



# AGENDA

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## SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

### Notice of Regular Meeting (Board Study Session)

Wednesday, November 2, 2011  
6:30 p.m.

Solano Community College  
Administration Building, Room 626  
4000 Suisun Valley Road  
Fairfield, CA 94534-3197

Please Note: SCCD Governing Board Meetings are **recorded** per Government Code Sections 54953.5 and 54953.6 and Education Code Section 72121(a). Recordings shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Section 6250. Members of the public may address the Board on any item within the Board's jurisdiction. Cards which must be completed requesting to address the Board are available at the press table and must be submitted to the Board Secretary at the meeting. Persons addressing items included on the agenda will be heard at the time the item is considered. Persons requesting to address items or subjects that are not on the agenda will be heard under the agenda item, "Comments from Members of the Public." **Except as extended by the Board President or action of the Board, individuals shall be limited to three (3) minutes on any one (1) topic or item. (SCCD Board Policy 1042).** The Board cannot take action on any items not on the agenda unless authorized by law. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on a future agenda. The Board reserves the right to modify the order of business in the manner it deems appropriate. As a courtesy to others, please turn off cell phones or pagers.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**
3. **ROLL CALL**

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

**4. APPROVAL OF AGENDA**

**5. COMMENTS FROM MEMBERS OF THE PUBLIC**

**6. REPORTS (NO ACTION REQUIRED):**

(a) Educational Master Plan

*Facilitated by J. Arturo Reyes, Executive Vice President, and MIG, Inc.*

**7. CONSENT AGENDA – ACTION ITEMS**

All matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff or the public request specific items to be discussed and/or removed from the Consent Agenda. Time will be provided before the vote for clarification questions on any item under the Consent Agenda. Clarification questions may be asked without removing an item from the Consent Agenda.

Superintendent-President

(a) Minutes from the Regular Meeting held September 21, 2011

Human Resources

(b) Employment – 2011-2012; Gratuitous Service; Resignation to Retire, Page 1

Academic and Student Affairs

(c) Renewal of Small Business Development Center (SBDC) Contract with Solano County, Page 3

**8. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE**

(a) Resignations to Retire – Roxie Morgan and Sheryl Scott, Page 18

(b) Resolution Honoring Roxie Morgan, Page 19

**9. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN**

(a) Revised Classified Job Descriptions – Payroll Technician and Learning Resources Technician, Page 22

(b) New Classified Job Description – Research Analyst, Page 32

(c) Classified Management Job Description – Custodial Supervisor, Page 37

**10. INFORMATION ITEMS – NO ACTION REQUIRED**

- (a) Solano Community College District Governing Board How Do We Rate Checklist Summary, Page 40

**11. ADJOURNMENT**

*Non-confidential materials related to an item on this Agenda submitted to the Board of Trustees after distribution of the agenda packet are available for public inspection in the Office of the Superintendent/President in the Administration Building, Room 621, 4000 Suisun Valley Road, Fairfield, California 94534. Non-confidential materials provided at time of publication are available on the Solano College Web site at [www.solano.edu](http://www.solano.edu) for public inspection.*

**Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting should contact the Superintendent/President's Office at (707) 864-7112 no later than three days prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.**

**NO OTHER BUSINESS WILL BE TRANSACTED.**

JCL:js

BOARD STUDY SESSION AGENDA.11.02.11.DRAFT