

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: 2011-12 GOALS AND ACCOMPLISHMENTS UPDATE FOR  
SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AND SUPERINTENDENT-  
PRESIDENT

REQUESTED ACTION: INFORMATION

SUMMARY:

The Solano Community College District developed their 2011-12 goals at their Board Retreat held April 20, 2011. The goals for the Board of Trustees and CEO were approved at the June 15, 2011, Board meeting.

Superintendent-President Laguerre will present to the Board for information an update on the accomplishments of the Board and CEO goals thus far in the 2011-12 academic year.

Government Code: 54957(b) Board Policy: 1057 and 2030 Estimated Fiscal Impact: \$ N/A  
California ECS 71020.5

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

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

---

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA

---

**ADDRESS**

707 864-7112

---

**TELEPHONE NUMBER**

Administration

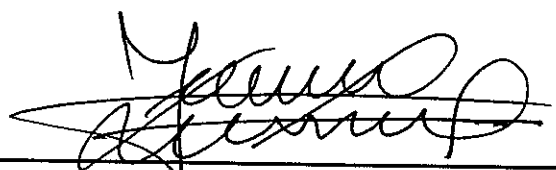
---

**ORGANIZATION**

November 23, 2011

---

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



---

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

November 23, 2011

---

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



OFFICE OF THE SUPERINTENDENT-PRESIDENT

Board of Trustees Goals and Accomplishments  
2011-12

Goals	Activity and Expected Outcomes	Timeline	Outcomes and Results
Support Board development	<ul style="list-style-type: none"> <li>a. Four presentations on issues of national importance to be presented to the Board</li> <li>b. Four work sessions to be held for issues of importance to the college community, involving all stakeholders</li> <li>c. Conduct a formal survey of Board for interests in development activities</li> </ul>	<ul style="list-style-type: none"> <li>June 2011</li> <li>October 2011</li> <li>January 2012</li> <li>April 2012</li> <li>September 2011</li> <li>November 2011</li> <li>February 2012</li> <li>May 2012</li> <li>July 2011</li> <li>March 2012 (for following year)</li> </ul>	<ul style="list-style-type: none"> <li>Presentation on Pell Grants</li> <li>Presentation on Middle College</li> <li>Pell grants discussion</li> <li>Middle College discussions</li> <li>Survey conducted and input gathered and used</li> </ul>

Provide opportunities for Board advocacy	<ul style="list-style-type: none"> <li>a. Fifty percent of Board members to participate in advocacy at local, state and national levels</li> <li>b. Clarify relationships between Board of Trustees and Foundation Board</li> <li>c. Hold joint meeting between Foundation Board and Board of Trustees once or twice a year</li> <li>d. Participate in resource identification for the Foundation</li> </ul>	<p>April 2012</p> <p>September 2011</p> <p>November 2011</p> <p>April 2012</p>	<p>Chapman at SCEI; Young and Chapman at WRCBAA</p> <p><i>To be done: New agreement between BOT and Foundation Board</i></p> <p><i>Postponed to 2012</i></p>
Improve meeting efficiency	<ul style="list-style-type: none"> <li>a. Reform agenda to allow time for Board in-depth discussions</li> <li>b. Reduce presentations times for Board meetings</li> </ul>	<p>June 2011</p> <p>June – October 2011</p>	<p>Features of meetings</p> <p>Done: Fewer and shorter presentations</p>

	c. Discuss long-term ideas for Board understanding prior to votes	August 2011	Bond issues
Assist and support CEO	<ul style="list-style-type: none"> <li>a. Provide timely and no surprise feedback to CEO</li> <li>b. Support CEO's actions by providing policy directions and support</li> </ul>	<ul style="list-style-type: none"> <li>June 2011-April 2012</li> <li>May 2011-April 2012</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>
Lead the College to fiscal stability	<ul style="list-style-type: none"> <li>a. Support college efforts that improve fiscal picture</li> <li>b. Provide support for college budget challenges</li> </ul>		ALG; CSEA: lay-off

Submitted to Board for Information December 7, 2011



OFFICE OF THE SUPERINTENDENT-PRESIDENT  
 Superintendent-President's Goals and Accomplishments  
 2011-12

Goals	Activity and Expected Outcomes	Timeline	Outcomes and Results
Explore recruitment of international students	Develop a concept for the recruitment and matriculation and service for International students.	March 2012	<ul style="list-style-type: none"> <li>- Nigerian project</li> <li>- Vietnam project</li> <li>- Haiti ESL</li> </ul>
Ensure fiscal stability of the District	Provide leadership for a balanced budget for the 2011-2012 fiscal year.	December 2011	Budget is balanced with healthy reserves; obtained employee concessions
Prepare accreditation report	Provide leadership for the completion of the report and for the site visit	August and October 2011	<ul style="list-style-type: none"> <li>- Report prepared and turned in early</li> <li>- Visit took place</li> </ul>
Complete reorganization of Academic Affairs	Provide leadership for the completion of the Reorganization: a. Deans' assignments b. Classified assignments	August 2011	<ul style="list-style-type: none"> <li>- Package is completed</li> <li>- Deans are assigned</li> <li>- Classified are assigned</li> </ul>

Improve quality access for students	Engage Student Services in re-examining its processes for students' intake	April 2012	<ul style="list-style-type: none"> <li>- Student Services Council formed and functioning</li> <li>- Services are being evaluated: Hours</li> </ul>
Improve retention opportunities for students	Funding permitted, explore avenues to improve student retention and completion	January 2012	<ul style="list-style-type: none"> <li>- EOPS</li> <li>- UMOJA</li> <li>- Foster Youth</li> </ul>
Explore the initiation of Middle College High Schools	Visit similar schools and present a plan to the board	January 2012	<ul style="list-style-type: none"> <li>- Two visits to other institutions and two districts recruited and accepted</li> </ul>

Submitted to the Board for Information December 7, 2011

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>Assignment</u>	<u>Effective</u>
Diana Miller	Financial Aid Advisor CSEA, Chapter #211	12/8/11
Janet Leary	Administrative Assistant III, Human Performance & Development CSEA, Chapter #211	11/28/11

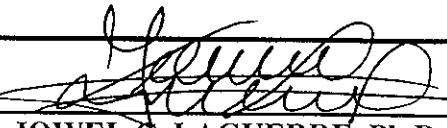
**Short-term/Temporary/Substitute**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jennifer Hesling	Substitute Payroll Technician	1/14/11 – 1/13/12	\$ 17.57 hour
Janice Nitschke	Substitute Executive Assistant	11/28/11 – until position is filled	\$ 21.22 hour
Darlene Stewart	Substitute Administrative Assistant	11/10/11 – 1/4/12	\$ 15.41 hour

---

**Sandra Dillon**  
Interim, Director of Human Resources

---



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

---

**November 23, 2011**  
Date Submitted

---

**November 23, 2011**  
Date Approved

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**

**Governing Board Meeting**

**December 7, 2011**

**Page 2**

**GRATUITOUS SERVICE**

<b><u>School/Department</u></b>	<b><u>Name</u></b>	<b><u>Assignment</u></b>
<b><u>Career Technical Ed &amp; Business</u></b>		
EMT	Kalani Agbigny	Assist instructor
EMT	John Allison	Assist instructor
EMT	Anthony Brodsky	Assist instructor
EMT	Ron Denton	Assist instructor
EMT	Daniel Dias	Assist instructor
Nursing	Elayne Faucett	Assist instructor
Nursing	Cathy Morgan	Assist instructor

**RESIGNATION**

At the meeting on November 2, 2011, the Board approved the resignation date of Sheryl Scott, Administrative Assistant III, School of Career Education and Business and School of Sciences as December 20, 2011. The correct date should have been December 30, 2011. We are requesting the Board approve this revised date.



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

**TO:** Members of the Governing Board

**SUBJECT:** REQUEST FOR APPROVAL OF CURRICULUM ACTIONS  
AS SUBMITTED BY THE CURRICULUM COMMITTEE, A  
SUBCOMMITTEE OF THE ACADEMIC SENATE

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

During the months of August, September, October, and early November of 2011, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

*Government Code: Title 5 Board Policy: 5120; 6000; 6023 Estimated Fiscal Impact: \$ N/A  
Chapter 6, Subchapter 2, beginning with §55100  
CEO 2011-12 Goal: Improve Retention Opportunities for Students*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Joseph Conrad, Chair, Curriculum Committee  
J. Arturo Reyes, Executive Vice President

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7000 ext. 7856

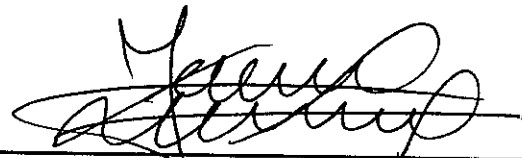
**TELEPHONE NUMBER**

Academic and Student Affairs

**ORGANIZATION**

November 23, 2011

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

November 23, 2011

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF  
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the months of August, September, October and early November of 2011, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by the California Community Colleges Systems Office.

**Human Performance & Development Curriculum Review**

- (CP-11-051) ATHL 001-Women's Intercollegiate Volleyball (Fall): Change in assessment techniques, textbook update
- (CP-11-052) ATHL 002A -Women's Fall Intercollegiate Basketball: Change in assessment techniques, textbook update
- (CP-11-053) ATHL 002B-Women's Spring Intercollegiate Basketball: Change in assessment technique, textbook update
- (CP-11-054) ATHL 003-Women's Intercollegiate Softball: Change in assessment techniques, textbook update
- (CP-11-055) ATHL 004-Women's Intercollegiate Soccer (Fall): Change in assessment techniques, textbook update
- (CP-11-056) ATHL 010-Men's and Women's Intercollegiate Swimming and Diving (Spring): Change in assessment techniques, textbook update
- (CP-11-057) ATHL 015-Men's Intercollegiate Baseball: Change in assessment techniques, textbook update
- (CP-11-058) ATHL 016A-Men's Intercollegiate Basketball (Fall): Change in assessment techniques, textbook update
- (CP-11-059) ATHL 016B-Men's Intercollegiate Basketball (Spring): Change in assessment techniques, textbook update
- (CP-11-060) ATHL 017-Men's Intercollegiate Football (Fall): Change in assessment techniques, textbook update
- (CP-11-061) ATHL 020-Men's and Women's Intercollegiate Water Polo: Change in assessment techniques, textbook update
- (CP-11-062) KINE 001A-Adapted Aquatics: Change in course name, assessment techniques, textbook update
- (CP-11-063) KINE 001D-Adapted Weight Training: Change in course name, assessment techniques, textbook update
- (CP-11-064) KINE 002A-Beginning Swimming: Change in course name assessment techniques, textbook update
- (CP-11-065) KINE 002C-Water Polo: Change in course name, assessment techniques, textbook update
- (CP-11-066) KINE 002D-Swim for Fitness: Change in course name, assessment techniques, textbook update
- (CP-11-067) KINE 003A-Beginning Self Defense: Change in course name, assessment techniques, textbook update
- (CP-11-068) KINE 003C-Foil Fencing: Change in course name, assessment techniques, textbook update
- (CP-11-069) KINE 003D-Beginning Judo: Change in course name, assessment techniques, textbook update
- (CP-11-070) KINE 004A-Beginning Contemporary Modern Dance: Change in course name, assessment techniques, textbook update
- (CP-11-071) KINE 004N-Beginning Swing Dance: Change in course name, assessment techniques, textbook update

(CP-11-072) KINE 005D-Circuit Training: Change in course name, assessment techniques, textbook update  
(CP-11-073) KINE 005G-Off-Season Athletic Conditioning: Change in course name, assessment techniques, textbook update  
(CP-11-074) KINE 005K-Intermediate Body Conditioning: Change in course name, assessment techniques, textbook update  
(CP-11-075) KINE 006B-Introduction to Qigong: Change in course name, assessment techniques, textbook update  
(CP-11-076) KINE 006C-Pilates for Fitness: Change in course name, assessment techniques, textbook update  
(CP-11-077) KINE 007C-Beginning Mountain Biking: Change in course name, assessment techniques, textbook update  
(CP-11-078) KINE 007D-Beginning Golf: Change in course name, assessment techniques, textbook update  
(CP-11-079) KINE 008E-Beginning Badminton: Change in course name, assessment techniques, textbook update  
(CP-11-080) KINE 009A-Beginning Basketball: Change in course name, assessment techniques, textbook update  
(CP-11-081) KINE 009G-Softball: Change in course name, assessment techniques, textbook update

### **Business and CTE Curriculum Review**

(CP-11-082) ECON 001-Principles of Economics: Change in course content, assessment techniques, textbook update  
(CP-11-083) ECON 002-Principles of Economics (Microeconomics): Change in course content, assessment techniques, textbook update  
(CP-11-084) ECON 010-Global Economics: Change in course content, assessment techniques, textbook update

### **Course Modifications**

(CP-11-102) CDFS 038 Science and Math for ECE: Change in course name, catalog update, student performance objectives, advisories, assignments, content outline, textbook update  
(CP-11-087) CDFS 039 School Years and Adolescent: Change in course name, advisories, assignments, textbook update  
(CP-11-088) CDFS 040 Family Relationships: Change in course name, advisories, assignments, textbook update  
(CP-11-103) CDFS 050 Child, Family and Community: Change in course name, catalog update, student performance objectives, advisories, assignments, content outline, textbook update  
(CP-11-109) CDFS 052 Children with Special Needs: Change in course name, assignments, units  
(CP-11-089) CDFS 055 Impact of Violence on Children and their Families: Change in course name, advisories, assignments, textbook update  
(CP-11-090) CDFS 056 Intervention and Strategies for Working with Children with Challenging Behaviors: Change in course name, advisories, assignments, textbook update  
(CP-11-105) CDFS 062 Introduction to Early Childhood Education Principles and Practice: Change in course name, catalog update, student performance objectives, advisories, assignments, content outline, textbook update  
(CP-11-106) CDFS 063 Introduction to Curriculum: Change in course name, catalog update, student performance objectives, advisories, assignments, content outline, textbook update  
(CP-11-107) CDFS 064 Observation and Assessment: Change in course name, catalog update, student performance objectives, advisories, assignments, content outline, textbook update  
(CP-11-108) CDFS 065 Early Childhood Education Practicum I: change in course name, catalog update, student performance objectives, advisories, assignments, content outline, textbook update  
(CP-11-091) CDFS 066 Early Childhood Education Practicum II: Change in course name, assessment techniques, textbook update

(CP11-092) CDFS 067 Early Childhood Education Field Practice: Name change, Advisories, Assignments, textbook update

(CP-11-093) CDFS 070 Lifespan Human Development: Change in course name, advisories, assignments, textbook update

(CP-11-094) CDFS 071 Language and Literature for ECE: Change in course name, advisories, assignments, textbook update

(CP-11-095) CDFS 072 Art and Creative Development for ECE: Change in course name, assessment techniques, textbook update

(CP-11-096) CDFS 073 Music and Movement for ECE: Change in course name, advisories, assignments, textbook update

(CP-11-097) CDFS 074 Science and Math for ECE: Change in course name, advisories, assignments, textbook update

(CP-11-110) CDFS 076 Care of Infants and Toddlers Curriculum and Environments: Change in course name, advisories, textbook update

(CP-11-098) CDFS 080 Early Childhood Administration: Change in course name, advisories, assignments, textbook update

(CP-11-099) CDFS 081 Early Childhood Staff Supervision: Change in course name, advisories, assignments, textbook update

(CP-11-100) CDFS 082 Adult Supervision The Mentor Teacher: Change in course name, advisories, assignments, textbook update

(CP-11-111) CDFS 099 Early Childhood Education Honors: Change in course name, advisories, assignments

(CP-11-114) CDFS 101 Sensitive & Critical Topics in ECE: Change in course name, assignments, textbook update

(CP-11-101) CDFS 102 Curriculum Development: Change in course name, advisories, assignments, textbook update

(CP-11-112) CDFS 105 Parenting in a Stressful World: Change in course name, advisories, assignments

(CP-11-115) CDFS 200 ECE Mentor Teacher Seminar: Change in course name, assignments, textbook update

(CP-11-116) CDFS 501 Early Childhood Education Children's Program: Change in course name, assignments, textbook update

(CP-11-113) CDFS 550 Positive Parenting Practices: Change in course name, advisories, assignments

(CP-11-086) MATH 011 Elementary Statistics: Addition of online distance education form

#### **PROGRAM MODIFICATIONS**

(CP-11-085) Mathematics Program Modification: Update unit totals in the description to agree with course changes made in 2010

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>
Maria Panduro	Accountant, Fiscal Services 35 years, 2 months of service at SCC	12/30/11

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

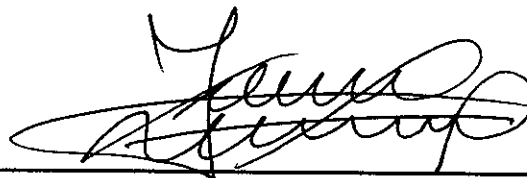
(707) 864-7122

TELEPHONE NUMBER

Administration  
ORGANIZATION

November 23, 2011

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

November 23, 2011

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: SET DATE, TIME, AND PLACE FOR ANNUAL ORGANIZATIONAL MEETING  
REQUESTED ACTION: APPROVAL

SUMMARY:

In accordance with Educational Code Section 72000(c)(2)(A), the Governing Board of the Solano Community College District designates the Board meeting of December 21, 2011, as the annual organizational meeting of the Governing Board. The organizational meeting will be held at 7:00 p.m., Room 626, at the Solano Community College campus, 4000 Suisun Valley Road, Fairfield, CA 94534-3197. At the annual organizational meeting, the Governing Board will:

1. Elect a President, Vice President, and appoint a Secretary for 2011-12.
2. Establish the dates, times, and locations of the Governing Board meetings.
3. Select a representative to the Solano County School Boards Association.

It is recommended that the Governing Board approve the date, time, and place for the organizational meeting as set forth above.

Government Code: Board Policy 1026 Estimated Fiscal Impact: \$ N/A  
Educational Code Section 72000(c)(2)(A)

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

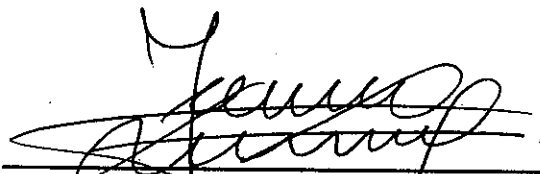
707 864-7112

TELEPHONE NUMBER

Administration  
ORGANIZATION

November 23, 2011

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

November 23, 2011  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO: Members of the Governing Board**  
**SUBJECT: PROPOSAL FOR REDISTRICTING**  
**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

The Governing Board at their September 21, 2011, meeting approved an agreement between Solano Community College District (SCCD) and the Community College League of California (CCLC) utilizing the League's Redistricting Program in order to evaluate the needs of the District in regard to its Trustee election process.

At the meeting held October 5, 2011, staff from the CCLC, together with the consultant, gave a redistricting update. On October 19, 2011, Messrs. Paul Mitchell and Chris Chaffee from Redistricting Partners presented map options regarding Trustee area lines. Feedback from the meetings has been incorporated into the maps being presented for approval.

Approval is requested from the Board to select an option from which to seek public input.

*Government Code: 53060 Board Policy: 1008 Estimated Fiscal Impact: Not to Exceed \$35,000*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Jowel Laguerre, Ph.D.  
Superintendent-President

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

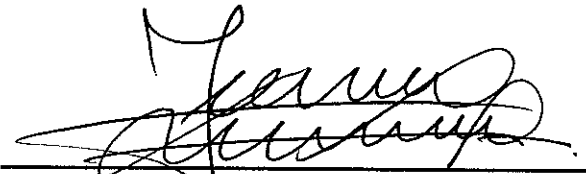
707-864-7112

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

November 23, 2011

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 23, 2011  
\_\_\_\_\_  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION TO APPOINT THE OFFICIAL PRIMARY  
AND ALTERNATE REPRESENTATIVE TO THE  
NORTHERN CALIFORNIA COMMUNITY COLLEGES  
SELF-INSURANCE AUTHORITY, RESOLUTION NO.  
11/12-10**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

Board approval is requested for Resolution No. 11/12-10 for the District to appoint official representatives to the Northern California Community Colleges Self-Insurance Authority (NCCC-SIA). The NCCC-SIA is a joint powers authority and it is through the NCCC-SIA that the District has its workers' compensation and property and liability insurance coverage. According to its Bylaws, each member district has a representative who attends quarterly meetings and has voting privileges as a member of the board. The designated primary representative is Yulian Ligioso, Vice President of Finance and Administration, and the alternate representative is Charo Albarran, Human Resources Manager.

The resolution is attached for approval.

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

**SUPERINTENDENT'S RECOMMENDATION:**

**APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Yulian Ligioso, Vice President  
Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

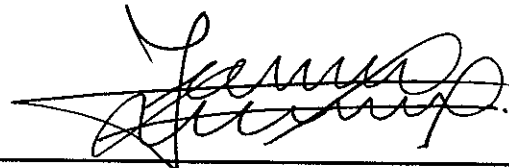
707 864-7209

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

November 23, 2011

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

November 23, 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  
GOVERNING BOARD**

**RESOLUTION APPOINTING OFFICIAL REPRESENTATIVE  
AND ALTERNATE REPRESENTATIVE TO THE  
NORTHERN CALIFORNIA COMMUNITY COLLEGES  
SELF-INSURANCE AUTHORITY**

**RESOLUTION NO. 11/12-10**

**WHEREAS**, Solano Community College District is a member of the Northern California Community Colleges Self-Insurance Authority;

**WHEREAS**, Northern California Community Colleges Self-Insurance Authority entitles each member district to have a representative attend all meetings of the Board of Directors;

**WHEREAS**, The Bylaws of the Northern California Community Colleges Self-Insurance Authority entitles each member district to appoint this representative; and

**WHEREAS**, The Bylaws of the Northern California Community Colleges Self-Insurance Authority entitles each member of the Authority to designate his/her alternate; now therefore be it

**RESOLVED**, That Yulian Ligioso, Vice President of Finance and Administration, is hereby appointed as Official Representative, and Charo Albarran, Human Resources Manager, is hereby appointed as Official Alternate for Solano Community College District to attend the Northern California Community Colleges Self-Insurance Authority JPA meetings.

**PASSED AND ADOPTED**, This 7th day of December 2011, by the Governing Board of the Solano Community College District.

\_\_\_\_\_  
DENIS HONEYCHURCH, J.D.  
BOARD PRESIDENT

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

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

**TO:** Members of the Governing Board

**SUBJECT:** REJECTION OF BIDS FOR VALLEJO PARKING LOT EXPANSION PROJECT

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

At 2:00 p.m., on Friday, October 14, 2011, bids were opened for the Vallejo Parking Lot Expansion Project. Although over a dozen contractors attended the bid walk, only three bids were submitted:

<b>Published Target/Estimate</b>	<b>Construction</b>	<b>\$ 658,841</b>
Grade Tech, Inc.		\$ 988,800
O.C. Jones & Sons, Inc.		\$ 1,007,000
Hess Construction, Inc.		\$ 1,063,500

The low bid was \$329,959 over our target figure/estimate. We believe that a combination of (1) high oil/asphalt prices, (2) short contract duration, (3) holiday period in the contract period, and (4) possible weather delay factors this time of year may have all contributed to the high bids.

After discussion of those factors, as well as calendar strategies, the decision was made to reject all bids and go back out in a more favorable bid climate in the spring. After reviewing and re-packaging, the project will be re-bid in March 2012 with the work to begin in mid-May.

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

*Government Code: Board Policy: Estimated Fiscal Impact: Measure G Funds*

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

David Froehlich,  
 Director of Facilities

---

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

---

**ADDRESS**

(707) 864-7176

---

**TELEPHONE NUMBER**

Maintenance and Operations

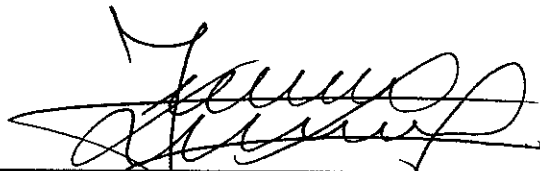
---

**ORGANIZATION**

November 23, 2011

---

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**




---

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

November 23, 2011

---

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** MEMORANDUM OF UNDERSTANDING BETWEEN  
SOLANO COMMUNITY COLLEGE AND THE DIXON  
MAY FAIR ART SHOW AND AUCTION

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Solano Community College Art Department, under the direction of Jeanne Lorenz, will oversee the 2012 Dixon May Fair Art Show and Auction. Consequently, the Dixon May Fair agrees to give 60% of the proceeds of the sale of individual artworks to the artists, with 30% going to the Solano College Art program, and 10% of the sales to the Dixon May Fair to cover operating costs.

The Dixon May Fair will provide all necessary items to showcase art work in the exhibit hall and auction area.

Following is a copy of the Memorandum of Understanding outlining the responsibilities of both Solano Community College and the Dixon May Fair.

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

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

Jeffrey N. Lamb, Dean  
School of Liberal Arts

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA

**ADDRESS**

707 864-7250

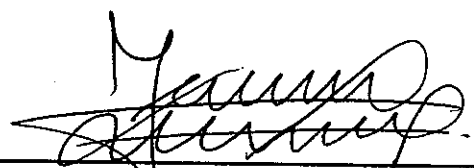
**TELEPHONE NUMBER**

Academic and Student Affairs

**ORGANIZATION**

November 23, 2011

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

November 23, 2011

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

2012 Dixon May Fair  
Art Show and Auction

MEMORANDUM OF UNDERSTANDING

*In consideration of the promises and conditions contained herein between, Dixon May Fair and Solano Community College agree as follows.*

**Solano Community College Responsibilities:**

- Solano Community College Art Department, under the direction of Jeanne Lorenz, will oversee the 2012 Dixon May Fair Art Show and Auction.
- Make contacts with local high schools within Solano County to let them know about the Dixon May Fair art show and auction.
- Will contact Solano Community College, students, local artists, and students and teachers from local high schools to create relief prints that will be printed with a steam roller at the fair.
- The Art faculty at Solano Community College will encourage students to enter art (all media) to be exhibited at the Dixon May Fair.

Solano College will assist the Dixon May Fair with the following ten points:

- a. Provide staff and (mature) students to help display art prior to the start of the fair.
- b. Jury the art work prior to the fair.
- c. Number all items to be auctioned.
- d. Setup & serve at buyer's reception.
- e. Provide staff and students to setup and display auction items on day of auction.
- f. Provide staff and students to register buyers and clerk at day of auction.
- g. Provide runners for auction.
- h. Upon completion of auction return and display art to designated area.
- i. Attach artist and buyer information on purchased art work.
- j. Takedown and clean up at the conclusion of art auction.

## MEMORANDUM OF UNDERSTANDING

Page 2

- Jeanne Lorenz will organize a steam roller printing event on Friday and Saturday at the fair.
- Students from the Solano Community College Art Department will provide various art demonstration's throughout the fair with generous support of materials by Crayola.
- Jeanne Lorenz will write narrative on art auction.
- Jeanne Lorenz will bring the art auction information to the Solano Community College Board meeting in December for approval.
- Jeanne Lorenz and members of her committee will make presentation to the Dixon May Fair board of directors at the December 14, 2011 meeting.
- Solano Community College will promote the Dixon May Fair Art Showcase and Auction by putting it on Solano Community College Web site and also under the calendar of events.

### **Dixon May Fair Responsibilities:**

- Dixon May Fair agrees to contract with Solano Community College Art Department under the direction of Jeanne Lorenz to oversee the 2012 Dixon May Fair Still Life Showcase and Auction after the approval from the Solano Community College Board.
- Dixon May Fair agrees to give 60% of the proceeds of the sale of individual artworks to the artists; 30% will go to the Solano College Art program and 10% of the sales will go to the Dixon May Fair to cover operating costs.
- Dixon May Fair will provide all necessary items to showcase art work in the exhibit hall and auction area.

MEMORANDUM OF UNDERSTANDING

Page 3

- Dixon May Fair will have all art that is entered judged prior to Solano Community College judging the art for the Dixon May Fair art auction.
- Dixon May Fair will write intent to sale letter and add to exhibit /guide book and entry forms.
- Provide Solano Community College art director Jeanne Lorenz with contact information for all high schools in Solano County.
- Dixon May Fair will provide steam roller and assorted items for printing event.
- If Dixon May Fair would like to have local high schools involved in the steam roller printing, Dixon May Fair will have to supply kits that include carving tools and blocks for the event.
- Dixon May Fair will promote the Art Showcase and Auction on Dixon May Fair Web site, newspapers etc.

DIXON MAY FAIR ART SHOW AND AUCTION

SOLANO COMMUNITY COLLEGE

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CLASSIFIED JOB DESCRIPTION –  
CAREER & JOB PLACEMENT COORDINATOR  
REQUESTED ACTION: INFORMATION/ACTION

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 and duties. The proposed salary placement is Range 15.

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

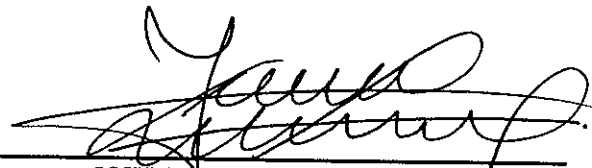
TELEPHONE NUMBER

Administration

ORGANIZATION

November 23, 2011

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

November 23, 2011

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT  
CLASS SPECIFICATIONS**

**CLASS TITLE:** Career & Job Placement Coordinator~~Employment Development Officer~~

**BASIC FUNCTION:** Under direction of the Dean of Counseling and Special Services, organize, coordinate and oversee the activities and daily operations of the ~~Student Job Placement and Career Information Center to include Cal WORKS students~~; interview, refer and place students according to work history and qualifications; develop job opportunities for students by communicating with area business leaders in public sector, non-profit and private enterprises; ~~collect data on employment of students and provide reports as requested; Help prepare job packets to include resumes, cover letters, transcripts for current students and alumni as requested.~~

**DISTINGUISHING CHARACTERISTICS:** The employee assigned to this class reports directly to the Dean of Counseling/DSP and Special Services and performs specialized and complex work requiring previous work experience in student services.

**REPRESENTATIVE DUTIES:**

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

Organize, coordinate and oversee the day-to-day operations of the Career Center and ~~Student Job Placement~~ functions of the College. Coordinate District employment-related services to include case management services for the placement of students, coordinate the resource, acquisition, usage and accessibility of career information, publications and related materials and work cooperatively with area employers and community-based organizations.

Interview and advise students and other interested members of the community regarding career planning, CALWORKS and educational goals; evaluate, advertise, promote, publicize and assess the interests of those using the services and direct them to resources as appropriate, including off-campus organizations and employers.

Collect data on employment of students and provide reports as needed; prepare job packets to include resumes, cover letters, transcripts for current students and alumni as requested; work with students to prepare documents for employment opportunities as requested by the student and maintain the data for current students and alumni.

~~Provide technical guidance and specialized information concerning career opportunities, District programs and requirements, college requirements, State colleges and universities, and trade and technical schools; advise students of support services, and work study programs.~~

Assist and advise students and others in developing job search skills, present workshops regarding career and life planning, resume writing, interviewing strategies, identifying skills



and interests, networking and locating sources of job openings.

Advise and refer students ~~and others to student services functions and programs including~~ counseling, Financial Aid, employment services, matriculation, assessment, EOPS, Transfer Center, community-based organizations such as Solano County Health and Social Services, Department of Rehabilitation, Employment Development Department and Workforce Investment Board and other areas as appropriate.

Act as liaison/contact between Employment Development Department and Workforce Investment Board and potential students by assisting in completion of training referral forms.

Communicate with District personnel, community organizations, government agencies and others to exchange information, coordinate activities and resolve issues.

Communicate and disseminate career-related information to students, faculty, and members of the community; design promotional materials; make oral presentations; provide an orientation to the ~~CIC~~ Career Center; coordinate and participate in planning career and employment-related activities such as on-campus recruitment, employer visits, job fairs, career days, career fairs, Chamber of Commerce activities and other special events, such as activities of the Solano Employment Connection (SEC) and the one-stop career center for Solano County.

Interview, counsel and refer student applicants to job openings; evaluate and assess student skills, interests, abilities, work history and qualifications to assure optimum matches to stated job requirements; pre-screen job applicants based on stated job requirements; confer with employers to revise student work assignments to match skills and job duties. Facilitate on-the-job training arrangements for students facing physical, mental, economic and social barriers for employment; work closely with students facing multiple barriers for employment to overcome these barriers utilizing all available resources; ~~establish and maintain a collaborative working relationship with Solano County Department of Health and Social Services in the placement and case management of CalWORKS students.~~

~~Facilitate and execute CalWORKS work-study contracts between the District and employer; m~~Monitor student payroll and authorize payment to third party employers within contract parameters; ~~monitor student status, success, attendance, on the job performance, progress, and resolve work related problems and monitor budgets.~~

Research, order, review, evaluate and purchase materials according to established procedures and budget limitations; receive, process and organize career-related films, pamphlets, catalogs, videos and other materials.

Prepare and maintain records of purchases and inventory, job related placement activities, ~~and components of CalWorks~~, schedule appointments and maintain calendar; record other data related to CIC operations as required; compile, organize and consolidate data for

inclusion in periodic statistical reports as required by program requirements.

Prepare and distribute periodic administrative reports related to activities; distribute statistical reports as required.

Collect data to develop and monitor the program's goals, objectives and budget; prepare college, district, state reports.

Recruit, interview, hire and train student workers to be assigned to the Center; develop work assignments and schedules; provide work direction to students and establish work priorities.

Operate ~~micro~~computers, peripheral equipment, calculator, typewriter, video recorder and copiers; utilize word processing software and specialized programs related to career planning.

Attend meetings, conferences, seminars and workshops to maintain current knowledge regarding program eligibility, requirements and regulations.

**Secondary Functions:**

May assist with matriculation of students in such areas as assessment and registration lab.

Perform other 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:** Four year Baccalaureate Degree College-degree with major course work in business administration, social science or related field from a regionally accredited institution; or AA degree and two years of experience in same areas. ~~any combination of college preparation in business administration or social science and increasingly responsible employment and training experience or any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.~~

Experience in Human Resources or Career Guidance desirable.

**LANGUAGE SKILLS:**

Ability to read, analyze, interpret, apply and explain financial and statistical reports, laws, rules, regulations, guidelines, curriculum, schedules, policies and procedures.

Ability to write information for reports or publication that conform to prescribed style and format; write effective resumes and cover letters.

Ability to effectively present information to and respond to questions, common inquiries or

complaints from students, management, faculty, other staff, public groups, members of the community, and/or the Board of Trustees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, decimals analyze statistical labor market information and use basic statistical functions in generating reports.

~~Ability to analyze computations related to profit and loss, commission, mark up and wages.~~

**REASONING ABILITY:**

Ability to interpret and apply State and federal laws, rules and guidelines and community college curriculum, schedule, policies and procedures.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

Ability 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.

**CERTIFICATES, LICENSES, REGISTRATION:**

Valid California driver's license.

**OTHER SKILLS AND ABILITIES:**

Demonstrate knowledge of:

Principles and practices of job placement and qualification appraisal.

Interviewing and basic counseling techniques.

Resume and report writing skills.

Principles of marketing and public relations.

Employment resources and opportunities in the community.

Modern office practices, procedures and equipment.

Principles of training and providing work direction.

Recordkeeping techniques.

Organize, coordinate and oversee the District's student job placement program.

Work independently with minimal supervision within a broad framework of standard policies and procedures

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

Establish and maintain effective and cooperative working relationships with others.

Interview students to determine job needs and qualifications.

Develop job opportunities with area employers.

Conduct fair and impartial personnel practices according to legal requirements.

Recruit, select, train, supervise and evaluate student workers.

- Train and provide work direction to others.
- Maintain confidentiality of information and records.
- Assist and inform students regarding local employment opportunities.
- Advise and counsel students in career and occupational employment-related issues, including trends and opportunities.
- Assist students in completing forms and applications.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- 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 an acceptable rate of speed.
- Use word processing, spreadsheet and data base management computer software effectively.
- Perform assigned work with speed and accuracy.

**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 sit for long periods of time, use hands and fingers to carry materials and to operate an electronic keyboard or other office machines, reach with hands and arms, stoop, kneel, bend, crouch or crawl under tables to load paper into printers or to store or retrieve materials; speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person.

The employee in this classification frequently is required to operate a motor vehicle to drive to other county locations or other campus locations to conduct work. The employee assigned to this classification must frequently lift, carry and/or move objects weighing up to 15 pounds. The employee also frequently moves and arranges furniture.

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 Student Services office environment. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students and continual interruptions. The employee is occasionally

exposed to the risks of vehicle traffic and computer-generated video radiation. The work environment is noisy.

GF/CAGSLD/zg:10-14-11

Revised 7/16/02, 12/5/05

Board Approved: 8/21/02, 5/3/06. \_\_\_\_\_

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

**TO:** Members of the Governing Board

**SUBJECT:** CLASSIFIED CONFIDENTIAL JOB DESCRIPTION –  
BUSINESS OPERATIONS COORDINATOR

**REQUESTED ACTION:** INFORMATION/ACTION

**SUMMARY:**

The attached job description was created to accurately reflect the duties of the assistant to the Vice President, Finance & Administration. This position is included in the Administrative Leadership Group and the proposed salary placement is Range 35.

*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

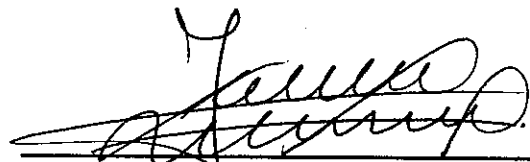
**ADDRESS**

(707) 864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

November 23, 2011  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 23, 2011  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## **SOLANO COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION**

**POSITION TITLE: BUSINESS OPERATIONS COORDINATOR**  
(Confidential)

### **BASIC FUNCTION:**

Under the direction of the Vice President of Finance and Administrative Services, the Business Operations Coordinator is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review requiring a high degree of independent judgment.

### **REPRESENTATIVE DUTIES**

- Provide assistance to the Vice President, Finance & Administration in coordinating operational functions and activities of District-wide business activities; independently assume responsibility for a wide variety of complex administrative tasks; coordinate and manage specialized functions or projects independently as assigned.
- Perform administrative support duties to assist the Vice President in meeting reporting requirements, functional responsibilities and research objectives; coordinate the office of the Vice President, assign, schedule, coordinate, oversee and evaluate the flow of office work and assure that work is performed in a timely and accurate manner.
- Monitor expenditure of funds and oversee functional budget activities; recommend budget revisions and expenditures for all functions within the scope of responsibility of the Vice President, Finance & Administration. Receive, verify accuracy, assign budget code and prepare requisitions for acquisition of services, goods or materials.
- Prepare Finance and Administration Board Information Reports and presentation materials and coordinate submittals and supporting documents for District functions reporting to the Vice President, Finance & Administration. Coordinate and prepare District and College Board Agenda Items; set deadlines, compile, assemble, edit as necessary; monitor and follow-up on Board action as required. Assure timelines and legal guidelines are followed and outside agencies receive information and notification of action taken as requested.
- Develop schedules related to a wide range of activities and services; maintain calendars and coordinate committee and other meetings; review, update and inform the Vice President and others of essential timelines.
- Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings, prepare and distribute agendas, take notes or record proceedings; set-up for Governing Board meetings, prepare and distribute agendas, background materials and take minutes as appropriate. Develop follow-up calendar of activities.
- Establish and maintain a system for reviewing, researching, reporting and maintaining records of liability claims filed against the District in compliance with District Business Procedures. Maintain documentation for District Risk Management Programs.

- Assist in preparation of annual district budget and various other financial and operational reports, including data compilation and research.
- Plan new and modified business procedures for district-wide activities in conjunction with management staff; compose and recommend language and format; coordinate printing and distribution of final documents; respond to inquiries regarding procedures.
- Input and retrieve various budget and other data. Organize and maintain extensive electronic and paper file systems.
- Perform various special studies and projects, gather required information, compile statistics, format and prepare reports.
- Assist in preparation of Tentative and Final Budgets, Quarterly Reports, periodic State required District enrollment reports; provide information to and assist external auditors in preparing audit information and communications.
- Perform other related tasks as required.

## **MINIMUM QUALIFICATIONS**

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

**EDUCATION AND EXPERIENCE:** A Baccalaureate degree or the equivalent with major course work in business or related field and three years of responsible executive-level secretarial experience in providing administrative support to a senior level executive, preferably in an educational environment, and one year of experience in a lead or supervisory capacity.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Utilize modern office procedures including document proofreading techniques, filing, report writing, and telephone techniques.
- Exhibit knowledge of principles and practices of supervision and training.
- Demonstrate efficient and effective communication techniques and etiquette as well as a sensitivity to relate to persons with diverse, socioeconomic, cultural, and ethnic backgrounds, including persons with disabilities.
- Work independently with speed and accuracy on a variety of complex projects and detailed tasks.
- Proficient in the use of computers, advanced level software (Microsoft Word, Excel, PowerPoint and database management) and peripheral equipment.
- Understand, interpret and administer legal contracts and contract administration procedures.
- Deal effectively with a wide variety of public, District and college staff.



- Perform a variety of technical and difficult office and administrative support work quickly and accurately with a minimum of direction.
- Analyze situations accurately, determining priorities, and adopting an effective course of action.
- Interpret and apply District policies and procedures using sound judgment.
- Understand and carry out both oral and written instructions independently.
- Coordinate multiple projects, setting priorities, and meeting deadlines.
- Gather and analyze information for the preparation of reports.
- Communicate effectively orally and in writing using appropriate English, grammar, spelling, punctuation and vocabulary.
- Plan and organize work.
- Utilize records management and maintain complex project files and statistical records.
- Compose and edit reports and correspondence independently.
- Compile information, write reports, business correspondence, and procedures.
- Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.
- Follow and give directions.
- Train and provide work direction to others.
- Establish and maintain effective and cooperative working relationships with others.
- Operate an electronic keyboard at a rate of 70 WPM.

HR/11.28.11

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD CALENDAR OF BOARD  
MEETINGS FOR 2012

REQUESTED ACTION: INFORMATION

SUMMARY:

The attached proposed revision to Governing Board Calendar of Board Meetings for 2012 has been expanded to include a Board Study Session, which will take place the first Wednesday of each month, together with the regular Board meeting, which will take place the third Wednesday of each month. The location has also been expanded to include one meeting each semester at the Vacaville and Vallejo Centers in order for the Board to be more visible in the community. The regular meetings will take place in the Board Room (Room 626) of the Administration Building.

This item will return to the Board for final adoption at the Annual Organizational Meeting of Governing Board for the Establishment of Dates, Times and Location of Governing Board Meetings.

Government Code: N/A Board Policy: 1025 and 1026 Estimated Fiscal Impact: \$ N/A

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

---

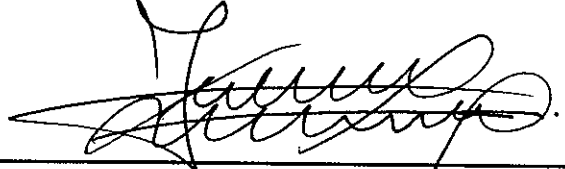
ORGANIZATION

---

November 23, 2011

---

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

November 23, 2011  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE  
GOVERNING BOARD PROCEDURES**

**REGULAR MEETINGS**

Policy 1025

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD  
CALENDAR OF BOARD MEETINGS FOR 2012**

The Governing Board meets the first and third Wednesday of each month at 7:00 p.m., in the Board Room (626), of the \*Administration Building. The specific calendar of meeting dates is listed below. All meetings, with the exception of Closed Sessions, are open to the public. Minutes of previous meetings and current agendas are available from the Superintendent/President's Office and on the Solano College Web site: [www.solano.edu](http://www.solano.edu).

January 18, 2012  
February 1, 2012  
February 15, 2012 (Vacaville)  
March 7, 2012  
March 21, 2012 (Vallejo)  
April 4, 2012  
April 18, 2012 (Board Retreat)  
May 2, 2012  
May 16, 2012  
June 6, 2012  
June 20, 2012  
July 18, 2012  
August 1, 2012  
August 15, 2012  
September 5, 2012  
September 19, 2012 (Vacaville)  
October 3, 2012  
October 17, 2012 (Vallejo)  
November 7, 2012  
*November 21, 2012 (Cancelled due to Thanksgiving Holiday Week)*  
December 5, 2012  
December 19, 2012

\*Building 600 will experience a remodel/renovation beginning in June; therefore, Board Meeting locations are subject to change from June – December 2012, or until the remodel/renovation has been completed.

JCL:js

BD MTG CAL.2012

Reviewed by Governing Board for Information: 12/07/11

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: AB 1344 IMPACTS LOCAL EXECUTIVE CONTRACTS  
AND BROWN ACT MEETING REQUIREMENTS

REQUESTED ACTION: INFORMATION

SUMMARY:

Assembly Bill (AB) 1344 (Chapter 692/2011) by Assembly Member Mike Feuer (D-Los Angeles) added Government Code Sections 3511.1, 53243, 53243.1, 53243.2, and 53243.3 relating to executive compensation and Brown Act meeting requirements. AB 1344 was chaptered October 9, 2011, and is effective January 1, 2012.

AB 1344 will impact community colleges in a number of ways. First, per the added Government Code sections mentioned above, as of January 1, 2012, the Governing Board of a community college district will be prohibited from executing or renewing a contract for a "local education executive" that includes an automatic increase in compensation that exceeds a cost-of-living adjustment (COLA). The local education executive is the Chief Executive Officer or the head of a department of a local agency. This includes: the Superintendent, President, or Chancellor; Deputy, Vice, Assistant, and Associate Chancellors; Vice Presidents; and other local agency department heads that are not part of a represented employee group.

Attached is a complete explanation of how AB 1344 impacts local executive contracts and Brown Act meeting requirements.

Government Code: Board Policy: N/A Estimated Fiscal Impact: \$ N/A  
Government Code Sections 3511.1, 53243, 53243.1, 53243.2, and 53243.3

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

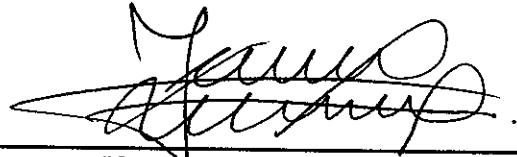
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration  
ORGANIZATION

November 23, 2011  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

November 23, 2011  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

## **AB 1344 Impacts Local Executive Contracts and Brown Act Meeting Requirements**

Assembly Bill (AB) 1344 (Chapter 692/2011) by Assembly Member Mike Feuer (D-Los Angeles) added Government Code Sections 3511.1, 53243, 53243.1, 53243.2, and 53243.3 relating to executive compensation and Brown Act meeting requirements. The bill was introduced primarily in reaction to the City of Bell scandal. While some would argue it is an overreaction to an uncommon incident, proponents of AB 1344 contended that local agencies must ensure transparency and keep the public informed of meetings where executive compensation will be discussed. AB 1344 was chaptered October 9, 2011 and is effective January 1, 2012.

AB 1344 will impact community colleges in a number of ways. First, per the added Government Code sections mentioned above, as of January 1, 2012, the Governing Board of a community college district will be prohibited from executing or renewing a contract for a "local education executive" that includes an automatic increase in compensation that exceeds a cost-of-living adjustment (COLA). The local education executive is the Chief Executive Officer or the head of a department of a local agency. This includes: the Superintendent, President, or Chancellor; Deputy, Vice, Assistant, and Associate Chancellors; Vice Presidents; and other local agency department heads that are not part of a represented employee group.

Added Government Code sections define compensation to mean any of the following:

- Annual salary or stipend
- Automobile and equipment allowances
- Incentives and bonus payments
- Payments in excess of the standard benefits the LEA offers for all other employees

Additionally, "cost-of-living" is defined as the California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations.

Second, as of January 1, 2012, a Governing Board is prohibited from calling a special meeting to approve a contract for a local education executive. New contracts and contract renewals must occur during a regularly scheduled meeting of the Governing Board.

AB 1344 also requires local agencies that maintain an agency Internet website to post the agenda of a regularly scheduled meeting of the Governing Board at least 72 hours in advance on their website. Similarly, they must post the agenda for special meetings 24 hours in advance.

While AB 1344 is effective January 1, 2012, it does not abrogate existing contracts. However, when existing contracts come up for renewal, Governing Boards must ensure that automatic compensation increases do not exceed the COLA as defined. They will also need to ensure that contracts are only renewed at a regularly scheduled meeting and that the agenda of all meetings of the Governing Board are posted on the LEAs website, if they have one.

