees successfully, such as the District Recognition and Retirement Committee, the CSEA Fitness/Wellness Committee, accreditation functions, and assisted with commencement ceremonies;

*Whereas*, Patricia Mitchell's support of Solano Community College programs and activities, students, faculty, and staff has always been enthusiastic and dedicated to student success;

*Whereas*, Patricia Mitchell has at all times been an ambassador for Solano Community College in the community and an advocate for the community college system; and

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

*Resolved*, That Patricia Mitchell will be sorely missed, and the Governing Board expresses its sincere appreciation for her many contributions and wishes her the best in her well-deserved retirement and future endeavors.

*Passed and Adopted*, This 20<sup>th</sup> day of June 2012, by the Governing Board of the Solano Community College District.

\_\_\_\_\_  
Rosemary Thurston

\_\_\_\_\_  
Sarah E. Chapman, Vice President

\_\_\_\_\_  
Denis Honeychurch, J.D.

\_\_\_\_\_  
Pam Keith

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Phil McCaffrey

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Catherine M. Ritch

\_\_\_\_\_  
A. Marie Young

\_\_\_\_\_  
Kayla Salazar, Student Trustee

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

**TO:** Members of the Governing Board  
**SUBJECT:** RESOLUTION HONORING MARJORIE "MARGE"  
TROLINDER  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Marjorie "Marge" Trolinder has served the Solano Community College District with distinction since June 27, 1973, when she began her career as a Clerk Typist in the Duplicating Department. Marge has served in the capacities of Cold-Type Machine Operator and the Graphic Arts Services Supervisor from 1975 through June 2012.

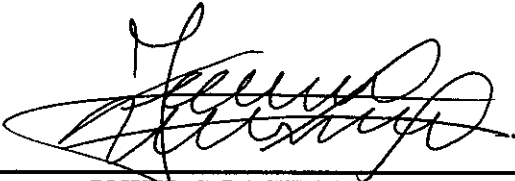
Ms. Trolinder will retire from her current position after 39 years of faithful service, effective June 30, 2012.

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

*Government Code: Board Policy: 4240 Estimated Fiscal Impact: \$*

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

Yulian Ligioso, Vice President  
Finance and Administration  
**PRESENTER'S NAME**  
4000 Suisun Valley Road  
Fairfield, CA 94534  
**ADDRESS**  
707 864-7110  
**TELEPHONE NUMBER**  
Administration  
**ORGANIZATION**  
June 8, 2012  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

June 8, 2012  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD  
RESOLUTION HONORING  
MARJORIE "Marge" TROLINDER**

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*Whereas*, Marjorie Trolinder has served the Solano Community College District with distinction since June 27, 1973, beginning her career as a Clerk Typist in the Duplicating Department;

*Whereas*, Marjorie Trolinder became the Cold-Type Machine Operator on July 22, 1975; the Graphic Arts Services Supervisor on July 12, 1977, and retires after 39 years of faithful service, effective June 30, 2012;

*Whereas*, Marjorie Trolinder is Solano Community College's miracle cancer survivor, fighting and recovering from cancer; continuing to work during her chemotherapy while at times being very sick;

*Whereas*, The word **NO** has not been a regular word in Marjorie Trolinder's vocabulary as she has always tried to provide impeccable service for the many managers, faculty, and staff requesting duplicating services, often with very little notice;

*Whereas*, Marjorie Trolinder demonstrated a willingness to serve the College as a whole by participating in writing the original collective bargaining agreement for CSEA; College-wide committees, project teams, accreditation functions, various hiring committees, printing of all of the District Accreditation Reports and back-up materials; served as the Local 39 District negotiations representative, and represented the Administrative Leadership Group (ALG) on FaBPAC, the Health Benefits Committee, and as a Meet and Confer committee member;

*Whereas*, Marjorie Trolinder's support of Solano College programs, students, and activities has always been enthusiastic and dedicated to student success; and

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

*Resolved*, Marjorie Trolinder's service to Solano Community College District represents a true measure of integrity and dedication to education that leaves a legacy for all to model; be it further

*Resolved*, That Marjorie Trolinder will be sorely missed, and the Governing Board expresses its sincere appreciation for her many contributions and wishes her the best in her well-deserved retirement and future endeavors.

*Passed and Adopted*, This 20th day of June 2012, by the Governing Board of the Solano Community College District.

\_\_\_\_\_  
Rosemary Thurston, President  
  
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Denis Honeychurch, J.D.  
  
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Phil McCaffrey  
  
\_\_\_\_\_  
A. Marie Young

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Sarah E. Chapman, Vice President  
  
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Pam Keith  
  
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Catherine M. Ritch  
  
\_\_\_\_\_  
Kayla Salazar, Student Trustee

AGENDA ITEM 10. (a)  
MEETING DATE June 20, 2012

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: 2012-2013 GOALS FOR SOLANO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD AND  
SUPERINTENDENT-PRESIDENT

REQUESTED ACTION: APPROVAL

SUMMARY:

Discussions and development of the annual goals for the 2012-13 academic year began at the April 18, 2012, Board Retreat. Drafts of the Board and Superintendent-President's goals are being presented for approval.

*Government Code: N/A*      *Board Policy: 3220*      *Estimated Fiscal Impact: N/A*

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

SUPERINTENDENT'S RECOMMENDATION:

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

PRESENTER'S NAME

400 Suisun Valley Road  
Fairfield, CA 94534

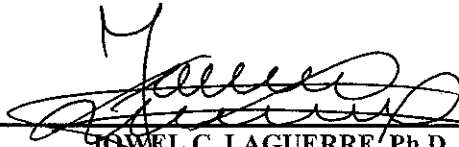
ADDRESS

707-864-7112

TELEPHONE NUMBER

Administration  
ORGANIZATION

June 8, 2012  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

June 8, 2012  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT





**GOVERNING BOARD of TRUSTEES GOALS**

2012-2013

Goals	Activity and Expected Outcomes	Timeline	Outcomes and Results
1. Ensure fiscal stability through appropriate monitoring reports (monthly updates).	<ul style="list-style-type: none"> <li>a. Review 320 reports with the board</li> <li>b. Review 311 more thoroughly</li> <li>c. Give monthly reports to the board on grants and foundation activities</li> </ul>		
2. Advocate for the College through the Educational Foundation, Bond (if approved by the Board); and State Legislation.	<ul style="list-style-type: none"> <li>a. Pay two visits to the state capitol or be involved in at least two activities for advocacy per trustee.</li> <li>b. Take public positions on relevant education legislations.</li> <li>c. Encourage students to vote.</li> <li>d. Make public statements on tax measures as individual board members.</li> <li>e. Connect with other boards for advocacy.</li> </ul>		
3. Improve efficiency of Board meetings.	<ul style="list-style-type: none"> <li>a. Make "Items from the Board" a report at each meeting.</li> <li>b. Make better use of the "Announcements" item.</li> <li>c. List under Information/Action new Items for Action (other than Policy and Budget)</li> </ul>		
4. Monitor progress related to ACCJC recommendations.	<ul style="list-style-type: none"> <li>a. Reactivate the ad hoc accreditation committee.</li> <li>b. Receive at least monthly reports on progress toward accreditation.</li> <li>c. Review accreditation report with the ad hoc committee.</li> </ul>		
5. Support and monitor activities designed to improve and support student success.	<ul style="list-style-type: none"> <li>a. Feature student success groups at BOI meeting: have students speak.</li> <li>b. At the end of each semester have presentations on: grades, retention, etc. and disaggregate data by vulnerable groups and ethnicity.</li> <li>c. Forge new relationship with ASSC.</li> </ul>		

Governing Board of Trustees GOALS 2012-2013  
 Submitted to the Governing Board for Information June 6, 2012  
 Submitted to the Governing Board for Approval June 20, 2012ad



**SUPERINTENDENT-PRESIDENTS GOALS**

2012-2013

<b>Goals</b>	<b>Activity and Expected Outcomes</b>	<b>Timeline</b>	<b>Outcomes and Results</b>
<p>1. Ensure completion of accreditation report and meet goals, responding to recommendations leading to successful outcomes with monthly updates.</p>	<ul style="list-style-type: none"> <li>a. Support staffing for the work of the report.</li> <li>b. Support hiring of faculty to work on SLO.</li> <li>c. Support upgrade of equity plan.</li> <li>d. Support the completion of SLO work.</li> <li>e. Ensure proper support and handling of report: Technology.</li> <li>f. Ensure quality of the report.</li> </ul>	<p>September 2012</p> <p>June 2012</p> <p>Fall 2012</p> <p>October 2012</p> <p>October 2012</p> <p>January 2013</p>	
<p>2. Ensure total awareness and full participation in integrated planning consistent with ACCJC recommendations. Review, modify and implement resources tied to planning consistent with ACCJC recommendations.</p>	<ul style="list-style-type: none"> <li>a. Support strategic proposal process tying budgeting and planning through the SPC approval process.</li> <li>b. Provide leadership for the establishment of a staff and faculty positions process tied to budget and planning.</li> <li>c. Support and provide leadership for the development of a program review process.</li> <li>d. Provide leadership to tie master plans to the budget and planning process.</li> <li>e. Ensure equity plans are reflected in each plan.</li> </ul>	<p>August 2012</p> <p>September 2012</p> <p>Fall and spring 2012-2013.</p> <p>Fall 2012</p> <p>Spring 2013</p>	

**SUPERINTENDENT-PRESIDENTS GOALS (continued)**

**2012-2013**

<p>3. Strengthen administrative effectiveness of management team through professional development.</p>	<p>a. Seek appropriate professional development opportunities for college managers and leaders.                  b. Hold leadership management training at least twice a year.                  c. Provide ongoing training for new managers in all aspects of college operation: budget, HR, contracts, evaluation, grievance, etc.                  d. Formalize orientation for new administrators and a handbook.</p>	<p>July 2012-AMay 2013                   Summer 2012 and Fall 2012                  Fall 2012- Spring 2013                   Fall 2012</p>
<p>4. Ensure implementation of the Master Plans and related potential sources of revenue to support them.</p>	<p>a. Provide opportunities for more local focus on the master plans.                  b. Support, within the law, opportunities for funding.</p>	<p>Summer 2012 to spring 2013                  Fall 2012 – Spring 2013</p>
<p>5. Explore and acquire alternative sources of revenue and implement sustainability solutions to support revenue and continue to improve enrollment to enhance revenue.</p>	<p>a. Provide opportunities for fundraising events.                  b. Work with the foundation on new fundraising goals and staffing.                  c. Maximize grants opportunities and resource development.                  d. Transition SB 70 to be more college focused.                  e. Strengthen activities for more student-generated revenues.                  f. Encourage outside use of facilities for fees.                  g. Implement a good energy saving model.</p>	<p>Fall 2012- Spring 2013                   Summer 2012 – Fall 2013                  Fall 2012 – Spring 2013                   Summer 2012                   Spring 2013                   Fall 2012 – Spring 2013                   Spring 2013</p>

Superintendent-Presidents GOALS 2012-2013  
 Submitted to the Governing Board for Information June 6, 2012  
 Submitted to the Governing Board for Approval June 20, 2012

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** RESOLUTIONS ELECTING TO BE SUBJECT TO SECTIONS 22819.1 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT ONLY WITH RESPECT TO MEMBERS OF A SPECIFIC EMPLOYEE ORGANIZATION

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Superintendent-President, Jowel C. Laguerre, recommends that the Governing Board approve the attached resolution electing to be subject to sections 22819.1 of the Public Employees' Medical and Hospital Care Act only with respect to members of a specific employee organization.

Approval of Resolutions No. 11/12-42, 11/12-43, 11/12-44, 11/12-45, and 11/12-46 is requested at this time. Upon approval, the Superintendent-President will notify the affected units of the Governing Board's decision.

Rationale:

This resolution applies to those retired employees or surviving spouses of employees who have elected to stay on the District's health program at their cost.

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

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Charo Albarran, Human Resources Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

**ADDRESS**

707-864-7000

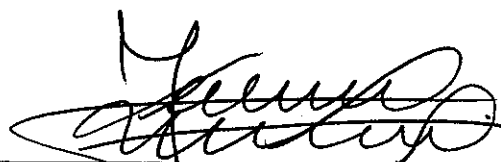
**TELEPHONE NUMBER**

Administration

**ORGANIZATION**

June 7, 2012

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

June 7, 2012

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 42**

**WHEREAS**, Government Code Sections 22922(b) provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and annuitants of local agencies contracting with the Public Employees Retirement System; and

**WHEREAS**, Solano Community College District, hereinafter referred to as Contracting Agency, is a local agency contracting with the Public Employees' Retirement System under the Act; and

**WHEREAS**, The Public Agency desires to obtain for the members of the Administrative Leadership Group, who are annuitants of the agency, the benefit of Section 22819.1 and accepts the liabilities and obligations of a contracting agency under the Section; now, therefore, be it

**WHEREAS**, Government Code Section 22819.1 provides certain additional benefits to Annuitants of local agencies contracting under the Act upon proper application; and

**NOW, THEREFORE, BE IT RESOLVED**, That the Contracting Agency elects, and it does hereby elect, to be subject to the provisions of Section 22819.1 of the Government Code.

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 42**

**(CONTINUED – PAGE 2)**

**PASSED AND ADOPTED**, This 20<sup>th</sup> day of June 2012, by the Governing

Board of Solano Community College District by the following vote:

AYES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_

NOES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
**ROSEMARY THURSTON, PRESIDENT**

\_\_\_\_\_  
**JOWEL C. LAGUERRE, Ph.D., SECRETARY**

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 43**

**WHEREAS**, Government Code Sections 22922(b) provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and annuitants of local agencies contracting with the Public Employees Retirement System; and

**WHEREAS**, Solano Community College District, hereinafter referred to as Contracting Agency, is a local agency contracting with the Public Employees' Retirement System under the Act; and

**WHEREAS**, The Public Agency desires to obtain for the members of the Solano Community College Faculty Association, who are annuitants of the agency, the benefit of Section 22819.1 and accepts the liabilities and obligations of a contracting agency under the Section; now, therefore, be it

**WHEREAS**, Government Code Section 22819.1 provides certain additional benefits to Annuitants of local agencies contracting under the Act upon proper application; and

**NOW, THEREFORE, BE IT RESOLVED**, That the Contracting Agency elects, and it does hereby elect, to be subject to the provisions of Section 22819.1 of the Government Code.

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 43**

**(CONTINUED – PAGE 2)**

**PASSED AND ADOPTED**, This 20<sup>th</sup> day of June 2012, by the Governing

Board of Solano Community College District by the following vote:

AYES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_

NOES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
**ROSEMARY THURSTON, PRESIDENT**

\_\_\_\_\_  
**JOWEL C. LAGUERRE, Ph.D., SECRETARY**



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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 44**

**WHEREAS**, Government Code Sections 22922(b) provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and annuitants of local agencies contracting with the Public Employees Retirement System; and

**WHEREAS**, Solano Community College District, hereinafter referred to as Contracting Agency, is a local agency contracting with the Public Employees' Retirement System under the Act; and

**WHEREAS**, The Public Agency desires to obtain for the members of the Solano Community College California School Employees Association, who are annuitants of the agency, the benefit of Section 22819.1 and accepts the liabilities and obligations of a contracting agency under the Section; now, therefore, be it

**WHEREAS**, Government Code Section 22819.1 provides certain additional benefits to Annuitants of local agencies contracting under the Act upon proper application; and

**NOW, THEREFORE, BE IT RESOLVED**, That the Contracting Agency elects, and it does hereby elect, to be subject to the provisions of Section 22819.1 of the Government Code.

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 44**

**(CONTINUED – PAGE 2)**

**PASSED AND ADOPTED**, This 20<sup>th</sup> day of June 2012, by the Governing

Board of Solano Community College District by the following vote:

AYES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
NOES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
**ROSEMARY THURSTON, PRESIDENT**

\_\_\_\_\_  
**JOWEL C. LAGUERRE, Ph.D., SECRETARY**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 45**

**WHEREAS**, Government Code Sections 22922(b) provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and annuitants of local agencies contracting with the Public Employees Retirement System; and

**WHEREAS**, Solano Community College District, hereinafter referred to as Contracting Agency, is a local agency contracting with the Public Employees' Retirement System under the Act; and

**WHEREAS**, The Public Agency desires to obtain for the members of the Operating Engineers/Stationary Engineers, Local 39, who are annuitants of the agency, the benefit of Section 22819.1 and accepts the liabilities and obligations of a contracting agency under the Section; now, therefore, be it

**WHEREAS**, Government Code Section 22819.1 provides certain additional benefits to Annuitants of local agencies contracting under the Act upon proper application; and

**NOW, THEREFORE, BE IT RESOLVED**, That the Contracting Agency elects, and it does hereby elect, to be subject to the provisions of Section 22819.1 of the Government Code.

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 45**

**(CONTINUED – PAGE 2)**

**PASSED AND ADOPTED**, This 20<sup>th</sup> day of June 2012, by the Governing

Board of Solano Community College District by the following vote:

AYES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_

NOES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
**ROSEMARY THURSTON, PRESIDENT**

\_\_\_\_\_  
**JOWEL C. LAGUERRE, Ph.D., SECRETARY**

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 46**

**WHEREAS**, Government Code Sections 22922(b) provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and annuitants of local agencies contracting with the Public Employees Retirement System; and

**WHEREAS**, Solano Community College District, hereinafter referred to as Contracting Agency, is a local agency contracting with the Public Employees' Retirement System under the Act; and

**WHEREAS**, The Public Agency desires to obtain for the members represented by Governing Board Policy 1014, who are annuitants of the agency, the benefit of Section 22819.1 and accepts the liabilities and obligations of a contracting agency under the Section; now, therefore, be it

**WHEREAS**, Government Code Section 22819.1 provides certain additional benefits to Annuitants of local agencies contracting under the Act upon proper application; and

**NOW, THEREFORE, BE IT RESOLVED**, That the Contracting Agency elects, and it does hereby elect, to be subject to the provisions of Section 22819.1 of the Government Code.

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION ELECTING TO BE SUBJECT TO SECTIONS 22819.1  
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
ONLY WITH RESPECT TO MEMBERS OF A  
SPECIFIC EMPLOYEE ORGANIZATION**

**RESOLUTION NO. 11/12 – 46**

**(CONTINUED – PAGE 2)**

**PASSED AND ADOPTED**, This 20<sup>th</sup> day of June 2012, by the Governing

Board of Solano Community College District by the following vote:

AYES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

NOES: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_ BOARD MEMBERS: \_\_\_\_\_

\_\_\_\_\_  
**ROSEMARY THURSTON, PRESIDENT**

\_\_\_\_\_  
**JOWEL C. LAGUERRE, Ph.D., SECRETARY**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: TENTATIVE DISTRICT BUDGETS AND PROPOSED  
TIME AND PLACE FOR THE PUBLIC HEARING AND  
ADOPTION OF THE OFFICIAL DISTRICT BUDGETS  
FOR 2012-2013

REQUESTED ACTION: APPROVAL

SUMMARY:

Yulian I. Ligioso, Vice President of Finance and Administration, will present for acceptance the District's tentative 2012-2013 general fund budgets and the dates to establish the public hearing and formal adoption of the 2012-2013 budgets. A Board study session was held on the budgets on June 6, 2012.

The public hearing and the adoption of these official 2012-2013 budgets, in accordance with California Code of Regulations, Title 5, Section 58301, is tentatively scheduled for the Board meeting of Wednesday, September 5, 2012, in the Board Room of the Solano Community College District, 4000 Suisun Valley Road, Fairfield, California. A copy of the budget document is attached.

Government Code: CCR, Title 5, Sec 58301 Board Policy: 3000, 3005 Estimated Fiscal Impact: N/A  
CEO Goal 2011-2012: Ensure fiscal stability of the District  
BOT Goal 2011-2012: Lead the College to fiscal stability

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Yulian I. Ligioso, Vice President  
Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

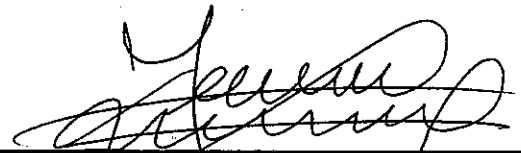
707-864-7209

TELEPHONE NUMBER

Administration  
ORGANIZATION

June 8, 2011

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

June 8, 2011

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT



Tentative Budget 2012-13  
Governing Board Meeting  
June 20, 2012



TRANSFORMING LIVES ...  
TRANSFORMING OUR COMMUNITY!

Serving Solano & Yolo Counties, and the City of Winter, California

♦ *Transforming Students' Lives* ♦

4000 Suisun Valley Road, Fairfield, California 94534

[www.solano.edu](http://www.solano.edu)

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



## SOLANO COMMUNITY COLLEGE DISTRICT

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### Governing Board

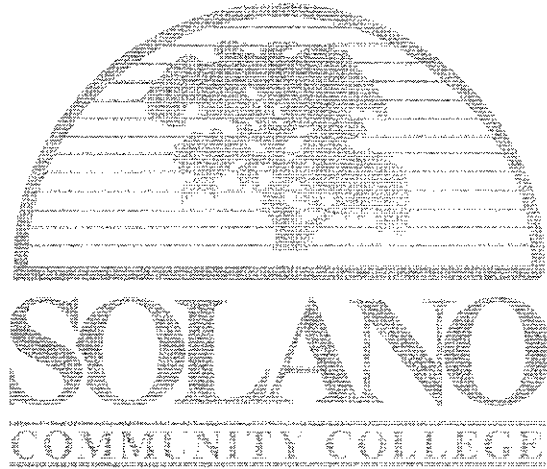
Rosemary Thurston, President  
Sarah E. Chapman, Vice President  
Denis Honeychurch, J.D.  
Pam Keith  
Phil McCaffrey  
Catherine M. Ritch  
A. Marie Young  
Kayla Salazar, Interim Student Trustee  
Jowel C. Laguerre, Ph.D., Secretary

### Superintendent-President's Cabinet

Jowel C. Laguerre, Ph.D., Superintendent-President  
Charo Albarran, Human Resources Manager  
Peter Bostic, Executive Director, Institutional Advancement & Foundation  
Kristine Barruzo, ASSC  
Peter Cammish, Director, Research & Planning  
James Ennis, Interim Chief Information Systems Officer  
Barbara Fountain, Director of Admissions & Records  
Susanna Gunther, President, Academic Senate  
Thomas "Jerry" Kea, Ph.D., Dean, Vallejo Center  
Shirley Lewis, J.D., Dean, Vacaville Center  
Yulian I. Ligioso, CPA, Vice President, Finance & Administration  
Debbie Luttrell-Williams, CSEA President  
J. Arturo Reyes, Executive Vice President, Academic & Student Affairs  
Judy Spencer, Executive Coordinator

*The first reading of this budget took place at the June 6, 2012 Board Study Session.*

Report Prepared by:  
Yulian Ligioso, Vice President, Finance & Administration  
Patrick Killingsworth, Interim Director, Fiscal Services  
Judy Yu, Accounting Manager, Fiscal Services  
Janet Leary, Interim Business Operations Coordinator, Finance & Administration



**Mission:** Solano Community College prepares a diverse student population to participate successfully in today's local and global communities.

**Vision:** Solano Community College will be a recognized leader in educational excellence – *transforming students' lives.*

**Strategic Goals:**

- Goal 1: Foster Excellence in Learning
- Goal 2: Maximize Student Access and Success
- Goal 3: Strengthen Community Connections
- Goal 4: Optimize Resources

### Guiding Principles and Priorities for Budget Development

- Promote offerings that emphasize career technical education, transfer and basic skills.
- Maintain well-balanced offerings and student support services that are responsive to community needs and ensure timely and successful completion of students' educational goals.
- Achieve enrollment targets for maximum funding/resources.
- Maintain adequate reserves to meet District obligations and cash flow.
- Accreditation recommendations.

## Summary of May Revision

On Monday, May 14<sup>th</sup> Governor Brown released the annual May Revision and relative to the budget proposal issued in January, no major changes were made. The budget shortfall, which in January was \$9.2 billion, is now estimated at \$15.7 billion.

- 9.2 billion gap identified in January
- 4.3 billion current year revenue short of January estimates
- 2.4 billion increase in Prop 98 guarantee
- + 1.7 billion removal of potential savings solutions
- 1.9 billion expenditure declines (M-Cal; various Soc. Svs. programs)
- =15.7 billion budget shortfall

Revenues are down from January but Prop 98 obligations are up; while counterintuitive, that increase is the result of lower current year revenue projections. Growth of the Prop 98 guarantee (assuming successful passage of the November ballot initiatives) would reduce deferrals by \$313 million, compared to the \$218 million proposed in January.

Balancing of the 12/13 budget includes billions in additional expenditure reductions and other budget-balancing actions and is also predicated on the passage of a revised tax initiative. Additionally, the May Revision projects a \$1 billion reserve if the Governor's proposals are adopted.

- 8.3 billion expenditure reductions
- 5.9 billion tax measure
- 2.5 billion other

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- 16.7 billion budget balancing actions

Current forecast show problems of around \$8 billion per year in 13/14 and 14/15 and \$5.6 billion in 15/16; if the May Revision is adopted, including the proposed tax initiative, the Governor projects small structural surpluses of \$300 million to \$800 million in future years through 15/16.

While the Legislative Analyst Office deems the revenue forecast reasonable, they are not in agreement with and view the Governor's estimate for RDA Liquid Asset shifts, estimated at \$1.4 billion, highly uncertain.

Should the tax initiative fail, trigger cuts (billions) are focused on schools, with 90% of the reductions coming from schools and community colleges:

Prop 98	\$	5.50
UC		0.25
CSU		0.25
Other		0.10
Total statewide trigger cuts		<u>\$ 6.10</u>

## May Revise - Impact on Community Colleges

As noted above, the increased growth in the Prop 98 guarantee (assuming the November tax measure passes) would be used to buy down the deferrals rather than provide the community colleges with new monies to support student services and adding back course sections.

Categorical funding once again is being considered for consolidation, including the revision of the current FTES funding model.

Similarly to January, there are no proposals for growth, COLA, or increases to categorical programs.

The Governor's proposal also includes shifts of \$48 million in SB 70 programmatic money through Prop 98, relieving the state on the non-Prop 98 side of the budget. He also is eliminating the mandate claiming process to move toward block grants, increasing funding to \$28/FTES.

Threats in the current year include enrollment fee and property tax shortfalls, revised down from \$179 million to \$129 million (reduced by San Mateo CCD becoming basic aid) and the Governor still proposing to take away \$116 million in redevelopment funds he expects this year. These redevelopment funds may not materialize this year nor is there certainty about the \$341 million expected in the budget year.

Institutions participating in Cal Grants will now be held to minimum performance standards, including graduation and default rates, although the Chancellor's Office believes this proposal will not impact community colleges.

Lastly, should the November tax initiative fail, about 90% of the cuts would be borne by schools and colleges. The community colleges would lose the \$313 million in deferrals repayments as well as incur additional base cuts of \$300 million, representing an approximate 6% workload reduction.

### Budget risks/considerations

- Tax measure is politically uncertain and costly.
- Revenues are highly variable, with or without tax measure.
- Planning will be difficult. Workload reduction of 6% will be decided in November.
- Redevelopment funds may not materialize in either the current (\$116.1m) or budget years (\$341.2m)
- Student fee shortfall with more BOG waivers as fees go to \$46/unit.
- Enrollment declines possible in some districts, particularly rural colleges with a proposal to triple neighboring state student fees to \$138/unit.

Source: Community College League

## 2011-12 Major Revenue Assumptions

- Tax Measure fails; revenue reductions of \$ 2,388,853 in college's State General Apportionment funding.
- The revenue limit calculation also includes an approximate 1% deficit factor, a further apportionment revenue reduction of \$419,571.
- Property Taxes are flat at \$8.9 million
- Enrollment fees are \$46 per unit

Base Apportionment Components	
Property Taxes	\$8,919,892
Enrollment Fees	3,125,000
State Apportionment	29,492,612
<b><u>Total</u></b>	<b><u>\$41,537,504</u></b>

- The budget is based on a funded FTES base of 7,980 after estimated workload reduction of nearly 6.2% or re-benching of 523 FTES.

Full-Time Equivalent Students (FTES)		
2011-12	Base FTES	9,229
2011-12	Workload Reduction	(726)
2011-12	Funded FTES	8,503
2012-13	Workload Reduction	(523)
2012-13	Re-benched FTES	7,980

- Full Vacaville Center base funding.
- Lottery revenues down \$125,000
- Bookstore/Barnes & Noble Commissions of \$350,000
- For purposes of the Tentative Budget, State Categorical Program funding is budgeted at the 2011-12 levels, less one-time and carryover funds.

## 2011-12 Major Expenditure Assumptions

- No summer 2012 course offerings; this amounts to an approximate 10% or reduction in class offerings (231 sections were offered in summer 2011) and is estimated to generate about \$1 million in savings.
- Suspension of football and water polo with an expected \$200,000 in expenditure avoidance.
- Solano College Theater Association contract termination, an estimated \$650,000 net savings.
- Solano College Foundation support of near \$135,000 taking on the Director of Institutional Advancement position.
- Net cost reductions in health and welfare benefits about \$1.3 million; CalPERS.
- Increase in PERS from 10.923% to 11.417% estimated at \$40,000.
- Decrease in SUI from 1.6% to 1.1%; estimated savings of \$120,000.
- Step and column adjustments for all qualifying employees of \$277,000.
- 27.5 vacant positions; 4 faculty, 10.5 CSEA, 5 Operating Engineers and 8 ALG.
- Salary increases: SCFA 1% or about \$167,000; ALG (Administrative Leadership Group) 1% or about \$31,000 ; Operating Engineers 1.75% or about \$40,000, to defray costs associated with health provider change; total \$238,000.
- Estimated savings of \$400,000 offered by Pearson to stay with the current eCollege Learning Management System.
- The November 2012 elections of three trustees are estimated at \$400,000.
- Retiree benefits are budgeted at \$123,000 and are transferred into an irrevocable trust, set up with the Community College League's Retiree Health Benefits JPA in which Solano College is a member district.
- No equipment purchases are planned from Unrestricted General Fund.
- Further reductions in discretionary accounts are sought and \$200,000 is being re-allocated from such accounts for strategic proposals, to strengthen planning and resource allocation.

With the aforementioned reduction strategies, while the district continues to address the institution's structural financial imbalance, the fiscal outlook is improving. This tentative budget shows estimated deficit spending of about \$573,000 compared to a near \$1.5 million in 2011-12. However, it is important to note that the district is precariously close to the 5% floor of reserves levels, and falling below that minimum reserve level has serious implications including being out of compliance with state and board guidelines, cash flow, credit rating, and accreditation.

Additionally, the College is also planning to realign categorical spending to be in line with certified funding and has tentatively budgeted special funds at approximate fiscal year 2011-12 levels.

## Major Assumptions – Changes Between Two Budget Fiscal Years

### Revenues

Apportionment Reductions	(\$2,388,853)
Deficit Factor	(419,571)
Net Increase in B&N commissions	215,000
Net Decrease in Lottery Funds	(125,000)
Net, Other	<u>219,566</u>

### Expenditures

No summer offerings, salary/benefits		(\$1,000,000)
Suspension of football, water polo		(200,000)
Step/Col, increases		515,000
Solano College Theater Association		(650,000)
Solano College Foundation		(134,949)
CalPERS		(1,321,458)
eCollege		(400,000)
Trustee elections		400,000
No equipment purchases		(202,754)
Net, Supplies & Other Operating		<u>(397,274)</u>
<b>NET CHANGE in REVENUES/EXPENDITURES</b>		
between 2011-12 and 2012-13	<u>(\$2,498,858)</u>	<u>(\$3,391,435)</u>

**Tentative 2011-12 General Fund Budgets – Unrestricted and Restricted**

	Current Year Budget 2011-12			Tentative Budget 2012-13		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
	<b>Revenue</b>	0	945,000	945,000	30,709,546	265,000
Federal Revenue	32,489,700	2,120,022	34,609,722	13,167,742	2,661,786	33,371,332
State Revenue	13,886,446	530,000	14,416,446	43,877,288	530,000	13,697,742
Local Revenue	<b>46,376,146</b>	<b>3,595,022</b>	<b>49,971,168</b>	<b>3,456,786</b>	<b>47,334,074</b>	
<b>Expenditures</b>						
Academic Salaries	18,631,268	301,174	18,932,442	18,044,940	323,543	18,368,483
Classified Salaries	9,269,875	1,020,581	10,290,456	8,763,046	996,399	9,759,445
Employee Benefits	13,683,717	642,367	14,326,084	12,178,030	670,497	12,848,527
Supplies and Materials	754,301	331,923	1,086,224	684,998	331,923	1,016,921
Other Operating Exp and Services	5,698,171	1,167,371	6,865,542	4,578,978	1,002,819	5,581,797
Capital Outlay	202,754	131,606	334,360	0	131,605	131,605
Strategic Proposals	(400,703)		(400,703)	200,000		200,000
Additional Reductions Needed						
<b>Total Expenditures</b>	<b>47,839,383</b>	<b>3,595,022</b>	<b>51,434,405</b>	<b>44,449,992</b>	<b>3,456,786</b>	<b>47,906,778</b>
Net (Decrease) in Fund Balance	(1,463,237)	0	(1,463,237)	(572,704)	0	(572,704)
Estimated Beginning Balance	4,302,047	0	4,302,047	2,838,810	0	2,838,810
Ending Balance	2,838,810	0	2,838,810	2,266,106	0	2,266,106
<b>5% Reserve Balance</b>	<b>2,391,969</b>	<b>0</b>	<b>N/A</b>	<b>2,222,500</b>	<b>0</b>	<b>N/A</b>
Undesignated Reserve Balance	446,841	0	N/A	43,606	0	N/A



Other District Funds

Debt Service Fund 21

Child Development Fund 33

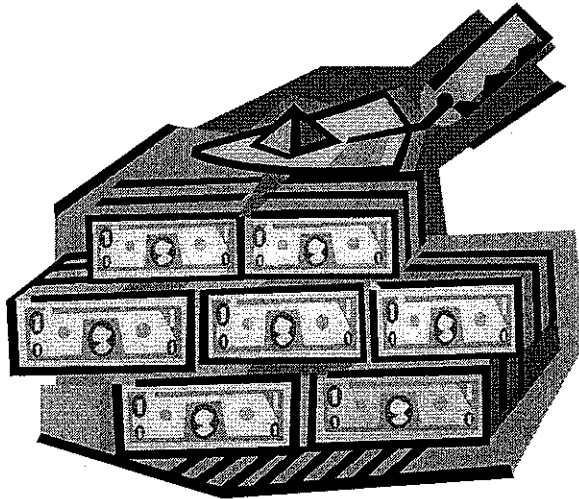
Capital Outlay Fund 41

Measure G Bond Fund 42

Bookstore Fund 51

Self-Insurance Fund 61

Financial Aid Fund 74



**Debt Service Fund 21**

The Debt Service Fund is established to account for re-payment of the Measure G Bond. Expenditures are covered by proceeds of the ad valorem property tax which is billed and collected by the Solano County Tax Assessor's Office.

**PROPOSED BUDGET  
FISCAL YEAR 2012-13**

<b>REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE</b>	<b>Adopted Budget 2011-12</b>	<b>Proposed Budget 2012-13</b>
<b>REVENUES:</b>		
Federal Sources	\$ -	\$ -
State Sources	-	-
Local Sources	6,750,756	6,750,756
	<hr/>	<hr/>
Total Revenue	\$ 6,750,756	\$ 6,750,756
<b>EXPENDITURES:</b>		
Academic Salaries		
Other Staff Salaries	-	-
Employee Benefits	-	-
Supplies & Materials	-	-
Services & Other Operating	-	-
Capital Outlay	-	-
Debt Service - Principal	3,515,000	3,515,000
Debt Service - Interest	3,824,197	3,824,197
	<hr/>	<hr/>
Total Expenditures	\$ 7,339,197	\$ 7,339,197
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ (588,441)</b>	<b>\$ (588,441)</b>
<b>OTHER FINANCING SOURCES (USES)</b>		
Other Sources		
Other Uses	-	-
	<hr/>	<hr/>
Total Other Sources (Uses)	\$ -	\$ -
<b>FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ (588,441)</b>	<b>\$ (588,441)</b>
<b>BEGINNING FUND BALANCE</b>		
Beginning Balance	5,176,622	4,588,181
Prior Year Adjustments		
	<hr/>	<hr/>
Adjusted Beginning Balance	\$ 5,176,622	\$ 4,588,181
<b>ENDING FUND BALANCE</b>	<b>\$ 4,588,181</b>	<b>\$ 3,999,740</b>

**Child Development Fund 33**

The Child Development Fund is the fund designated to account for all revenues for, or from the operation of, Child Care and Development Services, including student fees for child development services. Costs incurred in the operation and maintenance of the Child Care and Development Services are paid from this fund.

**PROPOSED BUDGET  
FISCAL YEAR 2012-13**

<b>REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE</b>	<b>Adopted Budget 2011-12</b>	<b>Proposed Budget 2012-13</b>
<b>REVENUES:</b>		
Federal Sources	32,300	66,136
State Sources	622,822	830,763
Local Sources	17,883	19,780
Total Revenue	\$ 673,005	\$ 916,679
<b>EXPENDITURES:</b>		
Academic Salaries		
Other Staff Salaries	390,637	482,236
Employee Benefits	267,108	299,723
Supplies & Materials	7,296	66,223
Services & Other Operating	7,964	68,497
Capital Outlay	-	-
Additional reductions needed	-	0
Total Expenditures	\$ 673,005	\$ 916,679
<b>EXCESS REVENUES (EXPENDITURES)</b>	\$ -	\$ -
<b>OTHER FINANCING SOURCES (USES)</b>		
Other Sources		
Other Uses	-	
Total Other Sources (Uses)	\$ -	\$ -
<b>FUND BALANCE INCREASE (DECREASE)</b>	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>		
Beginning Balance	-	-
Prior Year Adjustments		
Adjusted Beginning Balance	\$ -	\$ -
<b>ENDING FUND BALANCE</b>	\$ -	\$ -

**Capital Outlay Fund 41**

The Capital Outlay Fund is used to account for the collection of redevelopment property tax revenues allocated exclusively for educational facilities, which are exempt from inclusion in the calculation of the District's revenue level for each fiscal year.

**PROPOSED BUDGET  
FISCAL YEAR 2012-13**

<b>REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE</b>	<b>Adopted Budget 2011-12</b>	<b>Proposed Budget 2012-13</b>
<b>REVENUES:</b>		
Federal Sources	\$ -	\$ -
State Sources	-	-
Local Sources	485,653	350,000
<b>Total Revenue</b>	<b>\$ 485,653</b>	<b>\$ 350,000</b>
<b>EXPENDITURES:</b>		
Academic Salaries		
Other Staff Salaries	-	-
Employee Benefits	-	-
Supplies & Materials	-	-
Services & Other Operating	350,000	350,000
Capital Outlay	-	-
<b>Total Expenditures</b>	<b>\$ 350,000</b>	<b>\$ 350,000</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 135,653</b>	<b>\$ -</b>
<b>OTHER FINANCING SOURCES (USES)</b>		
Other Sources		
Other Uses	-	-
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ 135,653</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		
Beginning Balance	3,038,841	3,174,494
Prior Year Adjustments		
<b>Adjusted Beginning Balance</b>	<b>\$ 3,038,841</b>	<b>\$ 3,174,494</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,174,494</b>	<b>\$ 3,174,494</b>

**Measure G Bond Fund 42**

The Measure G Bond construction fund is the fund designated for the deposit of proceeds from the sale of all community college revenue bonds. Such deposits are used to meet the costs of acquisition or construction and all expenses of authorized projects.

**PROPOSED BUDGET  
FISCAL YEAR 2012-13**

<b>REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE</b>	<b>Adopted Budget 2011-12</b>	<b>Proposed Budget 2012-13</b>
<b>REVENUES:</b>		
Federal Sources	\$ -	\$ -
State Sources	-	-
Local Sources	204,000	204,000
<b>Total Revenue</b>	<b>\$ 204,000</b>	<b>\$ 204,000</b>
<b>EXPENDITURES:</b>		
Academic Salaries		
Other Staff Salaries	100,000	73,565
Employee Benefits	35,000	35,380
Supplies & Materials	-	-
Services & Other Operating	1,500,000	2,000,000
Capital Outlay	7,500,000	9,597,617
<b>Total Expenditures</b>	<b>\$ 9,135,000</b>	<b>11,706,562</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ (8,931,000)</b>	<b>\$ (11,502,562)</b>
<b>OTHER FINANCING SOURCES (USES)</b>		
Other Sources		
Other Uses		
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ (8,931,000)</b>	<b>\$ (11,502,562)</b>
<b>BEGINNING FUND BALANCE</b>		
Beginning Balance	24,433,159	15,502,159
Prior Year Adjustments		
<b>Adjusted Beginning Balance</b>	<b>\$ 24,433,159</b>	<b>\$ 15,502,159</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 15,502,159</b>	<b>\$ 3,999,597</b>

**Bookstore Fund 51**

The Bookstore Fund is the fund designated to receive the proceeds derived from the District's operation of a community college bookstore. Necessary expenses, including salaries, wages and cost of capital improvements for the bookstore may be paid from the generated revenue.

**PROPOSED BUDGET  
FISCAL YEAR 2012-13**

<b>REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE</b>	<b>Adopted Budget 2011-12</b>	<b>Proposed Budget 2012-13</b>
<b>REVENUES:</b>		
Retail Sales	\$ 3,661,281	\$ -
Cost of Goods Sold	2,929,025	0
Net Sales	\$ 732,256	\$ -
<b>EXPENDITURES:</b>		
Academic Salaries		
Other Staff Salaries	\$ 403,743	\$ -
Employee Benefits	224,627	0
Supplies & Materials	24,721	0
Services & Other Operating	119,700	0
Capital Outlay	0	0
Additional reductions needed	(21,102)	0
Total Expenditures	\$ 751,689	\$ -
<b>EXCESS REVENUES (EXPENDITURES)</b>	\$ (19,433)	\$ -
<b>OTHER FINANCING SOURCES (USES)</b>		
Other Sources		
Other Uses	-	
Total Other Sources (Uses)	\$ -	\$ -
<b>FUND BALANCE INCREASE (DECREASE)</b>	\$ (19,433)	\$ -
<b>BEGINNING FUND BALANCE</b>		
Beginning Balance	640,781	621,348
Prior Year Adjustments		
Adjusted Beginning Balance	\$ 640,781	\$ 621,348
<b>ENDING FUND BALANCE</b>	\$ 621,348	\$ 621,348

**Self-Insurance Fund 61**

The Self-Insurance Fund was established from excess equity from the District's membership in the Northern California Community Colleges Self-Insurance Authority JPA. Its purpose is to pay for potential property and indemnity claims not covered by the JPA.

**PROPOSED BUDGET  
FISCAL YEAR 2012-13**

<b>REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE</b>	<b>Adopted Budget 2011-12</b>	<b>Proposed Budget 2012-13</b>
<b>REVENUES:</b>		
Federal Sources	\$ -	\$ -
State Sources	-	-
Local Sources	5,000	-
	<hr/>	<hr/>
Total Revenue	\$ 5,000	\$ -
<b>EXPENDITURES:</b>		
Academic Salaries		
Other Staff Salaries	-	-
Employee Benefits	-	-
Supplies & Materials	-	-
Services & Other Operating	-	-
Capital Outlay	-	-
	<hr/>	<hr/>
Total Expenditures	\$ -	\$ -
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<b>OTHER FINANCING SOURCES (USES)</b>		
Other Sources		
Other Uses	-	-
	<hr/>	<hr/>
Total Other Sources (Uses)	\$ -	\$ -
<b>FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		
Beginning Balance	878,089	883,089
Prior Year Adjustments		
	<hr/>	<hr/>
Adjusted Beginning Balance	\$ 878,089	\$ 883,089
<b>ENDING FUND BALANCE</b>	<b>\$ 883,089</b>	<b>\$ 883,089</b>

**Financial Aid Fund 74**

Financial Aid funds are intended to help students pay educational expenses including tuition and fees, books and supplies, etc. for education and are comprised of federal and state sources and available amounts are primarily driven by the number of FAFSA (Free Application for Federal Student Aid) applications submitted by students and processed by the college.

**PROPOSED BUDGET  
FISCAL YEAR 2012-13**

<b>REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE</b>	<b>Projected 2011-12</b>	<b>Proposed Budget 2012-13</b>
<b>REVENUES:</b>		
Federal Sources	14,472,083	14,472,083
State Sources	503,000	503,000
Local Sources	-	-
	<hr/>	<hr/>
Total Revenue	\$ 14,975,083	\$ 14,975,083
<b>EXPENDITURES:</b>		
PELL	10,500,000	10,500,000
FSEOG	172,083	172,083
ACG	-	0
Direct Loans	3,800,000	3,800,000
Cal Grants	503,000	503,000
	<hr/>	<hr/>
Total Expenditures	\$ 14,975,083	\$ 14,975,083
<b>EXCESS REVENUES (EXPENDITURES)</b>	\$ -	\$ -
<b>OTHER FINANCING SOURCES (USES)</b>		
Other Sources		
Other Uses	-	
	<hr/>	
Total Other Sources (Uses)	\$ -	\$ -
<b>FUND BALANCE INCREASE (DECREASE)</b>	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>		
Beginning Balance	-	-
Prior Year Adjustments		
	<hr/>	<hr/>
Adjusted Beginning Balance	\$ -	\$ -
<b>ENDING FUND BALANCE</b>	<hr/> <hr/>	<hr/> <hr/>





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

**TO: Members of the Governing Board**

**SUBJECT: TERMINATION OF CONTRACT BETWEEN SOLANO COLLEGE AND THE SOLANO COLLEGE THEATER ASSOCIATION**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

Due to a lack of funding it is necessary for the District to eliminate the approximate \$750,000 annual investment into the Solano College Theater Association (SCTA) that runs our theater productions. While this arrangement has been in place for many years and SCTA, a separate non-profit foundation, has produced terrific performances for the College and the community, the continued revenue reductions from the State show that the college's resources are not sufficient to continue to subsidize the College Theater Association at that level. Instead, the College will allocate \$150,000 to run the theater for the coming year refocusing the program to be a faculty run program with opportunities for students to engage in hand-on-experience in stagecraft, costume designs, and other aspects of theater arts. Our new approach will allow greater faculty and student participation and encourage partnerships with dance, music, theatre, poetry, choir, marketing and other disciplines within the College.

This agenda item directs the Superintendent-President and/or his designee to serve notice of said termination to the SCTA in accordance with the Theater Arts Production Services Agreement between District and SCTA.

<i>Government Code</i>	<i>Board Policy</i>	<i>Estimated Fiscal Impact</i>	<i>\$Estimated net expenditure reduction \$600,000</i>
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**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

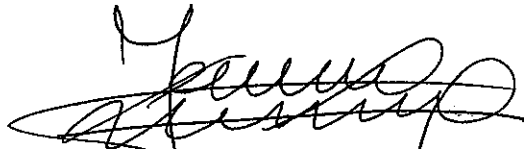
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**ORGANIZATION**

June 8, 2012

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**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

  
 \_\_\_\_\_  
**JOWEL C. LAGUERRE, Ph.D.**  
 Superintendent-President

June 8, 2012  
 \_\_\_\_\_  
**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 11. (a)  
MEETING DATE June 20, 2012

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: SOLANO COMMUNITY COLLEGE EDUCATIONAL  
FOUNDATION EXECUTIVE DIRECTOR JOB  
DESCRIPTION

REQUESTED ACTION: APPROVAL

SUMMARY:

The Solano Community College Educational Foundation Executive Director position is being presented to the Governing Board for approval. This new position will replace the current Executive Director, Institutional Advancement. Placement on the Administrative Leadership Salary Schedule will remain the same, and Board Policy 4800 will be updated to reflect the revision.

Approval is requested at this time.

*Government Code: Board Policy: Estimated Fiscal Impact: No fiscal impact*  
*Internal Revenue Code Section 501 (c) (3)*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Charo L. Albarran, MPA  
Human Resources Manager

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7000, x-4530

TELEPHONE NUMBER

Administration  
ORGANIZATION

June 8, 2012

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

June 8, 2012

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT  
CLASS SPECIFICATIONS**

**CLASS TITLE: EXECUTIVE DIRECTOR, Solano College Education Foundation  
(Classified Manager)**

**BASIC FUNCTION**

Under the supervision of the Superintendent/President and the direction of the Solano Education Foundation Board of Directors, the Executive Director oversees the Solano College Education Foundation. The Executive Director's primary responsibility is to manage the fund development and fundraising processes; the secondary responsibility is the management of the Foundation's accounts and grant making.

**DISTINGUISHING CHARACTERISTICS**

- The Executive Director is a person with extensive fund development experience.
- This is an individual who can lead, recruit, and fundraise. An individual who can develop and manage a team of staff and volunteer leaders whose purpose is to create the awareness and involvement required to meet the Foundation's fundraising goals.
- The Executive Director is responsible for managing the Foundation's fundraising campaigns and initiatives, and grant making programs.

**REPRESENTATIVE DUTIES**

Responsibilities include:

1. Use appropriate resources, and work with the College President and Foundation Board of Directors, to develop an agreed upon plan for generating revenue within 90 days of hire.
2. Identify, cultivate, solicit, and steward gifts from current and prospective donors with an emphasis on major donors and funders.
3. Work with the College President, College CFO, and Foundation Board to reach agreement on annual fundraising plans, goals, and milestones.
4. Work with the College President and Chair of the Foundation Board to secure the resources required to develop and sustain fund development, fundraising, and educational partnership development activities that benefit the College.
5. Work with the College President, Chair of the Foundation Board, and key community stakeholders to develop a sustainable loaned executive program. Identify and solicit corporations, foundations, non-profits, and businesses that can consistently contribute personnel and resources.
6. Identify and cultivate businesses, foundations and corporations which could benefit from creating an educational partnership with the College.
7. Work in partnership with the Chair of the Foundation Board to create a volunteer development plan that facilitates the management, coordination, and implementation of

- all fundraising plans and community programs.
8. Oversee the development of marketing materials that promote giving to the Foundation.
  9. Work with the Board chair and finance committee to prepare and monitor a budget that will fully support the implementation of the Foundation's fundraising activities. Present budget to Board Development Committee for their review, approval, and presentation to the full board for final approval.
  10. Develop recommended fundraising and gift acceptance policies. With the Board Chair, present these to the development committee of the Foundation Board for their review, approval, and submission to the full board.
  11. Facilitate a minimum of three in-person visits, and a minimum of 100 cultivation and/or solicitation calls each per week by the College President, Board Chair, and other fundraising volunteers.
  12. Develop benefit packages that correspond to different levels of giving.
  13. Work with the Awareness and Marketing Committee of the Board to develop and implement an awareness and public communication program that will inform, motivate, and encourage giving across all segments of the college community i.e., alumnae, retirees, families, and friends of students and faculty.
  14. Work with the Awareness and Marketing Committee to manage contents, theme, and production of fundraising marketing materials including case for support, leadership handbook, solicitation kits, and other items.
  15. Report fundraising progress to the Foundation Board and College President on a quarterly basis.
  16. Manage the Foundation's staff.
  17. Provide orientation and training for staff and volunteers who will engage in fundraising to benefit the College.
  18. Support and guide the President, Board Members, and fundraising volunteers who serve as the face and voice of the Foundation.
  19. Serve as a liaison between the District, the Foundation, and individuals, groups, businesses, and corporations in and/or connected with the Solano County community as it relates to fundraising.
  20. Work with the Foundation Board, to provide leadership in revenue-generating entrepreneurial activities appropriate for the Foundation.
  21. Perform other duties as assigned or agreed upon.
  22. Communicate effectively orally, and in writing.
  23. Establish and maintain cooperative working relationships with those contacted in the performance of duties.

**Fundraising Goal: Amount to be determined annually in support of five year target of \$3 million.**

#### **KNOWLEDGE AND ABILITIES**

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

2. Fundraising and fund development, including development and implementation of -- annual fundraising, capital campaigns, endowments, and, ideally, planned giving programs. Includes proposal writing and in-person solicitation of major gifts.
3. Legal requirements for 501(c)(3) organizations.
4. Changes in state and federal laws that affect fundraising and fund development.
5. Current practices in public relations, marketing, and communication.
6. Supervisory/administrative principles and practices.
7. Current technologies and associated office software such as word processing, spreadsheet, presentation, and donor management software.
8. Correct usage of English, grammar, spelling, punctuation, and vocabulary.
9. Adherence to the Shared Governance process as it relates to fundraising.

## **EDUCATION AND EXPERIENCE**

### Minimum Qualifications:

1. A Bachelor's degree or equivalent.
2. Five to ten years fundraising experience.
3. Non-profit or private sector management experience including supervising staff, budget, and accounting procedures.
4. Demonstrated initiative and creativity in growing and managing college fundraising programs.

### Preferred Qualifications:

1. Graduate degree in business or marketing.
2. Experience as a foundation executive with responsibilities for both fundraising and grant making.
3. Strong relationships with stakeholders in Solano County and the region.
4. Experience in higher education management.
5. Experience working in a community college.
6. Certified Fundraising Executive (CFRE) credential.

AGENDA ITEM 11. (b)  
MEETING DATE June 20, 2012

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: NEW JOB DESCRIPTION – CLASSIFIED MANAGEMENT/  
CONFIDENTIAL – HUMAN RESOURCES GENERALIST

REQUESTED ACTION: INFORMATION/APPROVAL

SUMMARY:

As a result of a District-initiated reclassification, the District is proposing the attached Human Resources Generalist position to replace the current Human Resources Specialist position in the Administration Leadership Group, Range 33. Board Policy 4800 will be updated to reflect the revision.

Approval is requested at this time.

Government Code: N/A Board Policy: 4800 Estimated Fiscal Impact: \$8,000

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

Charo L. Albarran, MPA  
Human Resources Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7000, x-4530

**TELEPHONE NUMBER**

Administration

**ORGANIZATION**

June 8, 2012

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

June 8, 2012

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## SOLANO COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: HUMAN RESOURCES GENERALIST**

**BASIC FUNCTION:** Under general supervision of the Director of Human Resources, the incumbent performs professional Human Resources generalist work and analyses in support of the District's academic and classified Human Resources functions; and other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** Incumbents serving in positions assigned to this class have, in the regular course of duties, access to, and may possess information relating to, the employer's employer/employee relations.

The Human Resources Generalist is the intermediate level classification among the Human Resources Division support staff series. Positions allocated to this class experience extensive contact with the public and staff. Performance of duties requires a working knowledge of district policies, rules, regulations, collective bargaining contract provisions, the organizational structure, and the ability to maintain confidentiality.

Human Resources Generalist performs at the advanced working level class in the series and is expected to be able to perform varied and complex assignments independently and without detailed guidance or instructions. This class is distinguished from the next lower level class of Human Resources Specialist in that the latter works with the guidance of professional staff to perform routine para-professional level tasks within a well-defined and limited scope of responsibility, with accountability for performing complex as well as routine tasks.

Incumbents in this position contribute to institutional effectiveness, and support student success by serving as the Human Resources main point of contact for classified, adjunct and full-time faculty, and/or executive/administrative employment. In addition, incumbents in this position assist other Human Resources Department staff with various job duties that provide support to the campus.

### **REPRESENTATIVE DUTIES:**

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

Perform a variety of complex duties related to the compensation and record maintenance of District personnel, assure compliance with county, state and federal regulations and guidelines concerning Human Resources administration.

Ensure selected candidates meet the minimum requirements and/or comply with the equivalency process requirements established by the District, or by State law.

Initiate and maintain record of adjunct faculty eligible for employment.



Establish employment calendar annually for employees working less than twelve months per year, maintain related documentation and distribute to appropriate departments.

Coordinate work assignments maintaining the District's student and Short Term Temporary Substitute Employee hiring and tracking process.

Perform a variety of complex duties preparing and processing a variety of confidential information including but not limited to salary analysis, upward mobility and reclassifications, along with other legal and compliance issues.

Calculate employee salary placements, enter information in to District software system and provide related documentation to the employee and appropriate departments.

Maintain and process employee salary information in to integrated software system and provide related documentation to the employee and appropriate departments.

Coordinate evaluation processes for employees.

Coordinate Workers' Compensation services for employees, prepare documents, reports, arrange for treatment, serve as a liaison between employee, district and broker/carrier.

Provide and track appropriate documentation regarding Family Medical Leave in accordance with county, state and federal regulations and guidelines.

Assist in the preparation of materials for, and participate in, various training workshops.

Develop and implement systems to ensure responsibilities are completed by deadlines and verify accuracy.

Assist in the preparation of reports as required including retrieving, compiling and organizing information and data in the absence of the Human Resources Technician.

Utilize the District's integrated software in performing the required duties of the position.

Assist in the day-to-day activities of the office to assure efficient and effective office operations.

Respond to requests for information from staff and the general public regarding District policies and procedures.

Operate a variety of office equipment such as a computer, calculator, copy machine and scanning devices.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Any combination equivalent to: graduation from high school or its equivalent. AA degree preferred, including or supplemented by Human Resources, psychology and/or computer assisted office management courses.

**EXPERIENCE:** AND three years of progressively responsible technical and clerical experience involving the implementation of processes; preferably including community college, school district, or other educational agency; and/or experience in a Human Resources Department. (Education beyond an AA may be substituted for up to two years of related experience, on a year-for-year basis.)

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in working with various employee groups of the College.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal and telephone skills usage tact, patience, courtesy and etiquette.

Computer software (word processing, spreadsheet, database)

**ABILITY TO:**

Perform a variety of clerical duties related to the day-to-day functioning of the department.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Be organized and thorough in assigned tasks.

Prepare reports by gathering and organizing data from a variety of sources.

Work confidentially with discretion.

Work efficiently with many interruptions.

Operate a variety of office equipment such as computer terminals, calculators, copiers and scanning devices.

Make arithmetic calculations quickly and accurately.

Plan and organize work.

CLA/zg:6/14/12

Board approved: \_\_\_\_\_

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

**TO: Members of the Governing Board**

**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN  
SOLANO COMMUNITY COLLEGE (SCC) AND  
VACAVILLE HOMESTAY PROGRAM (VHP)**

**REQUESTED ACTION: INFORMATION/ACTION**

**SUMMARY:**

In order to attract more international students to the College and to meet the needs of the community, the Administration is proposing to establish a formal and mutually beneficial relationship with the Vacaville Homestay Program (VHP). This program brings to Solano County students and professionals primarily from Asian countries. They stay with families in the area. The College is entering into an agreement with the Vacaville program to be able to host the students on campus and familiarize them with the College.

*Government Code: N/A      Board Policy: 3220      Estimated Fiscal Impact: N/A*

- APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

**SUPERINTENDENT'S RECOMMENDATION:**

Shemila R. Johnson  
Student Recruitment and Marketing Coordinator  
**PRESENTER'S NAME**

---

400 Suisun Valley Road  
Fairfield, CA 94534  
**ADDRESS**

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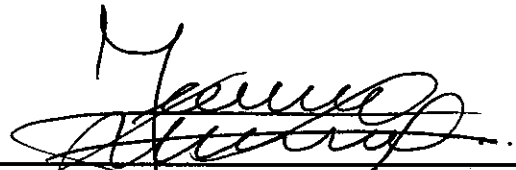
707-864-4693  
**TELEPHONE NUMBER**

---

Student Recruitment and Marketing  
**ORGANIZATION**

---

June 8, 2012  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

June 8, 2012  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

# Memorandum of Understanding

This is a Subcontracting Agreement

between

**Solano Community College (SCC)**

and

**Vacaville Homestay Program (VHP)**

---

## **I. Purpose and Scope**

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to recruitment, outreach and providing housing options for incoming international students.

The Solano International Education Program (SIEP) is intended to provide students from all over the world with the opportunity to learn about, apply, and be admitted to Solano Community College to study higher education in the United States. To support this goal, SCC and VHP will conduct SIEP outreach to prospective students as described in their respective Scopes of Work.

The Vacaville Homestay Program, California provides a safe, comfortable, reliable housing option to incoming international students. It is VHP's goal to offer students exceptional, pre-screened housing accommodations, including the best homestay rates in Northern California. Living in a full-time English-speaking household is immensely beneficial for an international student, and increases their English proficiency within a very short period of time. The homestay environment will enhance the students' experience and support his or her College success.

Both SCC and VHP should ensure that program activities are conducted in compliance with all applicable Governing Board and VHP rules, and regulations.

## **II. MOU Term**

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences July 1, 2012 and terminates June 30, 2017.

### **III. Solano Community College Responsibilities**

SCC shall undertake the following activities during the duration of the MOU term:

1. Ensure outreach efforts will include VHP information in all SIEP marketing materials with respect to housing information provided.
2. SCC will not contract with any competing Homestay organization during the partnership agreement timeframe.
3. SCC will provide VHP with a significant discount of fifty (50) to seventy-five (75) percent off of College facility rental rates when VHP is hosting potential international students at the College; in exchange for VHP placing SCC international students with homestay families at no cost to the college district.
4. SCC and VHP will meet once per semester: during the fall semester in November and during the spring semester in May to discuss the partnership and student experiences with VHP host families.
5. SCC will market VHP on their website ([www.solano.edu](http://www.solano.edu)) and agrees to distribute any VHP marketing materials when travelling internationally to recruit international students.

### **IV. Vacaville Homestay Program Responsibilities**

VHP shall undertake the following activities during the duration of the MOU term:

1. VHP will not promote/market any competing community college to prospective international students.
2. VHP will market SCC on their website ([www.vacavillehomestay.com](http://www.vacavillehomestay.com)) and agrees to distribute any SCC marketing materials when travelling internationally to its partners where prospective students will be.
3. VHP will not charge SCC a placement fee to pair SCC's international students with homestay families within VHP's network; in exchange for VHP receiving fifty (50) to seventy-five (75) percent discount on College facility rental rates when VHP is hosting potential international students.
4. VHP agrees to communicate within 24-hours with SCC and prospective students when a homestay inquiry is made via email or by phone.
5. VHP will give SCC unlimited access to interact with and recruit potential international students to SCC (and Sonoma State University through SCC &

SSU's partnership) when VHP is hosting international groups throughout the year.

**1. Special Terms and Conditions**

SCC and VHP shall follow all relevant and applicable MOU terms. These may include, but are not limited to:

- Travel and Per Diem Reimbursement – unless otherwise specified, SCC and VHP will be responsible for their own travel and per diem expenses related to international student recruitment.
- Marketing Materials Mailing Cost – as it relates to international mailing of brochures and other materials, each party will pay for the cost of mailing their own marketing materials to recruitment events and the like.

**V. Modification and Termination**

1. This agreement may be cancelled or terminated without cause by either party by giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
2. Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

**VI. Effective Date and Signature**

This MOU shall be effective upon the signature of Solano Community College and Vacaville Homestay Program authorized officials. It shall be in force from July 1, 2012 to June 30, 2017. SCC and VHP indicate agreement with this MOU by their signatures.

Signatures and dates

_____ Jowel C. Laguerre, Ph.D.	_____ Jim Eubanks
_____ Date	_____ Date

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: FIRST READING – CAREER TECHNICAL EDUCATION  
(CTE) ARTICULATED CREDIT BY EXAM POLICY NO.  
6050 - REVISED

REQUESTED ACTION: INFORMATION

SUMMARY:

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

Revised Policy No. 6050, Career Technical Education (CTE) Articulated Credit by Exam, has been reviewed by the Superintendent-President's Cabinet and properly vetted through the Shared Governance Council.

The revised procedures are submitted for informational purposes only.

This item will return for approval at the July 18, 2012, Board meeting.

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

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

J. Arturo Reyes, Executive Vice President  
Academic and Student Affairs

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707 864-7102

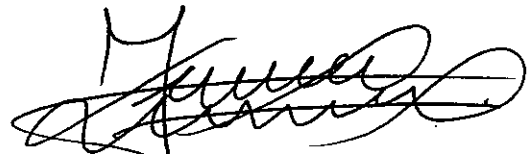
TELEPHONE NUMBER

Academic and Student Services

ORGANIZATION

June 8, 2012

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

June 8, 2012

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT

CAREER TECHNICAL EDUCATION (CTE) ARTICULATED CREDIT BY EXAM  
~~TECH PREP ARTICULATION CREDIT BY EXAM~~

6050

**POLICY:**

Solano Community College will grant credit, *and record a letter grade*, to *for* a student completing *who completes* an approved high school *Career Technical Education (CTE)* articulated course *with an "A" or "B" grade* and who satisfactorily passes an *approved comprehensive* examination with a grade of "C" or better, ~~which is approved or conducted by proper authorities of the college.~~ Such credit will be granted under the following conditions:

- ~~A. The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course and the faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. Solano Community College faculty will consult with high school faculty and set explicit criteria for the examination.~~
- ~~B. The student must initiate the credit granting process by enrolling at Solano Community College, completing at least one Solano Community College course, and submitting the Tech Prep Articulated Credit Request form to the Admissions and Records Office.~~
- ~~C. The transcript will be annotated with the name of the course and a statement indicating that the credit earned was through Credit by Examination.~~

~~Modifications to standard credit by exam process for Tech Prep credit by exam students includes:~~

- ~~A. Waiver of customary 12-unit requirement prior to taking exam.~~
- ~~B. Waiver of customary fee for credit by exam.~~

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 55753 and 55753.5

BP 6050

**ADOPTED:**

December 5, 2007

**REVISED:**

XXXXXXXXXX



SOLANO COMMUNITY COLLEGE DISTRICT

CAREER TECHNICAL EDUCATION (CTE) ARTICULATED CREDIT BY EXAM  
~~TECH PREP ARTICULATION CREDIT BY EXAM~~

6050

**PROCEDURES:** ~~Such credit will be granted under the following conditions:~~

The nature and content of the examination shall be determined solely by faculty in the *CTE* discipline that normally teaches the course. ~~and~~ The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. Solano Community College faculty will consult with high school faculty and set explicit criteria for the examination.

The student must initiate the credit-granting process by ~~enrolling at~~ *applying to* Solano Community College *and submitting the CTE Articulated Credit Request Form (including any required attachments)* ~~completing at least one to the~~ Solano Community College course, ~~and submitting the Tech Prep Articulated Credit Request form to the Admissions and Records Office.~~ *The request must be submitted within two years of completion of the articulated course.*

~~The transcript will be annotated with the name of the course and a statement indicating that the credit earned was through Credit by Examination.~~

Modifications to *the* standard Credit by Exam process for Tech Prep *policy through CTE Articulated Credit by Exam* students *include:*

1. Waiver of customary 12-unit requirement prior to taking exam.
2. Waiver of customary fee for credit by exam.
3. Assignment of a letter grade for the course.

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 55753 and 55753.5

BProc 6050

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** FIRST READING – SMOKING ON CAMPUS POLICY NO.  
(TO BE DETERMINED) - NEW  
**REQUESTED ACTION:** INFORMATION

**SUMMARY:**

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

New Policy No. TBD, Smoking on Campus, has been reviewed by the Superintendent-President's Cabinet and properly vetted through the Shared Governance Council.

The new procedures are submitted for informational purposes only.

This item will return for approval at the July 18, 2012, Board meeting.

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

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

J. Arturo Reyes, Executive Vice President  
Academic and Student Affairs

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707 864-7102

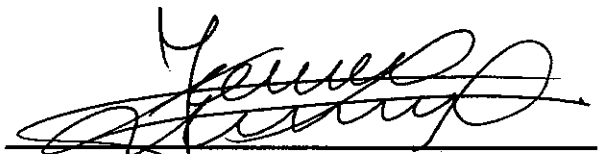
TELEPHONE NUMBER

Academic and Student Services

ORGANIZATION

June 8, 2012

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

June 8, 2012

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT**

**SMOKING ON CAMPUS**

Number to be determined

**POLICY:** *The Solano Community College District is committed to providing a safe and healthy environment for its students, employees, and visitors. Because it has been determined that the use of tobacco and exposure to secondhand smoke pose significant health hazards, the District is hereby establishing a tobacco free policy on all District property. This policy is effective as of the first day of the month following Board approval.*

**REFERENCES/**

**AUTHORITY:** California Government Code, Section 7597.1  
California Education Code, Section 76031, 76033(e), 7233  
California Bill AB 795

BP XXXX

ADOPTED: xxxxxxxxxxxxxxx

## SOLANO COMMUNITY COLLEGE DISTRICT

### SMOKING ON CAMPUS

Number to be determined

#### PROCEDURE:

*To enforce smoking and tobacco control regulations and procedures, the Superintendent-President or his/her designee hereby authorizes:*

#### *Smoking on Campus Procedures Amendment for the implementation year*

1. *There will be a one year transition period to assist those who smoke to a Tobacco Free Campus.*
2. *During year one smoking will be allowed at designated areas only. In these areas, urns will be provided as a place to leave cigarettes.*

#### *Smoking on Campus Procedures*

3. *Tobacco use will be prohibited on all District-owned property. Use of tobacco products include smoking of cigarettes, pipes, cigars, or other tobacco products, and the use of smokeless tobacco products including chewing tobacco and snuff.*
4. *Tobacco use is prohibited in all District-owned vehicles.*
5. *No cigarette urns will be placed on District property (except as noted above).*
6. *Tobacco products will not be sold on District property.*
7. *Communication of the Smoking on Campus Policy shall be publicized in the following ways:*
  - a. *Notification of the Tobacco Free environment shall be published on a continual basis in the College Catalog, Class Schedules, College Web site, and communication monitors.*
  - b. *"Welcome to Solano Community College: We are a Tobacco Free Campus" signs will be posted at major campus and Center entrances.*
8. *The District Student Health Center will support and assist efforts to stop smoking by providing literature and two cessation programs each semester, including one at each Center. Also, it will provide referrals to the Solano County's community cessation programs available in Fairfield, Vacaville, Vallejo, and TAFB.*
9. *The Smoking on Campus Policy is the shared responsibility of every student, faculty member, staff person, administrator, and visitor. SCC will follow discipline procedures for those reported to be violators.*
10. *The Solano Community College Police Department shall, as needed, provide support for the enforcement of this policy.*

REVIEWED: xxxxxxxxx

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** FIRST READING – SOLANO COMMUNITY COLLEGE  
CODE OF ETHICS  
**REQUESTED ACTION:** INFORMATION

**SUMMARY:**

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

New Policy No. TBD, Code of Ethics, has been reviewed by the Superintendent-President's Cabinet and properly vetted through the Shared Governance Council.

The new procedures are submitted for informational purposes only.

This item will return for approval at the July 18, 2012, Board meeting.

<i>Government Code:</i>	<i>Board Policy: TBD Series</i>	<i>Estimated Fiscal Impact: \$ N/A</i>
<b>SUPERINTENDENT'S RECOMMENDATION:</b>		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
J. Arturo Reyes, Executive Vice President Academic and Student Affairs		 _____ <b>JOWEL C. LAGUERRE, Ph.D.</b> Superintendent-President
<b>PRESENTER'S NAME</b>		
4000 Suisun Valley Road Fairfield, CA 94534		
<b>ADDRESS</b>		
707 864-7102		
<b>TELEPHONE NUMBER</b>		
Academic and Student Services		June 8, 2012
<b>ORGANIZATION</b>		<b>DATE APPROVED BY</b>
June 8, 2012		<b>SUPERINTENDENT-PRESIDENT</b>
<b>DATE SUBMITTED TO</b>		
<b>SUPERINTENDENT-PRESIDENT</b>		

## SOLANO COMMUNITY COLLEGE DISTRICT

### SOLANO COMMUNITY COLLEGE CODE OF ETHICS

Policy Number to be Determined

#### **POLICY:**

*Solano Community College prepares a diverse student population to participate successfully in today's local and global communities. To accomplish this, we are committed to sustaining a positive, healthy, and respectful environment. The Code of Ethics serves to articulate values, characteristics, and expectations that everyone is expected to embody and promote. They include:*

#### *Integrity*

- *Consistently act with honesty; avoid actual and perceived conflicts of interest between personal and professional relationships; respect differences of opinion; resolve conflicts in a professional ethical manner.*

#### *Accountability*

- *Be responsible for decisions and actions. Exercise good stewardship of human and material resources. Model desired outcomes, participate, and be solution focused.*
- *Comply with the federal, state and local regulations; policies and procedures, inclusive of those of Solano Community College, and Governing Board of Trustees. Meet deadlines, attend meetings, complete reports, and maintain working knowledge of current regulations, policies, and procedures.*

#### *Professional Standards of Conduct*

- *Civility. Refrain from inappropriate language (no profanity) and unprofessional behavior. Be mindful of the tone used, personal space, touch and communication through body language.*
- *Confidentiality. Refrain from disclosing information acquired in the course of one's work, whether directly or indirectly, unless bound by law.*

- *Appropriate Use of Social Media. Refrain from accepting personal social network invitations; use approved professional and Solano Community College social network resources. Adhere to professional standards when using social media.*
- *Inclusiveness. Treat everyone with dignity; respect the opinions, values, and traditions of others; and create a strength-based environment. Be approachable and open to constructive feedback.*
- *Excellence. Work productively, efficiently, and collaboratively while being consistently focused on solutions. Set high attainable expectations.*
- *Student Awareness. Increase awareness of how one's actions (or inactions) impact current and future students.*

#### *Knowledge, Skills and Abilities*

- *Increase KSAs. Consistently broaden knowledge, skills, and one's abilities to effectively serve current populations. Consider future trends. Participate in training and conferences and implement best practices.*
- *Be collaborate. Capitalize on existing resources; share resources and ideas; match skill set to demands; focus on solutions.*
- *Actively listen. Validly understand a person's intention based on what they feel and say. Refrain from making assumptions based on non-verbal communication. Ask insightful questions to clarify a situation or problem. Be an active listener.*

**REFERENCES/  
AUTHORITY:**

Accreditation Standard III.A.1.d

BP XXXX

ADOPTED:

XXXXXXXXXXXXXX

UNAPPROVED



AGENDA ITEM 12. (d)  
MEETING DATE June 20, 2012

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: NEO GOV APPLICANT TRACKING SYSTEM CONTRACT  
REQUESTED ACTION: INFORMATION

SUMMARY:

Charo Albarran, Human Resources Manager, will present to the Governing Board the capabilities of NeoGov, an automated applicant tracking system. In comparison to other systems that have been vetted, NeoGov offers much more in functionality and reporting capabilities, and its implementation time is reduced by one month. It is a Web-based system that does not require any additional staffing or annual costs for system upgrades, and additional training hours are included in the service. The system has over 90 reports already built in as well as an ad hoc reporting feature that can be created without paying an additional fee.

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

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Charo L. Albarran, MPA  
Human Resources Manager

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

(707) 864-7000, x-4530

TELEPHONE NUMBER

Administration

ORGANIZATION

June 8,, 2012

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

June 8,, 2012  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT