

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

**TO: Members of the Governing Board**  
**SUBJECT: CONSENT CALENDAR – DONATION**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

| <b><u>NAME AND ADDRESS</u></b>                                       | <b><u>ITEMS</u></b>   | <b><u>DEPARTMENT</u></b>                              |
|--|---|---|
| Gary and Janet Schwartz<br>313 Greyhawk Court<br>Vacaville, CA 95688 | Textbooks and<br>Instructional CDs<br>(In-Kind Gift \$2,324.18) | School of Career<br>Technical Education &<br>Business |

*Government Code*      *Board Policy*      *Estimated Fiscal Impact: In-Kind Gift \$2,324.18*

**SUPERINTENDENT'S RECOMMENDATION:**

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

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

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7112

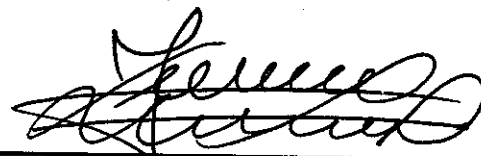
**TELEPHONE NUMBER**

Administration

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

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

**EMPLOYMENT 2012-2013**

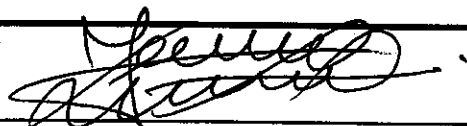
**Change in Assignment**

| <u>Name</u>   | <u>Assignment</u>   | <u>Effective</u> |
|---------------|---|------------------|
| James Calilan | From Manager of Technology Services & Support to Director of Technology Services & Support                              | 02/21/13         |
| Deborah Mann  | From Director, Contract Education, Workforce and Economic Development to Director, Workforce Training Grants Management | 02/21/13         |
| Peter Cammish | From Director of Research and Planning to Dean of Research, Planning and Institutional Effectiveness                    | 02/21/13         |

**Short-term/Temporary/Substitute**

| <u>Name</u>                           | <u>Assignment</u>   | <u>Effective</u>    | <u>Amount</u> |
|---------------------------------------|---|---------------------|---------------|
| See attached list.<br>Megan Henderson | Spring 2013 Adjunct Faculty Substitute Administrative Assistant II Community Svs. | 01/23/13 – 03/30/13 | \$16.07 hr.   |
| Karen McCord                          | Instructor UMOJA  | 12/20/12 – 06/30/13 | \$68.56 hr.   |

**Charo Albarrán**  
Interim Director, Human Resources

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

February 8, 2013  
Date Submitted

February 8, 2013  
Date Approved

**Short-term/Temporary/Substitute (Continued )**

| <u>Name</u>    | <u>Assignment</u>  | <u>Effective</u>    | <u>Amount</u> |
|----------------|--|---------------------|---------------|
| Yamile Vazquez | ESL Instructor   | 02/21/13 – 06/30/13 | \$50.03 hr.   |
| Thomas Watkins | Updating Student Articulation agreements Career Tech. Ed. & Business | 02/21/13 – 06/30/13 | \$66.01 hr.   |

**Professional Experts**

| <u>Name</u>    | <u>Assignment</u> | <u>Dates</u>        | <u>Amount</u> |
|----------------|-------------------|---------------------|---------------|
| Shannon Rourke | Moulage           | 02/20/13 – 06/30/13 | \$350.00      |

**GRATUITOUS SERVICE**

| <u>School/Department</u> | <u>Name</u>            | <u>Assignment</u>  |
|--------------------------|------------------------|--|
| Mesa Center              | Jiaxing Gu             | Assist in the Mesa office  |
| Mesa Center              | Vincent Gacad          | Oversee Mesa Center  |
| Mesa Center              | Angelica Cortes        | Supervise Students in Mesa Center  |
| DSP                      | May Brandy Saeteurn    | Assist a Disabled student in English I classes for Spring 2013               |
| DSP                      | Michelle Hollie        | Assist in class and on campus for needs for disabled student for Spring 2013 |
| DSP                      | Justine L. de la Garza | Note taking for disabled student in Sociology course for Spring 2013         |

**RENEWAL OF FACULTY CONTRACTS**

The following faculty have completed the first contract year and are recommended for another one-year contract pursuant to Education Code Section 87608:

- Catherine Cyr – School of Career Technical Education & Business (hire date 08/09/12)
- Dan Ulrich – School of Career Technical Education & Business (hire date 08/01/12)

The following faculty have completed their first year of their two-year contract (third-year employee) and no recommendation is necessary per Education Code Section 87609:

- Jeffrey Kissinger - School of Career Technical Education & Business (hire date 08/12/11)
- Kevin Spoelstra - School of Career Technical Education & Business (hire date 08/11/11)

Adjunct/Overload Faculty  
2013 Spring Semester  
\* Indicates Full-Time Faculty

| FACULTY                   | FT<br>Fac | COURSE | FACULTY                 | FT Fac | COURSE |
|---------------------------|-----------|--------|-------------------------|--------|--------|
| Abel, Sonja R             |           | NURS   | Butters, Roger          |        | ECON   |
| Abel-Quintero, Margaret M | *         | SPAN   | Byrd, Shawn M           |        | FIRE   |
| Abriam, Josephdominador N |           | CHEM   | Cabrera, Saki           | *      | HS     |
| Accooe, Reynando J        |           | CJ     | Cain, Ginger L          | *      | PE     |
| Acosta, Tim               |           | MUSC   | Cardinal, Jeffrey S     | *      | PE     |
| Adams, Dorene L           |           | NURS   | Carmichael, Elisabeth A |        | ENGL   |
| Alexander, Charles W      |           | RE     | Carney, Shawn M         |        | DRFT   |
| Allen, Darryl G           | *         | MATH   | Carpenter, Dawn M       |        | OT     |
| Allen, Matthew Dale       |           | MATH   | Carrier, Nicole         |        | SPAN   |
| Alums, Rhuenette L        |           | BUS    | Carter, Quentin R       | *      | LIB    |
| Alvarado, Thea S          |           | SOC    | Cary, Adrienne          | *      | CIS    |
| Ambalal, Monica F         |           | MUSC   | Cattolica, Robert A     |        | BIO    |
| Anderson, Isabel M        | *         | ENGL   | Ceballos, Shannon J     |        | BIO    |
| Anderson, James           | *         | COU    | Chesler, P Gail         |        | WATR   |
| Anderson, Kevin L         | *         | CIS    | Christiansen, Abla      | *      | COU    |
| Anderson, Lisa M          |           | COSM   | Cittadino, Nicholas J   | *      | COU    |
| Apolinario, Lisa N        | *         | NURS   | Clark, Katherine        |        | BIO    |
| Apostal, Angela T         | *         | COU    | Clement, Susan E        | *      | EMT    |
| Aptekar, Rachel           |           | BIO    | Cobene, Harold L        | *      | ENGL   |
| Arce, Michelle            | *         | HIST   | Coburn, Frederick R     |        | ELEC   |
| Arie-Donch, Robin         | *         | COU    | Codina, Salvador        | *      | HIST   |
| Arnn, Rebecca M           |           | ART    | Cofield, Audrey M       |        | COSM   |
| Atwal, Gurpreet           |           | ACCT   | Collins, Christopher J  |        | HIST   |
| Avelar, Netzahuacotl      |           | SOC    | Collins, Nathaniel C    |        | DRFT   |
| Averett, Joyce E          |           | NURS   | Conrad, Joseph F        | *      | MATH   |
| Badtke, David             |           | ENGL   | Conrad, Kathleen M      |        | CHEM   |
| Ballesteros, Jose M       |           | BIO    | Cook, Karen S           | *      | DRFT   |
| Balsley, Samuel L         |           | CHEM   | Corioso, Mark D         |        | CJ     |
| Bandy, Barbara J          |           | THEA   | Coronado, Victor A      |        | SPAN   |
| Basaran, Vasfi            |           | CHEM   | Coury, Carlene          |        | LIB    |
| Bautista, Erwin A         |           | BIO    | Cowee, Marion H         | *      | ECE    |
| Baxter, Jean S            |           | PLSC   | Crandall-Bear, Dale     | *      | HIST   |
| Beaulieu, John P          |           | LIB    | Craven, Elizabeth K     |        | PHOT   |
| Berger, Jane L            | *         | ESL    | Croker, Garrett Matthew |        | ENGL   |
| Berrett, Debra            | *         | OCED   | Cross, Lauren E         |        | ANTH   |
| Berrett, Mark W           | *         | CIS    | Cyr, Catherine E        | *      | NURS   |
| Bischof, Otto B           |           | MATH   | Dalbeck, Lisa S         |        | BIO    |
| Blair, Emily              | *         | ENGL   | Dambrosio, Annette      | *      | ENGL   |
| Boerner, Howard C         | *         | ENGL   | Damico, Greg A          |        | PHIL   |
| Borchert, Matthew J       | *         | PE     | Daniel, Carolyn F       |        | NURS   |
| Bourdon, Ingeborg A       | *         | NUTR   | Danielson, Richard E    |        | WATR   |
| Brewer, Kevin             | *         | MATH   | Daprato, Robert M       | *      | PSYC   |
| Bright, Stephen E         |           | SOC    | Daugavietis, George     |        | MATH   |
| Brown, Curtiss R          | *         | PE     | Davis, Todd S           |        | ENGL   |
| Brunner, Theresa Lynn     |           | ART    | Davisson, Chad A        |        | WATR   |
| Bump, Delbert W           |           | MUSC   | de La OSalas, Maria R   |        | SPAN   |
| Bundenthal, Thomas        | *         | PLSC   | Dekloe, James D         | *      | BIO    |
| Burgess, D. Glenn         | *         | NURS   | Delorenzo, Joseph A     |        | THEA   |
| Burnsed, Frank Floyd      | *         | PE     | Demartini, Dawna L      |        | ENGL   |

Adjunct/Overload Faculty  
2013 Spring Semester  
\* Indicates Full-Time Faculty

| FACULTY                   | FT<br>Fac | COURSE | FACULTY                     | FT Fac | COURSE |
|---------------------------|-----------|--------|-----------------------------|--------|--------|
| Bussewitz, Barry A        |           | ECE    | Denham-Martin, Lynn C       | *      | NURS   |
| Butler, Rebecca J         |           | ACCT   | Deragon, Frederick G        |        | ART    |
| Diehl, Sandra             |           | HORT   | Gunby, Melissa S            |        | ENGL   |
| Dominguez, Steven         |           | WATR   | Gunhan, Emine               |        | BIO    |
| Donovan, Sarah M          | *         | MATH   | Gunther, Susanna E          | *      | MATH   |
| Dorger, Samanda M         |           | JOUR   | Guyer, Rodney L             |        | ART    |
| Drayton, Frank S          |           | FIRE   | Haley, Mary A               | *      | COSM   |
| Duane, Erin E             | *         | LIB    | Hamilton, Carol Mei-Ling    |        | GEOL   |
| Ducoing, Christine G      | *         | CHEM   | Hannan, Zachary             | *      | MATH   |
| Dudman, Matthew           |           | MUSC   | Harris III, Richard         |        | SOC    |
| Dwiggins-Beeler, Rachel A |           | SPCH   | Harrow, Ronald A            |        | MATH   |
| East, Evangeline          | *         | SPCH   | Hawkes, Wayne               |        | CHEM   |
| Ellasces, Jennifer L      |           | CJ     | Hefner-Gravink, Ann L       |        | BIO    |
| Ericson, John             |           | CHEM   | Henderson-Borges, Veronica  |        | COU    |
| Estes, Colleen H          |           | ENGL   | Hernandez, Barbara          |        | ENGL   |
| Esteve, Carlos M          | *         | MATH   | Hernandez-Neil, Priscilla R |        | COU    |
| Farahnak, Fereydoon       |           | BIO    | Higashi, John M             | *      | CHEM   |
| Farmer, Erin D            | *         | ENGL   | Hightower, Edward W         |        | THEA   |
| Federle, Steven J         |           | ENGL   | Hogue, Kerri J              |        | PSYC   |
| Feighner, Mark A          | *         | GEOL   | Hole, Jason                 |        | MATH   |
| Fields, Tracy L           | *         | NURS   | Holland, Stephen L          |        | MUSC   |
| Fink, Mark A              |           | LIB    | Hubbard, Leslie V           | *      | ACCT   |
| Flatland, Marianne        | *         | COU    | Hutton, Shennian L          |        | HIST   |
| Florence, Ferdinanda P    | *         | ART    | Immel, Scott A              |        | MATH   |
| Fracisco, Marylou H       | *         | CIS    | Intintoli, Helen C          |        | MUSC   |
| Fredrickson, Denina A     |           | INTD   | Isip-Bautista, Maria X      |        | SOC    |
| Freed, Elizabeth A        |           | NURS   | Itaya, Patricia W           | *      | BIO    |
| Fuchs, Ekaterina D        |           | MATH   | Jacobo, Isaias              | *      | SPAN   |
| Fuller, Levi              |           | WATR   | Jacobsen, Ann P             |        | ENGL   |
| Fuller, Ruth              | *         | LIB    | Jaimez, Theresa L           | *      | PSYC   |
| Gabbard, Mary B           |           | NUTR   | Jansen, John E              |        | FIRE   |
| Galen, Ronald J           |           | MUSC   | Jian, Alan S                | *      | MATH   |
| Garnier, Michael J        |           | MGMT   | Johnson, Tonmar             | *      | SOC    |
| Gaviglio, Glen V          |           | SOC    | Johnson, Tracey F           |        | MATH   |
| Gaylor, Amy E             | *         | COU    | Johnson, Tracy A            |        | NURS   |
| Gelfand, Volodymyr        |           | CHEM   | Jones, Michieal L           |        | MATH   |
| Gerhart, Karen L          |           | BIO    | Jourgensen, Cynthia L       |        | DRFT   |
| Geyer, Anna L             |           | CINA   | Juarez, Larissa             |        | ENGL   |
| Giambastiani, Lisa K      | *         | ENGL   | Juliano, Kristy L           | *      | MUSC   |
| Glines, Neil              | *         | SPCH   | Kaeser, Richard A           |        | MATH   |
| Goesdasilva, Francisco    |           | BIO    | Kargbo, Myra L              |        | NURS   |
| Goldstein, Ronda S        |           | LIB    | Kaur, Kiran                 | *      | CHEM   |
| Gompert, Gena E           |           | HIST   | Kayali, Francis             |        | MUSC   |
| Goodwin, Michael W        | *         | CJ     | Keener, Roger               |        | WATR   |
| Gotch-Posta, Mary L       | *         | PSYC   | Keyser, Glenn J             |        | ENGL   |
| Grahn, Robert A           |           | BIO    | Kielwasser, Alfred P        |        | CINA   |
| Grant, Patrick G          |           | CHEM   | Kim, Thomas H               |        | MATH   |
| Gravely, Steven R         |           | ANTH   | Kirkbride, Corrine R        | *      | MATH   |
| Greene, Amanda L          |           | COU    | Kissinger, Jeffrey L        | *      | WELD   |

Adjunct/Overload Faculty  
2013 Spring Semester  
\* Indicates Full-Time Faculty

| FACULTY                   | FT<br>Fac | COURSE | FACULTY                     | FT Fac | COURSE |
|---------------------------|-----------|--------|-----------------------------|--------|--------|
| Gregory, Sean A           |           | MATH   | Kleeberg, Richard N         | *      | BUS    |
| Grube, Thomas E           | *         | MATH   | Knox, Katherine R           |        | ACCT   |
| Gumber, Rajinder S        |           | WATR   | Kolbe, Kevin T              |        | CJ     |
| Gumlia, Mary J            | *         | COU    | Konecny, Nancy G            | *      | ENGL   |
| Krueger, Lori E           |           | BIO    | Messina, Susan E            |        | LIB    |
| Kulasingam, George C      |           | CHEM   | Mikolajcik, Walter          |        | MUSC   |
| Lamons-Raiford, Michele R |           | ENGL   | Miller, Les W               |        | FIRE   |
| Lancet, Marc K            | *         | ART    | Modrich, Michael A          |        | EMT    |
| Lane, Emily E             |           | OT     | Molnar, Margherita          | *      | BIO    |
| Lantzy, Henry V           |           | MATH   | Montanez, Robert L          |        | CHEM   |
| Lawson, Donna M           |           | ESL    | Moore, Sandra Alena         |        | SOC    |
| Lee, William Grant        |           | CIS    | Moreno, Erma B              | *      | COU    |
| Levy, Carol A             |           | ART    | Mouton, Jocelyn             | *      | COU    |
| Lindsay, Andriea N        |           | PSYC   | Muick, Pamela C             |        | BIO    |
| Livingston, Richard O     |           | SOC    | Nagle, John J               | *      | PE     |
| Long, Darsen B            |           | THEA   | Nazarenko, Sydney           |        | HUDV   |
| Long, James B             |           | ENGL   | Nelson, Frances J           |        | LIB    |
| Long, James H             |           | BIO    | Nogue, John                 | *      | BIO    |
| Loree, Timothy R          |           | AERO   | Nordin, Sarah P             | *      | CJ     |
| Lorenz, Jeanne M          | *         | ART    | Nosce, Lily B               |        | BIO    |
| Lorenzetti, Vera L        |           | ENGL   | Obegi, Amy C                | *      | ECE    |
| Lowe, Karen W             |           | ENGL   | Ogden, Carl H               |        | BUS    |
| Luce, Katherine V         |           | LIB    | Owens, Ksenia               |        | MATH   |
| Lui, Edward O             |           | MATH   | Paeng, Seong                |        | SPAN   |
| Lukehart, Tracy L         |           | PHOT   | Pandone, Marc V             | *      | ART    |
| Lum, Rebecca              |           | MATH   | Parini, Gregory J           |        | BUS    |
| Lutz, Melanie P           | *         | PHYS   | Parrish, Scott L            | *      | PE     |
| Mac Kenzie, Richard E     |           | FIRE   | Parrish, Stephanie          |        | TUTR   |
| Macmullen, James T        |           | PHYS   | Paschal, Robert B           | *      | BIO    |
| Maghoney, Laura           | *         | ECON   | Pavao, Barbara J            | *      | COU    |
| Maguire, George           |           | THEA   | Pearson-Bloom, Theresa I    | *      | PE     |
| Mahmood, Khalid           |           | MATH   | Peck, Pamela L              |        | ART    |
| Major, Ruth S             |           | ECE    | Pendleton, Robert W         |        | ENGL   |
| Mallory, Patrick J        | *         | BIO    | Perrone, Nickolas M         |        | HIST   |
| Mariani, Richard C        |           | PHOT   | Perry, Joann                | *      | COU    |
| Marks, Kevin W            | *         | PE     | Petero, Ana P               |        | SPCH   |
| Marlow-Munoz, Lorna S     | *         | FREN   | Petersen, Philip S          | *      | PHYS   |
| Martinelli, Willie J      | *         | MATH   | Pfitzner, Markus T          |        | PHOT   |
| Matthews, Shaw H          |           | MATH   | Pike, Roy                   | *      | FIRE   |
| Mazak, Scott              |           | CINA   | Pinto, Vincenzo             |        | MATH   |
| McBride, Christopher M    | *         | ENGL   | Piper-Jefferson, Veronica A |        | HS     |
| McBride, Dyan C           |           | THEA   | Pirott, Laura E             | *      | SPAN   |
| McCarthy, Jeanette E      |           | CIS    | Pitzulo, Vincent C          |        | MUSC   |
| McCord, Karen M           | *         | COU    | Plant, Diana                | *      | ACCT   |
| McDaniels, Marcie B       | *         | COU    | Podkolzina, Svetlana        | *      | MATH   |
| McDonald, Cheryl A        | *         | COSM   | Poff, Greg B                | *      | SPCH   |
| McIlvery, Joana           |           | HS     | Powell, Joel J              |        | PLSC   |
| McIver, Ian               |           | CINA   | Prescott, Vernon L          |        | ECON   |
| McKee, Linda B            |           | OT     | Pryor, Esther J             | *      | PE     |

Adjunct/Overload Faculty  
2013 Spring Semester  
\* Indicates Full-Time Faculty

| FACULTY                    | FT<br>Fac | COURSE | FACULTY                  | FT Fac | COURSE |
|----------------------------|-----------|--------|--------------------------|--------|--------|
| McNeil-Jackson, Carmen     |           | COU    | Pyle, David B            |        | PLSC   |
| McReynolds, Gale D         |           | SPCH   | Ramos, Kimberly Ruth     |        | COU    |
| McSweeney, Maureen H       | *         | ECE    | Re, Edward B             | *      | BIO    |
| Means, Joan                |           | HUDV   | Reed, Diana M            |        | HIST   |
| Melter, Catherine L        |           | NURS   | Reeve, Melissa M         | *      | ENGL   |
| Mendoza, Barbara P         |           | ART    | Reynolds-Smith, Elaine M |        | MUSC   |
| Rickgauer, Donald R        |           | PSYC   | Stever, Sharyn J         | *      | ENGL   |
| Riddell, Bruce A           |           | BIO    | Stewart, Alvin E         |        | MATH   |
| Robertson, Randall J       | *         | MATH   | Stover, Scott E          | *      | PE     |
| Robinson, Donnisha C       |           | SOC    | Strickland, Joanne L     |        | CIS    |
| Rock, Jacqueline S         |           | NURS   | Struntz, Wolfgang D      |        | COU    |
| Rodriguez, Hector          |           | MATH   | Sturgeon, Lawrence E     |        | MATH   |
| Roe, Candace T             | *         | COU    | Sturm, Elisabeth M       |        | GRMN   |
| Rogli, Kurt W              |           | PHIL   | Subramanian, Mani N      |        | CHEM   |
| Romero, Lisa C             | *         | NURS   | Summers, Philip J        | *      | BIO    |
| Rotenberg, Sandra D        | *         | LIB    | Sumner, Alena            |        | PE     |
| Rubenstein, Abigail J      |           | ART    | Sun, Chao                |        | BIO    |
| Rutaganira, Thomas F       |           | MATH   | Swearingen, Sandra B     |        | OT     |
| Rutkowsky, Christopher     |           | HIST   | Swindle, Renee           |        | ENGL   |
| Ryan, Kelly                |           | ENGL   | Sytsma, Robin L          | *      | NUTR   |
| Salmon, Raymond M          |           | ART    | Tanaka, James H          |        | PE     |
| Sanderson, Raymond P       |           | WELD   | Taylor, Lauren M         |        | ANTH   |
| Santiago, Maria E          | *         | CHEM   | Taylor, Mark             | *      | CIS    |
| Sarahan, Kari A            |           | BIO    | Tedone, Diana C          |        | LIB    |
| Saveri, Gabielle           |           | JOUR   | Thomas, Gene M           | *      | BIO    |
| Schmall, Calvin            |           | MATH   | Thomas, Lia S            |        | LIB    |
| Schneider, Tracy L         | *         | ENGL   | Thompson, Steven D       |        | MUSC   |
| Schouten, Jonathan W       | *         | ENGL   | Tovar, Julie C           |        | ENGL   |
| Schwarz, Bill F            |           | CIS    | Tow, Larry S             |        | ACR    |
| Scolari, Jennifer F        |           | LIB    | Tsang, Tsze              |        | CHEM   |
| Scott, Glenn P             |           | MATH   | Tucker, Brenda T         | *      | COU    |
| Scott, Joshua R            | *         | ENGL   | Twitchell, Keith I       |        | CJ     |
| Sengmany, Kheck            | *         | MATH   | Ulrich, Daniel J         | *      | AUTB   |
| Shakikhan, Kaveh           |           | ART    | Urrutia, John T          | *      | CIS    |
| Sharma, Neeta              |           | CHEM   | Valch, Mary A            |        | MATH   |
| Shatzer, Charles R         |           | BUS    | Valentino, Rebecca A     |        | THEA   |
| Sheehan, Pamela R          |           | MATH   | Valenzuela, Joe          |        | CJ     |
| Shlah, Zaid                |           | ENGL   | Valenzuela, Katherine R  |        | MATH   |
| Sieminski, Slawomir        |           | MATH   | Vazquez, Yamile Isabel   |        | ESL    |
| Silva-Attianese, Belinda T | *         | COSM   | Villatoro, Barbara R     |        | MATH   |
| Simas, Elizabeth A         |           | SPCH   | Vinet, Emile             |        | TV     |
| Smith, Derek B             |           | MUSC   | Vogelpohl, John P        |        | ENGL   |
| Smith, James F             |           | WATR   | Wade, Evan R             |        | HIST   |
| Smith, Jeffrey R           |           | ENGL   | Wadenius, Adam P         |        | TV     |
| Smith, Jennifer L          |           | MATH   | Wai, Newton Y            |        | MATH   |
| Smith, Lani P              |           | LIB    | Wallace, Joan L          |        | COU    |
| Smith, Randy W             |           | ASTR   | Warren, Thomas H         | *      | PHIL   |
| Smith, Tasha R             | *         | HUDV   | Watkins, Thomas D        | *      | BUS    |
| Soria Martin, Domingo G    |           | MATH   | Watson, Michael A        |        | MATH   |

Adjunct/Overload Faculty  
 2013 Spring Semester  
 \* Indicates Full-Time Faculty

| <b>FACULTY</b>        | <b>FT<br/>Fac</b> | <b>COURSE</b> | <b>FACULTY</b>             | <b>FT Fac</b> | <b>COURSE</b> |
|-----------------------|-------------------|---------------|----------------------------|---------------|---------------|
| Souza, Michael A      |                   | ENGL          | Webster, Vincent A         |               | FIRE          |
| Spillner, Charles J   | *                 | CHEM          | Weston, Diane              |               | OT            |
| Spindt, Carla M       |                   | THEA          | White, Tracie L            |               | COU           |
| Spoelstra, Kevin J    | *                 | AERO          | Whitesell, Janene C        | *             | SPCH          |
| Springer, Steven C    | *                 | COU           | Widemann, Danielle C       | *             | GEOL          |
| Staffero, Linda       |                   | BIO           | Wikkeling-Miller, Curley M |               | COSM          |
| Starbuck, Brenda M    |                   | NURS          | Williams, Darla R          | *             | PE            |
| Stevens, Vesta        |                   | NURS          | Williams, Kenneth W        |               | HORT          |
| Wilson, Felipe L      |                   | PLSC          |                            |               |               |
| Word, James M         |                   | BIO           |                            |               |               |
| Wright, Richard A     |                   | ENGL          |                            |               |               |
| Wylie, Earl T         | *                 | CIS           |                            |               |               |
| Wyly, Michael J       | *                 | ENGL          |                            |               |               |
| Yandulov, Dmitry      |                   | CHEM          |                            |               |               |
| Young, Maria Cristina |                   | BIO           |                            |               |               |
| Yumae, Teresa M       | *                 | MUSC          |                            |               |               |
| Zak, Ronald A         | *                 | PHOT          |                            |               |               |
| Zhiv, Dmitriy         |                   | MATH          |                            |               |               |
| Zidek, Albert F       |                   | PHOT          |                            |               |               |
| Zlomke, Evelyn E      |                   | NURS          |                            |               |               |
| Zolfarelli, Paul J    |                   | WATR          |                            |               |               |



SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** PROPOSED NEW JOB DESCRIPTION – DEAN, SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

It has been determined that there is a need for this new position. Attached is a copy of the proposed new job description. Approval is requested at this time.

*Government Code: Ed Code 88001; Board Policy: 4720 Estimated Fiscal Impact: Unknown  
88009; 88013*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Charo L. Albarrán, Interim Director  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

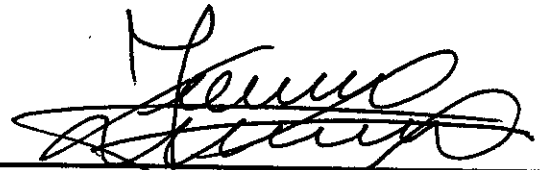
**ADDRESS**

(707) 864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

February 8, 2013  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## **SOLANO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: Dean, School of Social and Behavioral Sciences**

### **BASIC FUNCTION:**

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

### **DISTINGUISHING CHARACTERISTICS:**

Educational Administrators in this classification provide first-line leadership and supervise personnel assigned to specific College academic divisions. Incumbents supervise both full-time and part-time faculty, classified personnel, student workers and auxiliary employees. Incumbents are responsible for planning, development and day-to-day operations of a division of the college-wide academic program.

The School of Social and Behavioral Sciences offers contemporary, diverse course offerings designed to heighten interest in and strengthen knowledge and appreciation of Anthropology, Ethnic Studies, History, Human Services, International Relations, Political Science, Psychology, Social Science, and Sociology.

The Dean is responsible for administrative oversight of Academic Success Initiatives, the Tutoring Center, the Distance Education Program, and the Athletic Skills Center.

### **REPRESENTATIVE DUTIES:**

#### **Program Development**

Provide leadership for program development. Work with faculty and staff to determine needs for curriculum or program additions, modifications, and deletions; set priorities for resource needs; coordinate program analysis and three-year plans and participate in strategic and long-range planning for the District.

Prepare documents for program and course development; produce accurate schedules, catalog information and program publicity. Prepare reports and grant applications.

Work with faculty and staff to develop ideas for program improvement and investigate resources for development through grants and special projects.

Maintain current knowledge of new developments and innovations in community colleges and higher education in areas of division specialty; in consultation with faculty, recommend changes to maintain relevance of the School's programs to meet student and community needs.

Work cooperatively with Student Services personnel to develop appropriate and effective assessment and testing methods and practices relevant to division course/program offerings.

### **Schedule and Budget Management**

Consult collegially with faculty and staff regarding appropriate schedule of classes to meet the needs of students; assign faculty to teach classes, monitor schedules and workload for accuracy throughout the semester according to provisions of the collective bargaining agreement. Assure accurate and timely attendance reporting for all courses offered in the School and assign substitutes.

Exercise leadership in the development and management of the division budget; administer financial resources consistent with District policy and sound financial management principles.

Evaluate, approve, and process division/area requests for supplies and equipment.

### **Supervision**

Communicate with faculty and staff by holding regular meetings and in-service training to facilitate planning and decision-making for the division and to keep faculty and staff informed about issues and projects for the overall College program.

Encourage excellence in teaching; orient new faculty and staff; work with faculty and staff to determine needs for staff and faculty development; plan appropriate School staff and faculty development activities; contribute to record keeping for staff and faculty development accountability.

In conjunction with school staff, analyze staffing needs and make recommendations to the Vice President; assist in development of job descriptions for new positions. Assist in development of targeted recruitment for job positions within the division.

Organize and serve on committees for hiring and assure compliance with District personnel policies, procedures and practices for the employment of faculty, administrators, classified staff, student workers and short-term, temporary and substitute employees.

Mediate and resolve faculty, staff and student problems, complaints and first level grievances according to employee contracts and college policy and procedures.

Supervise and evaluate faculty, classified staff, student workers, and auxiliary personnel according to proper management practices, the District policies, procedures, collective bargaining contracts and state and federal regulations. Implement content of collective bargaining agreements.

**Administration-Outreach**

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses or support programs; serve as resource to the community.

Respond to requests for services from the community; organize appropriate responses.

Facilitate academic partnerships between SCC faculty, faculty in feeder high schools and four-year transfer institutions; work closely with the articulation officer of the College to assure maximum course articulation.

Work with Workforce and Community Development personnel to respond to requests for instruction from the community; organize appropriate classes, determine on which basis courses can be offered, and when appropriate, develop contracts for instruction, following through with budget and contract monitoring.

Establish and/or work with functioning advisory committees as appropriate. Plan and coordinate vocational programs, to meet community needs in accordance with state and federal guidelines.

**Administration-Record keeping**

Direct and participate in the preparation and maintenance of records and reports related to division personnel, workload, schedule, enrollment, program review and budget; administer attendance accounting requirements and OAR responsibilities.

Administer procedures for academic and student services, such as special admission requests, credit by examination, time conflicts, independent study requests and other student related forms, Academic Council petitions, grade changes, incomplete and grade contracts.

**Administration - General**

Assist in implementation of Affirmative Action goals for the district.

Serve as the evening administrator as assigned.

Work cooperatively with other administrators and supervisors to coordinate programs and services across the College and at all locations to meet student needs.

Assure proper use and security of assigned facilities and equipment maintenance; provide

equipment maintenance; compliance with health and safety regulations; develop remodeling requests; provide for the monitoring of safety and hazardous materials requirements.

Serve on College and ad hoc committees; attend meetings and conferences; make oral presentations to College and community groups as requested.

Coordinate and participate in campus-wide activities such as major's day, guest lectures, high school student visitation and other student activities.

Assure that programs operate within state and federally mandated requirements.

Perform related duties as assigned.

### **Distance Education**

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

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

Promote Academic Standards, Student Learning Outcomes and the Institutional Learning Objectives.

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

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

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

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

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

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

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

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

Explore the development and delivery of online AA degrees.

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

### **Academic Success Center**

Supervise, evaluate and provide professional development opportunities for the Academic Success Center Coordinator.

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

Provide support for the Academic Success Center Coordinator in the development and implementation of Strategic proposal for both student success and professional development initiatives.

Work with the Academic Success Center Coordinator and the Dean of Research and Planning to collect, analyze and report on evidence about student learning to facilitate program planning and efficiency.

### **Athletic Skills Center**

Hire, supervise, and evaluate staff that provides academic support to student athletes. Oversee operation of the center that includes training of staff, scheduling services, monitoring equipment and supply needs, administering department surveys, and quality improvement measures while working with athletic personnel on student athletes' academic progress.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

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

Multiple methods of instruction as appropriate to the specific assignment.

Evaluation methods.

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

Course articulation.  
Steps in student matriculation.  
Budget preparation and control .  
Principles and practices of program administration, supervision and staff development.  
Effective interpersonal communication.  
Policies, regulations, and objectives of assigned programs and activities.  
Programs, functions, purposes and goals of the division/area.  
Affirmative Action/Equal Opportunity policy and practices that lead to increased.  
Understanding of, sensitivity to, and respect for diverse cultural groups, women and the disabled as defined by the Solano College District Governing Board.  
Effective practices and methods for program planning, developing, implementations, and evaluation.  
Shared Governance Policy and Procedures.  
Provisions of collective bargaining laws, processed and contracts.  
The practical use of an Enterprise Resource Planning (ERP) system and office computer technology to facilitate and support student services and staff productivity.  
ACCJC Accreditation standards.

**ABILITY TO:**

Plan, organize, develop and evaluate the programs, activities and curriculum of a College academic division.  
Coordinate the curriculum design, development, and modifications in order to meet student and community needs.  
Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.  
Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.  
Present a positive image of the College in the community.  
Train, supervise and evaluate personnel according to successful modern management theory and practices.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Analyze situations accurately and adopt an effective course of action.  
Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.  
Understand the needs of the Division in the context of the overall academic program and participate with the Academic Administrative Team to set goals and priorities for the College as a whole.  
Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.  
Meet schedules and time lines; organize multiple projects effectively; and carry out required project details throughout the year.

Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.

Develop and manage grants and special projects.

Work collaboratively with faculty to develop an effective Schedule of Classes to produce a high quality program.

Work within Board/District approved guidelines to establish positive media and community relations.

**EDUCATION AND EXPERIENCE:**

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

- (a) Possession of a master's degree from an accredited college or university in a discipline related to the assigned school; and
- (b) One year formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Board Approval: \_\_\_\_\_



SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: PROPOSED REVISED JOB DESCRIPTION – CHIEF  
TECHNOLOGY OFFICER  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

It has been determined that there is a need for this new position per the reorganization of the IT department. Attached is a copy of the proposed revised job description. Approval is requested at this time.

Government Code: Ed Code 88001; Board Policy 4720; Estimated Fiscal Impact: Unknown  
88009, 88013

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Charo L. Albarrán, Interim Director  
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

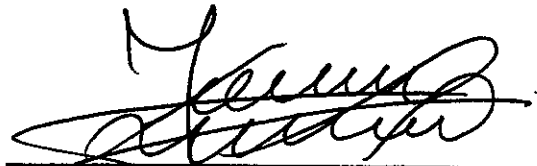
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration  
ORGANIZATION

February 8, 2013  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

February 8, 2013  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

## SOLANO COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION

**CLASS TITLE: CHIEF TECHNOLOGYINFORMATION SYSTEMS OFFICER**

### **BASIC FUNCTION:**

Under the direction of ~~the~~ the assigned Supervisor ~~Superintendent~~ ~~President~~, the Chief Technology ~~Information Systems~~ Officer provides primary leadership in strategic and technology planning and integration of information technologies needed to support the academic mission, student support, administrative services, and college strategic planning; to plan, organize, administer, develop, and provides leadership for faculty and staff in offering quality educational services; and supervises and evaluates the performance of assigned personnel.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Provide managerial direction including planning, goal setting, implementation, coordination, evaluation, and accountability for all areas of technology services.

Work cooperatively with the Superintendent/President, Vice Presidents, and the Director of Human Resources to coordinate mission, goals and objectives of the College as a whole. Participate in strategic and long-range educational planning for the District.

#### Technology

Plan, organize, administer, and coordinate the District's computer and communications technologies to support administrative and academic functions.

Maintain current knowledge of new developments and innovations in community colleges and higher education in computers and communications technology.

Provide leadership in developing a technology plan that considers the needs of academic programs and administrative support services and includes short- and long-range planning of information systems and telecommunications required to support the District's strategic plan.

Develop a plan for professional training that provides information and training for employees on current and emerging technology.

#### Management/Administration

Exercise leadership in the development of the budget and manage financial resources consistent with District policy and sound financial management principles.

Conduct research and compile statistics for inclusion in special and periodic reports; maintain records and data for internal analysis, management planning and development of short- and long-range goals.

Communicate with administrators, faculty and staff by conducting meetings and in-service training to facilitate planning and decision-making for the units to keep employees informed about issues and projects for the overall College program; serve on committees and advisory boards.

Mediate and resolve problems, complaints and first-level grievances.

Supervise, manage, and evaluate assigned administrators, ~~faculty~~ and staff according to proper management practices, the District policies, procedures, collective bargaining agreements and state and federal regulations.

Participate in the screening and recommendation of applicants for positions which report directly to the Chief Information System Officer Technology Officer.

Assure proper use and security of assigned facilities; provide equipment maintenance; comply with health and safety regulations and provide for the monitoring of safety and hazardous materials requirements.

Serve on College and ad hoc committees; attend meetings and conferences; and make oral presentations to College and community groups, as requested.

Recommend institutional policy and supervise preparation of appropriate policy statements and regulations.

Assist in the preparation of proposals and monitor the collective bargaining agreements as they apply to technology.

Plan and implement professional development activities for technology personnel.

Prepare reports as required for state and federal agencies.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

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

Multiple methods of instruction including mediated and learning at a distance.

Information system technologies including systems analysis and design, planning, developing, and directing computer systems and operations.

Personal operating systems.

Interconnectivity, Hewlett-Packard mainframe and associated system software and telecommunications technologies including telecommunications, wiring and design considerations and interfaces with network systems (i.e., Banner, Datatel).  
Budget preparation and control.  
Principles and practices of program administration and planning, developing, implementation, and evaluation.  
Effective interpersonal communication.  
Policies, regulations and objectives of assigned programs and activities.  
Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.

**ABILITY TO:**

Work within complex, integrated Enterprise Resource Planning (ERP) systems.  
Plan, organize, develop and evaluate the programs and activities in technology.  
Ability to direct College technology planning activities, establish, support, and lead multiple project teams.  
Communicate effectively, both verbally and in writing.  
Work effectively with employees and students from diverse backgrounds and the disabled to promote access and equity.  
Present a positive image of the College in the community.  
Train, supervise and evaluate assigned staff according to successful modern management theory and practices.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of program rules, regulations, and requirements.  
Analyze situations accurately and adopt an effective course of action.  
Work cooperatively and coordinate projects with other administrators and staff.  
Understand the needs of the unit in the context of the overall academic program and participate with the Executive Council to set goals and priorities for the College as a whole.  
Demonstrate an understanding and sensitivity to the diverse socio-economic, cultural and ethnic background of all employees, including the disabled.  
Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.  
Meet schedules and timelines; organize multiple projects effectively; and carry out required project details throughout the year.  
Evaluate and support management, faculty, and staff recommendations for program improvements and/or new program efforts.  
Manage grants and special projects.  
Work within Board/District approved guidelines to establish positive media and community relations.

**Chief Information Systems Technology Officer (Continued)**

4

**EDUCATION AND EXPERIENCE:**

**EDUCATION:** A Bachelor's degree or equivalent in Information Technology, Computer and Information Science or Computer Engineering or related field from a regionally accredited college or university.

**EXPERIENCE:** At least three years experience in the area of computer information science, information technology, computer engineering, or related field.

TL/zg:10-14-09

JE: 10/17/12

Board approved: 12/2/09

Revised 10/17/12

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

**TO:** Members of the Governing Board  
**SUBJECT:** PROPOSED REVISED JOB DESCRIPTION – DIRECTOR  
WORKFORCE, TRAINING GRANTS MANAGEMENT  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

It has been determined that there is a need for this revised position. Attached is a copy of the proposed revised job description. Approval is requested at this time.

*Government Code: Ed Code 88001; Board Policy: 4720 Estimated Fiscal Impact: Unknown  
88009; 88013*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Charo L. Albarrán, Interim Director  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

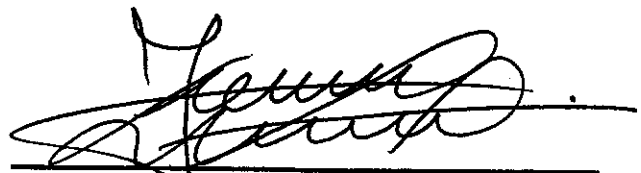
**ADDRESS**

(707) 864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

February 8, 2013  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## **SOLANO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:** DIRECTOR, WORKFORCE TRAINING GRANTS MANAGEMENT

### **BASIC FUNCTION:**

Under the direction of the, *Dean of the School of Career Technical Education and Business*, plan, organize, coordinate and direct the Office of Workforce *Training Grants Management*, a self-supporting and revenue.-generating business function. *This position is central to the integration of grant-generated industry certification programs with fee-based or credit programs. Examples of initiatives, currently within this division include:*

- *BACCWE*
- *TAA Grant*
- *SB 70 Grants*

This office and classified administrative position are expected to be categorically funded and self-supporting: The director is responsible for generating revenues to cover all expenses, including all salaries and benefits associated with this office.

### **DISTINGUISHING CHARACTERISTICS:**

This position will be funded contingent upon meeting a minimum standard of categorical self-funding and revenue generation.

### **REPRESENTATIVE DUTIES:**

*Provides support and leadership in the acquisition of grants that support development of programs responsive to employer, workforce development and community needs.*

*Provide administrative oversight for grant programs as appropriate to the area.*

*Establish and implement program goals, objectives, three year plans and service area outcomes and any applicable area outcomes collaboratively as directed by supervisor.*

*Write and oversee the development and implementation of workforce development grant proposals; manage all fiscal grant activities and the associated programs to ensure compliance with Federal, State and local agencies and college policies and procedures.*

*Ensures quality of collected and reported fiscal grant data, including program statistics*

*Approval of budgets and control of grant expenditures including the maintenance of all grants personnel salary & benefit expense information and time entry approval  
Reviews and interprets grant agreements for compliance issues.*

*Manage personnel in Office of Workforce Training Grants Management in grants accounting.*

*Establishes & maintains working relationships with Federal, State and Local government officials sufficient to logically assess and solve problems encountered in the various areas of compliance, such as budgeting, reporting, and documenting.*

*Coordinates meetings to ensure communication for collaborative efforts and overall grant progress and success*

*As directed by supervisor, develop an annual budget for assigned areas; manage, monitor and administer assigned budgets; review expenditures and submit for authorization according to established policies; direct the preparation, maintenance and appropriate distribution of records, reports, statistics and budget information.*

*Establish and maintain collaborative working relationships with college departments, other community colleges and educational institutions, community based organizations and workforce development agencies*

*Research local and regional labor market trends*

Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Techniques and approaches to developing proposals, grants, contracts and initiatives to generate revenue.

Knowledge of initiating, qualifying, consulting and relationship management with business and industry in a competitive environment

Experience in developing coordinating, implementing and evaluating instructional programs.

Research, data collection and occupational trends

Marketing principles and strategies in an educational setting

Principles and practices of planning and decision making.

Budget development and management

Policies and objectives of assigned program and activities.

Applicable sections of the State Education Code and other applicable laws.



Ability to write proposals, grant applications, and reports with clarity and precision.  
Interpersonal skills using tact, patience and courtesy.  
Public speaking techniques.  
Diversity/Equal Opportunity policies and practices that lead to increase understanding to, and respect for diverse cultural groups, women, and the disabled.

**ABILITY TO:**

Plan, organize, coordinate and direct *Office of Workforce Development Grants Management*.

*Manage budget and financial records.*

Communicate effectively both orally and in writing.

Plan and organize work.

Meet schedules, revenue targets, goals and deadlines.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree (preferred in business, management, public administration, or related field) and three years' experience in related activities or the equivalent.

DW/LG/ea: 2/13/13

Board Approval: \_\_\_\_\_

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

**TO:** Members of the Governing Board  
**SUBJECT:** WARRANT LISTINGS  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

It is recommended that the following warrants be approved:

|           |                |                   |                       |
|-----------|----------------|-------------------|-----------------------|
| 1/9/2013  | Vendor Payment | 11043570-11043664 | \$758,778.26          |
| 1/9/2013  | Vendor Payment | 11043665-11043674 | 129,429.71            |
| 1/11/2013 | Vendor Payment | 11043675-11043891 | 58,049.40             |
| 1/17/2013 | Vendor Payment | 11043892-11043934 | 218,294.04            |
| 1/17/2013 | Vendor Payment | 11043935-11043935 | 941.96                |
| 1/24/2013 | Vendor Payment | 11043936-11044046 | 660,552.63            |
| 1/24/2013 | Vendor Payment | 11044047-11044050 | 6,855.55              |
| 1/24/2013 | Vendor Payment | 11044051-11044051 | 31,213.93             |
| 1/25/2013 | Vendor Payment | 11044052-11044441 | 67,968.30             |
| 1/30/2013 | Vendor Payment | 11044442-11044493 | 228,149.42            |
| 1/30/2013 | Vendor Payment | 11044494-11044495 | 21,970.00             |
| 2/6/2013  | Vendor Payment | 11044496-11044594 | 149,275.22            |
| 2/6/2013  | Vendor Payment | 11044595-11044604 | 374,544.89            |
| 2/6/2013  | Vendor Payment | 11044605-11044605 | 789.21                |
| 2/8/2013  | Vendor Payment | 11044606-11044743 | 26,125.70             |
|           |                |                   | <b>\$2,732,938.22</b> |

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

|  |                          |                                |                       |
|--|--------------------------|--------------------------------|-----------------------|
| <i>Government Code</i><br><b>ECS 70902 &amp; 81656</b> | <i>Board Policy</i> 3240 | <i>Estimated Fiscal Impact</i> | <b>\$2,732,938.22</b> |
|--|--------------------------|--------------------------------|-----------------------|

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

Yulian I. Ligioso, Vice President  
Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7209

**TELEPHONE NUMBER**

Finance and Administration

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**  
**SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION**  
**REQUESTED ACTION: APPROVAL**

**PERSONAL SERVICES AGREEMENTS**

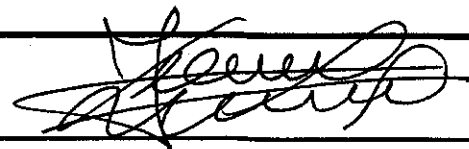
**School of Career Technical Education & Business  
Máire Morinec, Responsible Manager**

| <u>Name</u>   | <u>Assignment</u>   | <u>Effective</u>                     | <u>Amount</u>         |
|---------------|---|--------------------------------------|-----------------------|
| Peter Cammish | Teach customized Excel course for the Doctors' Company employees. | February 12, 2013-<br>April 16, 2013 | Not to exceed \$1,260 |

**Financial Aid  
Robin Darcangelo, Responsible Manager**

| <u>Name</u> | <u>Assignment</u>                    | <u>Effective</u>                  | <u>Amount</u>         |
|-------------|--------------------------------------|-----------------------------------|-----------------------|
| Ona Smith   | Provide consulting to Financial Aid. | January 1, 2013-<br>June 30, 2013 | Not to exceed \$6,000 |

**Yulian I. Ligioso**  
 Vice President, Finance and Administration



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

February 8, 2013  
Date Submitted

February 8, 2013  
Date Approved

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** DESIGNATION AND DISPOSAL/DISPOSITION OF  
DISTRICT SURPLUS EQUIPMENT AND PROPERTY  
RESOLUTION NO. 12/13-16

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

As District staff continue to accomplish housecleaning in a number of buildings, and in compliance with the 81000 series of the California Education Code for appropriate disposition methods and /or restrictions, staff is requesting approval of the attached Resolution No. 12/13-16 authorizing the disposal of surplus computer equipment.

Staff will contact local school districts to inquire if there is any interest in the surplus computer equipment.

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

Government Code: Board Policy: 3320 Estimated Fiscal Impact: \$N/A  
CA Ed Code 70902 (b) (6)m 81542

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Dwight Calloway  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA. 94534

**ADDRESS**

(707) 864-7176

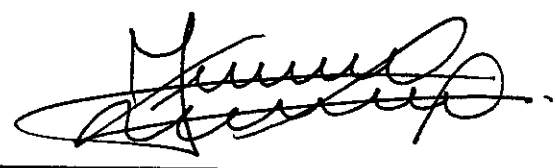
**TELEPHONE NUMBER**

Maintenance & Operations

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF  
SURPLUS EQUIPMENT AND PROPERTY**

**RESOLUTION NO. 12/13-16**

**1** WHEREAS, The California Education Code (Section 81000) outlines the process and  
**2** restrictions for disposal of surplus items, and specifically provides that if the Governing Board of  
**3** the Solano Community College District, by a unanimous vote of those members present, finds that  
**4** the property, whether one or more items, is unsatisfactory and/or not suitable for school use, the  
**5** property may be sold at public auction or otherwise disposed of in accordance with the provisions  
**6** of E.C. Section 81450; and  
**7**  
**8**  
**9**  
**10**  
**11**  
**12**

**13** WHEREAS, The Governing Board of the Solano Community College District has  
**14** determined that the personal property, described as surplus computer equipment is unsatisfactory  
**15** for retention and not suitable for school use; now therefore be it  
**16**

**17** RESOLVED, The Director of Facilities, with the approval of the Superintendent-  
**18** President, is authorized to dispose of said property.

**19** PASSED AND ADOPTED, This 20<sup>th</sup> day of February 2013, by the Governing Board of  
**20** the Solano Community College District.  
**21**  
**22**

**23** \_\_\_\_\_  
SARAH E. CHAPMAN, BOARD PRESIDENT  
**24**

**25** \_\_\_\_\_  
JOWEL C. LAGUERRE, Ph.D., SECRETARY  
**26**  
**27**  
**28**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** RENEWAL OF MEMORANDUM OF UNDERSTANDING  
BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT  
AND MEYER CORPORATION

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

An agreement between Solano Community College District and the Meyer Corporation for special educational services is being presented to the Governing Board for approval.

The District will provide training for up to 30 Meyer employees. Employees will attend 76 hours of training in three groups, beginning, intermediate, and advanced. Training will take place in Spring 2013, from March 5 through June 6, 2013. Training will be delivered on-site at the Meyer Corporation Fairfield plant. All successful completers will receive Certificates of Success.

Meyer Corporation will compensate the district \$12,500.00 for all educational services rendered. The cost is inclusive for all instruction and teaching/training materials, except for textbooks, which will be purchased by the District and billed separately.

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

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$12,500 revenue  
CEO 2012-13 Goals: #5*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Deborah Mann, Director  
Workforce and Economic Development

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7195

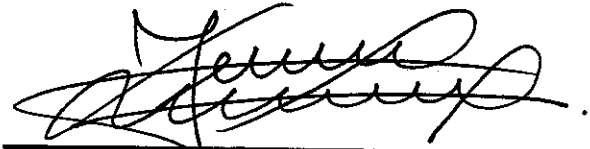
**TELEPHONE NUMBER**

Academic and Student Affairs

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **MEYER CORPORATION, ONE MEYER PLAZA, VALLEJO, CA 94590**, hereinafter referred to as "Meyer Corporation."

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

**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- A. The District will provide English as a Second Language training for up to 30 employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. Employees will attend 76 hours of training in three groups, beginning, intermediate and advanced. Training will take place in Spring 2013, from March 5 through June 6, from 1:30-3:30 p.m. on Tuesdays, Wednesdays and Thursdays. Instruction will be delivered on-site at the Meyer Corporation Fairfield plant, 2001 Meyer Way. Each employee will receive texts and materials, based on their class level. The textbook costs will be billed to Meyer Corporation in a separate invoice. All successful completers will receive Certificates of Success. Additional training can be scheduled as needed with an addendum to this contract.
- C. Meyer Corporation will identify all employees who will participate in training.
- D. Meyer Corporation will compensate the District for all services rendered and expenses at a rate of twelve thousand five hundred dollars and no cents (\$12,500.00.) The cost is inclusive for all instruction and teaching/ training materials, except for textbooks, which will be purchased by the District and billed separately.
- E. Payments by Meyer Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Meyer Corporation and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Meyer Corporation and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Meyer Corporation, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Meyer Corporation. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this

Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

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

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

\_\_\_\_\_  
Jenny Bledsoe  
VP of Human Resources and Consumer Relations  
Meyer Corporation  
Vallejo, CA

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

Date \_\_\_\_\_

Date \_\_\_\_\_



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

**TO: Members of the Governing Board**

**SUBJECT: RENEWAL OF MEMORANDUM OF UNDERSTANDING  
BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT  
AND BALL CORPORATION**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

An agreement between Solano Community College District and Ball Corporation for special educational services is being presented to the Governing Board for approval.

SCCD Contract Education will deliver six hours of English language tutoring and instruction in pronunciation, business writing, and presentation for the Human Resources Manager.

Instruction/tutoring will be held at the Fairfield campus in six sessions of 1.5 hours.

Ball will compensate the District for all services rendered and expenses at a rate of one thousand dollars (\$1,000.00). The cost is inclusive of all instruction and teaching/training materials.

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

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$1,000 revenue  
CEO 2012-13 Goals: #5*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Deborah Mann, Director  
Workforce and Economic Development

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7195

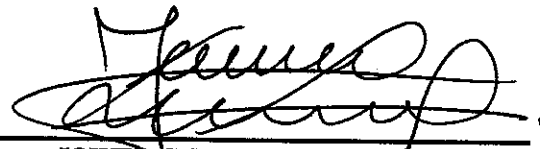
**TELEPHONE NUMBER**

Academic and Student Affairs

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **BALL CORPORATION, 2400 Huntington Drive, Fairfield, CA. 94533**, hereinafter referred to as "Ball Corporation."

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

**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- A. The District will provide Tutoring and Instruction in English Pronunciation, Presentations and Business Writing to a Ball Corporation employee.
- B. The District will develop, coordinate, deliver, and evaluate the training. Employee will attend 6 hours of tutoring and instruction in six sessions of 1.5 hours. Training will be for one identified employee. Training will be held at the Fairfield campus. Training dates and times will be determined by Ball Corporation. A Certificate of Success will be awarded upon completion of instruction. Additional training can be scheduled as needed with an addendum to this contract.
- C. Ball Corporation will identify the employee.
- D. Ball Corporation will compensate the District for all services rendered and expenses at a rate of one thousand dollars and no cents (\$1,000.00). The cost is inclusive for all instruction and teaching/training materials.
- E. Payments by Ball Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Ball Corporation and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Ball Corporation and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Ball Corporation, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Ball Corporation. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

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

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

\_\_\_\_\_  
Mayra Rivera  
Human Resources Manager  
Ball Corporation  
Fairfield, CA

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

Date \_\_\_\_\_

Date \_\_\_\_\_

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

**TO:** Members of the Governing Board  
**SUBJECT:** MIG EDUCATIONAL MASTER PLANNING SERVICES  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Moore Iacofano Goltsman, Inc. (MIG) will provide educational master planning services for Solano Community College between January 11 and May 31, 2013. Services will include faculty visioning sessions, review sessions with the Solano Community College Academic Senate, the creation of an online toolbox, development of career pathways program description, institutional capacity review, and finalizing the Educational Master Plan.

The total cost for the services is \$73,060.00.

Approval of the attached Agreement is requested at this time.

*Government Code: N/A      Board Policy: N/A      Estimated Fiscal Impact: \$73,060.00*  
*CEO 2012-13 Goal: #4 Ensure implementation of the Master Plans*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Diane White, Interim Vice President  
Academic Affairs

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7102

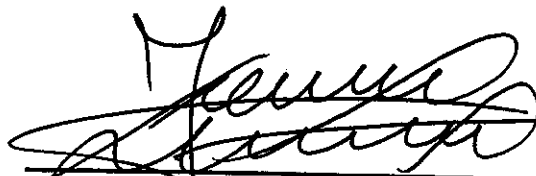
**TELEPHONE NUMBER**

Academic and Student Affairs

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



M O O R E I A C O F A N O G O L T S M A N , I N C .

January 10, 2013

Dr. Jowell Laguerre  
Solano Community College  
4000 Suisun Valley Road  
Fairfield, CA 94534

Via email: jlaguerr@solano.edu  
cc: yligioso@solano.edu

Dear Dr. Laguerre:

Moore Iacofano Goltsman (MIG), Inc., is pleased to submit this letter of engagement to provide educational master planning services for Solano Community College between January 11 and May 31, 2013.

As requested, MIG will provide the services as outlined in the tasks below.

**SOLANO COMMUNITY COLLEGE: Educational Master Planning Services**  
**MIG Scope of Services**

**TASK A: FACULTY VISIONING SESSIONS**

**Task A.1 Schedule and Agenda Setting**

Based on the model of the Arts and Kinesiology visioning sessions, MIG will schedule and prepare agendas for 6 additional 2-meeting visioning sessions with SCCD faculty members. MIG will provide agendas and SCCD will provide meeting locations and coordination with faculty member schedules.

**Professional Time**

|   |                                |          |
|---|--------------------------------|----------|
| Daniel Iacofano, Principal:               | 2.0 Hours @ \$295.00/Hour..... | \$590.00 |
| Ryan Mottau, Project Manager:             | 2.0 Hours @ \$135.00/Hour..... | \$270.00 |
| Jane Kelly, Senior Project Administrator: | 6.0 Hours @ \$165.00/Hour..... | \$990.00 |

*Professional Time Subtotal* ..... \$1,850.00

**Direct Costs**

|                |       |         |
|----------------|-------|---------|
| Communications | ..... | \$25.00 |
| Printing       | ..... | \$50.00 |

*Direct Costs Subtotal* ..... \$75.00

**Task A.1 Estimated Cost** ..... **\$1,925.00**

**Task A.2 Faculty Visioning Sessions (12)**

MIG (Daniel Iacofano) will provide facilitation and graphic recording support to 6 additional groups of faculty members. Each group will meet twice for 2 hours at either the Vacaville campus or the Vallejo center. This budget assumes that there will be two sessions per day.

**Professional Time**

Daniel Iacofano, Principal: 48 Hours @ \$295.00/Hour..... \$14,160.00

*Professional Time Subtotal* ..... \$14,160.00

**Direct Costs**

Travel (rental car, per diem) ..... \$350.00

Workshop Supplies ..... \$150.00

Communications ..... \$25.00

*Direct Costs Subtotal* ..... \$525.00

**Task A.2 Estimated Cost** ..... **\$14,685.00**

**Task A.3 Preparation of Session Summaries**

MIG will provide a photo reduction of the wall graphic record of each conversation and will provide one summary at the conclusion of the 12 meeting process.

**Professional Time**

*For Summaries*

Daniel Iacofano, Principal: 2.0 Hours @ \$295.00/Hour..... \$590.00

Ryan Mottau, Project Manager: 18.0 Hours @ \$135.00/Hour ..... \$2,430.00

Jane Kelly, Senior Project Administrator: 2.0 Hours @ \$165.00/Hour..... \$330.00

*For Wall Graphic Photo Reduction*

Graphics Associate: 12.0 Hours @ \$110.00/Hour..... \$1320.00

*Professional Time Subtotal* ..... \$4,670.00

**Direct Costs**

Printing/Communications ..... \$100.00

*Direct Costs Subtotal* ..... \$100.00

**Task A.3 Estimated Cost** ..... **\$4,770.00**

**TASK A ESTIMATED TOTAL** ..... **\$21,380.00**

**TASK B: REVIEW SESSIONS WITH ACADEMIC SENATE (3)**

**Task B.1 Schedule and Agenda Setting**

MIG will schedule and prepare agendas for 3 working session sessions with the SCCD Academic Senate. MIG will provide agendas and SCCD will provide meeting locations and coordination with faculty member schedules.

**Professional Time**

|   |                                 |          |
|---|---------------------------------|----------|
| Daniel Iacofano, Principal:               | 1.0 Hour @ \$295.00/Hour .....  | \$295.00 |
| Ryan Mottau, Project Manager:             | 2.0 Hours @ \$135.00/Hour ..... | \$270.00 |
| Jane Kelly, Senior Project Administrator: | 4.0 Hours @ \$165.00/Hour ..... | \$660.00 |

*Professional Time Subtotal* ..... \$1,225.00

**Direct Costs**

Communications ..... \$25.00

*Direct Costs Subtotal* ..... \$25.00

**Task B.1 Estimated Cost** ..... **\$1,250.00**

**Task B.2 Working Sessions with the Academic Senate (3)**

MIG will provide facilitation and graphic recording services for three 1 ½ hour working sessions with the Academic Senate. All three meetings will be facilitated by Daniel Iacofano with Ryan Mottau supporting two sessions.

**Professional Time**

|   |                                  |            |
|---|----------------------------------|------------|
| Daniel Iacofano, Principal:               | 12.0 Hours @ \$295.00/Hour ..... | \$3,540.00 |
| Ryan Mottau, Project Manager:             | 12.0 Hours @ \$135.00/Hour ..... | \$1,620.00 |
| Jane Kelly, Senior Project Administrator: | 2.0 Hours @ \$165.00/Hour .....  | \$330.00   |

*Professional Time Subtotal* ..... \$5,490.00

**Direct Costs**

Travel (airfare, rental car, per diem) ..... \$1,350.00

Workshop Supplies ..... \$75.00

Communications ..... \$25.00

*Direct Costs Subtotal* ..... \$1,450.00

**Task B.2 Estimated Cost** ..... **\$6,940.00**

**Task B.3 Working Session Summary**

MIG will produce a working session summary that tracks the discussions at each session and the resulting specific changes to the EMP document. Changes will be integrated into the EMP document along with the additional sections developed in tasks D and E, below.

**Professional Time**

|   |                                  |            |
|---|----------------------------------|------------|
| Daniel Iacofano, Principal:               | 2.0 Hours @ \$295.00/Hour.....   | \$590.00   |
| Ryan Mottau, Project Manager:             | 10.0 Hours @ \$135.00/Hour ..... | \$1,350.00 |
| Jane Kelly, Senior Project Administrator: | 2.0 Hours @ \$165.00/Hour.....   | \$330.00   |

*Professional Time Subtotal* ..... \$2,270.00

**Direct Costs**

|                |       |         |
|----------------|-------|---------|
| Communications | ..... | \$50.00 |
| Printing       | ..... | \$25.00 |

*Direct Costs Subtotal* ..... \$75.00

**Task B.3 Estimated Cost** ..... **\$2,345.00**

**TASK B ESTIMATED TOTAL**..... **\$10,535.00**

**TASK C: SEARCHABLE ONLINE TOOLBOX**

**Task C.1 Create Online Toolbox**

MIG will establish an online Solano EMP Planning Toolbox utilizing Townsquare™ content management software.

**Professional Time**

|                              |                                  |            |
|------------------------------|----------------------------------|------------|
| Ryan Mottau, Project Manager | 2.0 Hours @ \$135.00/Hour.....   | \$270.00   |
| MIG Web Specialists:         | 28.0 Hours @ \$250.00/Hour ..... | \$7,000.00 |

*Professional Time Subtotal* ..... \$7,270.00

**Task C.1 Estimated Cost** ..... **\$7,270.00**

**Task C.2 Add Planning Tools**

MIG will populate the online toolbox with material from the EMP and planning tools identified during the process.

**Professional Time**

|                              |                                  |            |
|------------------------------|----------------------------------|------------|
| Ryan Mottau, Project Manager | 10.0 Hours @ \$135.00/Hour ..... | \$1,350.00 |
|------------------------------|----------------------------------|------------|

*Professional Time Subtotal* ..... \$1,350.00

**Task C.2 Estimated Cost** ..... **\$1,350.00**



**Task C.3 Training of SCCD Staff to Update Toolbox**

MIG will train up to three SCCD staff on uploading and managing content within the online toolbox. This budget assumes that the training will occur remotely using teleconference and screen-sharing (such as WebEX).

**Professional Time**

Ryan Mottau, Project Manager 8.0 Hours @ \$135.00/Hour..... \$1,080.00

*Professional Time Subtotal* ..... \$1,080.00

**Direct Costs**

Communications ..... \$50.00

*Direct Costs Subtotal* ..... \$50.00

**Task C.3 Estimated Cost** ..... **\$1,130.00**

**Task C.4 Subscription for Web Software**

MIG will host the online toolbox, update the software, and provide technical support and unlimited storage for one year. Extensions of this service will be charged at the rate in effect at the time of extension.

**Direct Costs**

Software Subscription (one year) ..... \$1,200.00

**Task C.4 Estimated Cost** ..... **\$1,200.00**

**TASK C ESTIMATED TOTAL** ..... **\$10,950.00**

**TASK D: DEVELOPMENT OF CAREER PATHWAYS PROGRAM DESCRIPTION**

MIG will conduct up to 5 phone interviews of key SCCD administrators and staff to identify career pathways within SCCD programs that align with the strategic program opportunity areas (Agricultural Technology, Aeronautics, Biotech, International Education, and Center for Innovation). Each career pathway will be tied to one, or a set of, locations within the campus, centers and communities in which SCCD operates. A matrix describing and locating the career pathways will be produced for later integration into the EMP document.

**Professional Time**

Daniel Iacofano, Principal: 6.0 Hours @ \$295.00/Hour..... \$1,770.00

Ryan Mottau, Project Manager: 24.0 Hours @ \$135.00/Hour ..... \$3,240.00

Jane Kelly, Senior Project Administrator: 4.0 Hours @ \$165.00/Hour..... \$660.00

*Professional Time Subtotal* ..... \$5670.00

**Direct Costs**

Communications ..... \$25.00

*Direct Costs Subtotal* ..... \$25.00

**TASK D ESTIMATED TOTAL** ..... **\$5,695.00**

**TASK E: INSTITUTIONAL CAPACITY REVIEW**

**Task E.1 Schedule and Agenda Setting**

MIG will participate in a conference call with SCCD project management to finalize the purpose and structure of the Institutional Capacity Review working group. MIG will set agendas and schedule three half-day working sessions with a group of SCCD selected representatives (preliminarily the President, VP Academic Affairs, and a representative of the Academic Senate and the Union).

**Professional Time**

|                               |                                |          |
|-------------------------------|--------------------------------|----------|
| Daniel Iacofano, Principal:   | 2.0 Hours @ \$295.00/Hour..... | \$590.00 |
| Ryan Mottau, Project Manager  | 6.0 Hours @ \$135.00/Hour..... | \$810.00 |
| Senior Project Administrator: | 2.0 Hours @ \$165.00/Hour..... | \$330.00 |

*Professional Time Subtotal* ..... \$1,730.00

**Direct Costs**

Communications ..... \$25.00

*Direct Costs Subtotal* ..... \$25.00

**Task E.1 Estimated Cost** ..... **\$1,755.00**

**Task E.2 Institutional Capacity Review Working Group Meetings (3)**

MIG will provide facilitation and graphic recording services to support three half-day working sessions with the ICR working group. All three meetings will be facilitated by Daniel Iacofano with Ryan Mottau supporting two sessions.

**Professional Time**

|                               |                                  |            |
|-------------------------------|----------------------------------|------------|
| Daniel Iacofano, Principal:   | 18.0 Hours @ \$295.00/Hour ..... | \$5,310.00 |
| Ryan Mottau, Project Manager  | 16.0 Hours @ \$135.00/Hour ..... | \$2,160.00 |
| Senior Project Administrator: | 4.0 Hours @ \$165.00/Hour.....   | \$660.00   |

*Professional Time Subtotal* ..... \$8,130.00

**Direct Costs**

Travel (airfare, rental car, per diem) ..... \$1,350.00

Communications ..... \$50.00

*Direct Costs Subtotal* ..... \$1,400.00

**Task E.2 Estimated Cost** ..... **\$9,530.00**

**Task E.3 Summarization of Findings**

MIG will provide a rolling summary of each of the three meetings to carry forward ideas and questions. The content of these summaries will be developed into an additional section of the final EMP document.

**Professional Time:**

*For Summary*

|   |                                  |            |
|---|----------------------------------|------------|
| Daniel Iacofano, Principal:                                   | 4.0 Hours @ \$295.00/Hour.....   | \$1,180.00 |
| Ryan Mottau, Project Manager<br>Senior Project Administrator: | 16.0 Hours @ \$135.00/Hour ..... | \$2,160.00 |
|   | 2.0 Hours @ \$165.00/Hour.....   | \$330.00   |
| <i>For Wall Graphic Photo Reduction</i>                       |                                  |            |
| Graphics Associate:   | 4.0 Hours@ \$110.00/Hour.....    | 440.00     |

*Professional Time Subtotal* ..... \$4,110.00

**Direct Costs**

|                |       |         |
|----------------|-------|---------|
| Communications | ..... | \$50.00 |
| Printing       | ..... | \$25.00 |

*Direct Costs Subtotal* ..... \$75.00

**Task E.3 Estimated Cost** ..... **\$4,185.00**

**TASK E ESTIMATED TOTAL** ..... **\$15,470.00**

**TASK F: FINALIZING THE EDUCATIONAL MASTER PLAN**

**F.1 Document Revision and Production**

MIG will integrate the results of tasks A-E into the EMP draft and will provide a working copy for one final round of consolidated comments from SCCD. This final draft will then be laid out, utilizing the design style established in the 2007 EMP document. The final EMP will be delivered in electronic format (PDF) suitable for printing and for posting to the SCCD website.

**Professional Time**

|                               |                                  |            |
|-------------------------------|----------------------------------|------------|
| Daniel Iacofano, Principal:   | 4.0 Hours @ \$295.00/Hour.....   | \$1,180.00 |
| Ryan Mottau, Project Manager  | 32.0 Hours @ \$135.00/Hour ..... | \$4,320.00 |
| Senior Project Administrator: | 8.0 Hours @ \$165.00/Hour.....   | \$1,320.00 |

*Professional Time Subtotal* ..... \$6,820.00

**Direct Costs**

|                |       |          |
|----------------|-------|----------|
| Communications | ..... | \$50.00  |
| Printing       | ..... | \$150.00 |

*Direct Costs Subtotal* ..... \$200.00

**Task F.1 Estimated Cost** ..... **\$7,020.00**

**F.2 Project Management and Administration**

This task will ensure a consistent basis for project management and follow-up. As needed, MIG will coordinate with SCCD on project activities and progress, resolve issues that may arise, and develop recommendations for implementation of project tasks.

**Professional Time**

Ryan Mottau, Project Manager: 10.0 Hours @ \$135.00/Hour ..... \$1,350.00  
Jane Kelly, Senior Project Administrator: 4.0 Hours @ \$165.00/Hour..... \$660.00

*Professional Time Subtotal* ..... \$2,010.00

**Task F.1 Estimated Cost** ..... **\$2,010.00**

**TASK F ESTIMATED COST** ..... **\$9,030.00**

The maximum total for the tasks outlined above is \$73,060.00. These are maximum amounts not to be exceeded unless you authorize a change to the scope of work. Please note that all estimated reimbursable expenses are based on cost plus 10%.

If you should have any questions, please feel free to contact me at (510) 845-7549.

Sincerely,  
MOORE IACOFANO GOLTSMAN, Inc.

Authorized by:



\_\_\_\_\_  
Signature

Daniel S. Iacofano, Ph.D., FAICP  
Principal

\_\_\_\_\_  
Date

DSI:jk

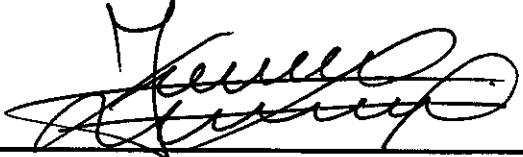
**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM**

**TO:** Members of the Governing Board  
**SUBJECT:** 4CIS—BANNER CONSORTIUM  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

The 4CIS (California Community College Consortium Information Systems), a group of ten Districts which includes Feather River, Gavilan, Imperial; Santa Barbara, Sequoias, Siskiyou; Sierra, Taft, Cuesta, and Solano, was created with a goal to address each of the districts increasing technological operational costs and lack of resources needed to efficiently manage their Enterprise Resource Planning (ERP) Systems (Banner). The consortium in partnership with ellucian™ is developing a plan that will address these issues, saving each participating district thousands of dollars as well as freeing up resources to focus on providing functional efficiencies. Technology Services & Support requests Governing Board approval for Solano Community College to continue its involvement with the Consortium.

Staff will be present to answer any questions.

|   |  |   |
|---|--|---|
| <i>Government Code: N/A</i>   | <i>Board Policy: N/A</i>   | <i>Estimated Fiscal Impact: \$ N/A</i>  |
| <b>SUPERINTENDENT'S RECOMMENDATION:</b>                                 |  | <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL<br><input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE |
| James "Kimo" Calilan<br>Interim Director, Technology Services & Support | <br>_____<br><b>JOWEL C. LAGUERRE, Ph.D.</b><br>Superintendent-President |   |
| <b>PRESENTER'S NAME</b>   |  |   |
| 4000 Suisun Valley Road<br>Fairfield, CA 94534                          |  |   |
| <b>ADDRESS</b>  |  |   |
| 707-864-7104  |  |   |
| <b>TELEPHONE NUMBER</b>   |  |   |
| Information Systems   | February 8, 2013   |   |
| <b>ORGANIZATION</b>   | <b>DATE APPROVED BY</b>  |   |
| February 8, 2013  | <b>SUPERINTENDENT-PRESIDENT</b>  |   |
| <b>DATE SUBMITTED TO</b>  |  |   |
| <b>SUPERINTENDENT-PRESIDENT</b>   |  |   |

4CIS – *There is a better way!*

# 4CIS

## California Community College Consortium – Information Systems

Overview Presented by

Gary Moser

Chief Technology Officer

Sierra College

*There is a Better Way!*

## 4CIS – *There is a better way!*

Administrative systems are expensive. Each college district is currently maintaining their own ERP system placing a severe structural financial burden on each district. Ongoing operational costs continue to increase as external economic pressures are forcing reductions of district budgets. The staffing challenges to maintain these systems are overwhelming as IT staff struggle just to keep up with the routine maintenance requirements let alone trying to provide new features, enhancements, functional support, etc.

Technology leaders from a few colleges in our system agreed that action needs to be taken to mitigate high costs and inefficiencies in technology. We have formed a consortium called 4CIS in an effort to address major concerns with supporting our ERP systems. To this end we are proposing a plan to address this problem and seek your support and commitment as the District CEO.

### The Problem:

Districts are financially unstable and our current technology structural model is not sustainable. IT systems costs are high and rising with ERP and LMS related systems the highest cost items with no relief in the foreseeable future. Currently workload exceeds resources and is getting worse including demand for new functionality, support of regulatory changes, costly upgrades, and MIS reporting requirements. Staffing challenges remain due to staffing levels, people leaving, hiring without appropriate skill sets, and the high cost of 24x7 expectations.

### The Consortium Plan:

To consolidate technology from several colleges into one centralized ERP system achieving cost reductions and economies of scale while reducing the structural burden on each participating district. Centralizing systems will allow for ongoing cost reductions and include effective use of hardware and software purchases to achieve continuous cost savings for our districts. The Banner system has key technological advantages that allow cost reductions to gain the efficiencies we are seeking.

Centralizing our ERP systems will provide many advantages to each district in the form of staff efficiencies and benefits. This solution will allow our limited staff to focus on providing functional efficiencies throughout the organization. Technical staff would now provide creative solutions, enhancements, and features rather than upgrades, fixes, and routine backend maintenance.

With this structure in place the impact of regulatory changes, MIS reporting requirements, and software\hardware upgrades can be minimized and functional efficiencies enhanced. This includes mitigating the continuous problem of staff replacement costs and increased demand for technology solutions by our customers.

## 4CIS – *There is a better way!*

### Process:

Technology leaders have met and are in agreement a solution is available. An initial feasibility study has been done with very positive results. A draft 4CIS governing board process has been developed. District commitments are being solicited and startup funding is being discussed with options being explored. Remaining steps as follows:

- Meet with each district CEO interested in the consortium to provide information
- Gain CEO commitment to participate in this consortium
- Secure startup funding
- Develop Detailed Project Plan
  - Scope
  - Costs
  - Communications
- Begin implementation

### Benefits:

Cost reductions in a single system environment encompassing refresh costs including hardware upgrades, software upgrades, Data Centers, DR\BCP planning, contract management, etc.

Supporting SSTF objectives to include student educational planning with DegreeWorks, etc.

The CCCO will ensure participating colleges have the connectivity needed and collaborate on processes to provide them direct access to MIS data reducing workload at each college.

Ongoing cost reductions through economies of scale by efficient use of IT and functional staff at the local district reducing routine maintenance work.

Repurposing existing IT staff allowing each college to reduce work order backlog and implement features, enhancements, and services that are desperately needed at local colleges.

CALB solutions center will “baseline” Banner configurations for all Banner colleges at the same time for federal, state, Banner, etc. changes that are continuously changing.

Use Ellucian services to manage core functions, patches, upgrades, config's, routine maintenance, etc. while cross training college IT staff.

Includes other key systems integrations of our Banner environment including the portal (Lummis), DegreeWorks, Doc imaging (BDMS), etc.

From the user perspective the Banner environment and user interaction will essentially remain the same. The learning curve will be on the technology staff and consortium governance.



## 4CIS – *There is a better way!*

### Challenges:

Commitment from each college to support a shared system environment that address strategic planning, procedures, and policies. This is essential for ongoing management with the understanding that in some cases a college may have to follow a change, upgrade, etc. that is not their first choice. There is some local flexibility with the proposed model with that district having to maintain these changes.

Implement a shared governance model for this consortium for startup and continued operations. The startup process will need to be done with reliance on these appointed representatives from each colleges governing structure with support from the CEO.

Startup funding will be a challenge with the use of grants, etc. being sought to accomplish this. We are working with President Duncan, Ellucian, the Foundation, etc. exploring options. The assumption is there are no local general funds available.

Change is difficult and participating colleges will experience changes due to this plan. These will be primarily from functional staff due to maintenance windows, upgrades, and collaboration requirements between colleges.

### Future:

Our intent is to initially focus on our Banner ERP system and suggest eventually expanding to other systems to achieve similar successes. The potential benefits are extraordinary and will continue to expand as technology evolves.

Initial cost analysis shows significant structural savings experienced in a short amount of time. This is ongoing savings that each district will be able to use based on their needs and reducing the overall technology cost footprint.

A key goal is completing this project using a combination of existing staff from participating colleges and working with Ellucian professional services. If the growth of this continues as believed, a system staffing plan could be established for long-term ongoing management of consortium systems.

### Recommendation:

We ask that the presidents of each of the districts endorse this proposal and commit their respective districts to this solution.

We can save millions in this consortium and system wide (if not hundreds of millions!)  
*The students will win.*

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY COLLEGE DISTRICT ENTERING ELECTION RESULTS INTO THE MINUTES AND CERTIFYING TO THE BOARD OF SUPERVISORS OF SOLANO AND YOLO COUNTIES ALL PROCEEDINGS IN THE NOVEMBER 6, 2012, GENERAL OBLIGATION BOND ELECTION, RESOLUTION NO. 12/13-17

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

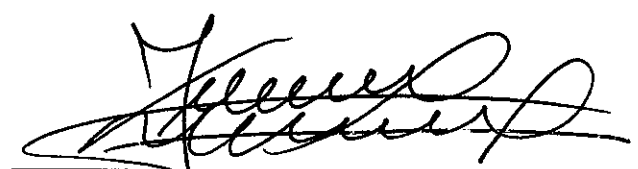
Board approval is requested for Resolution No. 12/13-17, Resolution of the Board of Trustees of the Solano Community College District Entering Election Results into the Minutes and Certifying to the Board of Supervisors of Solano and Yolo Counties All Proceedings in the November 6, 2012, General Obligation Bond Election.

Staff will be present to answer questions.

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

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

Yulian I. Ligioso, Vice President  
Finance & Administration  
**PRESENTER'S NAME**  
4000 Suisun Valley Road  
Fairfield, CA 94534  
**ADDRESS**  
707-864-7209  
**TELEPHONE NUMBER**  
Finance and Administration  
**ORGANIZATION**  
February 8, 2013  
**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

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

February 8, 2013  
**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY  
COLLEGE DISTRICT ENTERING ELECTION RESULTS INTO THE MINUTES  
AND CERTIFYING TO THE BOARD OF SUPERVISORS OF SOLANO AND YOLO  
COUNTIES ALL PROCEEDINGS IN THE NOVEMBER 6, 2012 GENERAL  
OBLIGATION BOND ELECTION**

**RESOLUTION NO. 12/13-17**

**WHEREAS,** The Board of Trustees of the Solano Community College District (the "District") previously adopted a resolution requesting each Solano County and Yolo County (the "Counties") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2012;

**WHEREAS,** Such resolution was duly delivered to the Registrar of Voters/County Clerk-Recorder of the County;

**WHEREAS,** Notice of the Bond Election was duly given;

**WHEREAS,** On November 6, 2012, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$348,000,000 ("Measure Q");

**WHEREAS,** The Board of Trustees of the District has received from the Registrars of Voters/County Clerk-Recorder of the Counties the Canvass Certificate and Official Statement of Results (the "Canvass") of the Bond Election;

**WHEREAS,** It appears from the Canvass, a copy of which is attached hereto as Exhibit "A," that more than fifty-five percent of the votes cast on Measure Q were in favor of issuing the aforementioned bonds.

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY  
COLLEGE DISTRICT ENTERING ELECTION RESULTS INTO THE MINUTES  
AND CERTIFYING TO THE BOARD OF SUPERVISORS OF SOLANO AND YOLO  
COUNTIES ALL PROCEEDINGS IN THE NOVEMBER 6, 2012 GENERAL  
OBLIGATION BOND ELECTION**

**RESOLUTION NO. 12/13-17**

**(Continuing – Page 2)**

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SOLANO  
COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE, AND  
CERTIFY AS FOLLOWS:**

That entry be made upon the minutes of the meeting that Measure Q has been approved by more than fifty-five percent of the votes cast at the Bond Election.

That all proceedings of the District in connection with the Bond Election have been accomplished according to law.

That the Secretary of the Board is hereby requested to deliver a copy of this Resolution, along with the Canvass, to the Clerk of the Board of Supervisors of Solano County.

**ADOPTED, SIGNED, AND APPROVED,** This 20th day of February 2013, by the  
Governing Board of Solano Community College.

\_\_\_\_\_  
SARAH E. CHAPMAN, BOARD PRESIDENT

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





RUN DATE:11/30/12 08:44 AM

TOTAL VOTES \* ELECTION DAY VOTE BY MAIL PROVISIONAL

Measure Q

Vote for no more than 1

(WITH 191 OF 191 PRECINCTS COUNTED)

|                       | TOTAL VOTES | ELECTION DAY | VOTE BY MAIL | PROVISIONAL |
|-----------------------|-------------|--------------|--------------|-------------|
| BONDS - YES . . . . . | 88,083      | 63,52        | 32,373       | 47,936      |
| BONDS - NO . . . . .  | 50,593      | 36,48        | 16,715       | 31,420      |
|                       |             |              |              | 7,774       |
|                       |             |              |              | 2,458       |

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** COMBINE THE 2002 MEASURE G AND THE 2012 MEASURE Q OVERSIGHT RESPONSIBILITIES INTO THE EXISTING CITIZENS' BOND OVERSIGHT COMMITTEE, RESOLUTION NO. 12/13-18

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Kerrigan Bennett, bond counsel with Stradling Yocca Carlson & Rauth, at the January 23, 2013, meeting presented the benefits (economy of scale, efficiency, and effectiveness) of a combined oversight committee covering both Measure G and Measure Q.

This dual oversight role was discussed with and supported by the existing Measure G Citizens' Bond Oversight Committee.

Resolution No. 12/13-18, approving the amended and restated bylaws for the dual oversight role of the Citizens' Bond Oversight Committee are attached. Approval is requested at this time.

Staff will be present to answer questions.

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

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

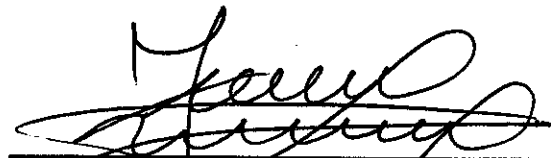
Yulian I. Ligioso, Vice President  
Finance & Administration  
**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534  
**ADDRESS**

707-864-7209  
**TELEPHONE NUMBER**

Finance and Administration  
**ORGANIZATION**

February 8, 2013  
**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

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

February 8, 2013  
**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**



**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY  
COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS FOR  
THE SOLANO COMMUNITY COLLEGE DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE**

**RESOLUTION NO. 12/13-18**

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**WHEREAS,** The Board of Trustees of the Solano Community College District (the "District") previously adopted a resolution requesting Solano County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2012; and

**WHEREAS,** Notice of the Bond Election was duly given; and on November 6, 2012 the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$348,000,000 ("Measure Q"); and

**WHEREAS,** Based on the Canvass and Statement of Results for the County, more than fifty- five percent of the votes cast on the Measure Q were in favor of issuing the aforementioned bonds; and

**WHEREAS,** the Board of Trustees of the District previously has established independent citizens' bond oversight committee (the "Committee") in connection with issuance of bonds under its Measure G approved by the voters on November 5, 2002, and

**WHEREAS,** the Board of Trustees has previously approved Bylaws governing such Committee for its Measure G bond election and now desires to combine the Measure G and the Measure Q oversight responsibilities into the existing Citizens' Oversight Committee by adopting Amended and Restated Bylaws which govern the activities of the Committee.

1 SOLANO COMMUNITY COLLEGE DISTRICT  
2 GOVERNING BOARD

3 RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY  
4 COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS FOR  
5 THE SOLANO COMMUNITY COLLEGE DISTRICT  
6 CITIZENS' BOND OVERSIGHT COMMITTEE

7 RESOLUTION NO. 12/13-18

8 (Continuing: Page 2)

9  
10 NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SOLANO  
11 COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND  
12 CERTIFY AS FOLLOWS:

13 Authorization. Each of Measure G and Measure Q were authorized  
14 pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California  
15 Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in  
16 accordance with the requirements of the Strict Accountability In Local School Construction  
17 Bonds Act of 2000 (the "Act").  
18

19 Bylaws. The Committee shall operate pursuant to the Board approved  
20 Amended and Restated Bylaws. The Committee shall have only those  
21 responsibilities granted to them in the Act, in the resolutions calling for the election for the  
22 Measure G, the Measure Q, and in the Amended and Restated Bylaws. The Amended and  
23 Restated Bylaws, as submitted herewith and attached hereto, are hereby approved. The previous  
24 Bylaws related to the District's Measure G are rescinded and no further in force and effect.  
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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY  
COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS FOR  
THE SOLANO COMMUNITY COLLEGE DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE**

**RESOLUTION NO. 12/13-18**

**(Continuing: Page 3)**

**ADOPTED, SIGNED, AND APPROVED, This 20th day of February, 2013, by the  
Governing Board of Solano Community College.**

\_\_\_\_\_  
SARAH E. CHAPMAN, BOARD PRESIDENT

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

**CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS  
AMENDED AND RESTATED BYLAWS**

**Section 1. Committee Established.** The Solano Community College District (the "District") was successful at the election conducted on November 5, 2002 (the "2002 Election") in obtaining authorization from the District's voters to issue up to \$124,500,000 aggregate principal amount of the District's general obligation bonds ("2002 Measure"). The Solano Community College District (the "District") was successful at the election conducted on November 6, 2012 (the "2012 Election"), in obtaining authorization from the District's voters to issue up to \$348,000,000 aggregate principal amount of the District's general obligation bonds (the "2012 Measure Q"). The 2004 Election and the 2012 Election are hereinafter referred to as (the "Elections"). The 2002 Measure and the 2012 Measure Q are hereinafter referred to as (the "Measures"). The Elections were each conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Solano Community College District (the "Board") hereby confirms that the Citizens' Bond Oversight Committee (the "Committee") initially established for the 2002 Measure shall have the duties and rights set forth in these Bylaws with oversight responsibility over both the 2002 Measure and Measure Q. The Committee does not have independent legal capacity from the District.

**Section 2. Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Measures. Regular and scheduled maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform the duties set forth in Section 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measures; and (b) no bond proceeds were used for any inappropriate teacher or administrative salaries or other operating expenses, in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules,
- (vi) Approval of scheduled maintenance plans, and
- (vii) Approval of the sale of bonds.

3.5 Measures Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects shall be made by the Superintendent/President in his sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The appointment or reappointment of qualified applicants to serve on the Committee.

**Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Prop. 39 (Article XIII A of the California Constitution).

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President.

(c) Review copies of scheduled maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

**Section 5. Membership.**

5.1 Number.

The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

5.2 **Qualification Standards.**

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 **Ethics: Conflicts of Interest.** Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Amended and Restated Bylaws.

5.4 **Term.** Except as otherwise provided herein, each member shall serve a term of three (3) years, commencing as of the date of appointment by the Board. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial two (2) year term and the remaining members for an initial three (3) year term. Members whose term has expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original 2002 Measure Committee shall remain on the Committee and may serve for new terms as described herein.

5.5 **Appointment.** Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District website; (b) appropriate local groups will be solicited for applications; (c) the Superintendent/President will review the applications; and (d) the Superintendent/President will make recommendations to the Board.

5.6 **Removal; Vacancy.** The Board may remove any Committee member for failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall seek to fill vacancies within 90 days.

5.7 **Compensation.** The Committee members shall not be compensated for their services.

5.8 **Authority of Members.** (a) Committee members shall not have the authority to direct staff of the District; (b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee and its members shall have the right to request and receive only copies of reports and records relating to the Measures projects which have been prepared for the Board and which have become a public record.

**Section 6. Meetings of the Committee.**

6.1 **Regular Meetings.** The Committee is required to meet at least once a year, including an annual organizational meeting, but may not meet more frequently than quarterly.

6.2 **Location.** All meetings shall be held within the jurisdiction of the Solano Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

**Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds of the Measures may be made to provide District support of the Committee.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Board, upon the recommendation of the Superintendent/President shall appoint the initial Chair of the Committee to serve for one year as Chair. Thereafter, the Committee shall elect the Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. No person shall serve as chair for more than three consecutive years.

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board.

**Section 11. Termination.** The Committee shall automatically terminate and disband concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all the proceeds of the Measures.



**CITIZENS' BOND OVERSIGHT COMMITTEE  
ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

**POLICY**

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds; or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Solano Community College District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

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

**TO: Members of the Governing Board**  
**SUBJECT: SALE OF DISTRICT FIREARMS AND AMMUNITION**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

A recent inventory of the Police Department's armory, combined with a needs assessment based on current "best practice" utilization and deployment of police firearms, resulted in a request to sell weapons and ammunition no longer useful to the Department. Pursuant to Education Code 81450.5, Interim Chief Goldberg is requesting authorization from the Board to sell the attached list of firearms and ammunition to a college district, city, or county police agency, and if these agencies are not interested, to police officers other than those employed currently or formerly by the Solano Community College Police Department. The law requires the sale of such items to be facilitated by and through a Federal Firearms Licensed (FFL) Dealer. We are recommending contracting the FFL services of the Napa based Metco Defense Company, which has been utilized by several law enforcement agencies in our region for this purpose. The revenue generated from the sale of the firearms and ammunition will be used to offset the cost of upgrading our Police Department's Tasers.

*Government Code: Education Code 81450.5 Board Policy: N/A Estimated Fiscal Impact: N/A*

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

Edward Goldberg, Interim Chief  
Police Department

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7224

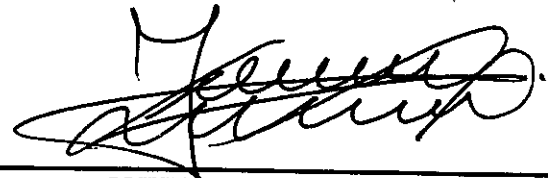
**TELEPHONE NUMBER**

Administration

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**Memorandum Date: January 4, 2013**  
**Solano Community College Police Department**  
**Office of the Chief of Police**

To: Yulian Ligioso  
Vice President of Finance and Administration

From: Ed Goldberg  
Interim Chief of Police

Subject: **Request to Sell Firearms and Ammunition**

**Issue:**

An inventory of the Solano College Community (SCC) Police Department's armory revealed the following account of college-owned firearms:

- Nineteen (19) Glock Model 22 .40 caliber pistols
- One (1) Glock Model 27 .40 caliber pistols
- One (1) S&W .38 special revolver
- Three (3) AR-15 Bushmaster ACOG scoped rifles
- Two (2) Benelli Shotguns
- Two (2) Remington Shotguns
- One (1) Savage Shotgun (broken)

The armory also maintains the below two weapons, which were provided for police use through a federal military weapons surplus program:

- One (1) H&R M-14 fully-automatic scoped rifle
- One (1) Colt Model 1911 .45 caliber pistol

An inventory of the Department's stored ammunition revealed 18,905 rounds of ammunition (45 caliber, shotgun slugs, buckshot, .308 caliber, 9mm, .45 caliber, etc.) not able to be used in either training or as duty rounds for the Glock .40 caliber pistol or AR15 rifles. We also have 3,423 rounds of .223 caliber ammunition for the AR15 rifles and 22,534 rounds of .40 caliber ammunition for the Glock pistols. By requiring our officers (four full-time and six part-time when fully staffed) to qualify with their duty firearm and rifle every six months, we will use 3,000 rounds of .40 caliber ammunition and 1,500 rounds of .223 caliber ammunition. We currently have enough training ammunition for the .40 Glock pistols to last approximately eight years and enough .223 ammunition for two years.

The inventory process brought into question the purpose and usefulness of several of the Department's firearms based on today's best police practice for daily and tactical operations. In the process of answering this question, I spoke with Chiefs of Police and

Police Range Masters from several surrounding allied agencies and College Campus Police Departments, including Napa Valley College, Laney College, and Marin College. I also engaged the services and subject-matter expertise of Mike Todd, owner of the Metco Defense Company in Napa. Mr. Todd possesses a Federal Firearms Dealer's License and has worked with virtually every allied police agency in the surrounding area to purchase and/or sell their firearms. I also spoke with our staff and considered their input prior to reaching my recommendation.

**Material Factors:**

Currently, the SCC Officers carry the Glock model 22 .40 caliber pistol. The other shotgun and rifles are kept in the locked armory in a gun safe. If an active shooter incident were to occur, our officers would find it not only difficult but time prohibitive to access anything but their duty pistol. This is problematic for a variety of reasons least of which is their personal safety and inability to adequately address a threat level of any magnitude. The vast majority of police agencies throughout the nation and state have eliminated the time factor for an officer to access appropriate weaponry by securing either a shotgun or rifle or both in the police vehicle. The rifle and/or shotgun are secured in a locking device readily accessed by the assigned officer.

The current best practice research also suggests a preference for deploying only a police rifle rather than both a police rifle and shotgun. Having only a rifle in the vehicle eliminates the time taken to choose which one to deploy, ensures that the officer has greater familiarity and training with a single weapon's platform, and provides the officer with a weapon of higher accuracy at both close and long range. Furthermore, the shotgun sends nine, 40 caliber pellets, down range in an expanding spread pattern capable of causing unintended collateral injuries; whereas, a rifle sends one round at a time very accurately and precisely down range. Surprisingly, the penetration factor of both the shotgun and rifle rounds are very similar.

Based on our allocated staffing level, we require 16 Glock Model 22 pistols for deployment and maintenance purposes. This will allow for the routine service of the duty pistols and replacement of any that malfunction due to a mechanical failure.

There is no use or need for a M14 fully-automatic rifle, which shoots a .308 round, to be deployed on a college campus – a gun more appropriately deployed by a rural jurisdiction SWAT team. The AR15 rifle provides ample armament and accuracy for our officers to meet and prevail against the threat level of an active shooter in almost all cases. What we are woefully lacking in is the training and support required to properly deploy and maintain the three AR15's currently owned by the Department.

**Recommendations:**

With the nationwide increase in school campus related shooting incidents; we can ill afford not to ensure that our officers are trained and have immediate access to an industry-wide recommended firearm, the AR15 police rifle. I am, however, recommending that we only deploy the rifle and not both the rifle and shotgun. We also have accumulated an abundance of ammunition that is no longer of use to this

Department. Lastly, we have acquired an automatic weapon that is not appropriate for campus police use.

Pursuant to Education Code 81450.5, I am requesting that the Board authorize the SCC Police Department to sell the attach list of firearms and list of ammunition to a College District, City, or County Police Agency, and if these agencies are not interested, to police officers other than those currently or formerly employed by the SCC Police Department.

**Education Code 81450.5:** Notwithstanding Sections 81450 and 81452, a community college district may, without providing the notice required by Section 81450, exchange for value, sell for cash, or donate any personal property belonging to the district if all of the following criteria are met:

(a) The district determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

(b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

(c) The receipt of the property by a school district or community college district would not be inconsistent with any applicable district-wide or school site technology plan of the recipient district.

Title 18 U.S.C § 922, requires the sale of such items to be facilitated by and through a Federal Firearms Licensed Dealer. I am recommending the services of Mr. Mike Todd for this purpose. I have verified his impeccable reputation and standing with our local police agencies including Napa Valley College PD, Napa PD, Vacaville PD, and the Solano Sheriff's Department. After examining our inventory, Mr. Todd indicated our revenue from the sale of the items listed would be \$4,491.50. This sales revenue would be used to offset the cost of replacing our Tasers with the current model.

We are in the process of relocating the M-14 fully-automatic rifle and the .45 caliber pistol from our armory to an allied police agency pursuant to the guidelines and regulations of the federal military weapons surplus program under section 1033 of the Government Code.

Attachments:

1. Mike Todd's Federal Firearms License and Business License
2. Firearms Sales List
3. Ammunition Sales List

**Federal Firearms License  
(18 U.S.C. Chapter 44)**

In accordance with the provisions of Title I, Gun Control Act of 1968, and the regulations issued thereunder (27 CFR Part 478), you are licensed to engage in the business specified in this license, within the limitations of Chapter 44, Title 18, United States Code, and the regulations issued thereunder, until the expiration date shown. See "WARNINGS" and "NOTICES" on reverse.

|   |   |
|---|---|
| Direct ATF Correspondence To<br>ATF - Chief, FFLC<br>244 Needy Road<br>Martinsburg, WV 25405-9431 | License Number<br><b>9-68-055-07-3B-02427</b> |
| Chief, Federal Firearms Licensing Center (FFLC)<br><i>[Signature]</i>                             | Expiration Date<br><b>February 1, 2013</b>    |

Name  
**METCO DEFENSE LLC**

Premises Address (Changes? Notify the FFLC at least 30 days before the move.)

**752 JOSEPH CT  
NAPA, CA 94558**

Type of License

**07-MANUFACTURER OF FIREARMS OTHER THAN DESTRUCTIVE DEVICES**

**Purchasing Certification Statement**

The licensee named above shall use a copy of this license to assist a transferor of firearms to verify the identity and the licensed status of the licensee as provided by 27 CFR Part 478. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Firearms Licensee (FFL) or a responsible person of the FFL. I certify that this is a true copy of a license issued to the licensee named above to engage in the business specified above under "Type of License."

**Mailing Address (Changes? Notify the FFLC of any changes.)**

**METCO DEFENSE LLC  
752 JOSEPH CT  
NAPA, CA 94558**

*[Signature]*  
Licensee/Responsible Person Signature

*[Signature]*  
Position/Title

*[Signature]*  
Printed Name

*[Signature]*  
Date

**File copy only  
May not be used for over the counter sales.**

ATF Form 8 (5/31/11)  
Revised September 2008

Previous Edition is Obsolete

METCO DEFENSE LLC/752 JOSEPH CT NAPA CA 94558-0000-07-3B-02427/February 1, 2013/07-MANUFACTURER OF FIREARMS OTHER THAN DESTRUCTIVE DEVICES

**Federal Firearms License (FFL) Customer Service Information**

Federal Firearms Licensing Center (FFLC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (866) 662-2750  
Toll-free Fax Number: (866) 257-2749  
E-mail: NLC@atf.gov

ATF Homepage: www.atf.gov  
FFL eZ Check: www.atfonline.gov/fflezcheck

**Change of Address (27 CFR 478.52).** Licensees may during the term of their current license remove their business or activity to a new location at which they intend regularly to carry on such business or activity by filing an Application for an Amended Federal Firearms License, ATF Form 5300.38, in duplicate, not less than 30 days prior to such removal with the Chief, Federal Firearms Licensing Center. The application must be executed under the penalties of perjury and penalties imposed by 18 U.S.C 924. The application shall be accompanied by the licensee's original license. The license will be valid for the remainder of the term of the original license. (The Chief, FFLC, shall, if the applicant is not qualified, refer the application for amended license to the Director of Industry Operations for denial in accordance with § 478.71.)

**Right of Succession (27 CFR 478.56).** (a) Certain persons other than the licensee may secure the right to carry on the same firearms or ammunition business at the same address shown on, and for the remainder of the term of, a current license. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business shall furnish the license for that business for endorsement of such succession to the Chief, FFLC, within 30 days from the date on which the successor begins to carry on the business.

(Continued on reverse side)

Cut Here ✂

**Federal Firearms License (FFL) Information Card**

License Name: **METCO DEFENSE LLC**  
Business Name:  
License Number: **9-68-055-07-3B-02427**  
License Type: **07-MANUFACTURER OF FIREARMS OTHER THAN DESTRUCTIVE DEVICES**  
Expiration: **February 1, 2013**

Please Note: Not Valid for the Sale or Other Disposition of Firearms.

FFL Newsletter - Electronic Version Available

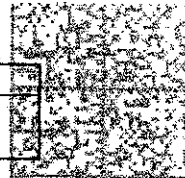
Sign-Up Today!

FFLs interested in receiving the electronic version of the FFL Newsletter, along with occasional additional information, should submit name, FFL number, and e-mail address to: FFLNewsletter@atf.gov.

The electronic FFL Newsletter will enable ATF to communicate information to licensees on a periodic basis.

**CITY of NAPA  
BUSINESS LICENSE**

| LICENSE TERM | EXPIRATION DATE | LICENSE NUMBER |
|--------------|-----------------|----------------|
| ANNUAL       | 12/31/12        | 29864          |



Master

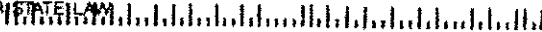
Postage  
\$00.459  
US POSTAGE

VALID ONLY AT BUSINESS LOCATION PRINTED BELOW  
 BUSINESS LOCATION 752 JOSEPH CT NAPA  
 BUSINESS TYPE FIREARMS MANUFACTURING - ATF LIC FFL-07

REMOVE THIS PORTION BEFORE  
POSTING IN A CONSPICUOUS PLACE

METCO DEFENSE LLC  
 MICHAEL E TODD  
 752 JOSEPH CT  
 NAPA CA 94558

LICENSE ISSUED FOR REVENUE PURPOSES ONLY — NOT A PERMIT TO  
 OPERATE A BUSINESS IN VIOLATION OF CITY ORDINANCE OR STATE LAW



PAGE 447

DISPLAY CONSPICUOUSLY AT PLACE OF BUSINESS FOR WHICH ISSUED

CALIFORNIA STATE BOARD OF EQUALIZATION

**SELLER'S PERMIT**



ACCOUNT NUMBER

7/27/2010 SR JHF 101-345957

**METCO DEFENSE, LLC  
752 JOSEPH CT  
NAPA, CA 94558-5158**

**NOTICE TO PERMITTEE:**  
You are required to obey all Federal and State laws that regulate or control your business. This permit does not allow you to do otherwise.

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY AT THE ABOVE LOCATION. THIS PERMIT IS VALID ONLY AT THE ABOVE ADDRESS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE. IF YOU SELL YOUR BUSINESS OR DROP OUT OF A PARTNERSHIP, NOTIFY US OR YOU COULD BE RESPONSIBLE FOR SALES AND USE TAXES OWED BY THE NEW OPERATOR OF THE BUSINESS.

*Not valid at any other address*

**For general tax questions, please call our Information Center at 800-400-7115.**

**For information on your rights, contact the Taxpayers' Rights Advocate Office at 888-324-2798 or 916-324-2798.**

BOE-442-FI REV. 15 (2-06)

**A MESSAGE TO OUR NEW PERMIT HOLDER**

**As a seller, you have rights and responsibilities under the Sales and Use Tax Law. In order to assist you in your endeavor and to better understand the law, we offer the following sources of help:**

- Visiting our website at [www.boe.ca.gov](http://www.boe.ca.gov)
- Visiting a district office
- Attending a Basic Sales and Use Tax Law class offered at one of our district offices
- Sending your questions in writing to any one of our offices
- Calling our toll-free Information Center at 800-400-7115

**As a seller, you have the right to issue resale certificates for merchandise that you intend to resell. Conversely, you have the responsibility of not misusing resale certificates. While the sales tax is imposed upon the retailer,**

- You have the right to seek reimbursement of the tax from your customer
- You are responsible for filing and paying your sales and use tax returns timely
- You have the right to be treated in a fair and equitable manner by the employees of the Board
- You are responsible for following the regulations set forth by the Board

As a seller, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a Board representative when requested. You are also expected to notify us if you are buying, selling, adding a location, or discontinuing your business, adding or dropping a partner, officer, or member, or when you are moving any or all of your business locations. If it becomes necessary to surrender this permit, you should only do so by mailing it to a Board office, or giving it to a Board representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with the Board, please contact the Taxpayers' Rights Advocate Office for help by calling toll-free, 888-324-2798 or 916-324-2798. Their fax number is 916-323-3319.

**Please post this permit at the address for which it was issued and at a location visible to your customers.**

STATE BOARD OF EQUALIZATION  
Sales and Use Tax Department



Solano College Ammo Spreadsheet

| Brand                      | Code      | Cal     | Rounds/Box | # of Boxes | Total Rnds |       |         |            |
|----------------------------|-----------|---------|------------|------------|------------|-------|---------|------------|
| Winchester 125gr           | x38s8hp   | 38 spl  | 50         | 6          | 300        |       | \$2.75  | \$16.50    |
| Longbow Frangible Slug     | n/a       | 12 ga   | 25         | 8          | 200        |       | \$1.00  | \$8.00     |
| Winchester Ranger Frang sf | ra45gsf   | 45      | 50         | 8          | 400        |       | \$3.50  | \$28.00    |
| Winchester Frang SF        | Ra12rssf  | 12 ga   | 25         | 10         | 250        |       | \$3.00  | \$30.00    |
| Winchester 115 gr jhp      | Ra9115hp+ | 9mm     | 50         | 19         | 950        |       | \$3.00  | \$57.00    |
| Winchester 115 gr          | x9mmshp   | 9mm     | 50         | 19         | 950        |       | \$3.00  | \$57.00    |
| Winchester Buckshot        | xb1200    | 12 ga   | 5          | 39         | 195        |       | \$1.25  | \$48.75    |
| Winchester Rifled Slug     | x12rs15   | 12 ga   | 5          | 43         | 215        |       | \$1.25  | \$53.75    |
| Federal 125gr              | 38e       | 38 spl  | 50         | 5          | 250        |       | \$2.50  | \$12.50    |
| Federal 158 gr             | 38h       | 38 spl  | 50         | 1          | 50         |       | \$2.50  | \$2.50     |
| Federal Tack Buckshot      | le13200   | 12 ga   | 5          | 106        | 530        |       | \$1.25  | \$132.50   |
| Federal 115 gr             | 9bp       | 9mm     | 50         | 23         | 1150       |       | \$2.75  | \$63.25    |
| Federal 230 gr             | 45d       | 45a     | 50         | 7          | 350        |       | \$3.75  | \$26.25    |
| Federal Classic Buckshot   | f12700    | 12 ga   | 5          | 131        | 655        |       | \$1.25  | \$163.75   |
| Federal Target Load        | 1145fps   | 12 ga   | 25         | 9          | 225        |       | \$3.75  | \$33.75    |
| Federal Tacticle           | le308t1   | 308 win | 20         | 10         | 200        |       | \$2.75  | \$27.50    |
| Federal Classic 230 gr     | 45d       | 45a     | 50         | 32         | 1600       |       | \$3.50  | \$112.00   |
| Remington 230 gr           | r45ap4    | 45a     | 50         | 16         | 800        |       | \$3.50  | \$56.00    |
| Ultramax 185 gr            | 45r3      | 308 win | 20         | 1          | 20         |       | \$2.75  | \$2.75     |
| Ultramax 165 gr            | 308n4     | 308 win | 20         | 55         | 1100       |       | \$2.75  | \$151.25   |
| Ultramax 150 gr ballist    | 308n2     | 308 win | 20         | 9          | 180        |       | \$2.75  | \$24.75    |
| Ultramax hlw pt 168gr      | 308n5     | 308 win | 20         | 19         | 380        |       | \$2.75  | \$52.25    |
| Ultramax 125gr jhp         | 38r6      | 38 spl  | 50         | 42         | 2100       |       | \$2.50  | \$105.00   |
| Ultramax 158gr jhp         | 38r7      | 38spl   | 50         | 11         | 550        |       | \$2.50  | \$27.50    |
| Ultramax fmj 230gr         | 45r5      | 45 acp  | 50         | 2          | 100        |       | \$3.50  | \$7.00     |
| Ultramax 185gr jhp         | 45a/45r3  | 45 acp  | 50         | 9          | 450        |       | \$3.50  | \$31.50    |
| Ultramax 124gr jhp         | 9r8       | 9mm     | 50         | 9          | 450        |       | \$2.75  | \$24.75    |
| Ultramax 115gr jhp         | 9r3       | 9mm     | 50         | 12         | 600        |       | \$2.75  | \$33.00    |
| Ultramax 115gr fmj         | 9r2       | 9mm     | 50         | 20         | 1000       |       | \$2.75  | \$55.00    |
| American Eagle 115gr mc    | ae9dp     | 9mm     | 50         | 3          | 150        |       | \$2.75  | \$8.25     |
| American Eagle 150gr fmg   | ae308d    | 308 win | 20         | 44         | 880        |       | \$3.50  | \$154.00   |
| Winchester Super x         | xu128     | 12 ga   | 25         | 15         | 375        |       | \$2.50  | \$37.50    |
| Speer Gold dot 115gr       | j20d22    | 9mm     | 50         | 13         | 650        |       | \$2.75  | \$35.75    |
| CCI 180 gr tmj             | b28m24    | 40sw    | 50         | 13         | 650        | 18905 | \$2.50  | \$32.50    |
| Copper Power Frang 125gr   |           | 308     |            | 30         |            |       | \$2.50  | \$75.00    |
| Sierra Boattail HP New     |           | 308     |            | 28         |            |       | \$2.50  | \$70.00    |
| Shotgun small box shit     |           |         |            | 28         |            |       | \$1.25  | \$35.00    |
| Winchester 105gr 40sw      |           | 40S&W   |            | 12         |            |       | \$2.50  | \$30.00    |
| remington 40               |           | 40      |            | 7          |            |       | \$2.50  | \$17.50    |
| winchester 40              |           | 40      |            | 4          |            |       | \$2.50  | \$10.00    |
|                            | 45        | 45      |            | 2          |            |       | \$2.50  | \$5.00     |
|                            | 38        | 38      |            | 2          |            |       | \$2.50  | \$5.00     |
| 12GA                       |           | 12 ga   |            | 18         |            |       | \$1.25  | \$22.50    |
| cuffs                      |           |         |            | 6          |            |       | \$5.00  | \$30.00    |
| vests                      |           |         |            | 4          |            |       | \$10.00 | \$40.00    |
| second pick up             |           |         |            |            |            |       |         |            |
|                            | 308       |         |            | 57         |            |       | \$2.75  | \$156.75   |
| 38spl                      |           |         |            | 1          |            |       | \$2.50  | \$2.50     |
| 45acp                      |           |         |            | 2          |            |       | \$3.50  | \$7.00     |
| small shotgun 12ga         |           |         |            | 20         |            |       | \$1.25  | \$25.00    |
|                            | 223       |         |            | 4          |            |       | \$2.75  | \$11.00    |
| 20gs                       |           |         |            | 23         |            |       | \$2.50  | \$57.50    |
|                            |           |         |            |            |            |       |         |            |
|                            |           |         |            |            |            |       |         | \$2,311.50 |

| Manufacture             | Model  | Serial Number | Sale to A District or Municipal Police Department or Police Officers |
|-------------------------|--------|---------------|--|
| Benelli shot gun        | M1     | 4077311       | \$375.00   |
| Benelli shot gun        | M1     | 407322        | \$375.00   |
| Remington Shotgun       | 870    | 1255173V      | \$85.00  |
| Remington Shotgun       | 870    | 1255207V      | \$85.00  |
| Savage Shotgun (broken) | pump   | 3220250       | \$25.00  |
| Glock (.40S&W)          | 22     | DEV737US      | \$225.00   |
| Glock (.40S&W)          | 22     | DEV739US      | \$225.00   |
| Glock (.40S&W)          | 22     | DEV731US      | \$225.00   |
| Glock (.40S&W)          | 27     | TDS057US      | \$225.00   |
| R&G revolver            | .38spl |               | \$20.00  |
| ACOG (TA01 4X32 BDC/CH) | Scope  |               | \$220.00   |
| ACOG (TA01 4X32 BDC/CH) | Scope  |               | \$220.00   |
| SCOPE M1A WITH MOUNTS   | Scope  |               | \$75.00  |
|                         |        |               |  |
|                         |        |               |  |
|                         |        |               | \$2,380.00   |

|  |          |  |  |
|--|----------|--|--|
| Obtained through the 1033 Military Surplus Program will be transferred to an Allied Agency |          |  |  |
| H&R M-14   | 1033GUNS |  |  |
| COLT 1911 .45ACP   | 1033GUNS |  |  |

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** ESTABLISHMENT OF THE NONRESIDENT TUITION FEE FOR 2013-2014, RESOLUTION NO. 12/13-19  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Board approval is requested for Resolution No. 12/13-19, Establishment of the Nonresident Tuition Fee for 2013-2014. The 2012-2013 current nonresident tuition fee is \$189.00 per unit. Per Education Code Section 76140, the Governing Board must adopt a nonresident tuition fee before February 1 of each year.

The Board may adopt one of several rates: (1) District current expense of education per unit of FTES; (2) statewide average cost; (3) District average cost with 10% or more noncredit FTES; (4) rates of contiguous districts; (5) no more than District average cost – no less than statewide average cost; (6) highest years statewide average tuition rate, or (7) no more than 12 comparable states' average tuition.

It is recommended that the District's 2013-2014 nonresident tuition fee be established at \$199.00 per unit, which is the District's current expense of education per unit of FTES. Resolution No. 12/13-19 is attached, along with the 2013-2014 Nonresident Fees Worksheet.

Government Code: *ECS 76140* Board Policy: *5070* Estimated Fiscal Impact: *N/A*

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

Yulian I. Ligioso, Vice President  
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707-864-7209

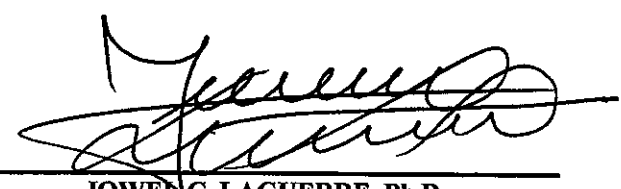
TELEPHONE NUMBER

Finance and Administration

ORGANIZATION

February 8, 2013

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

February 8, 2013  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**ESTABLISHMENT OF NONRESIDENT TUITION FEE  
FOR ACADEMIC YEAR 2013-2014**

**RESOLUTION NO. 12/13-19**

**TO COMPLY WITH REQUIREMENTS OF EDUCATION CODE SECTION 76140**

**WHEREAS**, Such tuition fee may be based upon (a) the local district's current expense of education per unit of Full Time Equivalent Student (FTES); (b) the statewide average rate per unit of FTES; (c) district average cost with 10% or more noncredit FTES; (d) the highest rate of a contiguous district; (e) any rate within a range that is not more than the District's current expense of education per FTES and not less than the statewide average; (f) highest years statewide average tuition; or (g) no more than 12 comparable states' average tuition; and

**WHEREAS**, Education Code Section 76140 mandates that the proposed tuition fee be decreased by the United States Consumer Price Index (U.S.C.P.I.) for two fiscal years, as determined by the Department of Finance, State of California, which results in a factor of 1.038; now therefore be it

**RESOLVED**, That the District nonresident tuition fee for the academic year 2013-2014, beginning with the summer session, be established at \$199 per unit based on the local district's current expense of education per unit of Full Time Equivalent Student (FTES).

**PASSED AND ADOPTED**, This 20th day of February 2013, by the Governing Board of Solano Community College District.

\_\_\_\_\_  
SARAH E. CHAPMAN, BOARD PRESIDENT

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

## California Community Colleges 2013-14 NONRESIDENT FEES WORKSHEET

### NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

| 2013-14 NONRESIDENT TUITION FEE<br>(EC 76140)   | (Col. 1)<br>Statewide | (Col. 2)<br>District | (Col. 3)<br>10% or More<br>Noncredit FTES |
|---|-----------------------|----------------------|---|
| <b>A. Expense of Education for Base Year (2011-12</b><br>CCFS 311, Expenditures by Activity Report, AC<br>0100-6700, Cols: 1-3) | \$6,525,620,578       | \$49,779,175         | \$ _____                                  |
| <b>B. Annual Attendance FTES (Recal 2011-12)</b>  | <u>1,182,633</u>      | <u>8,608</u>         | _____                                     |
| <b>C. Average Expense of Education per FTES (A ÷ B)</b>   | \$5,518               | \$5,783              | \$ _____                                  |
| <b>D. U.S. Consumer Price Index Factor (2 years)</b>  | x <u>1.033</u>        | <u>X 1.033</u>       | <u>x 1.033</u>                            |
| <b>E. Average Cost per FTES for Tuition Year (C x D)</b>  | <b>\$5,700</b>        | <b>\$5,974</b>       | \$ _____                                  |
| <b>F. Average Per Unit Nonresident Cost – Semester (Qtr)</b>  | <b>\$190 (\$127)</b>  | <b>\$199</b>         | \$ _____                                  |
| <b>G. Highest year Statewide average – Semester (Qtr)</b>   | <b>\$190 (\$127)</b>  | <b>\$190</b>         | \$ _____                                  |
| <b>H. Comparable 12 state average – Semester (Qtr)</b>  | <b>\$368 (\$245)</b>  | <b>\$368</b>         | \$ _____                                  |

**Annual Attendance FTES** includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

**Column 3** is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

### NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

**Option 6.** The greater amount of the calculations of statewide nonresident tuition for 2007-08 through 2013-14 is \$190 per semester unit or \$127 per quarter unit (2012-13).

**Option 7.** The average of the nonresident tuition fees of public community colleges in 2011-12 of no less than 12 states comparable to California in cost of living is \$368 per semester unit or \$245 per quarter unit.

**Requirement for Use of Option 6 or 7:** The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

Continue to next page ►

► Continued from previous page

The district governing board at its \_\_\_\_\_, 20\_\_\_\_ meeting adopted a **nonresident tuition fee** of \$ \_\_\_\_\_ per semester unit or \$ \_\_\_\_\_ per quarter unit.

Basis for adoption is (*place an X in one box only*).

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | 1. Statewide average cost, per column 1.   |
| <input checked="" type="checkbox"/> | 2. District average cost, per column 2.  |
| <input type="checkbox"/>            | 3. District average cost with 10% or more noncredit FTES, per column 3.                    |
| <input type="checkbox"/>            | 4. Contiguous district. _____ ( <i>Specify district and its fee</i> ).                     |
| <input type="checkbox"/>            | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.  |
| <input type="checkbox"/>            | 6. Statewide average cost, from 2009-10 (\$190 per semester unit; \$127 per quarter unit). |
| <input type="checkbox"/>            | 7. No more than average tuition of 12 states with cost of living comparable to California. |

---

**NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)**

For districts electing to charge a **capital outlay fee** to **any** nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2011-12 \$ \_\_\_\_\_
- b. FTES for 2011-12 \_\_\_\_\_
- c. Capital outlay expense per FTES (*line a divided by line b*) \_\_\_\_\_
- d. Capital Outlay Fee per unit:
  - 1. Per semester unit (*line c divided by 30 units*) \_\_\_\_\_

**OR**

- 2. Per quarter unit (*line c divided by 45 units*) \_\_\_\_\_
- e. 2013-14 Nonresident Student Capital Outlay Fee (*the lesser of line d OR 50% of adopted 2011-12 Nonresident Tuition Fee*) \_\_\_\_\_

The district governing board at its \_\_\_\_\_, 20\_\_\_\_ meeting adopted a **nonresident capital outlay fee** of \$ \_\_\_\_\_ per semester unit or \$ \_\_\_\_\_ per quarter unit.

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**Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2013, please submit a copy of this report by February 15, 2013 to:**

California Community Colleges Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, 4<sup>th</sup> Floor  
Sacramento, CA 95811-6549 FAX (916) 323-3057

District \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number & email \_\_\_\_\_

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

**TO:** **Members of the Governing Board**

**SUBJECT:** **CHANGE ORDER NO. 03 TO GRADETECH, INC.,  
VALLEJO CENTER PARKING LOT EXPANSION  
PROJECT**

**REQUESTED ACTION:** **APPROVE CHANGE ORDER**

**SUMMARY:**

Board approval is requested for Change Order No. 03 to GradeTech, Incorporated, for the contract of the Vallejo Center Parking Lot Expansion project. This Change Order includes four PCO's (Proposed Change Orders) for various construction issues impacting contract cost. Revised contract figures are as follows:

|                                |           |                     |
|--------------------------------|-----------|---------------------|
| Contract Award Amount          | \$        | 1,106,500.00        |
| Prior Change Orders            | \$        | 11,532.71           |
| <b>Change Order No. 03</b>     | <b>\$</b> | <b>13,758.85</b>    |
| Total Change Orders            | \$        | 25,291.56           |
| <b>Revised Contract Amount</b> | <b>\$</b> | <b>1,131,791.50</b> |
| Total Project Budget           | \$        | 1,131,791.50        |

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

| <i>Government Code</i>                  | <i>Board Policy</i> | <i>Estimated Fiscal Impact Measure G Funds</i>  |
|---|---------------------|---|
| <b>SUPERINTENDENT'S RECOMMENDATION:</b> |                     | <input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>DISAPPROVAL</b><br><input type="checkbox"/> <b>NOT REQUIRED</b> <input type="checkbox"/> <b>TABLE</b> |

Lester Young, Sr. Project Manager  
Kitchell CEM

---

**PRESENTER'S NAME**

---

4000 Suisun Valley Road, Bldg 1900  
Fairfield, CA 94534

---

**ADDRESS**

---

(707) 864-7189

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**TELEPHONE NUMBER**

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Administration

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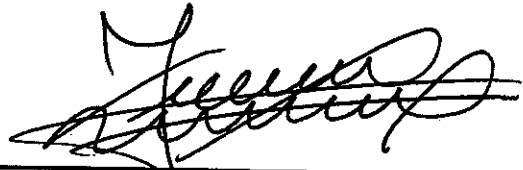
**ORGANIZATION**

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February 8, 2013

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**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**




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

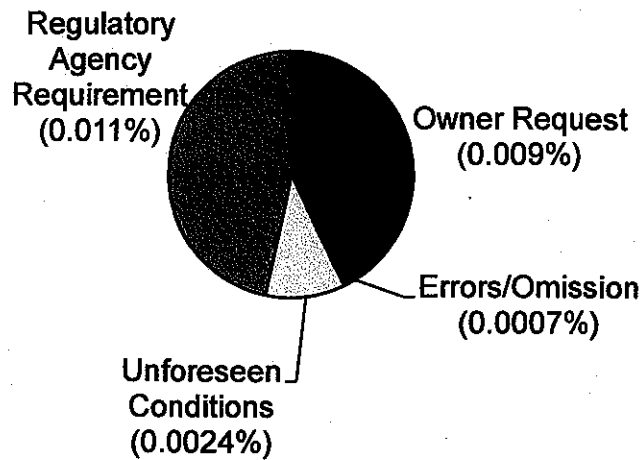
February 8, 2013

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**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**VALLEJO PARKING LOT EXPANSION CHANGE ORDER REASONS  
CONTRACTOR: GRADETECH, INC.**

|   |  | Total                 | Percent of Construction Cost |
|---|--|-----------------------|------------------------------|
|   | <b>TOTAL BASE CONTRACT</b>                         | <b>\$1,106,500.00</b> |                              |
| 1 | Owner Request (0.009%)                             | \$10,010.71           | 0.01%                        |
| 2 | Errors/Omission (0.0007%)                          | \$792.00              | 0.00%                        |
| 3 | Unforeseen Conditions (0.0024%)                    | \$2,672.65            | .00024%                      |
| 4 | Regulatory Agency Requirement (0.011%)             | \$11,816.91           | 1.10%                        |
| 5 | Acceleration                                       | \$0.00                | 0.00%                        |
|   | <b>TOTAL THRU CHANGE ORDER 3<br/>FEBRUARY 2013</b> | <b>\$25,292.27</b>    | <b>1.11%</b>                 |
|   | <b>NEW CONTRACT TOTAL</b>                          | <b>\$1,131,792.27</b> |                              |







# Change Order

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

Kitchell CEM

Change Order # **3**  
 Project No.: 11-011  
 Date: 2/20/13

DSA File No.: 48-C1  
 DSA App. No.: 02-112176

Project: Solano Community College District  
 Vallejo Parking Lot Expansion  
 Project

Henley Architects + Associates  
 3030 Holiday Court  
 Vacaville, CA 95687

To: GradeTech Inc.  
 10250 Crow Canyon Road  
 Castro Valley, CA 94552

**The Contract is Changed as Follows:**

**PCO No.**

006 The contractor provided color additive to new concrete mix for sidewalk paving, providing an even color match existing sidewalks. \$ 3,081.65

013R Provide bark mulch as requested by State Water Resource Board. This amount was mistakenly reported at the December 19, 2012 Board Meeting. The correct amount should have been \$11,816.20. The approved amount of \$1,139 has been processed for payment leaving a balance of \$10,677.20 to be paid to the Contractor. Approval to pay the outstanding balance is requested. \$ 10,677.20

**TOTAL COST OF CHANGE ORDER** **ADD \$ 13,758.85**

|  |                     |
|--|---------------------|
| Original Contract Sum:   | \$ 1,106,500.00     |
| Total change By Previous Change Orders:                              | <u>\$ 11,532.71</u> |
| Contract Sum Prior to This Change Order:                             | \$1,118,032.71      |
| Original Contract Sum will be Increased by This Change Order:        | \$ 13,758.85        |
| The New Contract Sum Including This Change Order Will Be:            | \$ 1,131,791.56     |
| The New Contract Completion Date Will Be:                            | 16-Nov-12           |
| Contract Time Will be Unchanged by This Change Order:                | 0 Days              |
| The date of substantial completion as of the of this change order is | 16-Nov-12           |

ARCHITECT:

\_\_\_\_\_  
Rob Henley  
Henley Architects + Associates

Date: \_\_\_\_\_

(Affix stamp here)

CONTRACTOR:

\_\_\_\_\_  
Sam Rivinius  
GradeTech Incorporated

Date: \_\_\_\_\_

(Affix stamp here)

OWNER:

\_\_\_\_\_  
Yulian Ligioso, VP Finance & Admin  
Solano Community College District

Date: \_\_\_\_\_

GradeTech, Inc.. - Vallejo Parking Lot Expansion

| PCO             | Description   | Negotiated Amount | Reason              | CO |
|-----------------|---|-------------------|---------------------|----|
| 6               | The contractor provided color additive to new concrete mix for sidewalk paving, providing an even color match existing sidewalks.   | \$3,081.65        | Unforseen Condition | 3  |
| 013R            | The contractor provided bark mulch as requested by the State Water Resource Board. This PCO item was approved at the December 19, 2012 Board meeting as part of Change Order #2 for \$1,139.00. This amount was mistakenly presented in Change Order #2. The correct amount should have been \$11,816.20. The approved amount of \$1,139.00 has been approved for payment to the contractor, leaving a balance due of \$10,677.20. This revision is to seek approval of payment of the outstanding balance. | \$10,677.20       | Agency Request      | 3  |
| <b>TOTAL \$</b> |   | <b>13,758.85</b>  |                     |    |

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** CHANGE ORDER NO. 06 TO DL FALK CONSTRUCTION  
CONTRACT FOR BUILDING 1300 (FINE ARTS)  
ADDITION/REMODEL  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Board approval is requested for Change Order No. 06 to DL Falk's construction addition/remodel contract for Building 1300 (Fine Arts). Attached Change Order Requests provides a Breakdown and Budget Summary. This Change Order includes thirty (30) Change Order Requests (CORs), of which four of these items are for unforeseen conditions regarding undocumented hydronic lines and exterior walls out of alignment. Four CORs addressed DSA's comments from on-site visits. Four CORs were District directives, one-time delay COR, and the remaining CORs are as of result of the Architect's Errors and Omissions.

The total cost of the change order is \$245,195.00.

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

*Government Code: N/A Board Policy: N/A Estimated Fiscal Impact: Measure G Funds \$245,195*

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

John Lett, Sr. Project Manager  
Kitchell CEM

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

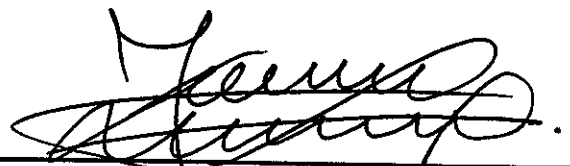
(707) 864-7176

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

# BUILDING 1300 CHANGE ORDER BREAKDOWN

CONTRACTOR: DL Falk Construction, Inc.

Figure 1 provides the category breakdown of the Change of Requests from Change Order 1 to Change Order 6. Despite the time delay caused by the existing defective trusses and numerous changes in the contract, the project is approximately 70% complete and the percentage of change stands at 10.23%. Typically, modernization projects percentage of changes are higher than new construction projects and typically have changes up to 15%.

Figure 1

|   |   | Total                 | Percent of Construction Cost |
|---|---|-----------------------|------------------------------|
|   | <b>TOTAL BASE CONTRACT</b>                          | <b>\$4,099,000.00</b> |                              |
| 1 | Owner Request (O.R.)                                | \$21,834.00           | 0.53%                        |
| 2 | Errors/Omission (E/O)                               | \$103,415.45          | 2.52%                        |
| 3 | Unforeseen Conditions (U.C.)                        | \$174,197.00          | 4.25%                        |
| 4 | Division of State Architect (DSA) Requirement       | \$30,098.00           | 0.76%                        |
| 5 | Time Delay  | \$88,658.00           | 2.16%                        |
|   |   |                       |                              |
|   | <b>TOTAL THRU CHANGE ORDER 6 (February 1, 2013)</b> | <b>\$419,012.45</b>   | <b>10.23%</b>                |
|   |   |                       |                              |
|   | <b>NEW CONTRACT TOTAL</b>                           | <b>\$4,518,298.45</b> |                              |

## Building 1300: Change Order Reasons

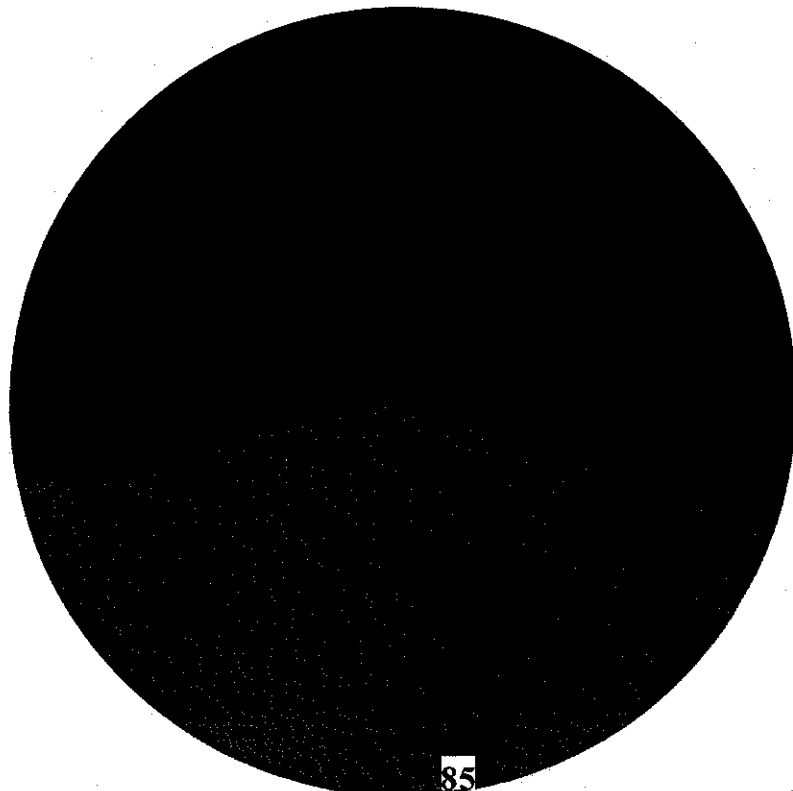


Figure 2 summarizes the total budget including soft cost, hard cost, FFE and forecasted cost impacts. At this time, the project has not and does appear it will exceed the total project budget of \$6,046,166.

**Figure # 2**

| <b>TOTAL PROJECT BUDGET SUMMARY</b> |                    | <b>PROJECT BUDGET BALANCE</b> |
|-------------------------------------|--------------------|-------------------------------|
| Total Current Project Budget        | <b>\$6,064,166</b> |                               |
| Construction Contract               | \$4,099,000        |                               |
| Change Orders (to date)             | \$419,012          |                               |
| Forecast                            | \$240,000          |                               |
| FF&E and Soft Costs (to date)       | \$1,268,000        |                               |
| <b>Remaining Budget Balance</b>     |                    | <b>\$38,154</b>               |



# Change Order

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

Kitchell CEM

Change Order # 6  
Project No.: 11-001  
Date: 2/01/13

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

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

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

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

## The Contract is Changed as Follows:

### COR No.

- 18 The contract documents omitted dowels and rebar for the trench drains, which would have compromised the structural integrity of the concrete floor in the Sculpting Lab. Installing the rebar and dowels ensured the trench drains will not begin spalling and clogging the drains with concrete fragments.

\$ 10,691.96

- 30 In the contract documents, the existing steel studs were to be re-used for the wall framing throughout the building. However, after the abatement activities were completed in a separate demolition contract, the existing steel studs were damaged beyond repair. Therefore, the existing steel studs had to be removed, and replaced throughout the building.

\$ 18,545.65

- 42 After changing the roof design from Standing Seam to a Built-Up Roof, the roof's pitch was raised approximately 6" from the original design. Additional flashing and pressured treated lumber used for curbs were furnished and installed, raising the (6) skylights, (5) exhaust fans, electrical transformer, roof hatch, and Air Handler Unit accommodating the roof's slope to the gutters.

\$ 4,660.61

- 43 After an on-site visit by the DSA Field Engineer, DSA generated a field report requiring several additional supports and connections for an existing Exhaust hood (grid line E) in the Printing Room. The existing fume hood was removed and re-attached with the additional supports.

\$ 14,546.15

47R1 This amendment addresses the contractor's overhead, indirect cost, and time extension caused by the extended time delay. The time delay is primarily attributed to the unforeseen condition of the defective trusses. Furthermore, the replacement of the roof trusses adversely affected the construction activities. In some cases, it either stopped or impeded the work for an extended period of time. After a thorough review and analysis of the contractor's Critical Path Method (CPM) schedule, it was determined that the contractor was significantly impacted by the replacement of the trusses by a 100 days. However, 80 out of the 100 days impacted the critical path activities. Therefore, only 80 are compensable.

\$ 88,658.00

48R1 After construction had begun, the District requested the Standing Seam Roof (SSR) be changed to a Built- Up Roof(BUR). The BUR requires gutters for removing rain from the roof rather than roof drains on the SSR. By eliminating roof drains, the potential of leaking from the roof penetrations into the building are significantly reduced. The change is the difference for the labor and materials of Built-Up Roof in lieu of the Standing Seam.

\$ 11,011.46

51R1 The contract documents omitted corner framing details for the mansard and roof transition. Additional steel structural supports were furnished and installed in order to complete the mansard assembly.

\$ 6,265.86

53R1 After removing the existing mansards, the existing exterior concrete walls were out of plum (alignment) up to 1.5". Due to the unforeseen field conditions, the structural attachments including the steel channel ledger and connection plates were significantly modified to accommodate the field conditions. Furthermore, DSA required x-rays of the building's pilasters to avoid damaging the rebar in the exterior walls when making the Canopy connection to the building

\$ 11,338.87

54 The contract documents omitted the necessary 12" vertical clearance for flashing onto the four Mechanical Equipment Screen corner braces. The corner braces were cut, re-configured and welded 12" high onto the four new angle posts to maintain the 12" clearance.

\$ 3,196.00

55 Galvanized cap plates were welded at the top of (40) diagonal kick braces of the Mechanical Equipment Screen to form a "watertight "seal to prevent water infiltration through the bracing, which was not identified in the contract documents

\$ 9,795.00

56 During the excavation of Canopy #1 pier footing, an unforeseen hydronic line was encountered. The existing hydronic line was disconnected, removed, and backfilled with concrete based on the geotechnical report.

\$ 5,273.12

57R1 The contract documents omitted isolation butterfly valves at the equipment pump. Butterfly Valves and piping were furnished and installed. Without the isolation valves, the domestic (potable) water line will be susceptible to contamination caused by a potential backflow occurrence from the equipment.

\$ 9,622.05



- 58 Two pendent light chords were changed out for two power chord reels providing for the Adaptive Stations/ADA requirements of the Sculpting Lab. \$ 2,615.00
- 59R1 During the excavation of Canopy # 1 pier footing, an unforeseen 5" fiber optic conduit was encountered. The existing optic conduit conflicted with the new pier footing location. The contractor was directed to furnish and wrap the conduit with 1" foam tape to avoid damaging the fiber optic conduit. \$ 966.59
- 60 The installation of gypsum board (drywall) was finished 6" above ceiling height rather than installing gypsum board the full height of the walls. The deduction of the gypsum board does not impact the required fire or sound performance rating. A credit was provided. \$ (11,500.29)
- 61 Eliminated the installation of the Assistive Listen Device (ALD) from the contract because the building was not equipped with an existing Public Announcement (PA) system. ALD requires an PA system to function. A credit was provided. \$ (981.00)
- 63R1 There were existing structural framing supports in the Gallery, Painting Lab, and Sculpting Lab, which were able to be re-used for framing. Thus, a portion of the framing was deleted from the scope of work in the respective rooms. A credit was provided. \$ (978.83)
- 65 It was determined that the design to connect the new light fixtures to the ceiling substrate in the Painting and Sculpting Labs can not be constructed as shown on the Contract Documents. Therefore, additional blocking and uni-strut were furnished and installed to attach the specified light fixtures. \$ 1,766.12
- 66R1 The contract documents omitted the dedicated circuits for the Building Automation System (BAS). Conduits were installed and wiring pulled from the IT closet and the roof's Air Handler Unit into an electrical panel. \$ 2,905.77
- 67 At the Owner's request, two door closers and a door core were upgraded, to better suit the design requirements of the field conditions. \$ 1,737.10
- 69 The contract documents omitted the installation of the spray booth tube axial exhaust fan and exhaust duct. The contractor will furnish and install the exhaust duct extending 10' higher than the Canopy's roof to vent at the termination point (code requirement). In addition, the new capony opening for the exhaust duct will structural supports and \$ 3,861.52
- 70R1 The construction contract was awarded prior to DSA final approval of Addendum 5. DSA's revisions to the approval of Addendum 5 required the removal of the existing exhaust hood, additional ducting, and structural connections for the re-attachment of a large exhaust fume system in the Printing & Jewelry Room. \$ 10,261.32
- 71 After removing the existing mansards, the existing exterior concrete walls were out of plumb (alignment) up to 1.5". Due to the unforeseen field conditions, the specified Z-purlin attachment clips were not adequate and can not resist the designed wind loads on the new parapet walls. Therefore, the parapet walls have been framed and reinforced with structural steel.

\$ 25,206.73

72 The contract documents were incomplete with the structural attachments of the lockers to the floor and perimeter wall. A concrete curb was poured securing the base of the lockers to support the weight of the 25 lockers in the Sculpting Lab.

\$ 624.00

74 Per DSA's IOR, existing vent pipes were required to be re-routed because the pipes encroached within a 10' radius of an air in- take system. The distance between the vent pipes to the air in-take did not meet the mechanical code.

\$ 2,578.62

73 The contract documents omitted the hot water heater expansion tank. Without the expansion tank (reservoir), the hot water demand re-circulation system would not function properly. The expansion tank reduces water hammering in the pipes and pressure surges. Therefore, an expansion tank was installed to the hot water heater system.

\$ 438.01

75 There was a reduction of upper casework because it would have encroached into the north storefront window impacting natural light into the Sculpting lab. A credit was provided.

\$ (687.13)

76 The contract documents were incomplete for the folding partition wall attachment to the building. The uni-strut wall supports were floating in mid-air. Additional steel channels were furnished and installed to complete the assembly to the building

\$ 839.91

77 At the District's request, the Conference Room was modified to meet newly established IT/Communication standards for the District's Conference Rooms. The modifications included changing data and electrical receptacle locations and adding steel supports for the installation of a large High-Definition Television

\$ 1,874.38

79 Due to the determination that the design can not be constructed as shown on the Contract Documents, the existing owner furnished kilns and equipment were realigned underneath the new canopy cover. There were several conflicts between the kilns' flue stacks and the steel beam supports. Therefore, the 12" thick slab footprint was increased by 50% to support the weight distribution of the 4 kilns and the miscellaneous equipment in their new alignment. In addition, the gas and electrical utilities had to be trenched and conduit placed accordingly to the lay-out of the equipment.

\$ 10,062.45

**TOTAL COST OF CHANGE ORDER**

**ADD \$ 245,195.00**

---

|  |                 |
|--|-----------------|
| Original Contract Sum:   | \$ 4,099,000.00 |
| Total change By Previous Change Orders:                              | \$ 173,818.00   |
| Contract Sum Prior to This Change Order:                             | \$ 4,272,818.00 |
| Original Contract Sum will be Increased by This Change Order:        | \$ 245,195.00   |
| The New Contract Sum Including This Change Order Will Be:            | \$ 4,518,013.00 |
| The New Contract Completion Date Will Be:                            | 20-Feb-13       |
| Contract Time Will be Changed by This Change Order:                  | 100 Days        |
| The date of substantial completion as of the of this change order is | 20-Feb-13       |

ARCHITECT: \_\_\_\_\_  
Felix Canari  
tBP Architecture

Date: \_\_\_\_\_

(Affix stamp here)

CONTRACTOR: \_\_\_\_\_  
Greg Schmidt  
DL Falk Construction, Inc.

Date: \_\_\_\_\_

(Affix stamp here)

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

Date: \_\_\_\_\_

**DL FALK CONSTRUCTION, INC. FINE ARTS BUILDING 1300 ADDITION/REMODEL**

| 02/01/13 DL Falk INC. COR'S RECOMMENDED FOR APPROVAL |  |                   |   | CO  |   |
|--|--|-------------------|---|---|---|
| COR  | Description  | Negotiated Amount | Reason                                      | Summary   |   |
| 18   | Installation of Slab Dowels and Rebar for the Trench Drains in Sculpting Lab | \$ 10,691.96      | Architect Error/Omission                    | The contract documents omitted dowels and rebar for the trench drains, which would have compromised the structural integrity of the concrete floor in the Sculpting Lab. Installing the rebar and dowels ensured the trench drains will not begin spalling and clogging the drains with concrete fragments.   | 6 |
| 30   | Remove and Replace damaged steel stud walls throughout Building 1300         | \$ 18,545.65      | Unforeseen Conditions                       | In the contract documents, the existing steel studs were to be re-used for the wall framing throughout the building. However, after the abatement activities were completed in a separate demolition contract, the existing steel studs were damaged beyond repair. Therefore, the existing steel studs had to be removed, and replaced throughout the building.  | 6 |
| 42   | Pressure Treated Roof Curbs and Flashing                                     | \$ 4,660.61       | Owner Request                               | After changing the roof design from Standing Seam to a Built-Up Roof, the roof's pitch was raised approximately 6" from the original design. Additional flashing and pressured treated lumber used for curbs were furnished and installed, raising the (6)sylights, (5) exhaust fans, electrical transformer, roof hatch, and Air Handler Unit accommodating the roof's slope to the gutters.   | 6 |
| 43   | Fume Hood Structural Supports  | \$ 14,546.15      | Division of State Architect (DSA) Directive | After an on-site visit by the DSA Field Engineer, DSA generated a field report requiring several additional supports and connections for an existing Exhaust hood (grid line E) in the Printing Room. The existing fume hood was removed and re-attached with the additional supports.  | 6 |
| 47   | General Conditions Extension   | \$ 88,658.00      | Time Delay                                  | This amendment addresses the contractor's overhead, indirect cost, and time extension caused by the extended time delay. The time delay is primarily attributed to the unforeseen condition of the defective trusses. Furthermore, the replacement of the roof trusses adversely affected the construction activities. In some cases, it either stopped or impeded the work for an extended period of time.<br>After a thorough review and analysis of the contractor's Critical Path Method (CPM) schedule, it was determined that the contractor was significantly impacted by the replacement of the trusses by a 100 days. However, 80 out of the 100 days impacted the critical path activities. Therefore, only 80 are compensable. | 6 |
| 48R1   | Revised Roof Plan: Standing Seam Roof (SSR) to Built-Up Roof (BUR)           | \$ 11,011.46      | Owner Request                               | After construction had begun, the District requested the Standing Seam Roof (SSR) be changed to a Built-Up Roof (BUR). The BUR requires gutters for removing rain from the roof rather than roof drains on the SSR. By eliminating roof drains, the potential of leaking from the roof penetrations into the building are significantly reduced. The change is the difference for the labor and materials of Built-Up Roof in lieu of the Standing Seam.  | 6 |
| 51R1   | Mansard Corner Framing Detail  | \$ 6,265.86       | Architect Error/Omission                    | The contract documents omitted corner framing details for the mansard and roof transition. Additional steel structural supports were furnished and installed in order to complete the mansard assembly.   | 6 |

DL FALK CONSTRUCTION, INC. FINE ARTS BUILDING 1300 ADDITION/REMODEL

| 02/01/13 DL FALK INC. COR'S RECOMMENDED FOR APPROVAL |   | Summary           |  | CO |
|--|---|-------------------|--|----|
| COR  | Description   | Negotiated Amount | Reason   |    |
| 53R1   | Canopy#1 Connection                                   | \$ 11,338.87      | Unforeseen Conditions  | 6  |
|  |   |                   | After removing the existing mansards, the existing exterior concrete walls were out of plumb (alignment) up to 1.5". Due to the unforeseen field conditions, the structural attachments including the steel channel ledger and connection plates were significantly modified to accommodate the field conditions. Furthermore, DSA required x-rays of the building's pilasters to avoid damaging the rebar in the exterior walls when making the Canopy connection to the building |    |
| 54   | Flashing the Mechanical Equipment Screen Braces       | \$ 3,196.00       | Architect Error/Omission   | 6  |
|  |   |                   | The contract documents omitted the necessary 12" vertical clearance for flashing onto the four MEP screen corner braces. The corner braces were cut, re-configured and welded 12" high onto the four new angle posts to maintain the 12" clearance.  |    |
| 55   | Waterproofing the Mechanical Equipment Screen Braces  | \$ 9,795.00       | Architect Error/Omission   | 6  |
|  |   |                   | Galvanized cap plates were welded at the top of (40) diagonal kick braces of the MEP screen to form a "watertight" seal to prevent water infiltration through the bracing, which was not identified in the contract documents  |    |
| 56   | Unforeseen Hydronic Line                              | \$ 5,273.12       | Unforeseen Conditions  | 6  |
|  |   |                   | During the excavation of Canopy #1 pier footing, an unforeseen hydronic line was encountered. The existing hydronic line was disconnected, removed, and backfilled with concrete based on the geotechnical report.   |    |
| 57R1   | Installation of Isolation Valves (Backflow Preventer) | \$ 9,622.05       | Architect Error/Omission   | 6  |
|  |   |                   | The contract documents omitted isolation butterfly valves at the equipment pump. Without the isolation valves, the domestic (potable) water line will be susceptible to contamination caused by a potential backflow occurrence from the equipment   |    |
| 58   | Power Chord Reels Installation                        | \$ 2,615.00       | Architect Error/Omission   | 6  |
|  |   |                   | Two pendent light chords were changed out for two power chord reels providing for the Adaptive Stations/ADA requirements of the Sculpting Lab.   |    |
| 59R1   | Unforeseen Fiber Optic Lines                          | \$ 966.59         | Unforeseen Conditions  | 6  |
|  |   |                   | During the excavation of Canopy # 1 pier footing, an unforeseen 5" fiber optic conduit was encountered. The existing optic conduit conflicted with the new pier footing location. The contractor was directed to furnish and wrap the conduit with 1" foam tape to avoid damaging the fiber optic conduit.   |    |
| 60   | Gypsum Board Installation Reduction                   | \$ (11,500.29)    | Credit   | 6  |
|  |   |                   | The installation of gypsum board (drywall) was finished 6" above ceiling height rather than installing gypsum board the full height of the walls. The deduction of the gypsum board does not impact the required fire or sound performance rating. A credit was provided.  |    |
| 61   | Assistive Listen Device (ALD) Credit                  | \$ (981.00)       | Credit   | 6  |
|  |   |                   | Eliminated the installation of the Assistive Listen Device (ALD) from the contract because the building was not equipped with an existing Public Announcement (PA) system. ALD requires an PA system to function. A credit was provided.   |    |
| 63R1   | Existing Framing                                      | \$ (978.83)       | Credit   | 6  |
|  |   |                   | There were existing structural framing supports in the Gallery, Painting Lab, and Sculpting Lab, which were able to be re-used for framing. Thus, a portion of furring and framing were deleted from the scope of work in the respective rooms   |    |

DL FALK CONSTRUCTION, INC. FINE ARTS BUILDING 1300 ADDITION/REMODEL

| COR         |                   | 02/01/13 DL Falk INC. COR'S RECOMMENDED FOR APPROVAL |  |   | CO |  |
|-------------|-------------------|--|--|---|----|--|
| Description | Negotiated Amount | Reason   | Summary  |   |    |  |
| 65          | \$ 1,766.12       | Architect Error/Omission                             | It was determined that the design to connect the new light fixtures to the ceiling substrate in the Painting and Sculpting Labs can not be constructed as shown on the Contract Documents. Therefore, additional blocking and uni-strut were furnished and installed to attach the specified light fixtures.   | 6 |    |  |
| 66R1        | \$ 2,905.77       | Architect Error/Omission                             | The contract documents omitted the dedicated circuits for the Building Automation System (BAS). Conduits were installed and wiring pulled from the IT closet and the roof's Air Handler Unit into an electrical panel.   | 6 |    |  |
| 67          | \$ 1,737.10       | Owner Request  | At the Owner's request, two door closers and a door core were upgraded, to better suit the design requirements of the field conditions.  | 6 |    |  |
| 69          | \$ 3,861.52       | Architect Error/Omission                             | The contract documents omitted the installation of the spray booth tube axial exhaust fan and exhaust duct. The contractor will furnish and install the exhaust duct extending 10' higher than the Canopy's roof to vent at the termination point (code requirement). In addition, the new capony opening for the exhaust duct will structural supports and flashing.          |   |    |  |
| 70R1        | \$ 10,261.32      | Division of State Architect (DSA) Directive          | The construction contract was awarded prior to DSA final approval of Addendum 5. DSA comments and revisions to the approval of Addendum 5 required additional structural supports and connections for the attachment of (2) large exhaust fume systems in the Printing & Jewelry Room.   | 6 |    |  |
| 71          | \$ 25,206.73      | Unforeseen Conditions                                | After removing the existing mansards, the existing exterior concrete walls were out of plum up (alignment) to 1.5". Due to the unforeseen field conditions, the specified Z-purlin attachment clips were not adequate and can not resist the designed wind loads on the new parapet walls. Therefore, the parapet walls have been framed and reinforced with structural steel. | 6 |    |  |
| 72          | \$ 624.00         | Architect Error/Omission                             | The contract documents were incomplete with the structural attachments of the lockers to the floor and perimeter wall. A concrete curb was poured securing the base of the lockers to support the weight of the 25 lockers in the Sculpting Lab.   | 6 |    |  |
| 73          | \$ 438.01         | Architect Error/Omission                             | The contract documents omitted the hot water heater expansion tank. Without the expansion tank (reservoir), the hot water demand re-circulation system would not function properly. The expansion tank reduces water hammering in the pipes and pressure surges. Therefore, an expansion tank was installed to the hot water heater system.                                    | 6 |    |  |

**DL FALK CONSTRUCTION, INC. FINE ARTS BUILDING 1300 ADDITION/REMODEL**

| COR                            |  | 02/01/13 DL Falk INC. COR'S RECOMMENDED FOR APPROVAL |   | CO  |   |
|--------------------------------|--|--|---|---|---|
| Description                    | Negotiated Amount                                  | Reason   | Summary                                     |   |   |
| 74                             | Re-Route Existing Vent Pipes                       | \$ 2,578.62  | Division of State Architect (DSA) Directive | Per DSA's IOR, existing vent pipes were required to be re-routed because the pipes encroached within a 10' radius of an air in-take system. The distance between the vent pipes to the air in-take did not meet the mechanical code.  | 6 |
| 75                             | Casework Revision                                  | \$ (687.13)  | Credit                                      | There was a reduction of upper casework because it would have encroached into the north storefront impacting natural light into the Sculpting lab. A credit was provided  | 6 |
| 76                             | Folding Partition Structural Supports Installation | \$ 839.91  | Architect Error/Omission                    | The contract documents were incomplete for the folding partition wall attachment to the building. The uni-strut wall supports were floating in mid-air. Additional steel channels were furnished and installed to complete the assembly to the building   | 6 |
| 77                             | Conference Room Improvements                       | \$ 1,874.38  | Owner Request                               | At the District's request, the Conference Room was modified to meet newly established IT/Communication standards for the District's Conference Rooms. The modifications included changing data and electrical receptacle locations and adding steel supports for the installation of a large High-Definition Television   | 6 |
| 79                             | Revised Kilns Layout                               | \$ 10,062.45   | Architect Error/Omission                    | Due to the determination that the design can not be constructed as shown on the Contract Documents, the existing owner furnished kilns and equipment were realigned underneath the new canopy cover. There were several conflicts between the kilns' flue stacks and the steel beam supports. Therefore, the 12" thick slab footprint was increased by 50% to support the weight distribution of the 4 kilns and the miscellaneous equipment in their new alignment. In addition, the gas and electrical utilities had to be trench and conduit placed accordingly to the lay-out of the equipment. | 6 |
| <b>Total Change Order Cost</b> |  |  |   | <b>\$ 245,195.00</b>  |   |

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

**TO:** Members of the Governing Board  
**SUBJECT:** SECOND READING – COURSE REPETITION POLICY NO.  
6000 - REVISED  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

Revised Policy No. 6000, Course Repetition, has been reviewed by the Superintendent-President's Cabinet and Board Policies and Procedures Adhoc Subcommittee, and properly vetted through the Shared Governance Council.

Approval is requested at this time.

*Government Code*      *Board Policy: 6000 Series*      *Estimated Fiscal Impact: \$ N/A*

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

Diane M. White, Interim Vice President  
Academic Affairs

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7102

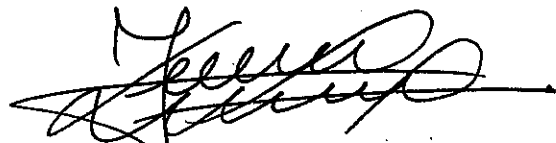
**TELEPHONE NUMBER**

Academic and Student Services

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



SOLANO COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD

COURSE REPETITION

6000

**POLICY:** *Definitions of terms relevant to this policy are found in Administrative Procedure 6000.*

- (1) Once a student has received the equivalent of a C or better in a non-repeatable course, they may not repeat the course except in the case of meeting the allowable exceptions defined in Administrative Procedure 6000.*
- (2) A student may repeat a non-repeatable course in which they have received a sub-standard grade or "W" three times except in the case of meeting the allowable exceptions defined in Administrative Procedure 6000.*
- (3) All courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.*
- (4) Annotation of the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.*
- (5) Observance of Education Code Section 76224 pertaining to the finality of grades assigned by instructors and with Title 5 relating to retention and destruction of records will be strictly adhered to in all cases.*

**REFERENCES/**

**AUTHORITY:** California Code of Regulations, Title 5, Sections 55041, 55042, 55253

BP6000

**ADOPTED:** June 7, 1978

**REVISED:** August 3, 1983; November 19, 1986; December 19, 2001;  
January 17, 2007; August 19, 2009; XXXXXX, 2013

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

**TO:** Members of the Governing Board  
**SUBJECT:** SECOND READING OF PROPOSED ACADEMIC  
CALENDARS FOR 2014-2015 AND 2015-2016  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

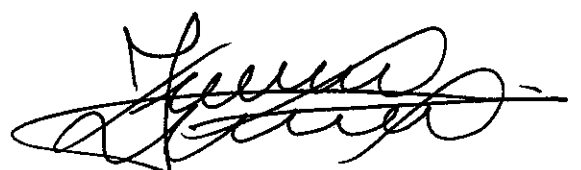
The proposed Academic Calendars for 2014-2015 and 2015-2016, copies of which are attached, have been recommended by the Academic Calendar Advisory Committee, and have received the endorsement of the Community College Association/California Teachers Association/National Education Association (CCA/CTA/NEA) bargaining unit in accordance with the collective bargaining agreement. The proposed calendars have also been reviewed by the Superintendent-President's Cabinet, with recommendation to move forward as presented.

Approval is requested at this time.

*Government Code: Board Policy 6500 Estimated Fiscal Impact: \$ N/A  
California Education Code, Section 70902(b)(12)*

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

Diane M. White, Interim Vice President  
Academic Affairs  
**PRESENTER'S NAME**  
4000 Suisun Valley Road  
Fairfield, CA 94534  
**ADDRESS**  
707 864-7102  
**TELEPHONE NUMBER**  
Academic and Student Affairs  
**ORGANIZATION**  
February 8, 2013  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

February 8, 2013  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

|    | A   | B                    | C              | D                | E                                | F             | G                     |
|----|---|----------------------|----------------|------------------|----------------------------------|---------------|-----------------------|
| 1  | <b>Summer 2014-DRAFT</b>  |                      |                |                  |                                  |               |                       |
| 2  | <i>SUNDAY</i>   | <i>MONDAY</i>        | <i>TUESDAY</i> | <i>WEDNESDAY</i> | <i>THURSDAY</i>                  | <i>FRIDAY</i> | <i>SATURDAY</i>       |
| 3  | 25  | 26 Memorial Day      | 27             | 28               | 29                               | 30            | 31                    |
| 4  | 1-Jun   | 2 Beg 9 wks          | 3              | 4                | 5                                | 6             | 7                     |
| 5  | 8   | 9 Beg 6/8 wk classes | 10             | 11               | 12                               | 13            | 14                    |
| 6  | 15  | 16                   | 17             | 18               | 19                               | 20            | 21                    |
| 7  | 22  | 23                   | 24             | 25               | 26                               | 27            | 28                    |
| 8  | 29  | 30                   | 1-Jul          | 2                | 3                                | 4th of July   | 5                     |
| 9  | 6   | 7                    | 8              | 9                | 10                               | 11            | 12                    |
| 10 | 13  | 14                   | 15             | 16               | 17 End 6 wk                      | 18            | 19                    |
| 11 | 20  | 21                   | 22             | 23               | 24                               | 25            | 26                    |
| 12 | 27  | 28                   | 29             | 30               | Jul 31-<br>End 8/9 wk<br>classes | 1-Aug         | 2                     |
| 13 | <b>Fall 2014-DRAFT</b>  |                      |                |                  |                                  |               |                       |
| 14 | <i>SUNDAY</i>   | <i>MONDAY</i>        | <i>TUESDAY</i> | <i>WEDNESDAY</i> | <i>THURSDAY</i>                  | <i>FRIDAY</i> | <i>SATURDAY</i>       |
| 15 | 3   | 4                    | 5              | 6                | 7 OF                             | 8 RF          | 9                     |
| 16 | 10  | 11 BEG FALL          | 12             | 13               | 14                               | 15            | 16 Beg Sat<br>Classes |
| 17 | 17 Beg Sun Classes  | 18                   | 19             | 20               | 21                               | 22            | 23                    |
| 18 | 24  | 25                   | 26             | 27               | 28                               | 29            | 30 No Sat             |
| 19 | 31 No Sun Classes   | Sept. 1 Labor Day    | 2              | 3                | 4                                | 5             | 6                     |
| 20 | 7   | 8                    | 9              | 10               | 11                               | 12            | 13                    |
| 21 | 14  | 15                   | 16             | 17               | 18                               | 19            | 20                    |
| 22 | 21  | 22                   | 23             | 24               | 25                               | 26            | 27                    |
| 23 | 28  | 29                   | 30             | 1-Oct            | 2                                | 3             | 4                     |
| 24 | 5   | 6                    | 7              | 8                | 9                                | 10            | 11                    |
| 25 | 12  | 13                   | 14             | 15               | 16                               | 17            | 18                    |
| 26 | 19  | 20                   | 21             | 22               | 23                               | 24            | 25                    |
| 27 | 26  | 27                   | 28             | 29               | 30                               | 31            | 1-Nov                 |
| 28 | 2   | 3                    | 4              | 5                | 6                                | 7             | 8                     |
| 29 | 9   | 10                   | 11 Veteran's   | 12               | 13                               | 14            | 15                    |
| 30 | 16  | 17                   | 18             | 19               | 20                               | 21            | 22                    |
| 31 | 23  | 24                   | 25             | 26 SCFA HOL      | 27 Thanksgiving                  | 28 Holiday    | 29 Holiday            |
| 32 | 30 Holiday  | 1-Dec                | 2              | 3                | 4                                | 5             | 6                     |
| 33 | 7   | 8 D/E FINAL          | 9 D/E FINAL    | 10 D/E FINAL     | 11 D/E FINAL                     | 12 D/E FINAL  | 13 End Sat            |
| 34 | 14 End Sun<br>Classes/END FALL  | 15 OF                | 16 OF          | 17               | 18                               | 19            | 20                    |
| 35 | 21  | 22                   | 23             | 24               | 25 Christmas                     | 26            | 27                    |
| 36 | 28  | 29                   | 30             | 31               |                                  |               |                       |
| 37 | Note: 10 wk classes chg to 9 wk classes for summer. 10 wk start date of Wed, 6/28, became 9 wk start date of Monday, 6/2. Moved |                      |                |                  |                                  |               |                       |
| 38 | summer 6 week course end date from Monday, June 21 to Thursday, June 18th. Moved Fall finals from 12/6 & 7 to 12/13 & 14.       |                      |                |                  |                                  |               |                       |
| 39 | <b>Spring 2015-DRAFT</b>  |                      |                |                  |                                  |               |                       |

|    | A                    | B                  | C              | D                    | E              | F               | G                |
|----|----------------------|--------------------|----------------|----------------------|----------------|-----------------|------------------|
| 40 | SUNDAY               | MONDAY             | TUESDAY        | WEDNESDAY            | THURSDAY       | FRIDAY          | SATURDAY         |
| 41 |                      |                    |                |                      | 1-Jan          | 2               | 3                |
| 42 | 4                    | 5                  | 6              | 7                    | 8              | 9 Req Flex      | 10               |
| 43 | 11                   | 12 Beg Spring      | 13             | 14                   | 15             | 16              | 17 Beg Sat Class |
| 44 | 18 Beg Sun Class     | 19 MLK-Holiday     | 20             | 21                   | 22             | 23              | 24               |
| 45 | 25                   | 26                 | 27             | 28                   | 29             | 30              | 31               |
| 46 | 1-Feb                | 2                  | 3              | 4                    | 5              | 6               | 7                |
| 47 | 8                    | 9                  | 10             | 11                   | 12             | 13 Lincoln Day  | 14 No Sat Class  |
| 48 | 15 No Sun Class      | 16 Washington Bday | 17 Opt Flex    | 18                   | 19             | 20              | 21               |
| 49 | 22                   | 23                 | 24             | 25                   | 26             | 27              | 28               |
| 50 | 1-Mar                | 2                  | 3              | 4                    | 5              | 6               | 7                |
| 51 | 8                    | 9                  | 10             | 11                   | 12             | 13              | 14               |
| 52 | 15                   | 16                 | 17             | 18                   | 19             | 20              | 21               |
| 53 | 22                   | 23                 | 24             | 25                   | 26             | 27              | 28               |
| 54 | 29                   | 30                 | 31             | 1-Apr                | 2              | 3               | 4                |
| 55 | 5 Easter No Class    | 6 Spring Break     | 7 Spring Break | 8 Spring Break       | 9 Spring Break | 10 Spring Break | 11 No Sat Class  |
| 56 | 12                   | 13                 | 14             | 15                   | 16             | 17              | 18               |
| 57 | 19                   | 20                 | 21             | 22                   | 23             | 24              | 25               |
| 58 | 26                   | 27                 | 28             | 29                   | 30             | 1-May           | 2                |
| 59 | 3                    | 4                  | 5              | 6                    | 7              | 8               | 9                |
| 60 | 10                   | 11                 | 12             | 13 D/E Final         | 14 D/E Final   | 15 D/E Final    | 16 Sat Final     |
| 61 | 17 Sun Final         | 18 D/E Final       | 19 D/E Final   | 20 Grad Cerem. OF    | 21             | 22              | 23               |
| 62 | 24                   | 25 Memorial Day    | 26             | 27                   | 28             | 29              | 30               |
| 63 | FALL 2014            |                    |                | SPRING 2015          |                |                 |                  |
| 64 | Flex Days            | R-1, O-3           |                | Flex Days            | R-1, O-2       |                 |                  |
| 65 | Instructional Days   | 80                 |                | Instructional Days   | 78             |                 |                  |
| 66 | Total (Flex + Inst!) | 89                 |                | Total (Flex + Inst!) | 86             |                 |                  |
| 67 | Finals (M-F)         | 5                  |                | Finals (M-F)         | 5              |                 |                  |
| 68 | Day Finals           | 12/8-12/14         |                | Day Finals           | 5/13-5/19      |                 |                  |
| 69 | Evening Finals       | 12/8-12/14         |                | Evening Finals       | 5/13-5/19      |                 |                  |
| 70 | Sat/Sun Finals       | 12/13-12/14        |                | Sat/Sun Finals       | 5/16-5/17      |                 |                  |
| 71 |                      |                    |                | Graduation           | 5/20/2012      |                 |                  |
| 72 | Summer 2014          | 6wks               | 24 days        |                      |                |                 |                  |
| 73 |                      | 8wks               | 32 days        |                      |                |                 |                  |
| 74 |                      | 9 wks              | 36 days        |                      |                |                 |                  |

|    | A   | B                    | C              | D                | E                     | F             | G                  |
|----|---|----------------------|----------------|------------------|-----------------------|---------------|--------------------|
| 1  | <b>Summer 2015-DRAFT</b>  |                      |                |                  |                       |               |                    |
| 2  | <i>SUNDAY</i>   | <i>MONDAY</i>        | <i>TUESDAY</i> | <i>WEDNESDAY</i> | <i>THURSDAY</i>       | <i>FRIDAY</i> | <i>SATURDAY</i>    |
| 3  | 24  | 25 Memorial Day      | 26             | 27               | 28                    | 29            | 30                 |
| 4  | 31  | Jun 1 Beg 9 wks      | 2              | 3                | 4                     | 5             | 6                  |
| 5  | 7   | 8 Beg 6/8 wk classes | 9              | 10               | 11                    | 12            | 13                 |
| 6  | 14  | 15                   | 16             | 17               | 18                    | 19            | 20                 |
| 7  | 21  | 22                   | 23             | 24               | 25                    | 26            | 27                 |
| 8  | 28  | 29                   | 30             | 1-Jul            | 2                     | 3             | 4th of July        |
| 9  | 5   | 6                    | 7              | 8                | 9                     | 10            | 11                 |
| 10 | 12  | 13                   | 14             | 15               | 16 End 6 wk           | 17            | 18                 |
| 11 | 19  | 20                   | 21             | 22               | 23                    | 24            | 25                 |
| 12 | 26  | 27                   | 28             | 29               | 30 End 8/9 wk classes | 31            | 1-Aug              |
| 13 | <b>Fall 2015-DRAFT</b>  |                      |                |                  |                       |               |                    |
| 14 | <i>SUNDAY</i>   | <i>MONDAY</i>        | <i>TUESDAY</i> | <i>WEDNESDAY</i> | <i>THURSDAY</i>       | <i>FRIDAY</i> | <i>SATURDAY</i>    |
| 15 | 2   | 3                    | 4              | 5                | 6 OF                  | 7 RF          | 8                  |
| 16 | 9   | 10 BEG FALL          | 11             | 12               | 13                    | 14            | 15 Beg Sat Classes |
| 17 | 16 Beg Sun Classes  | 17                   | 18             | 19               | 20                    | 21            | 22                 |
| 18 | 23  | 24                   | 25             | 26               | 27                    | 28            | 29                 |
| 19 | 30  | 31                   | 1-Sep          | 2                | 3                     | 4             | 5 No Sat Classes   |
| 20 | 6 No Sun Classes  | 7 Labor Day          | 8              | 9                | 10                    | 11            | 12                 |
| 21 | 13  | 14                   | 15             | 16               | 17                    | 18            | 19                 |
| 22 | 20  | 21                   | 22             | 23               | 24                    | 25            | 26                 |
| 23 | 27  | 28                   | 29             | 30               | 1-Oct                 | 2             | 3                  |
| 24 | 4   | 5                    | 6              | 7                | 8                     | 9             | 10                 |
| 25 | 11  | 12                   | 13             | 14               | 15                    | 16            | 17                 |
| 26 | 18  | 19                   | 20             | 21               | 22                    | 23            | 24                 |
| 27 | 25  | 26                   | 27             | 28               | 29                    | 30            | 31                 |
| 28 | 1-Nov   | 2                    | 3              | 4                | 5                     | 6             | 7                  |
| 29 | 8   | 9                    | 10             | 11 Veteran's Day | 12                    | 13            | 14                 |
| 30 | 15  | 16                   | 17             | 18               | 19                    | 20            | 21                 |
| 31 | 22  | 23                   | 24             | 25 SCFA HOL      | 26 Thanksgiving       | 27 Holiday    | 28 Holiday         |
| 32 | 29 Holiday  | 30                   | 1-Dec          | 2                | 3                     | 4             | 5                  |
| 33 | 6   | 7 D/E FINAL          | 8 D/E FINAL    | 9 D/E FINAL      | 10 D/E FINAL          | 11 D/E FINAL  | 12 SAT FINAL       |
| 34 | 13 SUN FINAL/END FALL   | 14 OF                | 15 OF          | 16               | 17                    | 18            | 19                 |
| 35 | 20  |                      | 22             | 23               | 24                    | 25 Christmas  | 26                 |
| 36 | 27  | 28                   | 29             | 30               | 31                    |               |                    |
| 37 | Note: 10 wk classes chg to 9 wk classes for summer. 10 wk start date of Wed, 6/28, became 9 wk start date of Monday, 6/2. Moved |                      |                |                  |                       |               |                    |
| 38 | summer 6 week course end date from Monday, June 21 to Thursday, June 18th. Moved Fall finals from 12/6 & 7 to 12/13 & 14.       |                      |                |                  |                       |               |                    |
| 39 |   |                      |                |                  |                       |               |                    |
| 40 |   |                      |                |                  |                       |               |                    |

|    | A                        | B                  | C            | D                     | E               | F              | G                |
|----|--------------------------|--------------------|--------------|-----------------------|-----------------|----------------|------------------|
| 41 | <b>Spring 2016-DRAFT</b> |                    |              |                       |                 |                |                  |
| 42 | SUNDAY                   | MONDAY             | TUESDAY      | WEDNESDAY             | THURSDAY        | FRIDAY         | SATURDAY         |
| 43 |                          |                    |              |                       |                 | 1-Jan          | 2                |
| 44 | 3                        | 4                  | 5            | 6                     | 7               | 8 Req Flex     | 9                |
| 45 | 10                       | 11 Beg Spring      | 12           | 13                    | 14              | 15             | 16 Beg Sat Class |
| 46 | 17 Beg Sun Class         | 18 MLK-Holiday     | 19           | 20                    | 21              | 22             | 23               |
| 47 | 24                       | 25                 | 26           | 27                    | 28              | 29             | 30               |
| 48 | 31                       | 1-Feb              | 2            | 3                     | 4               | 5              | 6                |
| 49 | 7                        | 8                  | 9            | 10                    | 11              | 12 Lincoln Day | 13 No Sat Class  |
| 50 | 14 No Sun Class          | 15 Washington Bday | 16 Opt Flex  | 17                    | 18              | 19             | 20               |
| 51 | 21                       | 22                 | 23           | 24                    | 25              | 26             | 27               |
| 52 | 28                       | 29                 | 1-Mar        | 2                     | 3               | 4              | 5                |
| 53 | 6                        | 7                  | 8            | 9                     | 10              | 11             | 12               |
| 54 | 13                       | 14                 | 15           | 16                    | 17              | 18             | 19               |
| 55 | 20                       | 21                 | 22           | 23                    | 24              | 25             | 26               |
| 56 | 27 Easter No Class       | 28 Spring Break    | 29 Spring    | 30 Spring Break       | 31 Spring Break | Apr 1 Spring   | 2 No Sat Class   |
| 57 | 3                        | 4                  | 5            | 6                     | 7               | 8              | 9                |
| 58 | 10                       | 11                 | 12           | 13                    | 14              | 15             | 16               |
| 59 | 17                       | 18                 | 19           | 20                    | 21              | 22             | 23               |
| 60 | 24                       | 25                 | 26           | 27                    | 28              | 29             | 30               |
| 61 | 1-May                    | 2                  | 3            | 4                     | 5               | 6              | 7                |
| 62 | 8                        | 9                  | 10           | 11 D/E Final          | 12 D/E Final    | 13 D/E Final   | 14 Sat Final     |
| 63 | 15 Sun Final             | 16 D/E Final       | 17 D/E Final | 18 Grad Cerem. OF     | 19              | 20             | 21               |
| 64 | 22                       | 23                 | 24           | 25                    | 26              | 27             | 28               |
| 65 | 29                       | 30 Memorial Day    |              |                       |                 |                |                  |
| 66 | <b>FALL 2015</b>         |                    |              | <b>SPRING 2016</b>    |                 |                |                  |
| 67 | Flex Days                | R-1, O-3           |              | Flex Days             | R-1, O-2        |                |                  |
| 68 | Instructional Days       | 80                 |              | Instructional Days    | 78              |                |                  |
| 69 | Total (Flex + Inst'l)    | 89                 |              | Total (Flex + Inst'l) | 86              |                |                  |
| 70 | Finals (M-F)             | 5                  |              | Finals (M-F)          | 5               |                |                  |
| 71 | Day Finals               | 12/7-12/13         |              | Day Finals            | 5/11-5/17       |                |                  |
| 72 | Evening Finals           | 12/7-12/13         |              | Evening Finals        | 5/11-5/17       |                |                  |
| 73 | Sat/Sun Finals           | 12/13-12/14        |              | Sat/Sun Finals        | 5/14-5/15       |                |                  |
| 74 |                          |                    |              | Graduation            | 5/18/2012       |                |                  |
| 75 | Summer 2015              | 6wks               | 24 days      |                       |                 |                |                  |
| 76 |                          | 8wks               | 32 days      |                       |                 |                |                  |
| 77 |                          | 10 wks             | 36 days      |                       |                 |                |                  |

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

**TO:** Members of the Governing Board

**SUBJECT:** RESOLUTION PROCLAIMING MARCH 2013 AS  
WOMEN'S HISTORY MONTH AT SOLANO COMMUNITY  
COLLEGE, RESOLUTION NO. 12/13-20

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

The theme for March 2013 National Women's History Month is: "Women Inspiring Innovation through Imagination Celebrating Women in Science, Technology, Engineering, and Mathematics."

Resolution No. 12/13-20 proclaiming March 2013 as Women's History Month at Solano Community College is presented for approval.

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

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

Mostafa Ghous, Director  
Student Development Office

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7168

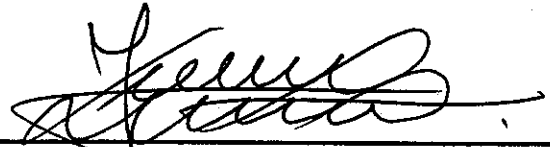
**TELEPHONE NUMBER**

Academic and Student Affairs

**ORGANIZATION**

February 8, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

February 8, 2013

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION PROCLAIMING MARCH 2013 AS WOMEN'S  
HISTORY MONTH AT SOLANO COMMUNITY COLLEGE  
RESOLUTION NO. 12/13-20**

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

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

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

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

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

**RESOLVED,** That the Solano Community College District Governing Board proclaims March 2013 as Women's History Month.

**PASSED AND ADOPTED,** This 20<sup>th</sup> day of February 2013, by the Governing Board of Solano Community College District.

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SARAH E. CHAPMAN, BOARD PRESIDENT

---

JOWEL C. LAGUERRE, Ph.D., SECRETARY



SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: HONORARY DEGREES – MAY 23, 2013  
COMMENCEMENT

**REQUESTED ACTION:** INFORMATION/ACTION

**SUMMARY:**

The Board is being asked to approve the following individuals for honorary degrees to be awarded during the spring 2013 commencement exercise on May 23, 2013.

Peggy Cohen-Thompson  
Mac McManigal  
Lt. Colonel James C. Warren and his wife, Xanthia Warren

Government Code: Board Policy: 6203 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

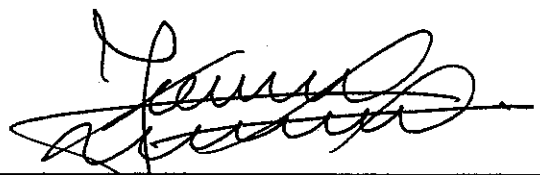
Jowel C. Laguerre, Ph.D.  
Superintendent-President  
PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534  
ADDRESS

(707) 864-7112  
TELEPHONE NUMBER

Administration  
ORGANIZATION

February 8, 2013  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

February 8, 2013  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** AGREEMENT BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT AND HIGHER ONE, INC.  
**REQUESTED ACTION:** INFORMATION

SUMMARY:

Solano Community College is partnering with Higher One to provide payment plans for students who are not able to pay fees and tuition prior to the beginning of a semester. A full and complete report will be presented to the Board of Trustees for approval at the March 6, 2013, Board meeting.

Government Code: N/A Board Policy: N/A Estimated Fiscal Impact: \$  
BOT 2012-13 Goal #5

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Barbara Fountain, Director  
Admissions & Records

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707-864-7102

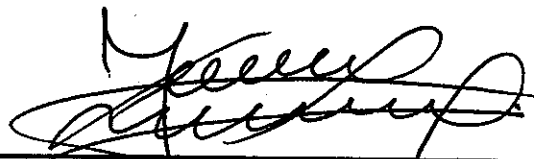
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

February 8, 2013

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

February 8, 2013

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO:** Members of the Governing Board  
**SUBJECT:** SOLANO COLLEGE FACULTY ASSOCIATION (SCFA)  
PRESENTATION OF INITIAL BARGAINING PROPOSAL  
**REQUESTED ACTION:** INFORMATION

**SUMMARY:**

Pursuant to Government Code Section 3547 and for the purpose of public notice ("sunshining"), the Solano College Faculty Association (SCFA) has submitted its initial bargaining proposal to the District to open Article 18 – Association Rights; Article 19 – Workload; and Article 20 – Salaries (related to Middle College).

Public comment on such proposals shall be received at the next Governing Board meeting scheduled March 6, 2013.

*Government Code: 3547      Board Policy: 2010      Estimated Fiscal Impact: \$ N/A*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Charo L. Albarrán, Interim Director  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

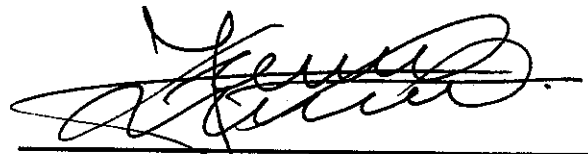
**ADDRESS**

707-864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

February 8, 2013  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

February 11, 2013

Dr. Jowel Laguerre  
Superintendent-President, Solano Community College  
4000 Suisun Valley Road  
Fairfield, CA 94534

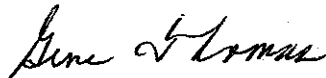
Dear Dr. Laguerre:

Pursuant to Articles 18, 19 and 20 of the collective bargaining agreement between Solano Community College District (hereinafter "District") and the Solano College Faculty Association, CCA/CTA/NEA (hereinafter "Association"), the Association places before the District the demand to bargain on Article 18 regarding the Association's rights and Articles 19 and 20 related to Middle College.

The Association intends to publicly present (i.e., "sunshine") these articles for negotiation at the Governing Board meeting of February 20, 2013.

Thank you for your attention to this matter.

Sincerely,



Gene Thomas  
SCFA President

cc: Diana Fernandez-Lisi, CTA Staff Consultant  
Sarah Chapman, President, Governing Board, Solano Community College  
Charo Albarron, Interim Human Resources Director

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** DISTRICT INITIAL PROPOSAL FOR THE SUCCESSOR AGREEMENT BETWEEN THE DISTRICT AND SOLANO COLLEGE FACULTY ASSOCIATION (SCFA)

**REQUESTED ACTION:** INFORMATION

**SUMMARY:**

Solano Community College (District) and the Solano College Faculty Association are preparing to enter into negotiations for a successor agreement for the period of 2012-2015.

The attached item constitutes the District's initial proposal to Solano College Faculty Association for the purpose of public notice ("sunshining") as is required under the Educational Employment Rights Act ("EERA") prior to collective bargaining. Pursuant to Government Code Section 3547, public comment on such proposal shall be received at the next Governing Board meeting scheduled for March 6, 2013. Following public comment, the Board shall consider the approval of the District's initial proposal.

The proposals are attached.

Government Code: 3547 Board Policy: 2010 Estimated Fiscal Impact: \$ N/A

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Charo L. Albarrán, Interim Director  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

**ADDRESS**

707-864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

February 8, 2013  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February 8, 2013  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**INITIAL PROPOSAL FROM THE  
SOLANO COMMUNITY COLLEGE DISTRICT  
TO THE SOLANO COLLEGE FACULTY ASSOCIATION (SCFA)**

**February 11, 2013**

The collective bargaining proposals submitted by the Solano Community College District are expressly pursuant to the Educational Employment Relations Act and Article II (Negotiations Procedures) of the parties' collective bargaining agreement. It is the intention of the Solano Community College District to bargain in good faith over the proposals submitted by the respective parties to the Collective Bargaining Agreement. Any article proposed for amendment by the Exclusive Representative shall be deemed herein to remain unchanged in the Collective Bargaining Agreement unless otherwise expressly stated.

Pursuant to Articles 19 and 4 of the collective bargaining agreement between Solano Community College District (hereinafter "District") and the Solano College Faculty Association, CCA/CTA/NEA (hereinafter "Association"), the District hereby places before the Association a demand to bargain on Articles 19 regarding department chairs and 4 regarding chair and/or peer evaluation.

The District intends to commence discussion of these items as part of the negotiations on workload and evaluation as premised upon the reports of the negotiated Workload and Evaluation Committees established in the current CBA.

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

**TO:** Members of the Governing Board  
**SUBJECT:** CCFS-311Q FINANCIAL REPORT, SECOND QUARTER  
FY 2012-2013  
**REQUESTED ACTION:** INFORMATION

**SUMMARY:**

AB 2910, Chapter 1486, Statutes of 1986 requires California community college districts to report quarterly on its financial condition. The CCFS-311Q quarterly financial report for the second quarter of FY 2012-2013 is attached for the Board's review and information.

*Government Code: N/A Board Policy: N/A Estimated Fiscal Impact: \$ N/A*  
*California Code of Regulations (CCR) 58305(d)*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Yulian I. Ligioso  
Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7209

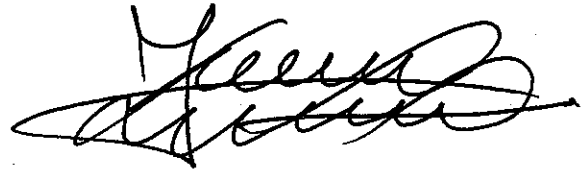
**TELEPHONE NUMBER**

Finance & Administration

**ORGANIZATION**

February, 8 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

February, 8 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

California Community Colleges  
 Quarterly Financial Status Report, CCFS-311Q

Board Meeting Date: Feb 20, 2013

District: 280 Solano Community College District

Quarter Ending Date: Dec 31, 2012

| Line  | Description   | As of June 30 for the fiscal year specified |                   |                   | Projected<br>2012-13 |
|---|---|---|-------------------|-------------------|----------------------|
|   |   | Actual<br>2009-10                           | Actual<br>2010-11 | Actual<br>2011-12 |                      |
| <b>I. Unrestricted General Fund Revenues and Expenditures:</b>    |   |   |                   |                   |                      |
| A.  | <b>Revenues:</b>  |   |                   |                   |                      |
| A.1   | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 49,621,228                                  | 51,482,327        | 45,837,026        | 43,882,288           |
| A.2   | Other Financial Sources (Object 8900)                         | 12,500                                      | 17,825            | 3,955             |                      |
| A.3   | <b>Total Unrestricted Revenue (A.1 + A.2)</b>                 | 49,633,728                                  | 51,500,152        | 45,840,981        | 43,882,288           |
| B.  | <b>Expenditures:</b>  |   |                   |                   |                      |
| B.1   | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 51,585,037                                  | 48,735,784        | 47,214,550        | 44,292,249           |
| B.2   | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 69,914                                      | 375,461           | 128,058           |                      |
| B.3   | <b>Total Unrestricted Expenditures (B.1 + B.3)</b>            | 51,654,951                                  | 49,111,245        | 47,342,608        | 44,292,249           |
| C.  | <b>Revenues Over (Under) Expenditures (A.3 - B.3)</b>         | (2,021,223)                                 | 2,388,907         | (1,501,627)       | (409,961)            |
| D.  | <b>Fund Balance, Beginning</b>                                | 3,419,596                                   | 3,207,000         | 5,713,219         | 2,800,420            |
| D.1   | Prior Year Adjustments + (-)                                  | 1,808,627                                   | 117,312           | (1,411,172)       | 0                    |
| D.2   | <b>Adjusted Fund Balance, Beginning (D + D.1)</b>             | 5,228,223                                   | 3,324,312         | 4,302,047         | 2,800,420            |
| E.  | <b>Fund Balance, Ending (C + D.2)</b>                         | 3,207,000                                   | 5,713,219         | 2,800,420         | 2,390,459            |
| F.1   | Percentage of GF Fund Balance to GF Expenditures (E / B.3)    | 6.2%  | 11.6%             | 5.9%              | 5.4%                 |
| <b>II. Annualized Attendance FTES:</b>                            |   |   |                   |                   |                      |
| G.1   | Annualized FTES (excluding apprentice and non-resident)       | 9,620                                       | 9,393             | 8,523             | 8,577                |
| <b>III. Total General Fund Cash (Unrestricted and Restricted)</b> |   |   |                   |                   |                      |
| H.1   | Cash, excluding borrowed funds                                | 1,589,904                                   | (8,499,000)       | (3,129,816)       | 1,015,357            |
| H.2   | Cash, borrowed funds only                                     |   | 5,000,000         |                   |                      |
| H.3   | <b>Total Cash (H.1 + H.2)</b>                                 | 1,589,904                                   | (3,499,000)       | (3,129,816)       | 1,015,357            |

|         | As of the specified quarter ended for each fiscal year presented |             |             |
|---------|--|-------------|-------------|
|         | 2009-10  | 2010-11     | 2011-12     |
| 2012-13 |  |             |             |
| H.1     | 1,589,904  | (8,499,000) | (3,129,816) |
| H.2     |  | 5,000,000   |             |
| H.3     | 1,589,904  | (3,499,000) | (3,129,816) |



| Line   | Description   | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|--|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| <b>IV. Unrestricted General Fund Revenues and Expenditures: 2011-12 Budget to Year-to-Date Actuals</b> |   |                         |                                |                               |                            |
| I.   | <b>Revenues:</b>  |                         |                                |                               |                            |
| I.1  | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)       | 43,882,288              | 43,882,288                     | 19,480,102                    | 44.4%                      |
| I.2  | Other Financial Sources (Object 8900)                               |                         |                                |                               |                            |
| I.3  | <b>Total Unrestricted Revenue (I.1 + I.2)</b>                       | 43,882,288              | 43,882,288                     | 19,480,102                    | 44.4%                      |
| J.   | <b>Expenditures:</b>  |                         |                                |                               |                            |
| J.1  | Unrestricted General Fund Expenditures (Objects 1000-6000)          | 44,292,249              | 44,292,249                     | 20,023,463                    | 45.2%                      |
| J.2  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)            |                         | 0                              |                               |                            |
| J.3  | <b>Total Unrestricted Expenditures (J.1 + J.3)</b>                  | 44,292,249              | 44,292,249                     | 20,023,463                    | 45.2%                      |
| K.   | <b>Revenues Over (Under) Expenditures (I.3 - J.3)</b>               | (409,961)               | (409,961)                      | (543,361)                     |                            |
| L.   | <b>Adjusted Fund Balance, Beginning</b>                             | 2,841,740               | 2,841,740                      | 2,800,420                     |                            |
| L.1  | <b>Fund Balance, Ending</b>   | 2,431,779               | 2,431,779                      | 2,257,059                     |                            |
| M  | <b>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</b> | 5.5%                    | 5.5%                           |                               |                            |

V. Has the district settled any employee contracts during this quarter?

Yes/No? NO

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

| Contract Period Settled<br>(Specify)<br>2011-12 | Management              |                         |                         | Academic                |                         |                         | Classified              |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|   | Permanent               | Temporary               | Classified              | Permanent               | Temporary               | Classified              |                         |
|   | Total Cost Increase % * | Total Cost Increase % * | Total Cost Increase % * | Total Cost Increase % * | Total Cost Increase % * | Total Cost Increase % * | Total Cost Increase % * |
| a. SALARIES:                                    |                         |                         |                         |                         |                         |                         |                         |
| Year 1:   |                         |                         |                         |                         |                         |                         |                         |
| Year 2:   |                         |                         |                         |                         |                         |                         |                         |
| Year 3:   |                         |                         |                         |                         |                         |                         |                         |
| b. BENEFITS:                                    |                         |                         |                         |                         |                         |                         |                         |
| Year 1:   |                         |                         |                         |                         |                         |                         |                         |
| Year 2:   |                         |                         |                         |                         |                         |                         |                         |
| Year 3:   |                         |                         |                         |                         |                         |                         |                         |

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes/No? YES

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

With the passage of Proposition 30, the district will not need to make additional cuts. However, the district will face the challenge of ramping up to meet base FTES targets. During the quarter, the district incurred \$12.3 million of debt funded through the Federal ARRA program at subsidized rates to implement renewable solar energy. The net impact on the general fund is projected to be positive over time through reductions in utility costs.

VII. Does the district have significant fiscal problems that must be addressed?

This year? YES

Next year? No

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

Cash flow continues to be a challenge. The district is considering a mid-year TRAN to cover apportionment deferrals in 2012-13.