

SOLANO COMMUNITY COLLEGE DISTRICT
 GOVERNING BOARD AGENDA ITEM

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

EMPLOYMENT 2012-2013

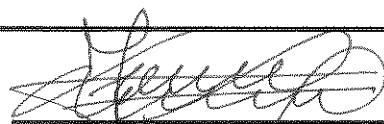
Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Eugene Buban	Web Master/Accreditation	10/1/12 – 10/31/12	\$ 23.93 hour
Diane Crosley-Mayers	Office Assistant Counseling/Special Services	10/18/12 – 6/30/13	\$ 9.60 hour
Craig Scharfen	Theater Technician	10/18/12 – 06/30/13	\$ 12.00 hour
Brenda Arnold	Office Assistant Financial Aid	10/8/12 – 06/30/13	\$ 9.60 hour

Professional Experts (Funded through Foster & Kinship Care Grant)

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Greg Begin	Foster & Kinship Care Education	11/13/12	\$ 250.00
Greg Begin	Foster & Kinship Care Education	1/8/13	\$ 250.00
Sherry Currie-Proctor	Foster & Kinship Care Education	11/8/12 – 11/27/12	\$ 540.00
Sherry Currie-Proctor	Foster & Kinship Care Education	1/17/13 – 1/31/13	\$ 720.00
Jacqueline Jones	Foster & Kinship Care Education	11/16/2012	\$ 180.00
Jacqueline Jones	Foster & Kinship Care Education	1/18/13 – 1/30/13	\$ 360.00
Kerry Pilley	Foster & Kinship Care Education	11/16/2012	\$ 180.00
Kerry Pilley	Foster & Kinship Care Education	1/15/13 – 1/30/13	\$ 540.00
Delphine Turley	Foster & Kinship Care Education	11/1/12 – 11/28/12	\$ 1,260.00
Delphine Turley	Foster & Kinship Care Education	12/4/12 – 12/19/12	\$ 720.00
Delphine Turley	Foster & Kinship Care Education	1/9/13 – 1/31/13	\$ 1,260.00
Noel Vargas	Foster & Kinship Care Education	11/5/12 – 11/14/12	\$ 540.00
Noel Vargas	Foster & Kinship Care Education	1/17/13 – 1/31/13	\$ 540.00
Tyffany Wanberg	Foster & Kinship Care Education	11/5/12 – 11/18/12	\$1,440.00
Tyffany Wanberg	Foster & Kinship Care Education	12/5/12- 12/19/12	\$1,080.00
Tyffany Wanberg	Foster & Kinship Care Education	1/9/13 – 1/31/13	\$1,800.00

Charo Albarrán
 Interim Director, Human Resources


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

October 5, 2012
 Date Submitted

October 5, 2012
 Date Submitted

Independent Contractor

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Larry Rives	Investigative Services	10/1/12 – 10/1/13	\$ 70.00 hour

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Adriana Hoffmann	Accountant, Finance & Administration	10/10/2012

GRATUITOUS SERVICE

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
School of Career Tech Ed & Bus	Martha A. Arenal	EMT Assist
School of Career Tech Ed & Bus	Christian Geromimo	EMT Assist
School of Career Tech Ed & Bus	Alejandra Guzman-Parra	EMT Assist
School of Career Tech Ed & Bus	James Holliday	EMT Assist
School of Career Tech Ed & Bus	Nina Silva	EMT Assist
Counseling & Special Services	Luning Ning Sole Campos de Jesus	Counseling/DSP
Counseling & Special Services	Linda Johnson-Jones	Counseling/DSP
Counseling & Special Services	Becca Noe	Counseling/DSP
Counseling & Special Services	Tessara Reed	Counseling/DSP
Counseling & Special Services	Kayla Scott	Counseling/DSP
School of Human Per. & Develop.	Carlos Diaz	Athletics
School of Liberal Arts	Melody R. Nix	Art
School of Liberal Arts	Monigus Rutherford	Art

APPROVAL OF ASSIGNMENT CHANGE

The Governing Board at its meeting on July 18, 2012, approved the on call assignments as needed for Fire Science Academy – Assistant Fire Instructor. A resolution to a grievance filed by the SCFA has rendered a decision that those individuals listed on the July 18, 2012, Governing Board Agenda shall have their Assignment title changed from Assistant Fire Instructor to *Fire Science Academy – Journey Level Assistant*.

**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:

9/4/2012	Vendor Payment	11041806-11041864	\$135,262.08
9/4/2012	Vendor Payment	11041865-11041873	\$368,581.31
9/7/2012	Vendor Payment	11041874-11041997	\$18,185.86
9/19/2012	Vendor Payment	11041998-11042078	\$208,498.38
9/19/2012	Vendor Payment	11042079-11042082	\$209,898.51
9/21/2012	Vendor Payment	11042083-11042179	\$26,515.66
9/21/2012	Vendor Payment	11042180-11042252	\$352,626.38
9/21/2012	Vendor Payment	11042253-11042260	\$72,276.69
9/21/2012	Vendor Payment	11042261-11042261	\$1,578.42
			\$1,393,423.29

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

<i>Government Code:</i>	<i>Board Policy 3240</i>	<i>Estimated Fiscal Impact</i>	<u>\$1,393,423.29</u>
<i>ECS 70902 & 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

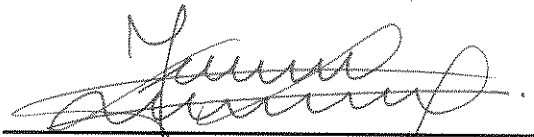
TELEPHONE NUMBER

Finance and Administration

ORGANIZATION

October 5, 2012

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

October 5, 2012

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

**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

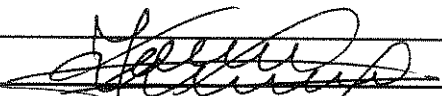
**Contract Ed/Workforce & Economic Development
Deborah Mann, Responsible Manager**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jason McKnight	Provide special educational services including an Emergency Medical Technician Basic Training (EMT-B) for TAFB firefighters.	October 18, 2012- November 30, 2012	Not to exceed \$7,215.00
Sandy Jones	Provide Microsoft Excel training for up to 15 employees, per negotiated contract with Cole Professional Cleaning Supplies.	October 18, 2012- October 31, 2012	Not to exceed \$525

**Foster and Kinship Care Education Grant
Christie Speck, Responsible Manager**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Cheryl Garnick	Provide all class materials, equipment, certification cards and assistance for ten participants at \$70/per person.	November 17, 2012	Not to exceed \$700

Yulian I. Ligioso
 Vice President, Finance and Administration


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

October 5, 2012
 Date Submitted

October 5, 2012
 Date Approved

PERSONAL SERVICES AGREEMENTS (continued)

**Foster and Kinship Care Education Grant
Christie Speck, Responsible Manager**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Cheryl Garnick	Provide all class materials, equipment, certification cards and assistance for ten participants at \$70/per person.	February 16, 2013	Not to exceed \$700
Cheryl Garnick	Provide all class materials, equipment, certification cards and assistance for ten participants at \$70/per person.	March 16, 2013- March 17, 2013	Not to exceed \$1,400
Cheryl Garnick	Provide all class materials, equipment, certification cards and assistance for ten participants at \$70/per person.	May 18, 2013	Not to exceed \$700

**School of Liberal Arts
Jeff Lamb, Responsible Manager**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Craig Scharfen	Serve as lighting tech for <i>Of Mice and Men</i> and <i>Three Musketeers</i>	October 18, 2012- June 30, 2012	Not to exceed \$900

**School of Career Technical Education
Máire Morinec, Responsible Manager**

David Kail	Serve as integral partner and conduct project deliverables for Industrial Maintenance Programs.	October 4, 2012- January 18, 2013	Not to exceed \$3,526
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PERSONAL SERVICES AGREEMENTS (continued)

**Finance and Administration
Yulian I. Ligioso, Responsible Manager**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Edward T. Goldberg	Serve as interim campus Police Chief.	August 31, 2012- March 30, 2012	Not to exceed \$39,000

**Finance and Administration
Edward T. Goldberg, Responsible Manager**

Lisa A. Murphy	Conduct an audit of the campus police department training program and develop a plan to ensure training is in compliance with POST standards.	September 24, 2012 - December 30, 2012	Not to exceed \$6,000
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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND COLE
PROFESSIONAL CLEANING SUPPLIES

REQUESTED ACTION: APPROVAL

SUMMARY:

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

SCCD Contract Education will deliver 6 hours of beginning Microsoft Excel instruction for up to 15 Cole employees. Training will take place on October 19, 2012.

The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be held at the Vallejo campus.

Cole will compensate the District for all services rendered and expenses at a rate of two thousand two hundred dollars (\$2,200.00). The cost is inclusive of all instruction and teaching/training materials.

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

Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$2,200 Revenue
CEO 2012-2013 Goals: #5

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Deborah Mann, Director
Contract Education, Workforce and Economic
Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195


TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

October 5, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 5, 2012

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **COLE PROFESSIONAL CLEANING SUPPLIES**, with an office at 531 Getty Court, Suite A, Benicia, CA, 94510, hereinafter referred to as "Cole" (the "Agreement").

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

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide beginning Microsoft Excel training for Cole employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. Employees will attend one 6-hour training. Training will be for up to 15 employees. Training will be held at the Vallejo campus. Training will take place from 9:00 a.m. to 3:00 p.m. on October 19, 2012. All successful completers will receive Certificates of Success. Additional training can be scheduled as needed with an addendum to the Agreement.
- C. Cole will identify all employees who will participate in training.
- D. Cole will compensate the District for all services rendered and expenses at a rate of two thousand two hundred dollars and no cents (\$2,200.00) per class. The cost is inclusive for all instruction and teaching/training materials.
- E. Payments by Cole to the District will be due sixty (60) days from receipt of invoice. An invoice will be generated when the training is completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Cole and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Cole and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Cole, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Cole. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind

suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

Cole will indemnify, and hold harmless in any actions of law or equity, the District, its officers, employees, agents and elective and appointive boards from all third party claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of Cole under this Agreement or of any persons directly or indirectly employed by, or acting as agent for Cole, but not including the sole negligence or willful misconduct of the District. This indemnification shall extend to claims losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve Cole from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of Cole operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

- H. Cole agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of Cole's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District. This is boiler plate.
- I. If any provision of this Agreement, whether a paragraph, sentence or portion thereof, is determined by a court of competent jurisdiction to be null and void or unenforceable, such provision shall be deemed to be severed, and the remaining provisions of this Agreement shall remain in full force and effect. Neither party shall be deemed to have waived any right, power, privilege or remedy unless such waiver is in writing and duly executed by it. No failure to exercise, delay in exercising or course of dealing with respect to any right, power, privilege or remedy shall operate as a waiver thereof by either party or of any other right, power, privilege or remedy. No exercise or partial exercise of any right, power, privilege or remedy shall preclude any other or further exercise thereof by either party of the exercise of any other right, power, privilege or remedy by either party.
- J. The Supplier will comply with the provision of Exhibit "A" –Supplier Guiding Principles. This Agreement (together with the Exhibit attached hereto, which is incorporated herein by this reference) sets forth the entire Agreement between Cole and the District and supersedes any prior or contemporaneous oral or written agreements or communications between them relating to the subject matter hereof. This Agreement also controls the terms and conditions of the services provided hereunder, and supersedes any printed terms and conditions appearing on any purchase order form,

acknowledgment, invoice or other similar forms issued by any party to another party. When interpreting this Agreement (a) the singular includes the plural and vice versa, (b) reference to any document means such document as amended from time to time, (c) "include" or "including" means including without limiting the generality of any description preceding or following, as applicable, such term, and (d) the headings are for convenience of reference only and do not affect its interpretation or construction.

- K. The laws of the State of California, excluding choice of law rules, shall govern any interpretation, construction, claim, dispute or action related to this Agreement. Any litigation with respect to this Agreement shall be brought in the federal courts of the State of California.

The parties have signed this Agreement as of the date first above written.

Devin R. Cole
President
Cole Professional Cleaning Supplies
Benicia, CA

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

Date _____

Date _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RENEWAL OF EDUCATION AND TRAINING PROGRAM
FOR THE TRAVIS FIREFIGHTERS

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College District Contract Education will provide an EMT course for Travis Firefighters. This item is being presented to the Governing Board for information.

The District will provide one hundred and ninety-five (195) hours of not-for-credit instruction/training, leading to EMT Certification for twelve (12) Travis Firefighters. Training will be held at the Travis Fire Station from October 18 through November 30, 2012.

Students/Firefighters will use their Air Force Tuition Assistance to individually pay for their instruction. Each student will compensate the District for all educational services, rendered at a flat rate of \$1,500.00 per student, for a total of \$18,000.00. The fee includes program development, coordination, instruction, evaluation, and Certificates of Success.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$ 18,000.00 Revenue
CEO 2012-2013 Goals: #5*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Deborah Mann, Director
Contract Education, Workforce and Economic
Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

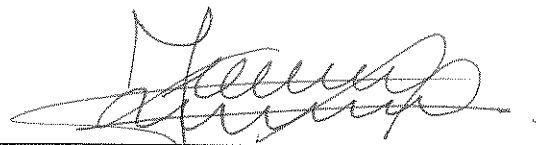
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

October 5, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 5, 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 September 2012, 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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7102

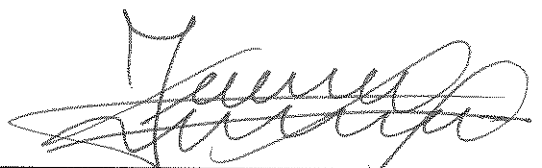
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

October 5, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 5, 2012

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the Fall 2011 semester in the late November and December of 2011, 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

- (CP12-109) COSM 103b Cosmetology V Methods of Instruction, Assessments, Textbooks
- (CP12-110) COSM 104A Esthetics of Skin Care I Unit Changes, Methods of Instruction, Performance Objectives, Assessments, Textbooks
- (CP12-111) COSM 104B Esthetics of Skin Care II Unit Changes, Methods of Instruction, Other Catalog Information, Assessments, Textbooks
- (CP12-112) COSM 105A Fundamentals of Esthetics Unit Changes, Methods of Instruction, Assessments, Textbooks
- (CP12-113) COSM 105B Advanced Fundamentals of Esthetics Unit Changes, Methods of Instruction, Assessments, Textbooks
- (CP12-114) COSM 110 Introduction to Cosmetology Unit Changes, Methods of Instruction, Assessments, Content, Textbooks
- (CP12-115) THEA 013 Diversity in American Theatre: A Contemporary Focus Add Online, Textbooks
- (CP12-116) HIST 002 World History to 1750 Student Performance Objectives, Assessments, Textbooks
- (CP12-117) HIST 003 Modern World History Student Performance Objectives, Assessments, Content Outline, Textbooks
- (CP12-118) HIST 004 History of Western Civilization to 1500 Student Performance Objectives, Assessments, Textbooks
- (CP12-119) HIST 005 History of Western Civilization Since 1500 Student Performance Objectives, Assessments, Content Outline, Textbooks
- (CP12-120) HIST 017 History of the United States to 1865 Catalog Description, Student Performance Objectives, Assessments, Content Outline, Textbooks
- (CP12-121) HIST 018 History of the United States from 1865 Catalog Description, Student Performance Objectives, Assessments, Content Outline, Textbooks

COURSE DELETIONS

The following course deletions were approved through Curriculum Committee Resolution 1:

- ACCT 180 Introduction to Accounting
- AERO 110 Instrument Power and Flight Control System
- AERO 111 Aircraft Communication Systems
- AERO 112 Aircraft Navigation Systems
- AERO 113 Aircraft Radar & Pulse Systems
- CIS 025 Fortran
- CIS 057 Introduction to Microsoft Windows
- CIS 063 WordPerfect
- CIS 108 Fast Track WordPerfect
- CIS 115 COBOL Programming
- CIS 119 Project Management
- COSM 118A Imaging Systems I
- COSM 118B Imaging Systems II
- COSM 171 Manicure Practices
- COSM 172 Pedicure Practices
- COSM 173 Artificial Nails

COSM 174 Nail Systems
COUN 063 Field Work
CJ 050 Substantive law
CJ 054 Patrol Procedures
CJ 061 State and Local Correctional Institutions
DRFT 045A Introduction to Computer-Aided Drafting (CAD) Part 1
DRFT 045B Introduction to Computer-Aided Drafting (CAD) Part 2
DRFT 046A Advanced CAD Part 1
DRFT 046B Advanced CAD Part 2
ECE 055 Key Concepts in Early Childhood Education
ECE 085 Educational Games
FIRE 112 Hazardous Materials I
FIRE 148B Introduction to Homeowner Inspections
FIRE 148CC Introduction to Pre-Fire Instruments & Defensible Space Design
FIRE 148DD Intro to Pre-Fire Engineering
FIRE 148GG Pre-Fire Silviculture Practices
FIRE 148W Hazardous Materials Technician 1A
FIRE 148X Hazardous Materials Technician 1B
FIRE 148Y Hazardous Materials Technician 1C
FIRE 148Z Hazardous Materials Technician 1D
FREN 033 Second Semester French, Part I
FREN 034 Second Semester French, Part II
GEOG 060 Advanced Geographic Information Systems
GEOG 061 Introduction to Global Positioning Systems
GEOG 062 Advanced Global Positioning Systems
HIST 032 History of the Philippines
HIST 049 History Honors
HS 060 Empowerment Skills for Family Workers
HS 061 Family Support Skills for Family Workers
MATH 118 The Beauty of Mathematics
METR 010 Elements of Meteorology
MUSC 006 Composition/Songwriting
MUSC 062 Introduction to Electric Guitar
MUSC 063 Introduction to Electric Bass
MUSC 064 Marching Band
NUTR 051 Nutrition Basics for Children
NUTR 052 Child Nutrition for ECE
NUTR 101 Food Service Sanitation
OT 057 Legal Keyboarding/Word Processing
OT 109 Fast Track Records Control/Filing
OT 121 Medical Transcription I
OT 122 Medical Transcription II
OT 123 Medical Transcription III
OT 124 Medical Transcription IV
OT 131 Legal Transcription
OT 159 Filing & Records Management
OT 160 Business Transcription
OT 170 Creating a Virtual Office
OT 171 Marketing a Virtual Office
PE 002C Water Polo
PE 005A Low Impact Aerobics
PE 005B Begin Aerobic Exercise
PE 007D Begin Golf
PE 007E Inter Golf

PE 091 Adapted Back Rehab
PE 098B Intro Sport Psych
PE 098C Circuit Training
PE 098E Cardio Conditioning
PE 098F Tai Chi
PE 300 Intramural Recreational Sports Program
PHIL 031 Introduction to World Religions of the East
PHIL 032 Introductions to World Religions of the west
PHHOT 053 Introduction to Color Photography
PHSC 048 Special Topics in Physical Science
PORT 101 Conversational Portuguese
PORT 102 Conversational Portuguese
SOCS 026 Filipino-American Experience
SOCS 028 African Studies
TAG 101 Conversational Tagalog
TAG 102 Conversational Tagalog
THEA 031 Actor Training 2
THEA 032 Actor Training 3
THEA 033 Actor Training 4
THEA 049 Theatre Arts Honors
THEA 106 Solano College Theatre Touring Company
WATR 102 Sanitary Chemistry

PROGRAM MODIFICATIONS

Due to the course deletions which result from Curriculum Committee Resolution 1, program elective lists need to be updated to reflect the relevant course deletions. The following programs required the elective lists to be amended to remove deleted courses:

Airframe Technician A.S. Deleted Electives
Airframe Technician Certificate Deleted Electives
Business/General A.S. Deleted Electives
Business/General Certificate Deleted Electives
Computer Applications Specialist: Job Direct Certificate Deleted Electives
Cosmetology A.S. Deleted Electives
Criminal Justice – Corrections: A.S. Deleted Electives
Criminal Justice – Corrections Certificate Deleted Electives
Criminal Justice – Law Enforcement A.S. Deleted Electives
Criminal Justice – Law Enforcement Certificate Deleted Electives
Ethnic Studies A.A. Deleted Electives
Foreign Languages/General A.A. Deleted Electives
Foreign Languages/Individual A.A. Deleted Electives
History A.A. Deleted Electives
Home-Based Computing: Job-Direct Certificate Deleted Electives
Human Services A.A. Deleted Electives
Human Services Certificate Deleted Electives
Interdisciplinary Studies – Arts and Humanities A.S. Deleted Electives
Interdisciplinary Studies – Social Sciences A.S. Deleted Electives
International Relations A.S. Deleted Electives
Marketing A.S. Deleted Electives
Marketing Certificate Deleted Electives
Microcomputer Applications A.S. Deleted Electives
Microcomputer Applications Certificate Deleted Electives
Physics A.S. Deleted Electives
Powerplant Maintenance Technician A.S. Deleted Electives

Powerplant Maintenance Technician Certificate Deleted Electives
Physics A.S. Deleted Electives
Retail Management A.S. Deleted Electives
Retail Management Certificate Deleted Electives
Science A.A. Deleted Electives
Small Business Management A.S. Deleted Electives
Small Business Management Certificate Deleted Electives
Survey Technician A.S. Deleted Electives
Theatre Arts A.A. Deleted Electives
University Studies/Liberal Arts for Elementary Teachers A.A. Deleted Electives
University Studies/Science and Quantification A.A. Deleted Electives

PROGRAM DELETIONS

Due to the course deletions which result from Curriculum Committee Resolution 1, some programs are no longer viable. The following programs do not meet unit requirements due to course deletions and are deleted:

Avionics A.S.
Avionics Certificate
Nail Technician: Job Direct Certificate
Pre-Fire Technician: Job-Direct Certificate

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: 2012-2013 LOCAL AGREEMENT NUMBER 12-13-2502 FOR CHILD DEVELOPMENT TRAINING CONSORTIUM

REQUESTED ACTION: APPROVAL

SUMMARY:

The Yosemite Community College District, Child Development Training Consortium, has approved a local agreement for honorariums and a textbook loan program for early childhood education classes at Solano Community College. The maximum reimbursable amount awarded to the District is \$15,000. The District will reimburse students an honorarium for courses completed with a "C" or above, excluding P.E. or work experience classes that are not child development related.

Sabrina Drake will serve as coordinator for this project. I. Statement of Work B. The contractor will generate up to 600 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or upgrades Child Development Permit.

A copy of the agreement will be available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of the Children's Programs.

Approval is requested at this time.

Government Code: Board Policy: 3520 Estimated Fiscal Impact: \$15,000 No Cost to District

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Sabrina Drake, Assistant Director
Children's Programs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, California 94534-3197

ADDRESS

707-864-7000 Ext. 4639

TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

October 5, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 5, 2012

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**CHILD DEVELOPMENT TRAINING CONSORTIUM
2012-2013 INSTRUCTIONAL AGREEMENT
AGREEMENT NUMBER 12-13-2502**

This Agreement is made and entered into this 1st day of September, 2012, by and between the Yosemite Community College District, Child Development Training Consortium, hereafter called the YCCD/CDTC, and, **Solano Community College District for Solano Community College** hereafter called the CONTRACTOR.

WITNESSETH: That the CONTRACTOR for and in consideration of the covenants, conditions, agreements, and stipulations of the YCCD/CDTC hereinafter expressed, does hereby agree to furnish to the YCCD/CDTC services as follows:

I. STATEMENT OF WORK

- A. The CONTRACTOR will designate a Campus Coordinator. The Campus Coordinator will be responsible to prepare and submit all required reports; coordinate all Consortium activities; attend two (2) mandatory YCCD/CDTC sponsored meetings at YCCD/CDTC expense; and inform child development/early childhood education department of program requirements and components specific to campus Child Development Training Consortium.

The designated Campus Coordinator is preferably either full-time or adjunct faculty, department chair, or director of the campus child development lab center/children's center. If the current Campus Coordinator does not meet these recommendations, they are permitted to continue in the position and new requirements will be applicable upon designation of a new Campus Coordinator. Since the requirement of faculty is preferred, but not required, exceptions will be considered by YCCD/CDTC on an individual basis.

The Campus Coordinator must be located on campus with regularly scheduled office hours; thereby being accessible to students enrolled in the program. The YCCD/CDTC must be notified in writing within fifteen (15) calendar days of any change in Campus Coordinator status.

- B. The CONTRACTOR will generate up to 600 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. Enrolled units must be completed between July 1, 2012, and June 30, 2013. Physical education courses and general work experience courses are excluded. Child development work experience and remedial courses are included.
- C. The CONTRACTOR will make good faith efforts to recruit and employ qualified faculty who reflect the ethnic makeup of the student population.
- D. The CONTRACTOR will provide appropriate community college courses, which:
1. Meet the requirements of the Child Development Permit Matrix (included in this Agreement as Appendix A) and/or child care licensing regulations.
 2. Are degree or certificate applicable.

3. Are offered for credit with the possible exception of remedial courses.
 4. Are transferable whenever possible.
 5. Are available to family child care providers and employees of child care/development programs serving infants through school-age children.
 6. Are responsive to local community needs.
- E. The CONTRACTOR will enroll students who meet the YCCD/CDTC eligibility criteria, numbered 1 through 5 below. Student eligibility must be verified each semester/term using the Student Profile.
1. Student must be seeking a new or maintaining a currently held Child Development Permit, **AND**
 2. At the time of enrollment, the student must be employed by a child care/development program including licensed family child care and out-of-school care. Center-based programs must be licensed or eligible for an exemption according to Department of Social Services (DSS) regulations. Licensed exempt centers are limited to the following: on school site, parents on site, military, tribal, employment agency, parks and recreation, adult ed/child care, home based program and before/after school program. Employment in a kindergarten classroom is also acceptable, **AND**
 3. Student employment must directly benefit children and/or families. The employment experience must be acceptable to the California Commission on Teacher Credentialing for purposes of obtaining a Child Development Permit, even if experience is not required for the permit, **AND**
 4. Student must work in the state of California.
 5. In-home care providers (nannies) are not eligible. Unlicensed, exempt, in-home child care providers are not eligible.

- F. The CONTRACTOR will enroll eligible students according to the following three priorities:

*California Department of Education, Child Development Division (CDE/CDD)
Priorities for Enrollment:*

- Priority 1 Employees of all direct-funded CDE/CDD programs including center-based programs and family child care network programs or center-based programs with satellite family child care providers. This also includes co-located Head Start Programs.
- Priority 2 Employees of any program, center-based or licensed family child care homes, that serve children on a voucher basis for Alternative Payment services.

Priority 3 Employees of all other programs including center-based licensed family child care homes.

Within each priority group listed above, priority will be given to students fulfilling the requirements for an Assistant or Associate Teacher or Teacher Child Development Permit.

Local Priorities for Enrollment

The local YCCD/CDTC Advisory Committee may establish additional priorities. However, the CDE/CDD priorities listed above must be met before local priorities can be implemented. Local priorities are encouraged to meet local needs within the context of the CDE/CDD priorities.

- G. The CONTRACTOR will establish a new or use an existing Advisory Committee to solicit input on local needs, courses to be offered and approve the student eligibility and payment policies.
1. The Advisory Committee will make a good faith effort to represent the local child care labor market by including the following program representatives: the Campus Coordinator; one community college child development instructor, one CEC Mentor Coordinator, one family child care provider; one representative of a child care program funded by the California Department of Education, Child Development Division (CDE/CDD); one representative of a private-for-profit child care program; one representative of a private-non-profit child care program; one representative of the local Resource and Referral program; one college student majoring in child development; one representative from the Local Child Care and Development Planning Council; and one representative from the county-level Children and Families Commission, and one representative from the local CARES Plus and/or AB212 programs.
 2. The Advisory Committee will meet a minimum of once each semester/term.
 3. Both meetings must be properly documented with agendas and minutes, which must be submitted by specified due dates.
- H. The CONTRACTOR will complete an annual needs study of the local service area to determine the greatest needs of individuals seeking new or maintaining currently held Child Development Permits. Information collected should include:
1. Description of eligible students to be served
 2. Special circumstances or unique challenges and characteristics of eligible students
 3. Description of agencies/programs that will benefit
 4. Area strengths
 5. Area needs

6. Description of most needed courses including topics, times, locations and preferred language of instruction.
- I. The CONTRACTOR will provide student grade documentation to YCCD/CDTC upon request for audit purposes.
- J. The CONTRACTOR will ensure that all required reports and documents, both online and hardcopy, are submitted to YCCD/CDTC by the due dates specified. Report titles and due dates are included in this Agreement as *Appendix B – 2012-2013 Required Reports and Time Lines*. All reports should be submitted to the Child Development Training Consortium, 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351.
- K. The CONTRACTOR will ensure that no full-time equivalent (FTE) will be collected for courses that are funded with YCCD/CDTC funds.
- L. The CONTRACTOR will ensure collaboration (if applicable) with CEC Mentor Coordinator, two times per semester. This collaboration will include sharing program services and promote integration of services for student success.

II. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2012, to and including June 30, 2013. Enrolled units must be completed between July 1, 2012, and June 30, 2013. All allowable expenditures must be encumbered and/or the services rendered prior to June 30, 2013.

III. BUDGET AND ALLOWABLE EXPENSES

- A. By October 15, 2012, a 2012-2013 budget based on the funding authorized in this Agreement must be posted online with the YCCD/CDTC. A YCCD/CDTC supplied format must be used.
- B. The CONTRACTOR will submit a revised budget to the YCCD/CDTC for approval due to the following two circumstances:
 1. When planned expenditures in any of the **major expense categories** (direct services, support services, or administration) exceed the approved budget by more than ten percent (10%).
 2. And when planned expenditures in any of the **line items** exceed the approved budget by more than twenty-five (25)%.
- C. The CONTRACTOR will administer the program budget in accordance with YCCD/CDTC budget development guidelines available in the Campus Coordinator Handbook. The CONTRACTOR will ensure that all program expenditures are reasonable, necessary, and allowable.
- D. The CONTRACTOR will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program.
- E. The CONTRACTOR will not expend YCCD/CDTC funds on food, equipment, donations, or gifts. Equipment is defined as a fixed asset that does not lose its identity when removed from its location and is not changed materially or consumed immediately (typically, within a year) by use. Equipment has

relatively permanent value and its purchase increases the value of the property such as furniture, vehicles, machinery, computers and furnishings that are not integral parts of the building or the building system.

- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in subsequent years.

IV. PAYMENT FOR SERVICES

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount not to exceed **\$15,000.00**. The amount of total payments to the CONTRACTOR will be the lesser of program earnings, the amount authorized by this Agreement, or actual expenditures. Any over-payments of more than \$100.00 made by YCCD/CDTC to the CONTRACTOR must be refunded to YCCD/CDTC by June 30, 2013. Checks should be made payable to YCCD.
- B. The CONTRACTOR will be paid \$25.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph IB. Units for physical education and general work experience classes are excluded. Units for remedial courses and child development work experience are included.
- C. YCCD/CDTC will issue progress payments to CONTRACTOR upon receipt of properly completed documentation including an original 2012-2013 Student Profile for each enrolled student for each semester/term.
- D. YCCD/CDTC will withhold any payment until all required documentation has been received to substantiate enrolled units.
- E. YCCD/CDTC will make final payment to CONTRACTOR upon satisfactory completion of services as described herein. The final expenditure report is due no later than June 30, 2013. A Budget Narrative Form will be required as an addendum to the Final Expenditure Report.

V. RETENTION OF RECORDS AND AUDITS

The CONTRACTOR will retain all programmatic and fiscal records for a minimum of five (5) full years from the date of final payment under this Agreement. The CONTRACTOR will make these records available to YCCD/CDTC upon request for audit purposes during the progress of the work and for five (5) years following final payment. The federal audit number for this project is 93.575042.

VI. CONTRACT AMENDMENTS

This Agreement may be amended with mutual written consent of both parties and the approval of the California Department of Education, Child Development Division.

VII. 30 DAY TERMINATION NOTICE

It is mutually agreed that either party may terminate this Agreement by giving thirty (30) calendar days advance written notice.

VIII. FUND AVAILABILITY

Funding of this Agreement is contingent upon appropriation and availability of funds from the California Department of Education, Child Development Division. The YCCD/CDTC is funded with federal Child Care and Development Quality Improvement funds.

IX. NONDISCRIMINATION CLAUSE

- A. During the performance of this Agreement, CONTRACTOR will not unlawfully discriminate, harass, or allow harassment against any employee or student because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), sexual orientation, or marital status. CONTRACTOR will ensure that the evaluation and treatment of employees and student participants are free from such discrimination and harassment.
- B. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated there under.
- C. By signing this Agreement, the CONTRACTOR ensures that it will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability.

X. INDEPENDENT CONTRACTORS

It is understood that this is an Agreement by and between independent contractors and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, or joint venture.

XI. HOLD HARMLESS CLAUSE

Both the CONTRACTOR and YCCD/CDTC agree to hold harmless, defend, and indemnify the other party, its officers, employees, boards, volunteers, and agents from and against any and all losses, claims or expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of such party, its boards, officers, agents, employees, or volunteers pursuant to this Agreement. However, the provisions of this indemnity agreement do not apply to any damages or losses caused by the negligence of the other party or its officers, employees, boards, volunteers, or agents.

XII. ACKNOWLEDGMENT

The CONTRACTOR will acknowledge the support of the YCCD/CDTC when publicizing the work performed under this Agreement. Materials developed with funds from this Agreement shall contain an acknowledgment of the use of federal Child Care and Development Quality Improvement funds received from the California Department of Education, Child Development Division.

XIII. DRUG-FREE WORKPLACE

The CONTRACTOR certifies compliance with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace.

IX. NON-PERFORMANCE OF TERMS OF INSTRUCTIONAL AGREEMENT

If the CONTRACTOR fails to fulfill the terms of this Instructional Agreement, the CONTRACTOR will be placed on informal probation for the period of one year. If the CONTRACTOR fails to fulfill the terms of the Instruction Agreement while on informal probation, a Probationary Instructional Agreement will be issued in the second year. If the CONTRACTOR fails to fulfill the terms of the Probationary Instructional Agreement, no further Instructional Agreements will be issued to CONTRACTOR.

AGREED TO BY:

CONTRACTOR Authorizing Signature:	
Printed Name of Person Signing:	Jowel C. Laguerre, Ph.D.
Title of Person Signing:	Superintendent - President
Date:	

Yosemite Community College District

Authorizing Signature:	
Printed Name of Person Signing:	Teresa Scott
Title of Person Signing:	Executive Vice Chancellor/Fiscal Services, YCCD
Date:	

Attachments for reference: Appendix A - Child Development Permit Matrix
Appendix B - 2012-2013 Required Reports and Time Lines

Return **two Instructional Agreements with original signatures to:**
Child Development Training Consortium
1620 North Carpenter Road, Suite C-16, Modesto, CA 95351
For questions, call (209) 572-6080

For CDTC Use Only:	Date Rcvd: _____	To D.O.: _____	From D.O.: _____	To CONTRACTOR: _____
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Child Development Permit Matrix - with Alternative Qualification Options Indicated

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth****
Site Supervisor	Option 1: AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation is available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

****A valid Multiple Subject or a Single Subject in Home Economics.

*****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advisor.

This matrix was prepared by the Child Development Training Consortium. To obtain a permit application visit our website at www.childdevelopment.org or call (209) 572-6080.

Appendix B

Child Development Training Consortium 2012-2013 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Student Profiles and Transmittal Summary and Detail Sheets AND CDD Confidential Profiles	Summer/Fall '12 Term: October 15, 2012 Winter/Spring '13 Term: March 15, 2013
Student Evaluations (Composite generated online)	Summer/Fall '12 Term: February 15, 2013 Winter/Spring '13 Term: June 30, 2013
2012-2013 Program Budget (submit online)	October 15, 2012
Student Eligibility and Payment Policies	December 14, 2012
Advisory Committee Meeting Documents	Fall '12 Term February 15, 2013 Spring '13 Term June 30, 2013
Coordinator Invoice	Summer/Fall '12 Term: February 15, 2013 Winter/Spring '13 Term: June 1, 2013
Child Development Instructional Staff Profiles and Master List (UPDATE ONLINE)	March 15, 2013
Course Offering Matrix of Child Development and CDTC Funded Courses (UPDATE ONLINE)	Each semester after course schedule is established at campus
2013-2014 Designation of Campus Coordinator and Agreement Specifications	June 15, 2013
Year-End Report Narrative	June 30, 2013
Final Expenditure Report (submit online) / Final Expenditure Narrative (submit hardcopy)	June 30, 2013

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESIGNATIONS TO RETIRE
REQUESTED ACTION: APPROVAL

SUMMARY:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Steve Dawson	Chief Campus Police Department ALG, 10 years of service	10/16/12
Mary Ann Haley	Cosmetology Instructor School of Career Technical Education and Business CTA, 14 years of service	5/23/13
Richard Kleeberg	Business Law & Management Instructor School of Career Technical Education and Business CTA, 23 years of service	5/23/13
George Maguire	Theater Instructor School of Liberal Arts CTA, 16 years of service	12/20/12

CONTINUED ON NEXT PAGE:

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo Albarrán, Interim Director
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

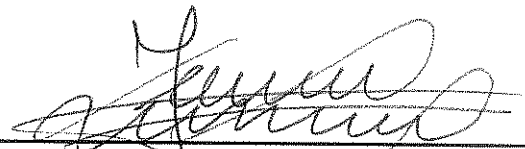
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

October 5, 2012
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

October 5, 2012
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATIONS TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
John Nogué	Biology Instructor School of Science CTA, 32 years of service	5/23/13
Esther Pryor	Dance, Physical Education Instructor School of Human Performance and Development CTA, 38 years of service	5/23/13
Earl Wylie	Business Instructor School of Career Technical Education and Business CTA, 15 years of service	5/23/13

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

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER NO. 05 TO D.L. FALK CONSTRUCTION
 CONTRACT FOR BUILDING 1300 (FINE ARTS)
 ADDITION/REMODEL

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 05 to D.L. Falk's construction addition/remodel contract for Building 1300 (Fine Arts). This Change Order includes seven Change Order Requests (COR), in which four of these items are for unforeseen conditions regarding additional firebrick required for the new chimney, additional framing at the roof perimeter, and installation of missing storm drain piping. Two COR's address the contractual completion date extensions and the milestone 4 duration extension and one COR that is an Architect error/omission that adds structural stability to the low walls at the new metal lockers for a total change order amount of \$32,882.

Revised contract figures are as follows:

Contract Award Amount	\$	4,099,000
Prior Change Orders	\$	140,936
Change Order No. 05	\$	32,882
Total Change Orders	\$	173,818
Revised Contract Amount	\$	4,272,818

Government Code: Board Policy: Estimated Fiscal Impact: Measure G Funds: \$32,882

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Tohn Smith, Kitchell CEM

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7825

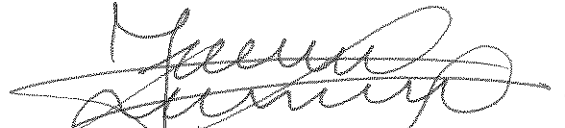
TELEPHONE NUMBER

Facilities

ORGANIZATION

October 5, 2012

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

October 5, 2012

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**



Change Order

Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534
Tel: 707-864-7189 Fax: 707-207-0423

Kitchell CEM

Change Order # 5
Project No.: 11-001
Date: 9/26/12

DSA File No.: 48-C1
DSA App. No.: 02-111831

Project: Solano Community College District
Fine Arts Building 1300
Addition/Remodel Project

tBP Architecture
1000 Burnett Avenue, Suite 320
Concord, CA 94520

To: DL Falk Construction Inc.
3526 Investment Blvd
Hayward, CA 94545

The Contract is Changed as Follows:

COR No.

11 The contract drawings call for new area drains located throughout the new exterior patio. During excavation for these area drains it was determined that the documented existing six inch storm drain piping at the north-east section of the patio did not exist and required installation. The contractor was directed to procure and install the required storm drain piping for connection of the new area drains.

\$ 10,861.00

12 It was determined that the roofing plywood at the existing roof mansard did not have adequate support for structurally attaching the plywood deck to the roofing mansard creating an attachment void at the perimeter of the building. The contractor was directed to add filler blocking throughout the perimeter of the building to fill the roofing void and provide a structural connection at the roof and mansard.

\$ 12,183.00

13 It was determined that the existing building conditions interfere with the installation of the new embed brackets shown on the structural drawings. Required access to the embed brackets is not possible and will not allow installation as shown on the contract documents. Therefore a revised installation of the tie back retrofit framing plan was required at the north and south roof elevations that incorporated additional framing and anchoring to provide structural attachments to roof perimeter and gutter.

\$ 3,173.00

31 Upon review of the exterior patio concrete detailing, it was determined that there was several conflicts that have resulted in additional work by the contractor. It was determined that the contract documents do not show required rebar detailing at the new concrete benches, new retaining wall thickness is increased from 6-inches to 8-inches due to conflict with thickness of new fence posts, and additional changes to the depth of new footings due to existing grade conflicts. In addition, the existing bench seating at the exterior kiln was removed and replaced as the seating was not structurally sound, and existing stairs were not ADA compliant and required removal and replacement, and additional handrail fabrication and installation for ADA compliance is required. The cost for this COR was addressed on change order 4. This request is too include a ten day extension of the contractual Milestone 4 duration from 208 days from Notice of Proceed, to 218 from Notice to proceed.

\$ -

34 During the metal framing of Conference Room 1300D and Faculty Office 1300E, it was determined that there is a conflict on the contract documents with the structural steel beam for partition wall bracing located in the ceiling and metal wall framing. The structural steel partition framing conflicts with the new metal wall framing, therefore the metal wall framing thickness was changed from 4-inches to 6-inches to accommodate the 6-inch thickness of the steel beam that is run along the same line as the metal wall framing for the west wall of Conference Room 1300D and Faculty Office 1300E. Conference Room 1300D and Faculty Office 1300E will be framed to the bottom of the structural steel beam, and then framed again from above the structural steel beam to the underside of the roof as specified in the contract documents. The cost for this COR was addressed on change order 4. This request is to add one day to the contractual completion date as approved by the District on the COR.

\$ -

44 Construction documents require two seven foot high walls to support new lockers in Room 1306. These are not full height walls and will require additional structural bracing to support the walls and hold them in place.

\$ 2,898.00

49 Per the contract documents, the interior firebrick to be used at the new Concrete Masonry chimney required two layers of reclaimed firebrick. Upon review of the reclaimed firebrick, only a portion of the firebrick could be reused as a majority of it was not suitable for installation. The contractor was directed to purchase new firebrick to complete the installation for the interior layers of the new chimney.

\$ 3,767.00

TOTAL COST OF CHANGE ORDER ADD \$ 32,882.00

Original Contract Sum:	\$ 4,099,000.00
Total change By Previous Change Orders:	\$ 140,936.00
Contract Sum Prior to This Change Order:	\$ 4,239,936.00
Original Contract Sum will be Increased by This Change Order:	\$ 32,882.00
The New Contract Sum Including This Change Order Will Be:	\$ 4,272,818.00
The New Contract Completion Date Will Be:	12-Nov-12
Contract Time Will be Unchanged by This Change Order:	1 Days
The date of substantial completion as of the of this change order is	13-Nov-12

ARCHITECT: _____
Felix Canari
tBP Architecture

Date: _____

(Affix stamp here)

CONTRACTOR: _____
Greg Schmidt
DL Falk Construction, Inc.

Date: _____

(Affix stamp here)

OWNER: _____
Yulian Ligioso, VP Finance & Admin
Solano Community College District

Date: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SOLAR ENERGY UPDATE

REQUESTED ACTION: INFORMATION

SUMMARY:

District staff and its consultants evaluated proposals submitted by various vendors and have been negotiating an energy service contract and facility financing contract(s) for the design, construction, and operation of solar/photovoltaic systems with SunPower Corporation Systems.

Clyde Murley will present an update on the status of the energy service contract, and Steve Nielsen will be presenting an update on the facility financing contract(s).

A public hearing on the energy service contract and the facility financing contract(s) will be noticed for the regularly scheduled Board meeting on November 7, 2012.

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

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

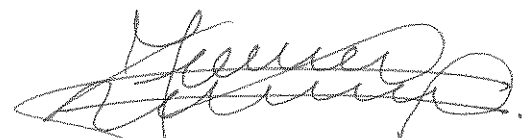
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

October 5, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 5, 2012
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 14. (b)
MEETING DATE October 17, 2012

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

TO: Members of the Governing Board
SUBJECT: COMPASS ENERGY SOLUTIONS
REQUESTED ACTION: INFORMATION

SUMMARY:

As an extension to the broad level energy audit performed by PG&E, Solano Community College District intends to engage the services of Compass Energy Solutions (CES) to expand the PG&E analysis to an investment grade audit. CES will evaluate, design, and upgrade identified cost-effective, energy-efficient projects, i.e., interior and exterior light, HVAC, and the Emergency Management System (EMS).

CES has extensive experience in the California community college system, working closely with the Chancellor's Office, the California Community College Investor Owned Utilities (CCC/IOU), as well as PG&E and the California Energy Commission in securing rebates and low interest loans.

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Dwight Calloway
Director of Facilities

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7176

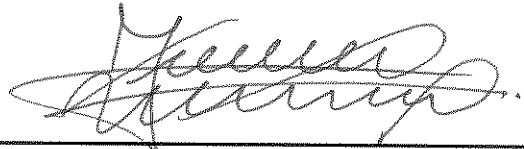
TELEPHONE NUMBER

Maintenance and Operations

ORGANIZATION

October 5, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 5, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT
 GOVERNING BOARD HOW DO WE RATE CHECKLIST
 SUMMARY

REQUESTED ACTION: INFORMATION

SUMMARY:

In order for the Governing Board to focus on the institution's major issues and questions of policy, the Board of Trustees is encouraged to delegate full responsibility and authority to the President to implement and administer Board policies and the operation of the College. The institutional leaders should likewise foster empowerment, innovation, and institutional excellence through dialogue that builds trust and increases focus on student learning and assessment of learning outcomes, institutional effectiveness, and integrity.

The Accreditation Leadership Adhoc Subcommittee will present for information the results of the third quarter "How Do We Rate Checklist" summary for July, August, and September 2012. This checklist is used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution's resolution of the Accreditation Team recommendations.

Government Code: Board Policy: 1016 Estimated Fiscal Impact: \$ N/A
CEO GOALS 2012-2013 – Goal 1 - Ensure completion of accreditation report and meet goals.

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

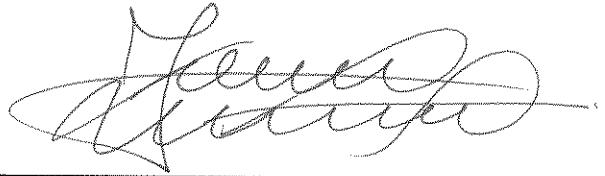
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

October 5, 2012
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

October 5, 2012
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

Solano Community College District Governing Board
Board's Leadership: How Do We Rate Checklist

Name (Optional) SIX ELECTED TRUSTEES PARTICIPATED

Date October 17, 2012

Please check the applicable boxes in Sections A and B.

Section A: **Rated by:** Trustee CEO

Section B: Quarter/Date Rated

(October/November/December) _____
 (January/February/March) _____

(April/May/June) _____
(July/August/September) October 17, 2012

INSTRUCTIONS:

Use this checklist to check your perception of the Board's leadership this quarter. Be as objective as you can. You will receive this checklist in your Board packet each quarter. Please complete and submit it to the Board Secretary at the appropriate Board meeting. **NOTE:** "We" refers to 100% of the Board, e.g., 7 out of 7. If you are aware of one or more Board member/s not in compliance with their duties and/or responsibilities as a Board member, per the question asked, circle "No" as your answer.

Section C: Circle your answer to each area question in the columns to the right.

AREAS	QUESTIONS	ANSWERS	
1.	Have we created an environment in which the CEO has the power to lead the College?	Yes 6	No
2.	Have we delegated authority to the CEO to lead and administer?	Yes 6	No
3.	Are we keeping the CEO informed, adhering to the rule of "no surprises"?	Yes 6	No
4.	Are we honoring the CEO as the point of contact for the institution?	Yes 6	No
5.	Do we fully consider information and recommendations offered by the CEO?	Yes 6	No
6.	Are we supporting professional development for the CEO?	Yes 6	No
7.	Are we adhering to the standards of Board ethics?	Yes 6	No
8.	Are we ensuring that the CEO has the resources needed to do the job?	Yes 6	No
9.	Do we respect and support the CEO?	Yes 6	No
10.	Does the CEO always ask the Board to make major decisions with advance preparation?	Yes 6	No
11.	Do we alert the CEO and Board President about our concerns prior to going public with them?	Yes 6	No
12.	Do all Board members receive the same communications from the CEO?	Yes 6	No
13.	Do we make it a practice to share information and questions with other Board members and the CEO?	Yes 6	No

14.	Do we keep the CEO informed about our contacts in the community, discussions with legislators and other policymakers, calls from citizens or College staff, and any visits to the College as related to College business?	Yes 6	No
15.	Do we help the CEO in being effective by not making unnecessary demands on him or her?	Yes 6	No
16.	Do we provide guidance, support, dialogue, information, and feedback to our CEO?	Yes 6	No
17.	Do we rely on our CEO for leadership and have confidence in his or her recommendations?	Yes 6	No
18.	Is our time spent in governing, not managing, the institution?	Yes 6	No
19.	Is the Board sensitive to the concerns of students and employees while maintaining impartiality and support for the CEO?	Yes 6	No
20.	Do we honor the professionalism of College staff by allowing them to perform their duties?	Yes 6	No
21.	As trustees, do we monitor ourselves carefully to ensure that offering opinions to the CEO and staff is not construed as directions?	Yes 6	No
22.	When issues arise, do we question whether the decision or action we are about to take reinforce our policy role, or is it an administrative decision?	Yes 6	No
23.	Do the Board President and the CEO emphasize that individual Trustees' opinions are simply opinions and that the only legitimate direction to the CEO comes from the Board as a whole?	Yes 6	No
24.	Do we have a clear understanding as a Board of what responsibilities have been delegated to the CEO?	Yes 6	No
25.	Do we recognize that the Board (not a single Trustee) has the legal right to give direction to only one employee, the CEO?	Yes 6	No
26.	Have we done anything as a Board this quarter to foster trust? If your answer is "Yes 6", write on the flipside of this page what we did this quarter as a Board to foster trust.	Yes 6	No
27.	Do we acknowledge that the CEO directs the staff, not the Board?	Yes 6	No
28.	Are we willing to invest the time in planning meetings to ensure success? [generate items; develop criteria; apply criteria]	Yes 6	No
29.	Do we model the behaviors that the Board values? [consensus building? starting/finishing on time? moving the agenda forward?]	Yes 6	No
30.	Do the CEO, Board President and other Trustees have a cooperative relationship?	Yes 6	No
31.	Are we willing to invest the time to create an identity for our Board and a sense of teamwork?	Yes 6	No
32.	Does the Board work effectively to move deliberations and operations to the level of setting policy, goals, priorities, processes and frameworks, and monitor implementation?	Yes 6	No
33.	Do we provide fair, consistent, and constructive feedback to the CEO?	Yes 6	No

Section D: Please compute your score below.

A. Count "3" points for each "Yes" answer and "0" for each "No"
 Number of "Yes" answers _____ x 3 points = _____

TOTAL SCORE _____

B. **Summary**

- i. What score did you give the Board? 99
- ii. What are our strong points this quarter? (List areas by the applicable number(s) in the first column):

One Participant Responded: Teamwork.
One Participant Responded: Working together for a common goal.
One Participant Responded: Open communication.

- iii. Where do we need to improve? (List areas by the applicable number(s) in the first column.)

One Participant Responded: Outreach.
One Participant Responded: We will need to work with a new Trustee/s after the Election who will hopefully work with us collegially.

C. **Grade** your perception of the Board’s Leadership this quarter with this scale. **Check your grade.**

<input checked="" type="checkbox"/> = 6	Effective: 90 or above	<input type="checkbox"/>	Good: 78 – 87
<input type="checkbox"/>	Average: 66 – 75	<input type="checkbox"/>	Below Average: Under 66

D. Has our Board been an effective leader this quarter? _____ If not, what will it take to become one next quarter? (Write your response on the flipside of pages 1 and/or 2 of this document.)

Six Participants Responded: YES