

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

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

EMPLOYMENT 2009-10

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Andrew Van Sickle-Ward	Computer Lab Technician, Math Activities Center (MAC Lab) CSEA	2/18/10

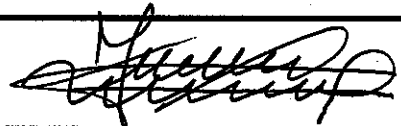
Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Leslie Rota	From Division Dean, Fine & Applied Arts/Behavioral Science To Division Dean, FAA/BS and Vice President, Academic Affairs	2/18/10 – 5/31/10 or sooner

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Anne Bevilacqua	Guest speaker, Humanities	1/20/10 – 5/20/10	\$ 56.88
Emily Blair	Guest speaker, Humanities	1/20/10 – 5/20/10	\$ 67.21
Tammie Chrin	Substitute Cosmetology Lab Tech	2/8/10 – 6/30/10	\$ 16.65
Jim Dekloe	Guest speaker, Humanities	1/20/10 – 5/20/10	\$ 64.71
Margot Gebers	Supplemental Instruction/Athletics	2/18/10 – 6/30/10	\$ 14.61
Zachary Glanker	Fire Science Classroom Assistant	2/18/10 – 5/26/10	\$ 8.60

Trudy Largent, J.D.
 Interim Director of Human Resources


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

February 5, 2010
 Date Submitted

February 5, 2010
 Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting**

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Short-term/Temporary/Substitute (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Karen Jackson	Reading/Writing Lab Technician Vacaville Center	3/2/10 – 5/4/10	\$ 23.69
Leigh Anne Jones	Reading/Writing Lab Technician (Saturday Lab)	2/6/10 – 5/8/10	\$ 21.65
Marc Lancet	Guest speaker, Humanities	1/20/10 – 5/20/10	\$ 64.71
Eric Platano	Supplemental Instruction/Athletics	2/18/10 – 6/30/10	\$ 14.61
Tracy Schneider	Accreditation Report Writer	2/18/10 – 6/30/10	\$ 64.71
Diane White	Guest speaker, Humanities	1/20/10 – 5/20/10	\$ 60.80

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount/ Hourly Rate</u>
Greg Begin	Workshop Presenter, Foster & Kinship Care Drugs 101, Leaving Home, Empowering and Motivation, Story Time by the Fire, Storytelling for Young Foster Youth, and Tell Your Own Story	3/4/10 – 3/7/10	\$ 1,080.00
Joel Brick	Journey Level Assistant Fire Instructor	2/18/10 – 5/26/10	\$ 25.00
Zwanda Cook	Model, Art 19	3/12/10	\$ 133.00
	Model, Art 19	4/30/10	\$ 133.00
Christopher Cronin	Art Model, Art 19	3/26/10	\$ 133.00
	Art Model, Art 19	5/7/10	\$ 133.00
Sherry Currie-Proctor	Workshop Presenter, Foster & Kinship Care The Good, the Bad and the Ugly and Kid's Round Table	3/4/10 – 3/7/10	\$ 360.00
Erica Dumin	Co-present & Support, Kinship Support and Information	3/3/10 – 3/31/10	\$ 720.00
Teri Lamb	Workshop Presenter, Co-present PRIDE Pre-Service for Foster & Adoptive Parents	3/4/10 & 3/25/10	\$ 360.00

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Professional Experts (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount/ Hourly Rate</u>
Shandra Luckey	Art Model, Art 19	4/16/10	\$ 133.00
Lisa Quinterro	Art Model, Art 32/33	2/23/10 – 2/25/10	\$ 160.00
	Art Model, Art 19	3/19/10	\$ 133.00
	Art Model, Art 19	4/23/10	\$ 133.00
	Art Model, Art 19	5/21/10	\$ 80.00
Kathryn Moriarty	Art Model, Art 32/33	3/2/10 – 3/9/10	\$ 240.00
	Art Model, Art 32/33	3/11/10 – 3/18/10	\$ 240.00
Nancy Pewitt	Co-present & Support, Kinship Support and Information	3/10/10	\$ 540.00
Rachael Staudt	Art Model, Art 19	3/5/10	\$ 133.00
	Art Model, Art 19	4/16/10	\$ 133.00
	Art Model, Art 19	5/14/10	\$ 133.00
D. MaryAnn Turley	Co-present, PRIDE Pre-service for Foster & Adoptive Parents and Co-present & Support, Kinship Support & Information	3/3/10 – 3/31/10	\$ 1,080.00
Erin Stone	Art Model, Art 19	4/2/10	\$ 133.00

Independent Contractors

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
<u>Fine & Applied Arts/Behavioral Science</u>			
<u>Leslie Rota, Responsible Manager</u>			

Foster & Kinship Care Training Conference, March 4-7, 2010

Children's Nurturing Project	Present, Infant Massage & Soothing Techniques and Lessons Learned from Junk Mail: Making Developmental Toys	3/4/10 – 3/7/10	\$ 1,000.00
Derek Clark	KeyNote: Never Give Up, Present If YOU Believe THEY will Achieve, Time With Derek, and Pitiful Life or Powerful Life: It's Your Choice	3/4/10 – 3/7/10	\$ 1,500.00

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Independent Contractors (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
<u>Fine & Applied Arts/Behavioral Science</u> <u>Leslie Rota, Responsible Manager</u>			
<i>Foster & Kinship Care Training Conference, March 4-7, 2010</i>			
Debbi Davis	Present, Special Needs Infants and Toddlers	2/19/10 & 2/16/10	\$ 600.00
	Present, Working with Substance Exposed Infants, and Special Needs Infants and Toddlers	3/4/10 – 3/7/10	\$ 1,300.00
	Next Steps to Placement & Family: Special Needs Children	3/19/10	
Bob Florez	Present, Working with Gang Affected Youth	3/4/10 – 3/7/10	\$ 300.00
Rose Laugtug	Present, Writing Magic, Family Math, Picture Writers, Craft Time, Making Books, and Recipes for Success	3/4/10 – 3/7/10	\$ 1,250.00
Lois Raap, J.D.	Present, New Laws & Their Relationship....Laws for Dependency, Rights of Children & Youth in Care, and Kinship Caregivers, and Medi-Cal: Working with the System	3/4/10 – 3/7/10	\$ 1,000.00
John Hagelis, Ph.D.	Present, Effects of Trauma on Development & Attachment and Communication through Art	3/4/10 – 3/7/10	\$ 700.00
Lorraine Hargrave	Present, How to Support a Teen Parent without Enabling	3/4/10 – 3/7/10	\$ 200.00
Jacqueline Jones	Present, How to Improve your Child's Writing Skills, Reading Skills, Basic Math Skills, and Connecting Through Games	3/4/10 – 3/7/10	\$ 1,000.00
Caila Menefee	Present, The Value of the Fully Extended Family-Enjoying the Benefits of Building Relationships with Birth Families	3/4/10 – 3/7/10	\$ 200.00

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Independent Contractors (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
<u>Fine & Applied Arts/Behavioral Science</u> <u>Leslie Rota, Responsible Manager</u>			
<i>Foster & Kinship Care Training Conference, March 4-7, 2010</i>			
Reina Sanchez	Co-present, Life Books as a Process and Living the Life Book Process	3/4/10 – 3/7/10	\$ 540.00
Bret Stephenson	Present, A Mile Wide & Inch Deep: America's Shallow Approach to Teenagers, The Loss of Initiation and Rites of Passage for Modern Teens, Archetypal Adolescent Development, Behavior Mgmt. & Anger Mgmt., Family Roles and Communication Skills, and Why "Just Say No" Just Hasn't Worked (Drugs/Alcohol)	3/4/10 – 3/7/10	\$ 1,200.00
Doug Tawlks IAM	Present, Resolving Family Conflict and Family Tune-up: Positive Discipline	3/4/10 – 3/7/10	\$ 980.00
Tony Yadon	Present, How to Hug a Porcupine: Building Trust/Relationships with Children, Understanding the Losses of Children in Care, Understanding and Responding to the Sexual Behavior of Children, Protecting Your Child On-Line, and Faith, Religion, and Foster Care	3/4/10 – 3/7/10	\$ 720.00
<u>Small Business Development Center (SBDC)</u> <u>Charles Eason, Responsible Manager</u>			
Johnnie Barber, Jr.	Counseling & technical assistance, City of Dixon Contract	2/18/10 – 3/31/10	\$ 960.00
Wilbert Cason	Counseling & technical assistance, Young Entrepreneurs Project Contract	2/18/10 – 3/31/10	\$ 4,500.00
Martha Christopher	Counseling & technical assistance, County of Solano Contract	2/18/10 – 3/31/10	\$ 480.00
Brian Cushing	Present small business workshops to SCC Small Business Development Center, SBDC Program Income	2/18/10 – 3/31/10	\$ 180.00

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

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Independent Contractors (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
Small Business Development Center (SBDC)			
<u>Charles Eason, Responsible Manager</u>			
Federal Technology Center Procurement Assistance Program	Provide three workshops and up to ten (10) hours of counseling	11/19/09 – 6/30/10	\$ 1,500.00
E. Floyd Hicks	Counseling & technical assistance, City of Dixon Contract	2/18/10 – 3/31/10	\$ 1,920.00
Carolynne Gamble	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 1,440.00
Jerry Jinnett	Counseling & technical assistance, County of Solano Contract	2/18/10 – 3/31/10	\$ 1,920.00
Teri Johnson	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 1,440.00
Jill Kuwamoto-Oyoung	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 480.00
Mark Lillis	Counseling & technical assistance, Young Entrepreneurs Project Contract	2/18/10 – 3/31/10	\$ 3,200.00
Anni Minuzzo	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 960.00
Charles Monahan	Counseling & technical assistance, City of Dixon Contract	2/18/10 – 3/31/10	\$ 1,920.00
Birgit Rickert	Present small business workshops to SCC Small Business Development Center, SBDC Program Income	2/18/10 – 3/31/10	\$ 240.00
Matthew Rhodes	Custom website design for SCC Small Business Development Center, Entrepreneurship Career Pathways Grant	2/18/10 – 3/31/10	\$ 2,000.00
Steve Schneider	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 960.00

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Independent Contractors (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
Small Business Development Center (SBDC) <u>Charles Eason, Responsible Manager</u>			
Robert Schock, Jr.	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 480.00
Sandy Stelter	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 2,880.00
	Counseling & technical assistance, SBDC Program Income	2/18/10 – 3/31/10	\$ 4,000.00
Albert Sullivan	Present small business workshops, SBDC Program Income	2/18/10 – 3/31/10	\$ 240.00
Diana Thomas	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 960.00
Greg Weinerth	Counseling & technical assistance, City of Fairfield Contract	2/18/10 – 3/31/10	\$ 1,440.00
Bill Wigley	Counseling & technical assistance, City of Vallejo Contract	2/18/10 – 3/31/10	\$ 960.00

**Student Development and Outreach
Shirley Lewis, Responsible Manager**

Ernie Holly Timeline Media Productions	Update the SCC Tech Prep Video	2/25/10 – 5/7/10	\$ 2,800.00
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GRATUITOUS SERVICE

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Agalava Afisivalu	Attend Parent Advisory Club Meetings	Health Occupations, Public Safety & Family Studies
Cindy Apaka	Attend Parent Advisory Club meetings and coordinate parent involvement activities	Health Occupations, Public Safety & Family Studies
Corey Benjamin	EMT Skills	Health Occupations, Public Safety & Family Studies

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GRATUITOUS SERVICE (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Maribell Blossom	Attend Parent Advisory Club meetings and assist with program fundraisers	Health Occupations, Public Safety & Family Studies
William Boykin	EMT Skills	Health Occupations, Public Safety &
Sherrie Cooper	Child observation; design & implement a health curriculum	Health Occupations, Public Safety & Family Studies
Heather Crawford	Child observation; design & implement a health curriculum	Health Occupations, Public Safety & Family Studies
Kyle Dubs	EMT Skills	Health Occupations, Public Safety & Family Studies
Mary Falcon	EMT Skills	Health Occupations, Public Safety & Family Studies
Brian Freeman	EMT Skills	Health Occupations, Public Safety & Family Studies
Margot Gebers	Assist with swimming & diving team	PE, Wellness & Athletics
Donna Gouldthrope	Child observation; design & implement a health curriculum	Health Occupations, Public Safety & Family Studies
Stefanie Green	EMT Skills	Health Occupations, Public Safety & Family Studies
Jeanne Grube	Assist with parent involvement activities	Health Occupations, Public Safety & Family Studies
Yanhong Guo	Attend Parent Advisory Club meetings and assist with program activities	Health Occupations, Public Safety & Family Studies
Laura Guzman	Assist with parent involvement Activities	Health Occupations, Public Safety & Family Studies
Justin R. Holke	EMT Skills	Health Occupations, Public Safety & Family Studies

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****February 17, 2010****Page 9****GRATUITOUS SERVICE** (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Allison Hunter	EMT Skills	Health Occupations, Public Safety & Family Studies
Raechele Kenyon	Child observation; design & implement a health curriculum	Health Occupations, Public Safety & Family Studies
Melissa Keogh	Attend parent meetings and assist with fundraisers	Health Occupations, Public Safety & Family Studies
Yongge Liu	Attend Parent Advisory Club meetings and assist with program activities	Health Occupations, Public Safety & Family Studies
Sarah Lucero	Working on stage sets for theater	Fine & Applied Arts/Behavioral Science Family Studies
Marianne Manansala	Attend Parent Advisory Club and parent meetings	Health Occupations, Public Safety & Family Studies
Rafael Manansala	Attend Parent Advisory Club and parent meetings	Health Occupations, Public Safety & Family Studies
Ismael Martinez	Assist with swimming & diving team and with swim for fitness	PE, Wellness & Athletics
Theresa O'Reilly	Assist in ceramics classes	Fine & Applied Arts/Behavioral Science Family Studies
Claudia Pineda	EMT Skills	Health Occupations, Public Safety & Family Studies
Anjelina Plascencia	Participate in parent involvement activities	Health Occupations, Public Safety & Family Studies
Glenn Pullen	EMT Skills	Health Occupations, Public Safety & Family Studies
Spartacus Rodriguez	EMT Skills	Health Occupations, Public Safety & Family Studies

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GRATUITOUS SERVICE (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
John Rourke	EMT Skills	Health Occupations, Public Safety & Family Studies
Shannan Rourke	EMT Skills	Health Occupations, Public Safety & Family Studies
Lynette Soto	Assist with parent involvement activities	Health Occupations, Public Safety & Family Studies
Richard Stewart, III	EMT Skills	Health Occupations, Public Safety & Family Studies
Ganesha Swoopes	Assist with parent involvement activities	Health Occupations, Public Safety & Family Studies
Angelina Taylor	EMT Skills	Health Occupations, Public Safety & Family Studies
Lauren Wink	Assistant Coaching duties	PE, Wellness & Athletics
Karen Woods	Work with students doing horticultural tasks	Math/Science
S. Cindy Yatsko	Child observation; design & implement a health curriculum	Health Occupations, Public Safety & Family Studies
John Zimmerman	EMT Skills	Health Occupations, Public Safety & Family Studies

**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:

01/13/10	Vendor Payment	11017337-11017435	\$ 848,603.14
01/14/10	Vendor Payment	11017436-11017450	\$1,386,591.17
01/15/10	Vendor Payment	11017451-11017487	\$ 890,865.32
01/20/10	Vendor Payment	11017488-11017856	\$ 45,380.99
01/28/10	Vendor Payment	11017857-11018002	\$ 406,472.99
01/29/10	Vendor Payment	11018003-11018079	\$ 179,752.61
02/03/10	Vendor Payment	11018080-11018717	\$ 68,348.40
02/05/10	Vendor Payment	11018718-11018730	\$ 376,274.23
02/05/10	Vendor Payment	11018731-11018744	\$ 296,595.16

Copies of the Warrant Listings are available at the Board Meeting and at the following locations: Office of the Superintendent/President, Office of the Vice President of Administrative & Business Services, and Library.

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

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

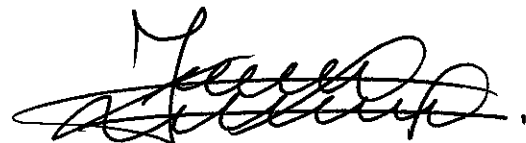
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 5, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER NO. 14 TO ROEBBELEN
CONTRACTING, INC., CONSTRUCTION OF THE
VACAVILLE CAMPUS – NEW CLASSROOM BUILDING

REQUESTED ACTION: APPROVE CHANGE ORDER

SUMMARY:

Board approval is requested for Change Order No. 14 to Roebbelen Contracting, Inc.'s base contract for the Vacaville Center - New Classroom Building. Details are attached. Revised contract amount is as follows:

Contract Award Amount	\$	14,059,000.00	
Prior Change Orders	\$	767,762.00	
Change Order No. 14	\$	50,007.00	
Total Change Orders	\$	817,769.00	5.82% of Contract Award Amount
Revised Contract Amount	\$	14,876,769.00	

Staff will be at the meeting to answer any questions from the Governing Board.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

David V. Froehlich
Director of Facilities

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

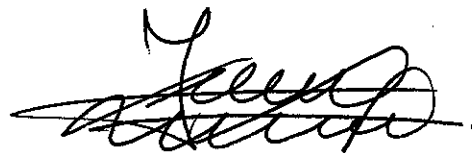
TELEPHONE NUMBER

Facilities

ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 5, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

02/17/10 ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
060	The original contract documents contained a discrepancy regarding the fastener system specified for the Trespa paneling (wood paneling). Once the discrepancy was noticed, the Contractor was directed to install the exposed fasteners, which required re-working of the wall and associated blocking. The Contractor was directed to re-work the wall to accommodate the fastening system.	\$1,031.00	Error/Omission	14
104	The original contract drawings did not include exterior cement plaster finish at the back of the parapet wall above the multi-use room. The Contractor was directed to plaster 20' beyond the edge of roof. Additionally, miscellaneous drywall re-work was required at the second floor multi-use building and science, due to discrepancies within the original contract documents. The Contractor was directed to make the necessary drywall modifications.	\$1,375.00	Error/Omission	14
113	The District directed the Contractor to make various modifications to the landscape design included in the original contract drawings. The modifications include changing tree, plant, ground cover types/locations, modifying tree-well locations, and revision of amphitheatre grades and slopes.	\$10,011.00	Owner Requested	14
115	The original contract drawings did not include location and quantity of cornerguards. The Contractor was directed to install cornerguards at various locations throughout the building.	\$7,525.00	Error/Omission	14
120	The original contract drawings contained a discrepancy regarding the expansion joint assembly between the classroom building and multi-use building. The Contractor was directed to install a metal stud parapet and "roof-to-wall" cover instead of the originally specified "roof-to-roof" cover.	\$1,516.00	Error/Omission	14
123	The District directed the Contractor to add projector screens at the library reference room and conference room, and to modify the equipment/power required at the two motorized projector lift locations (Multi-Use Room and Lecture Hall).	\$1,880.00	Owner Requested	14
124	Due to the electrical requirements for the food waste disposal and dishwasher in the Science Prep (Room 111), the GFI duplex could not be shared between the two (as originally designed). The Contractor was directed to provide a separate outlet for each piece of equipment.	\$1,429.00	Error/Omission	14

02/17/10 ROEBBELN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
125	The original contract drawings did not show installation of a neutral wire for two of the mechanical units; however, it is required. The Contractor was directed to install a neutral wire for the two specific mechanical units.	\$792.00	Error/Omission	14
126	The District directed the Contractor to provide "Best brand" padlocks at all removable bollard locations.	\$750.00	Owner Requested	14
127	The radius shown in the original contract drawings for the Trespa (wood panel) wall was unable to be met with the specified Trespa panels. The Contractor was directed to square-off the radius.	\$687.00	Error/Omission	14
128	The original contract drawings contained discrepancy in the ceiling height of Room 111 (Science Prep). The fume hood ceiling enclosure panels needed to be re-fabricated to accommodate the actual ceiling height. The Contractor was directed to re-fabricate the panels.	\$1,180.00	Error/Omission	14
129	The Contractor was directed to delete the toe-kick notches and aluminum "U" channel (included in the original contract drawings) at various casework locations.	(\$2,370.00)	Unforeseen Condition	14
130	The District directed the Contractor to install power and data for the lobby kiosks (to be provided under a different contract).	\$1,139.00	Owner Requested	14
131	The District directed the Contractor to install emergency back up at 14 light fixtures in order to provide light to the classrooms in case of power outage.	\$5,659.00	Owner Requested	14
132	The originally specified isolation rails at FC-1 (Fluid Cooler) do not work with the roof sleeper system as designed and installed. The Contractor was directed to add tube steel support under the isolation rail to accommodate the sleepers.	\$5,594.00	Error/Omission	14
122	The original contract drawings did not include adequate bracing at the northwest exterior lobby wall. The Contractor was directed to provide and install additional bracing to meet structural requirements.	\$4,032.00	Error/Omission	14
133	The bent plate connection originally specified/designed between the glu-lams and roof at the west wall did not work in the field, after accommodating the inset aluminum window frame. The Contractor was directed to fabricate and install new bent plates at the west wall location.	\$2,371.00	Error/Omission	14

02/17/10 ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
134	The original contract drawings did not show the shearwall plywood required at multiple multi-use building locations. The Contractor was directed to install the shearwall plywood to meet structural requirements of the building.	\$2,017.00	Error/Omission	14
135	The original contract drawings did not include dedicated outlets at the small refrigerator locations (two locations) at the Science Prep Room (Room 211). The Contractor was directed to install dedicated outlets at each location.	\$596.00	Error/Omission	14
136	The Contractor was directed by the District to install conduit and cabling for emergency/house phones at four (4) hallway locations.	\$2,793.00	Owner Requested	14
	TOTAL	\$50,007.00		

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: AMENDMENT TO UNIVERSITY OF CALIFORNIA, SAN FRANCISCO DEPARTMENT OF ANATOMY WILLED BODY PROGRAM

REQUESTED ACTION: APPROVAL

SUMMARY:

The District has used cadavers for its Anatomy classes for many years. In recent years, the cadavers have been supplied through a contract with the University of California, San Francisco. The last contract was approved by the Board on July 16, 2008. In order to continue this arrangement, the UCSF has submitted an amendment to the contract. This amendment extends the terms of the contract until June 30, 2011. Since we use the cadavers for educational purposes only, there will be no increase in the fees for the service which are \$2500 per cadaver.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Joseph Conrad, Interim Dean
Math/Science

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94533

ADDRESS

707-864-7110

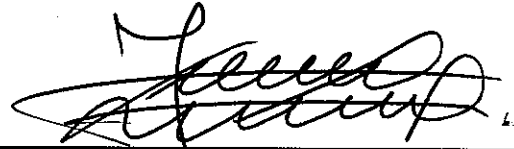
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



JOWEL C. LAGUERRE, PH.D.
Superintendent/President

February 5, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**AMENDMENT NO. 1
TO
AGREEMENT TO PROVIDE SERVICES
BETWEEN
SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
AND
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

The Regents of the University of California, a constitutional corporation under Article IX, Section 9 of the Constitution of the State of California, acting for and on behalf of its San Francisco Campus and its Department of Anatomy (hereinafter collectively referred to as "University") and Solano County Community College District ("End User"), a California corporation, having its principal offices at 4000 Suisun Valley Road, Fairfield, California hereby amend the Agreement to Provide Services dated July 1, 2008 ("Agreement") as follows:

1. Agreement, Section 1, first sentence is deleted in its entirety and replaced with:
 - a. The Services (defined below) will be provided during a period beginning on July 1, 2008 and ending on June 30, 2011 ("Term"), unless otherwise terminated as provided herein.
2. Exhibit A, Scope of Services, Section 3.a is deleted in its entirety and replaced with:
 - a. For one cadaver \$2,500.00, if used for educational purpose, or \$3,100.00, if used for research or developmental purpose, which is a one-time, per-cadaver fee for the Allocation Period (defined below) during the period from July 1, 2009 through June 30, 2011, and which includes a standard white body bag (an "Allocation Fee");
3. Except as hereinabove stated, all of the terms and conditions of the Agreement remain in full force and effect.
4. The parties hereby agree that the revised provisions contained in this amendment supersede any previously executed agreement where applicable and that each party shall provide Certificates of Insurance or Additional Insured Endorsements in accordance with the Agreement for the term specified in this amendment.

IN WITNESS, WHEREOF, intending to be legally bound, each party has caused this Amendment to be signed by its duly authorized officer as of the day and year written below.

**THE REGENTS OF THE SOLANO COUNTY COMMUNITY
UNIVERSITY OF CALIFORNIA COLLEGE DISTRICT**

Signature

W. David Pendergast

Printed Name

Acting Manager, Business Contracts Unit

Title

Date

Signature

Jowel C. Laguerre, Ph.D.

Printed Name

Superintendent/President

Title

Date

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RENEWAL OF CONTRACT AGREEMENT BETWEEN
GOODRICH CORPORATION AND SOLANO
COMMUNITY COLLEGE DISTRICT TO PROVIDE
SPECIAL EDUCATIONAL SERVICES

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College District Contract Education will provide special educational services for up to 10 Goodrich Corporation employees. This item is being presented to the Governing Board for approval.

The District will coordinate and deliver the assessment, training, and Certificate of Competence to each employee who successfully completes the SLT (soldering lead wires techniques) assessment. Employees attended assessment and training on January 26, 2010, at the Goodrich Corporation facility. Goodrich Corporation will provide all testing materials and compensate the District for all services rendered and expenses at a rate of two thousand dollars and no cents (\$2,000.00).

Copies of the agreement are available in the Office of the Superintendent/President, Office of Administrative and Business Services, and the Office of Workforce and Economic Development and Contract Education.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Deborah Mann, Program Developer
Workforce and Economic Development
Contract Education

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

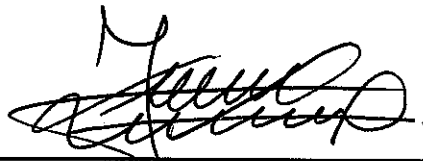
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

February 05, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 05, 2010

**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 **Goodrich Corporation, 3530 Branscombe Road Fairfield, CA 94533**, hereinafter referred to as the "Goodrich Corporation."

WHEREAS, the Goodrich Corporation desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide training and assessment for certification of Soldering Leadwires Techniques (SLT) for up to 10 employees.
- B. The District will coordinate and deliver the assessment and training and award certification to each employee who successfully completes the SLT assessment. The assessment and training will take place on January 26, 2010, at the Goodrich Corporation facility, on the manufacturing floor. Additional certification activities can be scheduled as needed with an addendum to this contract.
- C. The Goodrich Corporation will identify all employees to be assessed, and will provide all testing materials.
- D. The Goodrich Corporation will compensate the District for all services rendered and expenses at a rate of two thousand dollars and no cents (\$2,000.00).
- E. Payments by the Goodrich Corporation to the District will be due upon receipt of invoice.
- F. **IT IS MUTUALLY UNDERSTOOD** that the Organization and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to the Organization and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, the Organization, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of the Organization. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

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

- H. The Organization agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of the Organization's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

Maria Sanford
Senior Buyer
Goodrich Corporation
Fairfield, CA

Date _____

Dr. Jowel Laguerre
Superintendent/President
Solano Community College
Fairfield, CA

Date _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Mary David	Administrative Assistant III Admissions and Records 30 years, 1 ½ months of service at SCC	June 30, 2010

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Trudy Largent, J.D.
Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

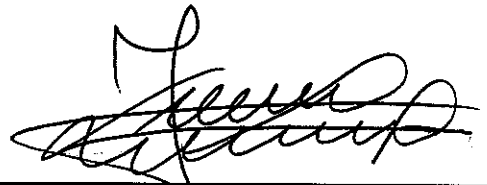
ADDRESS

707-864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

February 05, 2010
DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT



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

February 05, 2010
DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PROPOSED AGREEMENT WITH WILLIAM C. WATTS,
DBA POSTAGE CONSULTING SERVICES
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to finalize an agreement with William C. Watts, dba Postage Consulting Services. It's proposed for Mr. Watts to analyze the District's bulk mailing, current postage rates, mail labeling language, and overall postage procedures.

The District has multiple bulk mailings throughout the year that should be analyzed for better efficiency and reduced waste of financial and staffing resources. For an initial 24-month period, Mr. Watts proposes to make certain recommendations on the District's mailings and would receive compensation **only** if the District implements the recommendation and realizes a cost savings. There are no additional costs to the District. The current proposal is a 60/40 split, with the District capturing a 60 percent of the saved amount. At the conclusion of 24 months, the District will retain 100 percent of the implemented savings recommendations made by Mr. Watts.

Ross Beck, Director of Marketing, Public Relations, and Communications will make a presentation to the Board on the proposed agreement's merits. Attached is a copy of the agreement.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

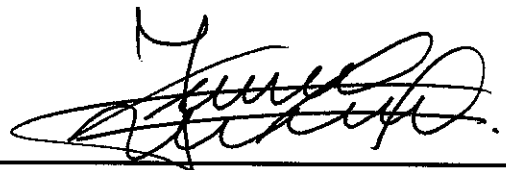
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 5, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

William C. Watts
Postage Consulting Services
319 Steeplechase Dr.
Irving, TX 75062

CONSULTING CONTRACT – COMPENSATION AND PAYMENT

01-01-08

Compensation for services rendered to _____ representing
_____ and William C. (Bill) Watts has been agreed upon as
follows:

Mr. Watts will review the different types of mail we are mailing and analyze our mailing volumes, frequencies, current postage rates, mail make-up, and our overall postal procedures. Following his review, he will meet with us or our designated person(s) and present in writing recommendations relative to the areas he identified where we could be reducing our postage and/or postage related expenses. The recommendation(s) will detail:

- A) The individual area where a savings exists
- B) Appropriate Postal Rules/Regulations allowing the savings
- C) Any known related cost to institute the savings
- D) Projected savings amount (based upon our current mailing data)
- E) How to get the savings started (specific guidance and/or instructions)

Any recommendation made by Mr. Watts that is not already in place or implemented by the college(s), that we accept and institute during the term of the contract, will cause compensation to be paid to Mr. Watts as detailed below. We are absolutely under no obligation to accept or institute any one or more recommendations made. It is only when we accept and institute any one or more of the recommendations that we agree to compensate him for actual savings captured per the terms disclosed below. Mr. Watts will be compensated for two categories of savings (1) "Future Net Savings" as well as (2) "Reimbursed/Refunded Monies" as defined below.

FUTURE NET SAVINGS are savings we will have saved in the future. Those savings will be determined by what we would have paid absent Mr. Watts' recommendations (old higher rate or costs) versus what we will pay as a result of implemented recommendations (new lower rate or costs). Future Net Savings amount will be determined individually at the time of each actual mailing.

Each separate recommendation stands alone with its own 24 month compensation period, and its own savings will be computed in that manner. Establishing that a savings exists will be determined when the first mailing, relative to that particular recommendation, is made and a savings does actually occur. Beginning with that first mailing with a savings, Mr. Watts will be paid on the savings of that amount ONLY, for that mailing, and again for all and each subsequent mailing, with a savings, during the following 24 month period. All the "Future Net Savings" will be computed using our own in-house documents, postal mailing forms/records, and data supporting the actual savings. Once the actual savings are captured Mr. Watts will be paid forty percent (40%) of that amount and we will keep sixty percent (60%) of the saved amount. At the end of the 24-month period for each separate savings recommendation accepted and instituted, NO ADDITIONAL PAYMENTS are paid to Mr. Watts. We will then retain all (100%) of future savings.

REIMBURSED FUNDS OR REFUNDED MONIES - - Reimbursed Funds or Refunded monies are any funds/monies that we have already spent that Mr. Watts assists or causes us to get back for whatever reason (computation errors, incorrect rates charged, paying higher rates while waiting for approval for lower rates, various discounts not allowed by the USPS that should have been, etc). Whatever amount of monies we are reimbursed or refunded Mr. Watts will be paid fifty (50%) of any such amount(s). Payment to Mr. Watts will be made to him within thirty (30) days after we receive the monies.

Any and all compensation due Mr. Watts for either "Future Net Savings" or "Reimbursed Funds or Refunded Monies" earned prior to the end of the two year period will be paid directly to Mr. Watts and/or Patsy Watts. In the event that both are deceased, then the compensation due Mr. Watts is to be paid directly to his estate.

Mr. Watts is an Independent Contractor (not an employee of our organization) and is solely responsible for payment of his/their own taxes and personal liability insurance.

I _____ representing _____
have read this contract, understand it, and agree to the terms and conditions contained therein.

Name _____ Name _____

Title _____ Title Superintendent/President

Date _____ Date _____

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

TO: Members of the Governing Board
SUBJECT: RENEW AGREEMENT WITH THE NORTH COAST
COLLEGE AND UNIVERSITY MUTUAL AID GROUP
(NCCUMAG)
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to renew an agreement with the North Coast College and University Mutual Aid Group (NCCUMAG). Established 15 years ago, Solano Community College District was one of the original members of the NCCUMAG. Member districts and universities include: College of the Redwoods, Humboldt State University, Marin Community College District, Mendocino College, Napa Valley College, Santa Rosa Junior College, Solano Community College District, and Sonoma State University.

The agreement recognizes that in times of natural or man-made disaster, institutional resources may be overwhelmed and that local assistance may be delayed. The agreement also recognizes that the assistance of personnel and equipment from other colleges and universities may be better suited for assistance in an educational community. The agreement includes information on the consortium's purpose, definitions, requesting mutual aid, responsibilities including possible cost reimbursements and work hours provided, and injury and illness reporting.

CONTINUED ON NEXT PAGE:

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 5, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: RENEW AGREEMENT WITH THE NORTH COAST
COLLEGE AND UNIVERSITY MUTUAL AID GROUP
(NCCUMAG)**

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

The District has actively participated in various areas. Chief of Police, Steve Dawson, is the immediate past President of the NCCUMAG, and the District has hosted meetings and provided training workshops for member institutions.

Additional benefits of consortium membership include the positive exposure through outreach, obtaining supplies, and bringing in others to assist in public awareness and instruction free of charge. It is hoped that this District can continue its involvement within the North Coast College and University Mutual Aid Group. Attached is a copy of the agreement.

NORTH COAST COLLEGE AND UNIVERSITY MUTUAL AID AGREEMENT Update 2010

PURPOSE

The North Coast College & University Mutual Aid Group (NCCUMAG) - College of the Redwoods, Humboldt State University, Marin Community College District, Menocino College, Napa Valley College, Santa Rosa Junior College, Solano Community College, and Sonoma State University - signatory to this agreement recognize that in times of emergency caused by natural or manmade disaster or when faced with responsibility for public safety, the resources of one college or university may be inadequate. These Colleges and Universities also recognize that the personnel and equipment of other colleges and universities are better suited to deal with emergencies in an academic environment. The nature of some disasters makes a regional agreement necessary. Therefore, these Colleges and Universities create this agreement to ensure that the communities of each College and University can be protected and served during times of special need.

NORTH COAST COLLEGE & UNIVERSITY MUTUAL AID GROUP COMMITTEE (NCCUMAG)

Each participating College and University President/Superintendent shall appoint a representative(s) to the North Coast College and University Mutual Aid Group Committee.

The committee responsibilities shall be:

1. To meet regularly or at least quarterly.
2. To maintain minutes of the meetings.
3. To review and keep current each Campuses Emergency Preparedness Emergency Operations plan.
4. To maintain a current list of personnel, equipment, and/or other resources available to NCCUMAG mutual aid.
5. Maintain the Disaster Response Kit program for participating members.
6. To provide local and regional disaster training.
7. As soon as practical upon the conclusion of a mutual aid event, the committee shall critique, review and prepare a summary report for each President/CEO of NCCUMAG.

DEFINITIONS

The North Coast College & University Mutual Aid Plan provides for the temporary assignment of personnel, equipment, and/or other resources from one member's campus to another member's campus.

- A. Requesting Campus: The member College or University requesting and receiving mutual aid assistance.
- B. Responding Campus: The member College or University providing mutual aid assistance.

REQUESTING MUTUAL AID

Requests for mutual aid may be made when the available resources of the requesting campus are insufficient to accomplish their response and recovery mission.

- A. The President/Superintendent of each participating College or University shall designate individuals who make and receive requests for mutual aid. The standing NCCUMAG Committee shall maintain a current list of designees.
- B. All requests shall be made in compliance with SEMS, NIMS and Cal EMA guidelines.

RESPONSIBILITIES

The Requesting Campus Will:

1. Make a specific request for assistance and additional equipment.
2. Provide appropriate lodging for mutual aid personnel.
3. Provide meals for mutual aid personnel.
4. Reimburse responding campuses for actual salary of personnel assigned to mutual aid duty after any three (3) days per calendar year.
5. Reimburse responding campuses for costs associated with providing mutual aid including transportation, all overtime and incidental expenses.

The Responding Campus Will:

1. Arrange for transportation of mutual aid personnel to and from the requesting campus.
2. Insure that personnel assigned to mutual aid are equipped as appropriate for their normal function.
3. Fund wages and travel expenses.
4. Be responsible for lost equipment.

OTHER COSTS TO RESPONDING COLLEGE OR UNIVERSITY

Any costs incurred by a responding campus as a result of providing personnel to a requesting campus that are not covered in this agreement should be resolved through an agreement between or among the campus representatives that is acceptable to all parties.

WORKING HOURS – SHIFTS TO BE COMPLETED

The person in charge of the responding campus personnel is responsible to ensure that each individual completes his or her assigned shift-working hours, takes appropriate breaks, and maintains logs accordingly.

The responding campus personnel will provide mutual aid work to the requesting campus until the requesting campus has achieved a level of aid sufficient to handle the emergency and releases the responding campus employees, or when the responding campus President/Superintendent orders their return.

INJURY AND ILLNESS

Mutual aid personnel who are injured while at the requesting campus shall immediately notify their supervisor on site at the emergency, who will notify the requesting campus incident commander.

The responding campus shall maintain workers compensation liability for their employees at all times.

- A. Each person will complete an Emergency Information Form prior to the arrival at the requesting campus. Upon arrival at the requesting campus the person in charge of the mutual aid detail will present the completed forms to the incident commander of the requesting campus.
- B. Injured personnel are responsible for completing all required documents and reports of injury/illness consistent with the policies of the requesting campus and, if different, the responding campus, including workers compensation forms.
- C. The requesting campus shall notify the responding campus of the injury or illness as soon as practical.

REPORTS

Mutual aid personnel shall complete all reports or other documents as necessary prior to terminating the mutual aid assignment and returning to their campus. All reports will be reviewed and approved by the requesting campus prior to departure.

The participating Presidents/Superintendents of this mutual aid agreement agree in principal to provide member colleges and universities impacted by a major disaster with whatever available resources that can be spared and/or shared to assist in emergency relief and to assist in the recovery period. This agreement is a form of college and university self-assistance in the event local and state resources cannot provide direct assistance to the community colleges.

Nothing in this agreement prohibits any President/Superintendents from having the authority to decline to provide assistance to the requesting campus covered by this agreement if it would be a burden to the responding campus.

Signed:

Jeff Marsee, President/Superintendent
Redwood Community College District

Date: _____

Rollin C. Richmond, President
Humboldt State University

Date: _____

Frances L. White, Superintendent/President
Marin Community College District

Date: _____

Kathy Leher, Superintendent/President
Mendocino College District

Date: _____

Robert F. Agrella, President/Superintendent
Santa Rosa Junior College

Date: _____

Armond Phillips, Interim Superintendent /President
Napa Valley College District

Date: _____

Jowel C. Laguerre, Ph.D., Supt/President
Solano Community College District

Date: _____

Ruben Arminana, President
Sonoma State University

Date: _____

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

TO: Members of the Governing Board

**SUBJECT: AUTHORIZATION TO ISSUE REQUEST FOR
PROPOSAL (RFP) FOR DISTRICT AUDIT SERVICES**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the District to issue a Request for Proposal (RFP) for District Audit Services. The District's current engagement for audit services with Perry-Smith LLP will expire on June 30, 2010. Per Section 59102 of Title 5, California Code of Regulations, arrangements for annual audits for any fiscal year as required by Section 84040 of the Education Code shall be made final no later than the May 1 preceding that fiscal year. The last RFP was conducted in 2006 in which Perry-Smith LLP was selected a three-year engagement for services ending with the FY 2007-08 audit. For continuity purposes, a one-year extension was granted in June, 2009 to conduct the FY 2008-09 audit. With permanent staff now in place, District staff recommends proceeding with the RFP.

The Board Audit Subcommittee will evaluate the RFP's and determine which firms will be invited to interview for further consideration. Resource persons assisting the process consists of the Superintendent/President, Vice President of Administrative & Business Services, and the Director of Fiscal Services. The recommended selected firm will be presented to the entire Board for consideration. The RFP is provided under separate cover. A copy may be obtained at the Office of the Vice President of Administrative & Business Services.

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

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

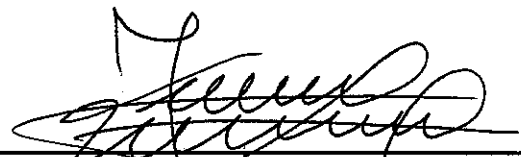
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


JOWEN C. LAGUERRE, Ph.D.
Superintendent/President

February 5, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: FURNITURE FOR VACAVILLE CENTER PROJECT
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the purchase of furniture for the Vacaville Center building which is now about 85% complete and turnover to the District is currently scheduled for February 25, 2010.

For the past six months, staff has been meeting to design and coordinate the furniture and equipment plans for the Center. The furniture plan was finalized in mid-December and on January 4, 2010, we sent out a Request for Quotes (RFQ) package for the procurement and installation of furniture. This went to seven potential vendors. The District received no response from four, a declination from one and quotes as shown from the following two firms:

<u>Vendor:</u>	<u>Quote:</u>
Office Max	\$ 602,902.69
Office Depot	\$ 527,103.87

CONTINUED ON NEXT PAGE:

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

David V. Froehlich
Director of Facilities

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

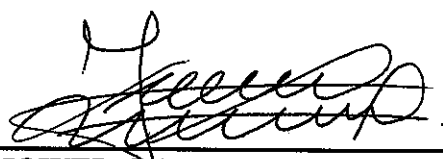
TELEPHONE NUMBER

Facilities

ORGANIZATION

February 05, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 05, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: FURNITURE FOR VACAVILLE CENTER PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

Taxes and freight will be in addition to the amounts shown, but as Office Depot is the low price quote and they have provided the District with outstanding service in the past, staff is recommending that they be awarded the contract for the procurement and installation of furniture (as quoted) for the Vacaville Center.

Attached is a bid summary. Upon request, the complete RFQ is available for review in the Facilities Department.

Staff will be present at the meeting to answer any questions from the Governing Board.

SOLANO COMMUNITY COLLEGE DISTRICT

Request for Quotes (RFQ) Process
for
Vacaville Center Furniture Procurement and Installation

Background: For the past six months, staff has been meeting regularly to design and coordinate the furniture and equipment plans for the new Vacaville Center. The furniture plan was finalized in mid-December, and on January 4, 2010 we sent out (via e-mail) a Request for Quotes (RFQ) package to seven vendors (shown below).

Responses to the RFQ were as shown in the chart, and by the published deadline (Friday, January 15 at 3:00 pm), two quotes had been received.

RFQ Addressees & Results:

Prospective Vendor	Response
S.L. Pemberton	None
Keller Group	None
Spectrum Furniture	None
Sierra School Equipment	None
Young Office Solutions	Declined
Office Max (OM workspace)	\$ 602,902.69
Office Depot	\$ 527,103.87

NOTE: Above quotes include charges for fabrication/assembly/installation. Solano County sales tax and freight charges are not included and amount to a total of an additional 9-11% (\$45,000-\$66,000) increase to the quotes.

Recommendation: Office Depot, in addition to submitting the substantially lower price quote, has provided excellent service to the District on several recent projects. Staff is therefore recommending that the Board of Trustees award the contract for the Vacaville Center furniture procurement and installation to Office Depot.

dvf:2/9/10

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PROPOSED REVISION TO BOARD POLICY NO. 6203 –
HONORARY DEGREES (REVISED)
REQUESTED ACTION: APPROVAL

SUMMARY:

The proposed revision to Board Policy No. 6203 – Honorary Degrees has been reviewed by the Superintendent/President’s Cabinet (SPC) and Shared Governance Council. The purpose of this revision is to award an honorary associate degree to an individual who has distinguished him or herself by outstanding personal or professional achievement, or philanthropic contribution to the District, community, or county in continuance of educational excellence and the District’s mission and goals.

This item was shared with the Board for information at the January 20, 2010, meeting and approval is requested at this time.

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Robin L. Steinback
Vice President Academic Affairs

PRESENTER’S NAME

4000 Suisun Valley Road

ADDRESS

707-864-7226

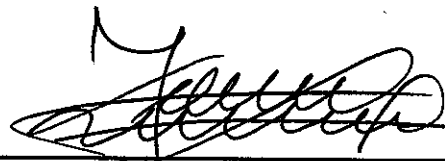
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

February 05, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



JOWEN C. LAGUERRE, Ph.D.
Superintendent/President

February 05, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

HONORARY DEGREES

6203

POLICY: Honorary degrees may be awarded at commencement or some other equally appropriate time. ~~The names of persons receiving honorary degrees must be approved by the Board.~~

The Board of Trustees Governing Board may award an honorary associate degree to an individual who has distinguished him or herself by outstanding personal or professional achievement, or philanthropic contribution to the District, community, or county in continuance of educational excellence and the District's mission and goals.

Criteria for awarding the honorary degree include the following:

- 1) Extraordinary support of the district or its college to further its programs, activities, or capital construction;**
- 2) Extraordinary service to the community or county served by the district;**
- 3) Extraordinary achievement in the individual's chosen field of endeavor.**
- 4) The Superintendent/President or Designee shall establish procedures and criteria for the award of honorary degrees.**

**REFERENCES/
AUTHORITY:**

California Education Code Section 70902, 72122

RLS:nb
BP6203

ADOPTED: December 19, 2001
REVISED: January 17, 2007

Reviewed EC: 9-29-09; 10-13-09, 11-24-09 Reviewed SGC: 10-28-09, 12-9-09 Information to Board: 1-20-2010 Scheduled for Board approval: 2-17-2010

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ENTREPRENEURSHIP CAREER PATHWAYS GRANT
REQUESTED ACTION: APPROVAL

SUMMARY:

This item is to approve renewal of a California Community Colleges System Office Entrepreneurship Career Pathways Projects Grant with the Solano College Small Business Development Center (Grant Agreement #09-172-030) for fiscal year 2009-2010. Funding for the Grant Agreement is through the Economic and Workforce Development Program. The scope of the Grant Agreement is to provide entrepreneurial training and counseling to youth ages 14-27 in Solano County. The amount of the Grant Agreement is \$35,000 and the term is for the period December 1, 2009, through June 30, 2010. No match is required for this grant.

A copy of the agreement is available in the Office of the Superintendent/President and in the Office of the Small Business Development Center.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane Suite 102, Fairfield

ADDRESS

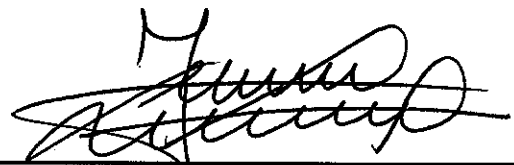
(707) 864-3382

TELEPHONE NUMBER

Academic Affairs
ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 5, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**THIS FORM MAY BE REPLICATED
BUT UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office (6870)	District: <u>Solano CCD</u> College: _____ RFA Specification Number: <u>09-172</u>
Grant Agreement	TO BE COMPLETED BY COCCC
Economic & Workforce Development Program Entrepreneurship Career Pathways Projects	Program Years: <u>2009-10</u> Maximum Years for which funding is available: _____ Grant Agreement No.: <u>09-172-030</u> Date: _____ Total Amount Encumbered: <u>\$35,000</u>

This grant is made and entered into, by and between, the BOG, California Community Colleges, Chancellor's Office, and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of the RFA Specification; this Grant Agreement face sheet, the Grantee's application, with all required forms; and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/09 and II, Rev. 04/08), as set forth in the RFA Instructions. All of these items are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered."

The term of this grant shall be from **December 1, 2009**, to **June 30, 2010**. The final report must be submitted within 60 days of the grant end date.

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

STATE OF CALIFORNIA				GRANTEE	
Item	Chapter	Statute	Fiscal Year	District	Solano CCD
6870-101-0001(21)	1	2009	2009-10		
Object of Expenditure (Code and Title)				Grant Funds Requested: <u>\$35,000</u>	
3233-751-27010					
Signature, Accounting Officer (or authorized Designee)				Total Match Funds: \$ _____	
Project Monitor				Project Director	
Teresa Parkison					
Agency		BOG, California Community Colleges Chancellor's Office (6870) 1102 Q Street Sacramento, CA 95811-6549		District (Grantee) Address	
				4000 Suisun Valley Rd. Fairfield, CA 94534-3197	
Signature, Executive Vice Chancellor (or authorized Designee)			Date	Signature, Chief Executive Officer (or authorized Designee) Date	
Printed Name of Person Signing			Printed Name of Person Signing		
Steve Bruckman			Jowel C. Laguerre, Ph.D.		
Title			Title		
Executive Vice Chancellor			Superintendent/President		

Application Budget Detail Sheet		
Chancellor's Office California Community Colleges	District: Solano Community College	
	College: Solano College	
	RFA Specification Number: 09-0172	
	Program Year: FY 09-10	
	Source of Funds: Entrepreneurship Career Pathways Projects	
Object of Expenditure ¹	Classification	Funds Requested
2000	0.25 FTE of SBDC Admin I	5,708
3000	Benefits	2,043
4000	Supplies and Instructional Materials	
	30 sets Rich Dad Poor Dad for Teens	325
	30 T-Shirts for YEP Participants	500
5000	Other operating expenses and Services	
	YEP Program Coordinator	9,000
	YEP Instructors	8,400
	YEP Website Development	2,878
	SBDC Business Advisors	4,800
	Total Direct Costs	33,654
	Total Indirect Costs (4% of Direct Costs)	1,346
	Total Project Costs	35,000

¹ These represent frequently used account codes.

Youth Entrepreneurship Program

Request for Proposal – No more than two (2) pages

Funds – Not to exceed \$35,000

Describe the scope of your proposed YEP program.

We plan to build on the afterschool program that we have been delivering for the last two years. The afterschool program consisted of four afternoon sessions offered once a week. The first week was focused on "motivation and goal setting", the second week was a "financial literacy" day, the third week was "understanding the business world", and the fourth week was a "leadership skills" day. For this project, we plan to shift the focus toward having the students complete a business plan and conduct a business plan competition in June. The Solano YEP Program will have an emphasis on program participation for students of African American and Hispanic descent and youth who are geographically challenged due to living in poorer areas.

In what format will you deliver these services?

The previous afterschool program was delivered over four weeks with 3 hour afternoon sessions once a week. The "motivation and goal setting" session featured a movie day with clips of motivational speakers, the "financial literacy" session featured a book review day based on the Rich Dad, Poor Dad book for teens, the "understanding the business world" session featured a game day using the Cash Flow game, and the "leadership skills" session featured a business simulation day in the computer lab using Junior Achievement Titan simulation. For this project, we plan to change the delivery to four full day Saturday sessions meeting the first Saturday of each month (February, March, April, May). The focus will also be changed to have the young entrepreneurs work on developing a business plan. A business plan competition will then be held in June

List all partners you will work with and the reason for their participation.

The Solano YEP program has developed a relationship with the Virtual Enterprise programs at the following high schools:

- *Rodriguez High School*
- *Vanden High School*
- *Dixon High School*
- *Will C. Wood High School*
- *Vacaville High School*
- *Benicia High School*
- *Jesse Bethel High School*
- *Armijo High School*

In addition to schools, the Solano YEP program will work with the following partners:

- Vallejo Boys and Girls Club
- Vallejo Project Fight Back
- Fairfield Police Action League

One of the teams from the Vallejo Chamber Leadership Program has chosen youth entrepreneurship as their project for the year. They were very interested in what we have been doing with the Solano YEP Program. We met with them last week and have plans to work on a joint youth entrepreneurship project.

Explain your plan to outreach to the 14-27 year old population to raise awareness of your YEP program.

We basically plan to work with the partners above. Both Wil Cason, the Solano YEP Project Coordinator and Mark Lillis, the YEP Outreach Coordinator, will meet with the project partners to promote the program and recruit students to participate.

Describe in detail how you will allocate these dollars towards your YEP program. See attached Budget Detail Sheet and Budget Summary Sheet.

A 0.25 FTE Admin I position (Beverly Pfeiffer) will be assigned to the grant project to provide administrative support. Wil Cason will continue as the YEP Project Coordinator and will be paid a total of \$9,000 (30 weeks times 6 hrs per week times \$50/hr). Mark Lillis will continue as the YEP Outreach person and will also assist Wil with instruction and will be paid \$40/hr. We have also allocated \$2,800 to develop a Solano YEP website. Mark Lillis will also manage this effort. SBDC Business Advisors will be assigned to work one-on-one with students to assist them with developing a virtual or real business plan. The SBDC Business Advisors will be paid \$40/hr. The grant funds will also be used to purchase 30 copies of the Rich Dad, Poor Dad for Teens book and 30 T-Shirts for the students.

List the qualitative outcomes expected from your YEP program in the following areas.

The Solano YEP program is projected to serve 30 youth. Qualitative outcomes will include a better understanding of Entrepreneurship as a Career and acquisition of business skills in the following areas:

- Goal Setting
- Financial Literacy/Understanding the Business World
- Personal Finance
- Business Planning
- Starting and Operating a Business

APPLICATION BUDGET SUMMARY

RFA Specification No.: 09-0172

Program Year: FY 09-10

RFA Specification Title: Entrepreneurship Career Pathways Projec Telephone No.: (707) 864-3382

District/College: Solano Community College/Solano College

Fax No.: (707) 864-8025

Object of Expenditure	Classification	Line	Total Program Funds Requested	Match
1000	Instructional Salaries	1		
2000	Noninstructional Salaries	2	5,708	
3000	Employee Benefits	3	2,043	
4000	Supplies and Materials	4	825	
5000	Other Operating Expenses and Services	5	25,078	
6000	Capital Outlay	6		
7000	Other Outgo	7		
Total Direct Costs		8	33,654	-
Total Indirect Costs (4% of line 8)		9	1,346	
Total Project Costs		10	35,000	-

NOTE: Provide an Application Budget Detail Sheet for each funding source including match, if required.

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and federal regulations

Project Director Name/Title

(Authorized Signature)

Date

District Chief Business Officer

(Authorized Signature)

Date

Chancellor's Office
California Community Colleges

District: Solano Community College District

College: Solano Community College

RFA/Grant Number: 09-172-030

CONTACT PAGE

RFA/Grant Specification: Entrepreneurship Career Pathways Project

Facility: Solano College Small Business Development Center

Address: 360 Campus Lane, Ste. 102

City: Fairfield

State: California

Zip+4: 94534-4019

District Superintendent/President (or authorized Designee)

Name: Jowel C. Laquerre, Ph.D.

Title: Superintendent/President

Phone: (707) 864-7112

Date: February 1, 2009

Fax: (707) 864-7213

E-Mail Address: jowell.laquerre@solano.edu

Responsible Administrator (Appropriate Program Area – Should not be the same as Project Director)

Name: John Urrutia

Title: Dean, Business, Computer Science, and CTE

Phone: (707) 864-7179

Date: February 1, 2009

Fax: (707) 864-7179

E-Mail Address: john.urrutia@solano.edu

Project Director (Person responsible for conducting the daily operation of the grant)

Name: Charles D. Eason

Title: Director, Solano College SBDC

Phone: (707) 864-3382

Date: February 1, 2009

Fax: (707) 864-8025

E-Mail Address: charles.eason@solano.edu

Person Responsible for Data Entry

Name: Fawziya Abdullah

Title: Small Business Specialist, Solano College SBDC

Phone: (707) 864-3382

Date: February 1, 2009

Fax: (707) 864-8025

E-Mail Address: fawziya.abdullah@solano.edu

District Chief Business Officer (or authorized Designee)

Name: Carey C. Roth

Title: Vice President, Administrative & Business Services

Phone: (707) 864-7000 ext. 7209

Date: February 1, 2009

Fax: (707) 864-7146

E-Mail Address: carey.roth@solano.edu

Person Responsible for Budget Certification

Name: Nalini Srinivasan

Title: Director of Fiscal Services

Phone: (707) 864-7000 ext 4462

Date: February 1, 2009

Fax: (707) 864-7146

E-Mail Address: nalini.srinivasan@solano.edu

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING FEBRUARY 2010 AS
BLACK HISTORY MONTH AT SOLANO COMMUNITY
COLLEGE, RESOLUTION NO. 09/10-16

REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming February 2010 as Black History Month at Solano Community College is presented for approval.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Shirley V. Lewis, J.D.
Dean, Student Development and Outreach

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

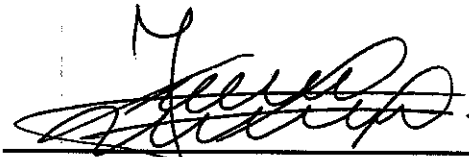
ADDRESS

(707) 864-7168

TELEPHONE NUMBER

Student Services
ORGANIZATION

February 05, 2010
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 05, 2010
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

RESOLUTION PROCLAIMING FEBRUARY 2010 AS BLACK

HISTORY MONTH AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. 09/10-16

WHEREAS, The Solano Community College District Governing Board honors the heritage of African Americans and acknowledges their many contributions to our Nation;

WHEREAS, Dr. Carter Woodson established Black History Month Week in February 1925, choosing a month that marks the birthdays of two important men who greatly impacted the American black population, Abraham Lincoln and Frederick Douglass;

WHEREAS, In the year 1976, the observance was expanded to Black History Month;

WHEREAS, This month holds great significance from the many milestones it contains: on February 23, 1868, the civil rights leader and co-founder of the NAACP, W.E.B. DuBois was born; on February 3, 1870, the 15th Amendment, granting blacks the right to vote, was passed; on February 12, 1909, the NAACP was founded, and on February 1, 1960, a civil rights movement milestone occurred when a group of black college students began a sit-in at a segregated Woolworth's lunch counter in Greensboro, North Carolina; and

WHEREAS, All of these events and historic visionary leaders such as Frederick Douglass, Thurgood Marshall, and Dr. Martin Luther King, Jr., blazed a trail for freedom, equality, and opportunity and symbolize why Black History Month is celebrated; now therefore be it

RESOLVED, That the Solano Community College District Governing Board proclaims February 2010 as Black History Month.

PASSED AND ADOPTED This 17th day of February 2010, by the Governing Board of Solano Community College District.

DENIS HONEYCHURCH, J.D.
BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D.
BOARD SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING MARCH 2010 AS
WOMEN'S HISTORY MONTH AT SOLANO COMMUNITY
COLLEGE, RESOLUTION NO. 09/10-17

REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming March 2010 as Women's History Month at Solano Community College is presented for approval.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Shirley V. Lewis, J.D.
Dean, Student Development and Outreach

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7168

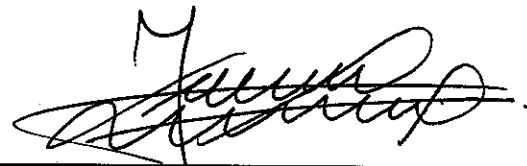
TELEPHONE NUMBER

Student Services

ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 5, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

RESOLUTION PROCLAIMING MARCH 2010 AS

WOMEN'S HISTORY MONTH AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. 09/10-17

WHEREAS, Women have been equal partners in the development and history of the United States;

WHEREAS, With the passage of Public Law 100-9, the month of March was officially established as National Women's History Month;

WHEREAS, Women's roles in history and their contributions to world civilization have been overlooked in the past;

WHEREAS, Solano Community College, as a public institution of higher learning is dedicated to providing opportunities for all people so that they can reach their highest potential; and

WHEREAS, As an institution serving the community, Solano Community College is committed to offering public forums of interest to all segments; now therefore be it

RESOLVED, That the Solano Community College District Governing Board proclaims March 2010 as Women's History Month.

PASSED AND ADOPTED This 17th day of February 2010, by the Governing Board of Solano Community College District.

DENIS HONEYCHURCH, J.D., PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SUNGARD ASSESSMENT AND REVIEW
REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

On behalf of Solano Community College administration, SunGard has been conducting various assessments of our Banner implementation. SunGard representatives have presented several interim reports over the last two months. They have now completed the full assessment and will present their final report and comprehensive proposal to address the issues they found during the assessment related to costs and timelines.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

James Ennis, Interim
Chief Information Systems Officer

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7104

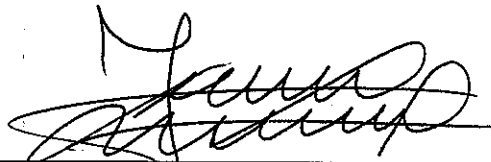
TELEPHONE NUMBER

Information Systems

ORGANIZATION

February 05, 2010

DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT



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

February 05, 2010

DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: DELEGATION OF AUTHORITY FOR APPROVAL OF JOB DESCRIPTIONS

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

The Human Resources Office develops and revises job descriptions in consultation with the constituency groups and unions, where applicable. Thereafter, the Superintendent/President makes a recommendation to the Governing Board for approval of a job description.

The proposal being recommended to the Board for approval is that the Superintendent/President be delegated the authority to approve job descriptions. The Board will approve the establishment of the position as part of the budgetary process or reorganization following consultation with the appropriate constituents. The job description will be developed by the Human Resources Office in consultation with the area supervisor.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Trudy Largent, J.D.
Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

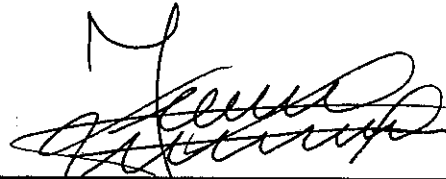
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

February 5, 2010
DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT



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

February 5, 2010
DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: NEW CLASS SPECIFICATIONS FOR POSITION IN THE
ADMINISTRATIVE LEADERSHIP GROUP – DEAN OF
ACADEMIC SUCCESS AND LEARNING RESOURCES
(EDUCATIONAL ADMINISTRATOR)

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

Attached is the position description which was created as part of the reorganization at the executive level. The Dean position will be placed on Range 49 of the Administrative Leadership Group salary schedule.

The job description is being presented to the Board for approval.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Trudy Largent, J.D.
Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197


ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

February 5, 2010
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 5, 2010
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

DRAFT

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

**CLASS TITLE: DEAN, ACADEMIC SUCCESS & LEARNING RESOURCES
(Educational Administrator)**

BASIC FUNCTION:

Under the direction of the Vice President of Academic and Student Affairs, the Dean of Academic Success and Learning Resources plans, organizes, administers, develops, and evaluates the projects and activities of assigned programs and activities; provides leadership for faculty and staff to offer high quality educational services for College students; supervises and evaluates the performance of assigned personnel; and works collegially with faculty and staff. The Dean supervises both full-time and part-time faculty, classified personnel, and student workers.

DISTINGUISHING CHARACTERISTICS

The Dean is responsible for administrative oversight of Library Services, Basic Skills, the Distance Education Program, Faculty Development, Teaching and Learning Center, Tutorial Center, Learning Communities, Student Support Services (SSS) and other academic support services as assigned throughout the District. The Dean will work collegially with faculty, staff, and administrators to develop and implement a plan for a unified and well coordinated academic success program that supports faculty and serves students throughout the District.

REPRESENTATIVE DUTIES

Library Services

Supervise, evaluate and provide professional development opportunities for Library Services staff.

Plan and develop library and information resource programs, system, services responsive to the needs of both students and faculty.

Provide leadership and direction for all aspects of Library.

Responsible for the development and implementation of Library credit and non-credit instructional programs and delivery of services in conjunction with the Instructional Deans.

Coordinate collection development and management of library collections .

Ensure effective communication processes within Library Services and with all campus departments and units.

Collaborate with CISO/Technology to supply the Library with high quality current and emerging Library/ Information technologies.

Plan the effective utilization of current multi-site facilities under his/her supervision.

Responsible for recruitment, selection, and evaluation of Library faculty and classified staff.

Develop and monitor budgets, and monitors the District budget with regard to departmental book and periodical budgets, and District categorical budget (TTIP).

Represent the District in local, regional, and state-wide meetings and committees such as Solano-Napa and Partners (SNAP), North Net Library Systems (NNLS), and Council of Chief Librarians for California Community Colleges (CCLC).

Implement current plans for new Library building.

Ensure Library faculty and staff participation in the development, planning, and evaluation of all Library programs and services (program review and accreditation reports) as well as development and evaluation of all Library policies and procedures.

Ensure that the Library remains current and within professional standards and trends. This includes oversight of the Library website.

Provide faculty and staff training opportunities to ensure all service areas of the Library remain current and within professional standards and trends.

Act as lead in an open and collaborative manner.

Be available to consult with staff on day-to-day Library needs.

Basic Skills

Supervise, evaluate and provide professional development opportunities for Basic Skill Coordinators.

Facilitate professional development opportunities for faculty who provide basic skills instruction and support for students, including, but not limited to Faculty Inquiry Groups, “level meetings,” reading groups to foster dialogue, the use of technology via the Teaching and Learning Center, and faculty peer-mentoring.

Work with discipline faculty to expand and focus learning and success labs in English as a Second Language (ESL), reading, writing, math and tutoring.

Develop and expand a cohort based approaches to basic skills learning (Summer College Success Institute and Pathways First and Second Semester Experiences) that create an integrated network of support for students involving student services and instructional faculty and staff.

- Foster effective communication and institutional design between Academic Affairs and Student Services
- Work towards an implemented model of “one-stop” student service and case management.

Expand existing and developing new supplemental instruction programs that connect basic skills instruction across disciplines, departments, and programs.

Work to ensure institution-wide commitment to developmental education.

Work with Director of Research and Planning to solicit, track and analyze data on basic skills efforts.

Work with feeder high schools to lead to an improvement of Basic Skills.

Distance Education

Provide leadership for the Distance Education program.

Work with faculty, students, staff and administrators to develop policies and procedures advising our community about the role of publisher course packs in both the traditional and online classrooms.

Work with the Department of Research and Planning to generate metadata relevant to the growth of Distance Education at the college. Use this information to assess our current program and plan for the future.

Promote Academic Standards, Student Learning Outcomes and the Core 4.

Update, and maintain as current, the District’s Distance Education policies and procedures to ensure compliance with the new Title 5 regulations and the Higher Education Act of 2008.

Assess, plan, initiate, implement and evaluate Distance Education programs.

Support distance education delivery.

Thrive in a rapidly changing and increasingly complex environment for learning and information technology and stay abreast of the field to best support academic programs.

Involve college community to continuously assess and evaluate our Distance Education programs, the Course Management System and our courses.

Serve as Ambassador to the campus for Distance Education and teaching with technology, where appropriate introducing and advocating the use of new technologies.

Encourage development of best practices among faculty and staff engaged in Distance Education.

Negotiate contracts with vendors of Course Management Systems, and other software needed to support our online instruction.

Attend the faculty driven Distance Education Committee and provide resource support as appropriate.

Explore the development and delivery of an online AA degree.

Update, and maintain as current, the District's Distance Education policies and procedures to ensure compliance with federal and state laws related to the Disabled Students Program and Services (DSPS).

Teaching and Learning Center

Supervise, evaluate and provide professional development opportunities for the Teaching and Learning Center Coordinator.

Work with the Teaching and Learning Center Coordinator to foster and coordinate college-wide professional development efforts that are sustainable over time.

- Create occasions for educators to talk, to locate colleagues, and to be part of a community of practice.
- Design and refine carefully structured routines and protocols for collaboration.
- Facilitate technological in-services and IT best practices.
- Create and coordinate a campus-wide mentoring program that pairs full-time and part-time faculty and new and veteran faculty together.

Create and evaluate a “teaching commons” for the discussion of teaching and learning issues on an on-going basis. Possible responsibilities for which might include:

- Facilitate Focused Inquiry Groups (FIGs).
- Work with discipline faculty to create “Effective Planning Manuals”.
- Create and evaluate a repository of best and effective practices, processes, and procedures for teaching and learning.
- Develop retention and enrollment strategies and disseminate them.

Explore funding for college-wide professional development mini-grants.

Work with the Director of Research and Planning to collect, analyze and report on evidence about student learning to facilitate program planning and efficacy.

Administration-General

Provide leadership for program development. Work with faculty, staff and administration to determine needs for curriculum or program additions, modifications, and deletions; set priorities for resource needs; produce program analysis and three-year plans and participate in strategic and long-range planning for the District. Prepare documents for program and course development; produce accurate schedules, catalog information and program publicity. Prepare reports and grant applications. Work with faculty and staff to develop ideas for program improvement and investigate resources for development through grants and special projects. Maintain current knowledge of new developments and innovations in community colleges and higher education in areas of division specialty; in consultation with faculty, recommend changes to maintain relevance of Division programs to meet student and community needs. Work cooperatively with Student Services and Technology Services personnel in support of learning resources and academic support programs.

Assist in implementation of equal employment opportunity goals for the district. Serve as the evening administrator as assigned. Work cooperatively with other administrators and supervisors to coordinate programs and services across the College and all locations to meet student needs. Assure proper use and security of assigned facilities and equipment maintenance; provide equipment maintenance; compliance with health and safety regulations; develop remodeling requests; provide for the monitoring of safety and hazardous materials requirements. Serve on College and ad hoc committees; attend meetings and conferences; make oral presentations to College and community groups as requested. Coordinate and participate in campus-wide activities such as guest lectures, high school student visitation and other student activities.

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses or support programs; serve as resource to the community. Respond to requests for services from the community; organize appropriate responses. Work closely with the articulation officer of the College to assure maximum course articulation.

Communicate with faculty and staff by holding regular meetings and in-service training to facilitate planning and decision-making for the division and to keep faculty and staff informed about issues and projects for the overall College program. Encourage excellence in teaching; orient new faculty and staff; work with faculty and staff to determine needs for staff and faculty development; plan appropriate division staff and faculty development activities including flexible calendar days; contribute to record keeping for staff and faculty development accountability. In conjunction with division staff, analyze staffing needs and make recommendations to the Vice President; assist in development of job descriptions for new positions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

All aspects of Library and Learning Resources including collection development, public services, technical services, media materials and services, and information technologies and Library website management.

The role of library information services and instructional materials collections in a community college setting.

Applicable state and federal regulations and laws with regard to copyright compliance, access to services, etc.

Program review and evaluation processes.

Current library, Academic Computing and media services, professional standards and trends.

Higher education mission, organization, operations, policies and objectives in community colleges.

Multiple methods of instruction as appropriate to the specific assignment.

Evaluation methods.

Curriculum development and instructional management as appropriate to the specific assignment.

Course articulation.

Student matriculation process.

Budget preparation and control.

Principles and practices of program administration, supervision and staff development.

Policies, regulations, and objectives of assigned programs and activities.

Programs, functions, purposes and goals of the division/area.

Effective practices and methods for program planning, developing, implementations, and evaluation.

Shared Governance Policy and Procedures.

Provisions of Collective Bargaining Agreements.

ABILITY TO:

Interpret and enforce faculty and classified collective bargaining contracts.

Demonstrate effective interpersonal communication.

Demonstrate expertise in project planning, development and implementation.

Demonstrate skill in respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

- Plan, organize, develop and evaluate the programs, activities and curriculum of a College academic division.
- Coordinate the curriculum design, development, and modifications in order to meet student and community needs.
- Work within complex, integrated Enterprise Resource Planning (ERP) systems.
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.
- Present a positive image of the College in the community.
- Train, supervise and evaluate personnel according to successful modern management theory and practices.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
- Understand the needs of the Division in the context of the overall academic program and participate with the academic administrative team to set goals and priorities for the College as a whole.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.
- Meet schedules and time lines; organize multiple projects effectively; and carry out required project details throughout the year.
- Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Develop and manage grants and special projects.
- Work collaboratively with faculty to develop an effective schedule of classes to produce a high quality program.
- Work within Board/District approved guidelines to establish positive media and community relations.

EDUCATION AND EXPERIENCE:

The minimum qualifications for service as an educational administrator shall be the following:

- a) Possession of a master's degree or equivalent from an regionally accredited college or university in a discipline related to the assigned area:
- b) The equivalent of two years of full-time post secondary teaching experience in at least one discipline area taught in the Division;
- c) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, which may, but need not be, concurrent with the required full-time faculty assignment.

Preferred Qualifications: Experience with distance education; knowledge of library services, basic skills; and/or academic support services,

WORKING ENVIRONMENT:

Environment:

Office environment with daily, staff-faculty interactions, subject to frequent interruptions; travel to off-campus locations may be required.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal; seeing to read and analyze financial and statistical reports; utilize speech and hearing to communicate with others in ordinary or telephonic conversation; sitting and standing for extended periods of time.

TL/zg:1/26/10-2/10/10

Board approved: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: COMPLIANCE WITH INTERNAL CONTROL
RECOMMENDATIONS DERIVED FROM THE 2008-09
FINANCIAL AUDIT REPORT

REQUESTED ACTION: INFORMATION

SUMMARY:

Carey C. Roth, Vice President, Administrative & Business Services will address the Board on the status of the District's compliance with internal control recommendations derived from the 2008-09 financial audit report.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

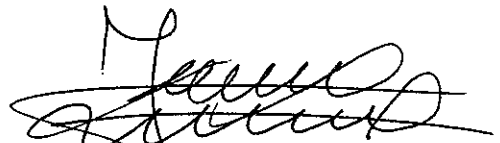
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 05, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 05, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: CCFS-311 FINANCIAL REPORT, SECOND QUARTER,
FY 2009-10

REQUESTED ACTION: INFORMATION

SUMMARY:

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on its financial condition. The CCFS-311 quarterly financial report, along with a narrative, for the second quarter of FY 2009-10 is attached for the Board's review and information.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

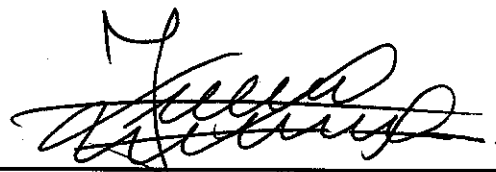
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 05, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 05, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD 

Fiscal Year: 2009-2010

Quarter Ended: (Q2) Dec 31, 2009

District: (280) SOLANO

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Carey C. Roth

CBO Phone: 707-864-7000

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Jewel C. Laguerre, Ph.D.

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: 02/09/2010

District Contact Person

Name: Nalini Srinivasan

Title: Director Fiscal Services

Telephone: 707-864-7000

Fax: 707-864-7146

E-Mail: nalini.srinivasan@solano.edu

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:

Christine Atalig (916)327-5772 atalig@ccccc.edu or Glen Campora (916)323-6899 gcampora@ccccc.edu

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD 

Fiscal Year: 2009-2010

Quarter Ended: (Q2) Dec 31, 2009

District: (280) SOLANO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2006-07	Actual 2007-08	Actual 2008-09	Projected 2009-2010
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	47,909,009	48,967,691	50,379,704	49,250,676
A.2	Other Financing Sources (Object 8900)	26,210	1,001,646	-98,637	55,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	47,935,219	49,969,337	50,281,067	49,305,676
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	46,288,175	50,216,581	51,089,894	50,133,670
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	170,463	140,493	220	25,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	46,458,638	50,357,074	51,090,114	50,158,670
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,476,581	-387,737	-809,047	-852,994
D.	Fund Balance, Beginning	4,415,239	5,891,820	5,504,083	3,419,596
D.1	Prior Year Adjustments + (-)	0	0	-1,275,440	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	4,415,239	5,891,820	4,228,643	3,419,596
E.	Fund Balance, Ending (C. + D.2)	5,891,820	5,504,083	3,419,596	2,566,602
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.7%	10.9%	6.7%	5.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	9,160	9,101	9,369	8,965
-----	---	-------	-------	-------	-------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2006-07	2007-08	2008-09	2009-2010
H.1	Cash, excluding borrowed funds		6,633,984	4,200,831	6,908,442
H.2	Cash, borrowed funds only		0	1,900,000	31,429,912
H.3	Total Cash (H.1+ H.2)	6,551,341	6,633,984	6,100,831	38,338,354

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	49,250,067	49,250,676	17,647,594	35.8%
I.2	Other Financing Sources (Object 8900)	55,000	55,000	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	49,305,067	49,305,676	17,647,594	35.8%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	50,133,670	50,133,670	25,309,232	50.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	25,000	25,000	0	25,000
J.3	Total Unrestricted Expenditures (J.1 + J.2)	50,158,670	50,158,670	25,309,232	50.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-853,603	-852,994	-7,661,638	
L.	Adjusted Fund Balance, Beginning	3,419,596	3,419,596	3,419,596	
L.1	Fund Balance, Ending (C. + L.2)	2,565,993	2,566,602	-4,242,042	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.1%	5.1%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent				Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? YES
Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The reduction of State Revenues, combined with the uncertainty associated with Federal ARRA funds in the 2010-11 fiscal year continues to impact negatively, on both un-restricted and restricted funding for the District. Leadership is planning to mitigate against the effects of a potentially protracted period of resource scarcity through several initiatives including retirement incentives, a selective hiring freeze, capturing efficiencies through organizational realignments and the effective implementation of an institution wide ERP system. While these measures are expected to deliver positive outcomes, the effect of increased education demand (as a result of general economic contraction and anticipated return of Veterans) during decreased resource availability signals the need for financial vigilance and ongoing operating improvements. These are a part of Solano College's Planning and Process Improvement strategies.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: FISCAL HEALTH AND RISK ANALYSIS
REQUESTED ACTION: INFORMATION

SUMMARY:

Mr. Tom Henry, State Special Trustee, will present to the Board for information an update on the EdMAC Fiscal Health and Risk Analysis.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Tom Henry
State Special Trustee

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7112

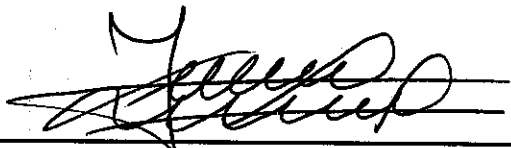
TELEPHONE NUMBER

Administration

ORGANIZATION

February 05, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 05, 2010

**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 Superintendent/President will present for information the results of the fourth quarter "How Do We Rate Checklist" summary for October, November, and December 2009. 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.

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

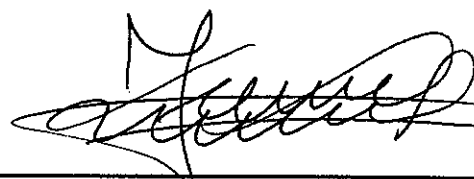
(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

February 5, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

February 5, 2010
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

Name (Optional) SEVEN PARTICIPANTS

Date February 17, 2010

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 2010 (April/May/June) _____
 (January/February/March) _____ (July/August/September) _____

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	
		Yes	No
1.	Have we created an environment in which the CEO has the power to lead the College?	6	1
2.	Have we delegated authority to the CEO to lead and administer?	6	1
3.	Are we keeping the CEO informed, adhering to the rule of "no surprises"?	6	1
4.	Are we honoring the CEO as the point of contact for the institution?	7	0
5.	Do we fully consider information and recommendations offered by the CEO?	6	1
6.	Are we supporting professional development for the CEO?	7	0
7.	Are we adhering to the standards of Board ethics?	7	0
8.	Are we ensuring that the CEO has the resources needed to do the job?	7	0
9.	Do we respect and support the CEO?	6	1
10.	Does the CEO always ask the Board to make major decisions with advance preparation?	6	1
11.	Do we alert the CEO and Board President about our concerns prior to going public with them?	7	0
12.	Do all Board members receive the same communications from the CEO?	7	0
13.	Do we make it a practice to share information and questions with other Board members and the CEO?	6	1

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 7	No 0
15.	Do we help the CEO in being effective by not making unnecessary demands on him or her?	Yes 7	No 0
16.	Do we provide guidance, support, dialogue, information, and feedback to our CEO?	Yes 7	No 0
17.	Do we rely on our CEO for leadership and have confidence in his or her recommendations?	Yes 5	No 2
18.	Is our time spent in governing, not managing, the institution?	Yes 7	No 0
19.	Is the Board sensitive to the concerns of students and employees while maintaining impartiality and support for the CEO?	Yes 7	No 0
20.	Do we honor the professionalism of College staff by allowing them to perform their duties?	Yes 7	No 0
21.	As trustees, do we monitor ourselves carefully to ensure that offering opinions to the CEO and staff is not construed as directions?	Yes 7	No 0
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 7	No 0
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 7	No 0
24.	Do we have a clear understanding as a Board of what responsibilities have been delegated to the CEO?	Yes 7	No 0
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 7	No 0
26.	Have we done anything as a Board this quarter to foster trust? If your answer is "Yes", write on the flipside of this page what we did this quarter as a Board to foster trust.	Yes 5	No 2
27.	Do we acknowledge that the CEO directs the staff, not the Board?	Yes 7	No 0
28.	Are we willing to invest the time in planning meetings to ensure success? [generate items; develop criteria; apply criteria]	Yes 7	No 0
29.	Do we model the behaviors that the Board values? [consensus building? starting/finishing on time? moving the agenda forward?]	Yes 6	No 1
30.	Do the CEO, Board President and other Trustees have a cooperative relationship?	Yes 7	No 0
31.	Are we willing to invest the time to create an identity for our Board and a sense of teamwork?	Yes 7	No 0
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 7	No 0
33.	Do we provide fair, consistent, and constructive feedback to the CEO?	Yes 7	No 0

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 _____

5 = **Effective:** 90 or above 2 = **Good:** 78 – 87

B. Summary

- i. What score did you give the Board? _____
- ii. What are our strong points this quarter? (List areas by the applicable number(s) in the first column):
- iii. Where do we need to improve? (List areas by the applicable number(s) in the first column.)

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

5	Effective: 90 or above	2	Good: 78 – 87
0	Average: 66 – 75	0	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.)

P:\Governing Board\Forms\AMY\Board's Leadership\How Do We Rate Checklist Summary 2 17 10 for 4th Qtr 2009