

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

TO: **Members of the Governing Board**

SUBJECT: **CONSENT CALENDAR – HUMAN RESOURCES**

REQUESTED ACTION: **APPROVAL**

EMPLOYMENT 2011-2012

Regular Assignment

<u>Name</u>	<u>Position</u>	<u>Effective</u>
To be announced	Cosmetology Lab Technician	To be determined
To be announced	Human Resources Manager	To be determined
To be announced	Director of Research & Planning	To be determined

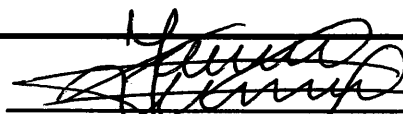
One Semester Temporary Replacement

<u>Name</u>	<u>Position</u>	<u>Duration</u>
Daniel Ulrich	Auto Body Instructor	8/15/11 – 12/20/11 Fall 2011 Semester

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Connie Adams	Admin Asst I, Academic Senate Substitute as needed	8/8/11 – 9/30/11	\$ 15.41 hour
Timothy Athey	Aeronautics Lab Technician Substitute as needed	8/10/11 – 10/31/11	\$ 16.82 hour
Alison Aubert	Athletic Trainer	8/17/11 – 5/23/12	\$ 44.64 hour
Betty Austin	PE/Athletic Assistant II	8/17/11 – 5/23/12	\$ 31.64 hour

Sandra Dillon
Interim, Director of Human Resources


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

July 22, 2011
Date Submitted

July 22, 2011
Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR
Governing Board Meeting
August 3, 2011
Page 2

Short-term/Temporary/Substitute (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Joyce Averett	Nursing Instructor Nursing Enrollment Growth Grant	8/17/11 – 5/25/12	\$ 57.45 hour
Jesse Branch	Community Service Officer	7/1/11 – 12/31/11	\$ 11.71 hour
David Brannen	Community Service Officer	7/1/11 – 12/31/11	\$ 11.71 hour
Sherry Clark	Instructional Lab Assistant Basic Skills Initiative	8/17/11 – 5/23/12	\$ 14.76 hour
Cintya DaCruz	Office Assistant, Counseling	7/1/11 – 6/30/12	\$ 9.60 hour
John Frisch	Athletic Trainer, As needed	8/17/11 – 5/23/12	\$ 18.00 hour
Jennifer Hesling	Payroll Technician Substitute as needed	8/15/11 – 9/14/11	\$ 17.57 hour
Richard Hornfischer	College Police Officer Substitute as needed	7/1/11 – 6/30/12	\$ 18.78 hour
Patricia McCarthy	Administrative Assistant III, School of Human Performance & Development, Substitute as needed	7/18/11 – 6/30/12	\$ 17.57 hour
Sam McKinney	PE/Athletic Assistant	8/17/11 – 5/23/12	\$ 30.99 hour
Darlene Stewart	Admin Asst III, Special Services Substitute as needed	8/4/11 – 6/30/12	\$ 16.07 hour
Christine Wuoltee	Nursing Instructor Nursing Enrollment Growth Grant	8/17/11 – 5/25/12	\$ 57.45 hour
Charles Womack	College Police Officer Substitute as needed	7/1/11 – 6/30/12	\$ 18.78 hour

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR
Governing Board Meeting
August 3, 2011
Page 3

Change in Assignment

<u>Name</u>	<u>Position</u>	<u>Effective</u>
James Ennis	From Interim, Chief Information Systems Officer to Director, Technology Services & Support	7/1/11
Janet Leary	From Administrative Assistant III, Green Grant to Interim, Executive Assistant, Finance & Administration	7/1/11 – 9/6/11
Thomas Trujillo	From Interim, Bookstore Supervisor To Bookstore Assistant/Shipping & Receiving	7/1/11

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RENEWAL CONTRACT OF SMALL BUSINESS
ADMINISTRATION (SBA) FUNDING FOR SMALL
BUSINESS DEVELOPMENT CENTER (SBDC)

REQUESTED ACTION: APPROVAL

SUMMARY:

Approval is requested to renew a contract with the Humboldt State University Sponsored Programs Foundation, the Lead Center for the Northern California Small Business Development Center (SBDC) Program, for the Solano College SBDC to provide entrepreneurial and business development training and counseling to small business owners in Solano County. The amount of the contract is \$100,000 and the term of the contract will cover the period from January 1, 2011 through December 31, 2011.

A copy of the contract is available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of the Small Business Development Center.

Government Code: CFR Title 13 Board Policy: 3520 Estimated Fiscal Impact: \$100,000
Federal SBA funding for SBDC

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane, Suite 102
Fairfield, CA 94534

ADDRESS

(707) 864-3382

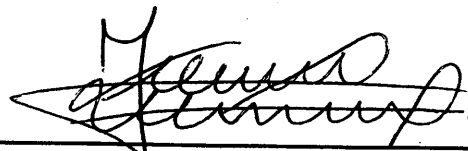
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

July 21, 2011

DATE SUBMITTED TO



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

July 21, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATIONS TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Michelle Duleck	Aeronautics Lab Technician 23 years, 2 months	7/19/11
Paul Stilwell	Auto Body Instructor 25 years, 3 months	10/31/11

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Sandra Dillon
Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

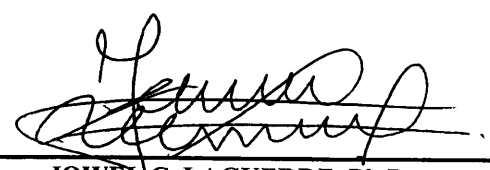
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

July 22, 2011
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

July 22, 2011
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION DIRECTING THE SOLANO COMMUNITY COLLEGE DISTRICT TO EXPLORE OPPORTUNITIES FOR COLLABORATION, RESOLUTION NO. 11/12-03
REQUESTED ACTION: APPROVAL

SUMMARY:

At the Interagency Committee Meeting held June 27, 2011, in the Vallejo City Manager's Conference Room, there was general discussion of areas where collaboration might benefit agencies with respect to sharing buildings and grounds, vehicle maintenance, administrative services such as Information Technology and Human Resources, together with other opportunities, and committing staff resources in this effort. There was general agreement that staff from each agency needs to meet to further explore opportunities and come up with recommendations.

Members of the Interagency Committee reviewed the draft resolution and made recommendations to include agencies and businesses in Vallejo to participate. It was moved by Vice President Young and seconded by Trustee Keith and approved by unanimous vote of the members present of the Interagency Committee to present the draft resolution to agency members and staff and that each agency present this resolution to its board for consideration during the month of July.

Approval of the resolution directing the Solano Community College District to explore opportunities for collaboration is requested at this time.

Government Code: Board Policy: Estimated Fiscal Impact: \$ Unknown
CEO GOAL 2011-2012 – Ensure Fiscal Stability of the District

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7112

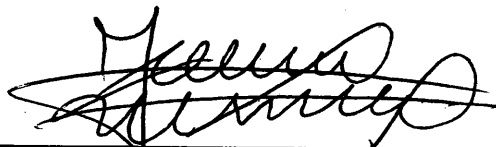
TELEPHONE NUMBER

Administration

ORGANIZATION

July 22, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

July 22, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

SOLANO COMMUNITY COLLEGE DISTRICT

RESOLUTION DIRECTING THE SOLANO COMMUNITY COLLEGE DISTRICT TO EXPLORE OPPORTUNITITES FOR COLLABORATION AND SHARED USE OF FACILITIES, EQUIPMENT AND SERVICES WITH THE CITY OF VALLEJO, THE GREATER VALLEJO RECREATION DISTRICT, THE VALLEJO CITY UNIFIED SCHOOL DISTRICT, THE SOLANO COUNTY LIBRARY, AND THE VALLEJO SANITATION AND FLOOD CONTROL DISTRICT

RESOLUTION NO. 11/12-03

WHEREAS, Local government agencies continue to struggle with diminishing resources, both fiscal and human, in providing to the constituents;

WHEREAS, Local government agencies need to come up with innovative methods of providing services while at the same time reducing expenses;

WHEREAS, The City of Vallejo, the Greater Vallejo Recreation District (“GVRD”), the Vallejo City Unified School District (“VCUSD”), the Solano Community College District, the Solano County Library, and the Vallejo Sanitation and Flood Control District (“VSFCD”) recognize that there may be areas of common interest and duplication of services within these agencies;

WHEREAS, These agencies each maintain their own buildings, properties, vehicles, equipment, and provide administrative support services such as Human Resources and Information Technology (IT) services and that these costs are duplicated by each agency; and

WHEREAS, The City of Vallejo, the Greater Vallejo Recreation District, the Vallejo City Unified School District, the Solano Community College District, the Solano County Library, and the Vallejo Sanitation and Flood Control District (“VSFCD”) would like to explore opportunities for collaboration and shared use of facilities, equipment, and services in an effort to reduce costs and maintain service levels.

NOW, THEREFORE, BE IT RESOLVED, That the Solano Community College District Governing Board directs the Superintendent-President to appoint a staff representative to explore and work with staff from each agency to implement shared use of services, facilities, property, and equipment that would either: (1) reduce cost; (2) increase or maintain service levels that might otherwise be at risk due to diminishing resources; or (3) provide efficiencies.

BE IT FURTHER RESOLVED, That staff should provide a report to the Governing Board on its progress, including any recommendations requiring Governing Board action by October 1, 2011.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

SOLANO COMMUNITY COLLEGE DISTRICT

RESOLUTION DIRECTING THE SOLANO COMMUNITY COLLEGE DISTRICT TO EXPLORE OPPORTUNITITES FOR COLLABORATION AND SHARED USE OF FACILITIES, EQUIPMENT AND SERVICES WITH THE CITY OF VALLEJO, THE GREATER VALLEJO RECREATION DISTRICT, THE VALLEJO CITY UNIFIED SCHOOL DISTRICT, THE SOLANO COUNTY LIBRARY, AND THE VALLEJO SANITATION AND FLOOD CONTROL DISTRICT

RESOLUTION NO. 11/12-03

(Continuing – Page 2)

ADOPTED, By the Solano Community College District Governing Board at a regular meeting held on the 3RD day of August 2011, by the following roll call vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

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: AGREEMENT FOR BUSINESS AND FISCAL
CONSULTING SERVICES WITH BARBARA GROSS, CPA
REQUESTED ACTION: APPROVAL

SUMMARY:

Approval is requested for an agreement with Barbara Gross, CPA, to provide specialized business and fiscal consulting services to the District. Mrs. Gross will be working on updating the District's fixed asset group of accounts as part of and in preparation for the FY 2010-11 audit.

Approval is requested at this time for Vice President Ligioso to move forward with negotiating and executing a contract with Mrs. Gross for such services. The terms of agreement will be from August 4, 2011 – December 31, 2011, with total expenses not to exceed \$5,000.

Government Code: Board Policy: 3225 *Estimated Fiscal Impact: \$5,000.00*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso, Vice President
Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

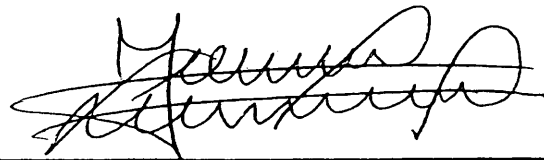
707-864-7209

TELEPHONE NUMBER

Administration
ORGANIZATION

July 22, 2011

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

July 22, 2011

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: AGREEMENT FOR BUSINESS AND FISCAL
CONSULTING SERVICES WITH RON COX, ELS GROUP,
LLC

REQUESTED ACTION: APPROVAL

SUMMARY:

Approval is requested for an agreement with Ron Cox, ELS Group, LLC, to provide specialized business and fiscal consulting services to the District in the FY 2010-11 year-end close and audit, as well as the finalization of the FY 2011-12 adoption budget.

A copy of the consulting agreement is attached. The terms of agreement will be from August 4, 2011 – December 31, 2011, with total expenses not to exceed \$30,000.

Government Code: *Board Policy: 3225* *Estimated Fiscal Impact: \$30,000.00*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso, Vice President
Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

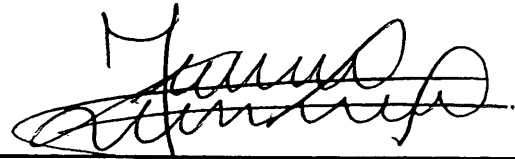
ADDRESS

707-864-7209

TELEPHONE NUMBER

Administration
ORGANIZATION

July 22, 2011
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

July 22, 2011
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Education Leadership Search

CONSULTING AGREEMENT

This CONSULTING AGREEMENT herein after "Agreement", is effective August 4, 2011 by and between The ELS Group LLC, herein after "ELS" with offices located at 1071 Roosevelt Street, Monterey, CA 93940 and Solano Community College District herein after "District" with offices located at 4000 Suisun Valley Road, Fairfield, CA 94534 for the services of Ronald D. Cox herein after "Consultant".

WITNESSETH

WHEREAS, District wishes to have the benefit of the experience and expertise of Consultant; and

WHEREAS, the parties hereto desire that Consultant perform consulting services for District in the manner hereinafter set forth in Appendix A; and

WHEREAS, the parties have agreed that payment for such services shall be as set forth in Appendix B;

NOW, THEREFORE, in consideration of the promises and of the covenants and agreements herein contained, the parties hereto agree as follows:

Article 1. Independent Contractor Status

Section 1.01 It is the express intention of the parties that ELS and District are independent agencies and neither is an employee, joint venturer, agent or partner of the other.

Section 1.02 It is the express intention of the parties that Consultant as an independent contractor and not an employee, joint venturer, agent or partner of ELS, engaged for the purpose of providing temporary consulting services for management. Nothing in this agreement shall be construed as creating or establishing the relationship of employer and employee between ELS and Consultant.

Section 1.03 Consultant is a self-employed independent contractor and neither ELS nor District shall be responsible for payment of federal or state Unemployment Insurance, Workers' Compensation Insurance, Social Security or Medicare taxes, or collection of federal or state income tax withholding on behalf of Consultant.

Section 1.04 Consultant shall retain sole and absolute discretion in the judgment of the manner and means of carrying out the services he/she has agreed to provide under this agreement.

Section 1.05 Nothing in this agreement shall impede Consultant's right to perform services for or through other agencies during the term of this agreement. It is within Consultant's sole discretion to either accept or decline engagements through ELS.

Article 2. Engagement; Term.

ELS hereby engages Consultant to perform services for District and District hereby agrees to accept performance of services by Consultant as further set forth in Appendix A of this Agreement. The term of this Agreement shall be from August 4, 2011 through December 31, 2011 unless it is terminated by either party in accordance with the provisions of Article 3 of this Agreement.

Article 3. Termination.

This agreement may be terminated by either party, without cause, upon thirty (30) days written notice to the other party or immediately if the parties so jointly agree. Termination shall in no way relieve either party of the duties of confidentiality or non-competition incurred prior to such termination or those intended to survive the termination of this Agreement. Upon termination of this Agreement, each party shall assist the other party in the orderly termination of this Agreement as may be necessary for the non-disrupted business continuation of each party.

Article 4. Trade Secrets and Confidential Information.

District acknowledges that, in the course of engagement hereunder, District may become acquainted with proprietary or confidential information or trade secrets ("Confidential Information") of ELS. Such Confidential Information includes, but is not limited to, client and customer lists, data, compensation and records; computer software programs; internal manuals and processes; internal policies, practices and procedures; prospects and proposals; financial, pricing and cost information. All records and equipment and other materials relating in any way to any Confidential Information relating to clients or to the business of ELS shall be and remain the sole property of ELS during and after the end of this engagement. District agrees not to, without the prior written consent of ELS, during the term of this Agreement or thereafter, disclose or make any use of such Confidential Information except as may be required in the course of performing duties under this Agreement.

Article 5. Solicitation of Consultants

District covenants and agrees that it shall not, during the term of this Agreement and for a two (2) year period thereafter, directly or indirectly solicit the services of any Consultant who has provided services to district through ELS.

Article 6. Successor Parties; Non-Assignability

This Agreement shall be binding upon and inure to the benefit of any successor of ELS and, unless clearly inapplicable, references herein to ELS shall be deemed to include any successor of ELS. This Agreement also shall be binding upon and inure to the benefit of the District's legal representatives. None of the parties to this Agreement may assign their rights, duties and obligations under this Agreement except to a legal receiver or other successor.

Article 7. Indemnification.

To the extent allowed by law, ELS and District, shall each defend, indemnify and save harmless the other and its Board of Trustees, members, officers, and employees against any and all claims, actions, liabilities and losses, by whomever asserted, for acts, errors or omissions on the part of their respective members, officers, agents, students or employees arising out of any activities in the performance of this Agreement, provided however, that either party shall be given sufficient notice to enable it to participate and conduct an appropriate defense of any claims made.

Article 8. Governing Law and Choice of Forum.

The parties hereto acknowledge and agree that validity, interpretation, construction, performance, enforcement and remedies of or relating to this Agreement, and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the substantive laws of the State of California, without regard to the conflict of law principles, rules or statutes of any jurisdiction. The parties hereto acknowledge and agree that any and every legal proceeding arising out of or in connection with this Agreement shall be brought in the Superior Court of Monterey County of the State of California, each party hereby consenting to the exclusive jurisdiction of said court.

Article 9. Miscellaneous

Section 9.01 The paragraph captions used in this Agreement are for convenience only and are not to be construed as part of this Agreement or to have any effect on the construction or terms of any part of this agreement. For purposes of Rules of Construction, the parties agree that this is a negotiated contract containing input from both parties.

Section 9.02 This instrument contains the entire agreement of the parties as to its subject matter. This agreement may not be amended or modified except in writing executed for ELS by a Senior Partner.

Section 9.03 The failure of either ELS or District to insist, in any one or more instances, upon performance of any of the terms and conditions of this Agreement shall not be construed as a

waiver or relinquishment of any right granted hereunder for the future performance of any such term or condition, but all the obligations hereunder shall continue in full force and effect notwithstanding any such failure.

Section 9.04 This agreement shall be construed as being severable, and the illegality or unenforceability of any phrase, clause, sentence, term, provision or paragraph of this Agreement shall not affect any other phrase, clause, sentence, term, provision or paragraph contained herein and this Agreement shall be construed in all respects as if such phrase, clause, sentence, term, provision or paragraph were omitted herefrom.

Section 9.05 Any notice which shall be given to ELS by District or to District by ELS shall be in writing and shall be deemed to have been delivered upon actual receipt of the party being notified or upon the seventh day after such notice was mailed in a properly stamped envelope addressed to the address which the party being notified has given the sender, whichever occurs first.

THE ELS GROUP LLC

By: _____ Date: _____

Title: Senior Partner

Date Signed: _____

FOR THE DISTRICT

By: _____

Date Signed: _____



Education Leadership Search

APPENDIX "A"

Contract Between

The ELS Group and Solano Community College District

Contractor will use his professional skill and California Community College finance experience to assist the Superintendent/President, District's administration, and any consultants engaged by the District with financial accounting, budgetary, reporting, and related matters as requested. These matters may include, but are not restricted to the following:

1. Review, adjustment, and document the financial records of account for the fiscal year ended June 30, 2010, in preparation for annual financial reporting and audit.
2. Audit support for the annual audit performed by the District's independent auditors.
3. Preparation and documentation of the CCSF-311 state annual report and other state reporting as requested.
4. Budget preparation, monitoring, and related documentation for the fiscal year ended June 30, 2011.
5. Support, coordination, and documentation for ongoing improvements to the financial areas of the District's integrated information system.
6. Training for college staff regarding features in the financial component of the District's integrated information system as requested.
7. Services will be rendered both remotely and on campus as needed.

The services of the Consultant specifically do not include the evaluation, hiring, firing, discipline, or supervision of any District personnel. The Consultant shall not process any employee grievances in the course of fulfilling this Agreement, nor sign any official District documents, or perform any functions considered "creditable service" by the California Public Employee Retirement System.



Education Leadership Search

APPENDIX "B"

Contract Between

ELS and Solano Community College District

ELS will bill, at the beginning of each month for the services of that month as outlined in Appendix "A". The District will pay ELS for services provided by the Consultant within 30 days of receipt of a valid invoice from ELS. ELS bills at the beginning of the month so that the Consultant may be paid at the end of the month. Invoices outstanding more than sixty (60) days will be assessed a late charge of one (1%) percent per month on the outstanding balance, including prior late fees.

The fee for the Consultant's services shall be \$85.00/hr. plus a fee of 7.5% to be paid to ELS. Total payment shall be \$91.38/hr.

This contract shall not exceed \$30,000.00 (exclusive of late charges) without the written agreement of both parties.

Should either party terminate the month to month portion of the contract at any time other than the end of a month, payment for that month will be calculated on a pro-rata basis.

Should either party terminate the month to month portion of the contract and Consultant be owed time or owe District time for non-work days the final month will be adjusted accordingly.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: DRAFT 2011 ACCREDITATION SELF-STUDY REPORT
REQUESTED ACTION: APPROVAL

SUMMARY:

Ms. Tracy Schneider, Accreditation Coordinator, will present to the Board for approval the Draft 2011 Institutional Self-Study Report of Reaffirmation of Accreditation, a collaborative effort by administration, faculty, staff, and students.

A copy of the Self-Study Report has been made available under separate cover and may be reviewed in the Office of the Superintendent-President, Office of the Accreditation Liaison Officer, and on the Solano Community College Web site, www.solano.edu, under General Public—Accreditation.

Approval of the 2011 Accreditation Self-Study Report is requested at this time.

Government Code: Board Policy: 2070 Estimated Fiscal Impact: \$ N/A
CEO 2011-2012 GOALS – Prepare Accreditation Report

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

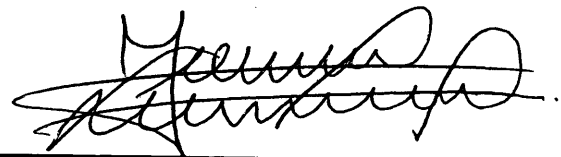
Tracy Schneider
Accreditation Coordinator
PRESENTER’S NAME

400 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707-864-4302
TELEPHONE NUMBER

Academic and Student Affairs
ORGANIZATION

July 22, 2011
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

July 22, 2011
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: REVISED CLASSIFIED JOB DESCRIPTION –
 FINANCIAL AID ADVISOR**

REQUESTED ACTION: INFORMATION

SUMMARY:

The attached job description has been revised with input and concurrence from the Classified School Employees Association, Chapter #211, to correctly reflect the minimum qualifications of the position. This position is included in the CSEA collective bargaining group and the current salary placement is Range 13.

In accordance with Governing Board practice, the job description will be presented for Board action at the August 17, 2011, meeting under the Consent Calendar for Human Resources.

Government Code: Board Policy: 4720 Estimated Fiscal Impact: None

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Sandra Dillon
 Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534-3197

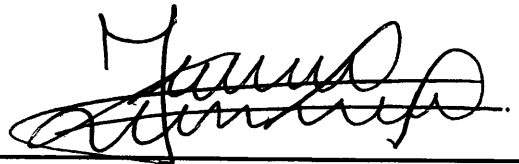
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

July 22, 2011
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

July 22, 2011
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: Financial Aid Advisor

BASIC FUNCTION: Under direction of the ~~Assistant Dean~~Director of Financial Aid, coordinate financial aid programs including ~~Federal College Work-Study, Extended Opportunity Program and Services Grant, Federal Supplemental Educational Opportunity Grant, and the Federal Family Education Direct Loan~~ Loan Programs; ~~a~~Award, coordinate, adjust, and report financial aid to students; certify student eligibility for assigned loan and work-study programs assuring compliance with established State and Federal regulations, guidelines, and requirements; develop materials for "Responsible Borrower" workshops, and conduct track online USDOE FSA entrance and exit counseling according to established State and federal guidelines and requirements; Coordinate "Delinquent/Default Borrower Prevention" services with the USDOE FSA contracted loan servicers.

REPRESENTATIVE DUTIES:

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

Package financial aid awards to meet student needs as defined in a variety of State and ~~f~~Federal grant, loan, and fee waiver programs.

Evaluate applications and required documentation to determine financial need and program eligibility; certify eligibility for student loan programs according to ~~State and F~~ederal requirements for lender action.

Develop materials for "Responsible Borrower" workshops, track online U.S. Dept of Ed Federal Student Aid entrance and exit counseling requirements according to established Federal guidelines. Coordinate "Delinquent/Default Borrower Prevention" services with the U.S. Dept of Ed Federal Student Aid contracted loan servicers.

~~Operate a computer terminal and complex financial aid software systems using multiple online databases; enter, modify and retrieve data; assist in setting up applicable computer screens and data for award year.~~

Perform need analysis to determine student eligibility for various types of financial aid; generate notification letters and meet with students to explain the offer of award and student responsibilities and requirements specific to Federal Work-Study and Federal Direct Loan Programs.

Adjust packaging based on updated income and expense documentation; notify students regarding award increases and decreases; request additional income and expense information and documentation as appropriate.

Perform technical duties related to the ~~federal~~Federal Wwork—S-study program; communicate with employers and students regarding job openings and requirements; prepare contracts for off-campus employers and needed; process and review student

evaluation forms.

Monitor Federal Work-Study budget and expenditures to ensure adequate and even allocation throughout the fiscal year.

Process employment information prior to submission to the Human Resources Office adhering to all applicable laws and regulations, particularly, regarding EEO and Employment Eligibility Verification (Form I-9).

Advise and assist students applying for financial aid; explain eligibility requirements, timelines and processing systems; assist students in completing applications as needed.

Coordinate communication and activities with various District departments and personnel, government and private agencies, financial institutions, colleges, and others regarding Federal Work-Study and Federal Direct Loan Programs.

Set up and implement Financial Aid Standard Student Budget for each academic school year for ~~campus-based~~ Federal Work-Study awards; ~~conduct~~ utilize Community College Chancellor's Office, California Student Aid Commission's SEARS (Student Expense and Resources Survey) and county survey data to determine cost-of-living expenses used for student budget.

Verify, review and monitor computer reports to assure accuracy and avoid over-expenditure of funds; collect and record statistical data for State and ~~F~~ federal reports.

Maintain current knowledge of financial aid programs, software and eligibility requirements by attending trainings, meetings, workshops and conferences.

~~Coordinate communication and activities with various District departments and personnel, government and private agencies, financial institutions, colleges and others regarding Federal Work Study and Federal Student Loan Program.~~

~~Assist the assistant dean~~ Financial Aid Director and other financial aid personnel with special projects, file maintenance and reports as requested.

Exercise sound, consistent, and professional judgment in reviewing student aid applications, conducting need analysis, and advising students.

Work with complex, integrated Enterprise Resource Planning (ERP) system ~~Operate a computer terminal and complex financial aid software systems using m~~ and multiple online State and Federal databases; enter, modify and retrieve data; assist in setting up applicable computer screens and data for award year.

Train and provide work direction to student workers and other personnel as assigned.

~~Operate office equipment including computer terminal, calculator, typewriter, copier and word processing equipment.~~

Secondary Functions:

Perform job-related duties as assigned.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by college-level course work in business or related field and two years of increasingly responsible financial aid experience or any combination of training, experience, and/or education that provides the required knowledge, skills and abilities. Some experience with a financial aid computer data base is desirable. Associates degree preferred.

LANGUAGE SKILLS:

Ability to read and explain laws, rules, guidelines, curriculum, schedules, policies and procedures affecting assigned area.

Ability to effectively present information and respond to questions from students, staff and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

Ability to perform these operations using units of American money.

REASONING ABILITY:

Ability to determine eligibility for financial aid through need analysis.

Ability to learn to interpret and apply State and Federal laws, rules and guidelines and community college curriculum, schedule, policies and procedures affecting assigned area of student services.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATION:

None required.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Elements of the assigned student services area.
- Modern office practices, procedures and equipment.
- Recordkeeping techniques.
- Need analysis and packaging techniques.
- College and community resources available to students.
- Personal and financial problems encountered by college students and parents.
- Operation of financial aid software.

Develop financial aid packages to meet financial need.

Interpret financial statements, income tax reports and related documents.

Assist students in completing forms and applications.

Meet schedules and timelines.

Prepare and maintain records, files, logs and lists.

Train and provide work direction to student and temporary workers.

Operate office equipment such as mainframe and micro computers and printer, calculator, copier, automated telephone system and facsimile machine.

Operate an electronic keyboard accurately at 45 words per minute.

Use financial aid, word processing, spreadsheet and data base management computer software effectively.

Perform assigned work with speed and accuracy.

Establish and maintain effective and cooperative working relationships with others.

Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification routinely performs work duties and attends work-related meetings at campus locations.

All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work assigned to this classification is typically performed in a community college financial aid office environment. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, continual interruptions and the risks of computer-generated video radiation. The employee is occasionally exposed to vehicle traffic when traveling to attend off-campus meetings. The work environment is noisy.

Marlys Grodt & Associates - 1993

SD/zg

Board approved: 6/19/96

Revised: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
July 20, 2011

1. CALL TO ORDER

A regular meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, July 20, 2011, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board President Denis Honeychurch.

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

Board President Honeychurch led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Denis Honeychurch, J.D., President
A. Marie Young, Vice President
Sarah E. Chapman
James M. Claffey
Pam Keith
Rosemary Thurston
Lexi Parmer, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Phil McCaffrey

Others Present:

Peter F. Bostic, Executive Director, Institutional Advancement
Yulian I. Ligioso, Vice President, Finance and Administration
Thomas Watkins, Academic Senate President
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

Board President Honeychurch reported that Dr. Jowel Laguerre, Superintendent-President, pulled Item 11.(a) First Reading of Proposed Academic Calendar for 2012-2013, page 52, and Item 11.(b) First Reading – Review of Student Services Policies, Series 5000, page 55, from the Agenda.

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the Agenda as amended. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Honeychurch recognized Ms. Monica Brown, Fairfield resident, who requested to comment on the condition of the swimming pool in the Physical Education and Athletics Department. Ms. Brown was pleased to report the water is pristine and clear and a pleasure to swim in. She stated it was her hope it would continue to be enjoyable for the duration of the summer and when the academic school year begins.

6. REPORTS (NO ACTION REQUIRED):

(a) Shared Governance Council

Dr. Jowel Laguerre, Superintendent-President, reported that the Shared Governance Council, along with the Academic Senate, met on July 13, 2011, to review and approve the 2011 Self-Study Report. Dr. Laguerre expressed his appreciation to Dr. Jeffrey Lamb and Ms. Tracy Schneider for the great work they have done on the report.

(b) Superintendent

- ***Special Presentation - Team Travis – Colonel James C. Vechery***
Commander of the 60th Air Mobility Wing, Travis Air Force Base, California

Dr. Jowel Laguerre, Superintendent-President, introduced to the Board Colonel James Vechery from Travis Air Force Base, Commander of the 60th Air Mobility Wing. Colonel Vechery introduced Captain Valdanesco who was job shadowing him and is currently assigned to David Grant Medical Center. The Colonel gave a PowerPoint presentation to the Board highlighting the multiple reasons why TAFB is an asset to the county and the many contributions it makes to the community at large. TAFB is basically a small city, accommodating 122,000 active duty and reservists, military families, civilians, and retirees and their families within a 50-mile radius. Colonel Vechery reported on the background of TAFB, its family, its mission, and its future; assuredly, a base with world class readiness. ***Team Travis – AIR POWER!***

Board President Honeychurch thanked Colonel Vechery for his enthusiastic and comprehensive presentation to the Board.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent-President.

It gave Colonel Vechery pleasure to present to the Governing Board an American flag, (the Stars and Stripes) that was proudly flown on the 29th day of April 2011, over the Craig Joint Theater Hospital at Bagram Airfield, Afghanistan, at the request of 1Lt. Sheilla S. Joseph, a friend and supporter of the College, in appreciation of the College's support to the military. It represents the American resolve following the attack on the World Trade Center and the Pentagon on September 11, 2001, and bears witness to the destruction of terrorist forces threatening the freedom of the United States of America and the world.

“Let every nation know, whether it wishes us well or ill, that we shall pay any price, bear any burden, meet any hardship, support any friend, oppose any foe to assure the survival and the success of liberty.” John F. Kennedy, 35th President of the United States

- ***Redistricting – Ms. Kimi Shigetani, Vice President
Community College League of California***

In the absence of Ms. Kimi Shigetani, Vice President, *Community College League of California* (CCLC), Mr. Paul Mitchell, Consultant with Redistricting Partners and Ms. Stacy Berger, League Staff, gave a PowerPoint presentation on Redistricting, 2010 Solano CCD, an overview of District and application of state/federal voting rights acts.

Redistricting is defined as the process of drawing district lines. It is done every ten years after the release of the U.S. Census data. The well-known examples are Congress and the Legislature. Community colleges with districts must also do redistricting. The Voting Rights Act (VRA) is the law guiding redistricting. Section 2 of the VRA increases minority voting power by protecting geographically compact, cohesive minority communities. If a district is, or can be, at least 50% of one ethnicity then it has this federal protection.

SCCD may or may not have to reconfigure its boundaries; however, it must do some analysis to determine the potential for racially polarized voting that would influence elections. There have been lawsuits all over the state that can be a big liability for districts if they do not pay proper attention to redistricting. The District will continue to work with the League and others to accomplish this task before the March 2012 completion date.

Board President Honeychurch thanked Mr. Mitchell and Ms. Berger for their presentation to the Board.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent-President and the Office of the Vice President of Finance and Administration.

Dr. Jowel Laguerre, Superintendent-President, reported back to the Board on the claim made by Ms. Ada Dempsey under public comments at the June 15, 2011, Board meeting that her transcripts had been destroyed. Upon investigation of Ms. Ada Dempsey's transcripts, Dr. Laguerre informed the Board that to the best knowledge of Admissions and Records, Ms.

Dempsey's transcripts were never received nor destroyed. As a result of a misunderstanding on the part of staff in other departments, the transcripts were not properly handled and were, therefore, not received in A&R.

Director Fountain has assured Ms. Dempsey via email that she will not be required to submit additional copies. Ms. Fountain has contacted the registrars of the other colleges. Ms. Dempsey had explained that she submitted transcripts from, DVC and Napa, and got new copies. Ms. Dempsey was assured that SCC would honor these as official copies. Dr. Laguerre stated that the matter has been handled and that we are in the process of giving her credit for courses completed.

7. CONSENT AGENDA – ACTION ITEMS

Board President Honeychurch reported that Dr. Jowel Laguerre corrected the Consent Agenda as follows: Item 7.(b), page 1, line 8, To be announced, *Director of Financial Aid*, should read ***Robin Darcangelo***, effective September 1, 2011, ALG Step 3, Range 46, \$87,347.09; Item 7.(b), page 1, line 10, To be announced, *Human Resources Manager*, was pulled from the Agenda.

Superintendent-President reported that Ms. Darcangelo has lived most of her life in Northern California, received her M.S. in Education & Counseling from the University of La Verne, and her B.S. in Organizational Leadership from Simpson University, and comes to Solano Community College with a wide variety of experience in education.

Superintendent-President

- (a) Minutes for the Meeting of May 18, 2011; Board Study Session Meeting of June 1, 2011; Meeting of June 15, 2011, and Special-Called Meeting of June 30, 2011

Human Resources

- (b) Employment – 2010-2011; Employment 2011-2012; Gratuitous Service

Finance and Administration

- (c) Warrant Listings
- (d) Extended Agreement with Roy V. Stutzman Consulting
- (e) Renewal Agreement with Dannis Woliver Kelley for Measure G Bond Projects for Construction, Contracting, and Closeout Issues
- (f) Resolution Authorizing Year-End Transfers, Resolution No. 11/12-01

Academic and Student Affairs

- (g) Renewal Agreement for Educational Services Between Bay Area Clean Water Agencies (BACWA) and Solano Community College District
- (h) Renewal of Children's Programs Contract CCTR-1341 and Resolution
- (i) Renewal of Children's Programs Contract CSPP-1613 and Resolution
- (j) University of California Center for Urban Education Service Agreement

Moved by Vice President Young and seconded by Trustee Chapman to approve the Consent Agenda as corrected. The motion carried unanimously.

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

- (a) Resolution Honoring Bob Myers

Dr. Jowel Laguerre, Superintendent-President, presented the resolution honoring Bob Myers, who has served the Solano Community College District with distinction since 1992, when he first became the Dean of Physical Education and Athletics at Solano Community College. Dr. Laguerre stated that Bob has been one of the best Deans he has ever met and had the pleasure of working with, and has been one of the most solid academic administrators at the College. He is conscientious, and has done the best work he can for faculty, students, and the campus community at large, as well as serving as a great ambassador in the county. Dr. Laguerre read the following excerpt from the resolution:

Whereas, Bob Myers has at all times been an ambassador for Solano Community College founding the Solano Hall of Fame, restarting the Solano College Athletic Boosters Club, and serving on the Vacaville Chamber of Commerce; and

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

Resolved, That Bob Myers will be sorely missed, and the Governing Board expresses its sincere appreciation for his many contributions and wishes him well in his richly deserved retirement and future endeavors.

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the resolution honoring Bob Myers' retirement from the Solano Community College District. The motion passed unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – Lexi Parmer concurred.

AYES: Trustee Claffey, Trustee Thurston, Trustee Keith, Trustee Chapman, Vice President Young, and Board President Honeychurch

NOES: None

ABSENT: Trustee McCaffrey

Board President Honeychurch commented that Bob came to Solano Community College when the PE Department was in chaos. He straightened out a lot of trouble and got it to the well-organized department it is today. He supports every athletic event by his attendance. Board President Honeychurch expressed his sorrow that Bob is leaving, but offered sincere congratulations upon his retirement. There was congratulatory applause and a standing ovation from those present in the audience.

Dr. Jowel Laguerre recognized Bob's wife, Mrs. Gloria Myers, and thanked her for her support of Bob's efforts on behalf of Solano Community College.

Dean Myers commented that with any life change that one goes through, it seems you miss the people who have associated with the most. After almost 20 years at the College, Bob said it is the people he is really going to miss. He expressed how much he has enjoyed the students and student athletes and staff. All have worked hard and accomplished a lot. Dean Myers wished the Board and his colleagues the best as they continue to work hard to move the College *onward and upward*. Dean Myers and his wife will be moving to Tucson, Arizona.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

(a) Approval of Employment Contract: Superintendent-President

Moved by Trustee Keith and seconded by Vice President Young to approve the employment contract for the Superintendent-President as presented. The motion passed. Trustee Claffey voted no.

Dr. Jowel Laguerre thanked the Board for extending his contract for another year. He said the Board has two jobs—to hire a President and to create an environment where other Presidents will want to work for the Board. For the past two years, Dr. Laguerre stated how much he has appreciated the support of the Board. His job is to make sure when he is no longer here other Presidents will be happy to replace him because of the structure and foundation in place. Dr. Laguerre stated his appreciation for the confidence the Board has in him as every day he works as hard as he can to make sure they are proud of the work he is doing and that of his team on behalf of students.

Board President Honeychurch stated he was happy to be able to approve the contract extension.

(b) Agreement Between Pauly Group, Inc., (PGI) and Solano Community College to Provide Candidate Referencing Services

Mr. Yulian Ligioso, Vice President of Finance and Administration, presented the agreement between Pauly Group, Inc., (PGI) and Solano Community College to provide candidate referencing services for the fiscal year 2011-12. The Pauly Group, Inc., is a prominent academic search consulting firm that works exclusively with community and technical colleges around the country to help recruit, reference, and hire senior administrators. Engaging the Paul Group, Inc., for prospective candidate reference checking will strengthen the District's hiring decisions. The contract shall not exceed \$15,000 and to mitigate costs only finalists will be forwarded. The approximate cost is \$2,000 per candidate.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Agreement between Pauly Group, Inc., (PGI) and Solano Community College to provide candidate referencing services. The motion carried unanimously.

Finance and Administration

(c) Solicitation of Requests for Proposals (RFPs) for Bond Counsel and a Campaign Consultant

Yulian I. Ligioso, Vice President of Finance and Administration, presented the solicitation of request for proposals (RFPs) for Bond Counsel and a Campaign Consultant. In anticipation of a future local Proposition 39 general obligation bond election, District staff is in the process of assembling a bond team to make recommendations and provide analysis about the timing of the possible measure. Earlier Board action authorized release of Requests for Proposals (RFPs) for Investment Banker/Underwriter and Public Opinion Research/Polling Services.

While the District is represented by current counsel in Measure G, they continue to provide support to the CBOC as needed and free of charge and are lead counsel to the League for the TRAN process (a borrowing vehicle) which we participate in. We propose to send out requests for qualifications for such services to bolster transparency and constituency involvement to this process of selecting the prospective bond team.

Regarding the Campaign consultant, we seek such services to help the District develop an information/communication strategy and/or materials to portray college facilities needs tied to the Educational Master Plan (EMP). To that end this firm will be working with the pollsters, the underwriters, MIG, and the college. This is not advocacy. As such their fees will legitimately be paid out of capital outlay fund/redevelopment funds. Advocacy will come at a later date. Once the Board approves moving forward with the election, the campaign consultants would be hired by the campaign committee and their fees would then be paid with private funds.

Moved by Trustee Thurston and seconded by Vice President Young to approve the solicitation of requests for proposals for Bond Counsel and a Campaign Consultant. The motion carried unanimously.

(d) Solicitation of Request for Qualifications (RFQ) for Consultant for the Development of a Facilities Master Plan Update

Yulian I. Ligioso, Vice President of Finance and Administration, presented the solicitation of request for qualifications (RFQs) for consultant for the development of a Facilities Master Plan Update. The District is in the process of updating its Educational Master Plan (EMP), which will further develop current and potential academic program plans at each college to include the contract education/workforce development component of the District. The District will use the proposed capital facilities planning process to identify the remaining needs for completion of the existing bond measure, to support requests for funding from future state-wide bond measures or for a future general obligation facilities bond measure to fund the facilities additions and enhancements as identified by the plan. The Facilities Master Planning will run concurrently with the Educational Master Planning and the selected consultants will collaborate with facilities and District staff, as well as MIG. The funding source is through capital outlay and redevelopment funds.

Moved by Trustee Keith and seconded by Vice President Young to approve the solicitation of request for qualifications (RFQ) for Consultant for the Development of a Facilities Master Plan Update. The motion carried unanimously.

(e) Anticipated Bid Dates for Measure G Projects

Mr. David Froehlich, Director of Facilities, together with Mr. Lester Young from Kitchell CEM, presented the anticipated bid dates for Measure G Projects. Design work was completed and the projects identified, i.e., Vallejo Expanded Parking Facilities and Pad for Modulares with Utilities (bid target \$400,000); and Fine Arts Remodel of Building 1300 (bid target \$4,100,000), have received or are anticipated to receive DSA approval in the near future. Staff requested Board approval to solicit competitive bids for the projects shown, subject, and subsequent to receiving DSA approval.

Moved by Vice President Young and seconded by Trustee Thurston to approve the anticipated bid dates for Measure G projects as identified. The motion carried unanimously.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) First Reading of Proposed Academic Calendar for 2012-2013

This item was pulled from the Agenda.

(b) First Reading – Review of Student Services Policies, Series 5000

This item was pulled from the Agenda.

(c) Draft 2011 Accreditation Self-Study Report

Dr. Jeffrey Lamb and Ms. Tracy Schneider presented the draft 2011 Accreditation Self-Study Report. Both expressed their gratitude to the Shared Governance Council and the Academic Senate for the work they did to give final approval of the draft, and especially for the work they put in over the summer months.

Ms. Schneider stated that a “ton of effort” has gone into the report by faculty, staff, students, administration, and the Board of Trustees. Everyone worked really hard. She also recognized the organizational skills and support of Dr. Jeffrey Lamb, Accreditation Liaison Officer over the past year.

Ms. Schneider reported that the draft Self-Study Report is on the Wiki and on the main SCC Web site under General Public-Accreditation. The final editing of the report is being done by an outside source. No changes are being considered at this point in time that are not substantive. The printing will also be done by an outside source. The due date is August 24, 2011, which is eight weeks before the Team Visit. After it goes to the printer, then work will begin on hyperlinking and providing hard copy evidence.

Board President Honeychurch recognized Mr. Thom Watkins, Academic Senate President, who commented on how pleased the Academic Senate is with the hard work that has occurred on the Self-Study Report and the ease of read of the report for edits.

Dr. Jowel Laguerre, Superintendent-President, advised that a letter over the signature of Dr. Barbara A. Beno, President of ACCJC, dated July 18, 2011, was received today identifying the team composition for the scheduled visit October 24 – 27, 2011. A copy of the letter was shared with the Board of Trustees. If anyone can identify any conflict of interest or other concerns of the team composition, the Board was asked to contact Dr. Laguerre.

Dr. Jeffrey Lamb complimented the Board Accreditation Leadership Subcommittee, chaired by Vice President Young, and joined by Trustees Claffey and Chapman, for their hard work on the Self-Study Report. They provided good insight and were very helpful in providing an accurate document. Trustee Chapman echoed Dr. Lamb and expressed appreciation to Vice President Young for her leadership.

Dr. Laguerre acknowledged the hard work of the students who have been supportive and played an active role in the writing of the document.

This item will return to the Board for approval at the Board Study Session scheduled August 3, 2011.

(d) Draft Proposed Resolution Directing the Solano Community College District to Explore Opportunities for Collaboration

Trustee Keith presented the draft proposed resolution directing the Solano Community College District to explore opportunities for collaboration, in particular as it relates to agencies in Vallejo,

sharing buildings and grounds, vehicle maintenance, administrative services such as Information Technology and Human Resources, together with other opportunities, and committing staff resources in this effort. Members of the Vallejo Interagency Committee reviewed the draft resolution and made recommendations to include agencies and businesses in Vallejo to participate.

Vice President Young stated that the Vallejo City Council approved this resolution and passed it at their last meeting. Trustees Keith and Young and Dean Kea serve as members of the Interagency Committee.

This item will return to the Board for approval at the August 3, 2011, Board Study Session.

(e) Solano Community College District Governing Board How Do We Rate Checklist Summary

In order for the Governing Board to focus on the institution's major issues and questions of policy, the Board of Trustees are 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.

Dr. Jowel Laguerre, Superintendent-President, presented the results of the second quarter, "How Do We Rate Checklist," summary for April, May, and June 2011. 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.

Areas of concern were noted as follows by one participant: *Does the CEO always ask the Board to make major decisions with advance preparation?*; and, *Do we rely on our CEO for leadership and have confidence in his or her recommendations?*

Six elected Trustees participated, rating the Board as effective (90 or above), and rated the Board as an effective leader for this quarter.

12. ANNOUNCEMENTS

There were no announcements.

13. ITEMS FROM THE BOARD

Vice President Young reported that she attended the following College and community events:

June 2011

27 – Interagency Committee meeting at Vallejo City Hall.

29 – Solano EDC Breakfast meeting at Fairfield Hilton Garden Inn.

July 2011

11 – An Evening with Belva Davis at the Vacaville Museum. Belva Davis was the first black female TV journalist in the West. Solano County Chapter of the Links, Inc., a local community service organization, which Vice President Young is a charter member, was one of the five sponsors of this informative event. Trustee Chapman's sorority also helped sponsor the event, and Dr. Jowel Laguerre also attended the event.

13 – Chaired the Board's Accreditation Leadership Subcommittee that met to discuss the draft copy of the 2011 Institutional Self-Study Report of Reaffirmation of Accreditation. Trustees Chapman and Claffey were also present at this meeting, together with Ms. Tracy Schneider, Dr. Jeffrey Lamb, and EVP Arturo Reyes.

19 – 2011 Vallejo Juneteenth debriefing committee meeting.

Board President Honeychurch recessed the regular meeting at 7:55 p.m.

14. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Sandra Dillon
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
(No additional information required.)

Board President Honeychurch called the Closed Session to order at 8:02 p.m.

15. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the regular meeting at 8:10 p.m.

16. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Honeychurch reported that the Board held Conference with Labor Negotiator, CCA/CTA/NEA, CSEA, Operating Engineers-Local 39, in Closed Session, and no action was taken.

Board President Honeychurch reported that the Board took action in Closed Session to discontinue the following position: 0.8 Administrative Assistant III – Green Grant program, and to authorize the Superintendent-President or his designee to give notice of termination of employment to the affected employee and take any other action necessary to effectuate this resolution. This Resolution, No. 11/12-02, passed with the following roll call vote.

AYES: Trustee Keith, Trustee Chapman, Trustee Thurston, Trustee Claffey, Vice President Young, and Board President Honeychurch
NOES: None
ABSTAIN: None
ABSENT: Trustee McCaffrey

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 p.m.

JCL:js

BOARD MINUTES.07.20.11.FINAL

DENIS HONEYCHURCH, J.D.
BOARD PRESIDENT

APPROVED _____
JOWEL C. LAGUERRE, Ph.D.
SECRETARY

SCCD Board minutes are summarized per SCCD Board Policy 1045 and 1046. To listen to the full deliberation of the Board, please contact the Office of the Superintendent-President within thirty (30) days.

After adjournment, the Board of Trustees posed for a photograph for use in an upcoming Report Card to the public that will be shared with constituents and the taxpayers who have been supportive of our College since its inception.