

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

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Darryl Allen	Custodian, Range 8/1	06/10/13
Vernon Cunningham	Custodian, Range 8/1	06/10/13
John Freeman	Dean of Liberal Arts, Range 49/7	08/20/13
Lauren Taylor Hill	FT Anthropology Instructor, Range 2/1	08/09/13
M. Christina Young	FT Biology/Physiology Instructor, Range 4/1	08/09/13
Barbara Villatoro	FT Math Instructor, Range 2/1	08/09/13
Barbara Pavão	Interim Dean of Counseling, Range 49/5	07/01/13
Roger Clague	Chief Technology Officer, Range 49/4	06/17/13
TBA	Dean of Math and Science	TBA
TBA	Executive Bonds Manager	TBA
TBA	FT Theater Acting/Directing Instructor	TBA
TBA	FT Graphic Design Instructor	TBA
TBA	FT Political Science Instructor	TBA
TBA	FT Theater Technical Instructor	TBA

Charo Albarrán

Interim Director, Human Resources

May 24, 2013

Date Submitted

Jowel C. Laguerre

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

May 24, 2013

Date Approved

Regular Assignment continued:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Paul Hidy	FT Auto Technical Instructor	TBA
TBA	Accounting Specialist II (Accounts Payable)	TBA
TBA	Science Lab Technician (50% time)	TBA

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Gary Anderson	Sergeant Short Term Temp.	05/01/13 – 06/30/13	\$25.02 hr.
Gary Anderson	Sergeant Short Term Temp.	07/01/13 – 12/30/13	\$25.02 hr.
Amanda Greene	FYE Recruitment/Counseling	05/24/13 – 06/30/13	\$54.01 hr.
Brenda Tucker	FYE Counseling	04/01/13 – 06/30/13	\$66.01 hr.

Released Time

<u>Name</u>	<u>Assignment</u>	<u>% of Released Time</u>	<u>Effective</u>
Charles Spillner	Academic Success Coordinator	40%	08/09/13 – 05/31/14

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Barbara Bandy	Cutter/Draper for Solano Theatre Spring 2013 Performance	04/01/13 – 06/30/13	\$ 20.00 hr.

GRATUITOUS SERVICE

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
Art Department	Leslie Mackin	Assist Students in printmaking techniques & digital manipulation of Art for printing
Library	Stephanie Frey	Intern in the Library
PUENTE Program	Doriss Panduro	Assist with PUENTE Program
Health Occupations	Timothy Callwels	Monitor Crime Scene & Final

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Kelli Weaver	Cosmetology Lab Assistant	05/24/13
Erin Vines	Dean of Counseling	06/14/13

2013 & 2014 SUMMER WORK SCHEDULE

The 4/10s workweek for Summer Session 2013 will begin the week of June 17, 2013 (Friday, June 21 will be the first Friday closed) and end July 26, 2013 (Friday, July 26, 2013 will be the last Friday closed). The campus will be closed for business on Fridays throughout this period. Return to the regular workweek schedule will be on Monday, July 29, 2013.

CSEA #211 ratified this Side Bar Agreement May 2, 2013.

Operating Engineers/Stationary Engineers, Local 39 ratified this Side Bar Agreement May 28, 2013.

The 4/10s workweek for Summer Session 2014 will begin the week of June 16, 2014 (Friday, June 20 will be the first Friday closed) and end July 25, 2014 (Friday, July 25, 2014 will be the last Friday closed). The campus will be closed for business on Fridays throughout this period. Return to the regular workweek schedule will be on Monday, July 28, 2014.

CSEA #211 ratified this Side Bar Agreement May 2, 2013.

**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

Academic Affairs
Diane White, Responsible Manager

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Dorthea “Dottie” Fair, Fair Consulting	Administer the Foster Care and Kinship Education (FCKE) Program Grant	July 1, 2013 - June 30, 2014	Not to Exceed \$90,000

Yulian I. Ligioso

Vice President, Finance and Administration

May 24, 2013

Date Submitted

Jowel C. Laguerre

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

May 24, 2013

Date Approved

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:

05/08/13	Vendor Payment	2511046291-2511046396	\$716,431.90
05/08/13	Vendor Payment	2511046397-2511046402	\$11,237.97
05/10/13	Vendor Payment	2511046403-2511046452	\$15,959.00
05/13/13	Vendor Payment	2511046453-2511046536	\$124,666.86
05/13/13	Vendor Payment	2511046537-2511046537	<u>\$3,360.00</u>
			<u>\$871,644.73</u>

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

Government Code: ECS 70902 & 81656 Board Policy: 3240 Estimated Fiscal Impact: \$871,644.73

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

May 24, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Jowel C. Laguerre

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

May 24, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

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

REQUESTED ACTION: APPROVAL

SUMMARY:

During spring 2013 in the months of April and May, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

*Government Code Title V, Chapter 6, Subchapter 2, beginning with §55100 Board Policy: 6100
Estimated Fiscal Impact: N/A*

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

May 24, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

Jowel C. Laguerre

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

May 24, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the spring 2013 in the months of April and May, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by the California Community Colleges Systems Office.

NEW COURSES

(CP13-059) ENGL 059 Creative Writing: The Literary Magazine II

(CP13-110) CIS 021 Discrete Structures for Computer Science

(CP13-111) KINE 004B Intermediate Ballroom Dance

(CP13-112) KINE 004S Intermediate Swing Dance

COURSE MODIFICATIONS

(CP13-147) ART 008 Design Principles in 3-Dimensions – Assignments, Textbooks

(CP12-166) ART 023 Introduction to Ceramics: Hand Building – Objectives, Assessments, Assignments, Content, Textbooks

(CP12-167) ART 024 Intermediate Ceramics: Hand Building – Objectives, Assessments, Assignments, Content, Textbooks

(CP12-168) ART 025 Ceramics Design and Decoration: Hand Building Methods – Objectives, Assessments, Assignments, Content, Textbooks

(CP12-170) ART 027 Intermediate Ceramics: Wheel Throwing Techniques – Objectives, Assessments, Assignments, Content, Textbooks

(CP12-171) ART 028 Ceramic Design: Wheel Throwing Techniques – Objectives, Assessments, Assignments, Content, Textbooks

(CP12-175) ART 031 Sculpture –Description, Objectives, Assessments, Assignments, Content, Textbooks

(CP12-176) ART 032 Sculpture: Human Figure – Objectives, Assignments

(CP12-177) ART 033 Intermediate Sculpture – Objectives, Assessments, Assignments, Textbooks

(CP12-181) ART 074 Kiln Design and Operation – Number Change, Assignments, Textbooks

(CP12-182) ART 075 Art Studio Concepts – Number Change, Textbooks

(CP12-183) ART 076A Portfolio Development – Artistic Inquiry – Number Change, Objectives, Assignments, Textbooks

(CP12-184) ART 077A Professional Practices for Artists – Number Change, Other Catalog Information, Textbooks

(CP12-187) ART 076B Portfolio Development Documentation – Objectives, Assignments, Textbooks

(CP12-188) ART 077B Art on Site – Number Change, Other Catalog Information, Objectives, Textbooks

(CP13-113) CIS 001 Introduction to Computer Science – Adjust Lab, Assessments, Textbooks

(CP13-114) CIS 015 Programming in Visual Basic.NET - Adjust Lab, Assessments, Textbooks

(CP13-115) CIS 020 Assembly Programming - Adjust Lab, Assessments, Textbooks

(CP13-116) CIS 022 Introduction to Programming - Adjust Lab, Assessments, Textbooks

(CP13-117) CIS 035 Introduction to Java Programming - Adjust Lab, Assessments, Textbooks

(CP13-118) CIS 050 Microcomputer Applications – Remove Lab, Assessments, Textbooks

(CP13-119) CIS 052 UNIX Operating System - Remove Lab, Assessments, Textbooks

(CP13-120) CIS 055 MS Windows Operating System - Remove Lab, Assessments, Textbooks

(CP13-121) CIS 060 Introduction to the Internet - Remove Lab, Assessments, Textbooks

(CP13-122) CIS 061 Creating Web Pages - Remove Lab, Assessments, Textbooks

(CP13-123) CIS 062 Creating Web Interactivity With Flash - Remove Lab, Assessments, Textbooks

(CP13-124) CIS 066 Microsoft Word - Remove Lab, Assessments

(CP13-125) CIS 068 Object Oriented Game Programming with Flash - Remove Lab, Assessments, Textbooks

(CP13-126) CIS 069 Multimedia for the Web - Remove Lab, Assessments

(CP13-127) CIS 070 Adobe Photoshop for the Web - Remove Lab, Assessments

(CP13-128) CIS 072 Extensible Markup Language (XML) - Remove Lab, Assessments, Textbooks

(CP13-129) CIS 073 Microsoft Excel - Remove Lab, Assessments
(CP13-130) CIS 075 Client-Side Web Programming - Remove Lab, Assessments, Textbooks
(CP13-131) CIS 078 Access – Database Management Systems - Remove Lab, Assessments, Textbooks
(CP13-132) CIS 080 SQL Database Management Systems - Remove Lab, Assessments, Textbooks
(CP13-133) CIS 081 Server-Side Web Programming - Remove Lab, Assessments, Textbooks
(CP13-134) CIS 083 Web Server Administration - Remove Lab, Assessments, Textbooks
(CP13-135) CIS 085 Digital Publishing with InDesign - Remove Lab, Assessments
(CP13-136) CIS 087 Adobe Illustrator for the Web - Remove Lab, Assessments
(CP13-137) CIS 089 Essential Networking Technologies - Remove Lab, Assessments
(CP13-138) CIS 090 Introduction to PowerPoint - Remove Lab, Assessments, Textbooks
(CP13-139) CIS 091 Microsoft Outlook – Remove Lab, Assessments, Textbooks
(CP13-140) CIS 093 MS Publisher - Remove Lab, Assessments, Textbooks
(CP13-176) CIS 106 Fast Track Computer Literacy – Remove Lab, Assessments, Textbooks
(CP13-141) CIS 111 Web Design with Cascading Style Sheets - Remove Lab, Assessments, Textbooks
(CP13-177) CIS 112 Introduction to Robotics Programming – Remove Lab, Assessments, Textbooks
(CP13-102) COSM 101 Cosmetology II – Prerequisites, Description, Assignments, Textbooks
(CP13-103) COSM 102 Cosmetology III – Prerequisites, Description, Assessments, Textbooks
(CP13-104) COSM 103A Cosmetology IV - Prerequisites, Hours, Description, Assessments, Textbooks
(CP13-105) COSM 175 Cosmetology Education Practicum – Prerequisites, Hours, Description, Assessments, Assignments, Textbooks
(CP13-106) EMT 128 Emergency Medical Responder – Name change, Description, Objectives, Assessments, Content, Textbooks
(CP13-107) EMT 112 Emergency Medical Technician (Basic) – Number, Prerequisite, Description, Content
(CP13-82) ENGL 032 Introduction to Native American Literature – Objectives, Assessments, Textbooks
(CP13-74) ENGL 058 Creative Writing: The Literary Magazine – Number, Description, Objectives, Assessment, Assignments, Content, Textbooks
(CP13-148) ENGL 310 Writing Skills Lab – Assignments
(CP12-194) ESL 055 Advanced ESL Reading – Description, Assessments, Textbooks
(CP12-195) ESL 077 Conversation/Pronunciation Skills – Content, Textbooks
(CP12-196) ESL 078 Intermediate ESL Reading - Prerequisite, Textbooks
(CP12-197) ESL 079 Intermediate Sentence Structure – Name Change, Objectives, Assessments, Assignments, Content, Textbooks
(CP12-198) ESL 087 Advanced Sentence Structure: Written English – Objectives Assessments, Assignments, Content Textbooks
(CP13-149) JOUR 001 Newswriting and Reporting – Content, Textbooks
(CP13-150) JOUR 002 Introduction to Feature and Magazine Writing – Content, Textbooks
(CP13-151) JOUR 011 Introduction to Mass Communication – Content, Textbooks
(CP13-151) KINE 004G Dance Choreography – Program, Title, Number, Assignments, Content, Textbooks
(CP13-153) KINE 004M Intermediate Ballet – Program, Hours, Assessments, Assignments, Content, Textbooks
(CP13-154) KINE 004P Intermediate Jazz Dance – Program, Objectives, Assessments, Assignments, Textbooks
(CP13-178) KINE 005C Fitness for Life - Program, Assessments, Assignments, Content, Textbooks
(CP13-155) KINE 005E Cardio Conditioning – Program, Assessments, Assignments, Content, Textbooks
(CP13-156) KINE 005P Step Aerobics – Program, Assessments, Assignments, Textbooks
(CP13-157) KINE 006A Cardio Kickboxing – Program, Description, Assessments, Assignments, Textbooks
(CP13-158) KINE 006F Intermediate Yoga – Program, Objectives, Assessments, Assignments, Textbooks
(CP13-159) KINE 006G – Tai Chi – Program, Description, Assessments, Assignments, Content, Textbooks
(CP13-160) KINE 007A Beginning Bowling – Program Assessments, Textbooks
(CP13-161) KINE 007B Beginning Road Bicycling – Program, Assessments, Assignments, Textbooks
(CP13-162) KINE 008A Beginning Tennis – Program, Assessments, Assignments, Textbooks
(CP13-163) KINE 008B Intermediate Tennis – Program, Objectives, Assessments, Assignments, Textbooks
(CP13-164) KINE 008C Beginning Racquetball – Program, Assessments, Textbooks
(CP13-165) KINE 071 Back Care and Injury Management – Program, Assessments, Textbooks
(CP13-166) KINE 078 Fit Ball Training – Program, Assessments, Assignments, Textbooks
(CP13-167) KINE 083 Fire Candidate Physical Fitness – Program, Assessments, Textbooks

(CP13-168) LR 001 Principles of Library Research – Course Deletion

(CP13-169) LR 010 Introduction to Library Research and Information Competency – Advisory, Content, Textbooks

(CP13-170) LR 011 Internet Explored: Advanced Information Competency – Assessments, Content, Textbooks

(CP13-171) LR 012 Information and Society – Description, Textbooks

(CP13-172) LR 500 Topics in Research and Information Competency – Methods of Instruction

(CP13-108) KINE 020A Foundations of Physical Education – Name Change, Description, Objectives, Assessments, Assignments, Content, Textbooks

(CP13-109) KINE 020S Advanced First Aid and Emergency Care – Units, Units, Objectives, Assessments, Assignments, Content, Textbooks

(CP13-144) MATH 011 Elementary Statistics – Objectives, Content, Textbooks

(CP13-145) MATH 040 Introduction to Linear Algebra – Prerequisite, Objectives, Content, Textbooks

(CP13-173) SPAN 026 Spanish Cinema for Conversation – Number, Description, Textbooks

Revised Programs

(CP13-174) Office Technology – Medical Office and Coding Specialist Certificate – Name, Description, Outcomes, Courses

(CP13-175) Office Technology – Medical Office and Coding Specialist AS Degree – Name, Description, Outcomes, Courses

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SECOND READING - SOLANO COMMUNITY COLLEGE DISTRICT POLICY NO. 2045, SERIES 2000, NEW

REQUESTED ACTION: APPROVAL

SUMMARY:

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

The following new policy has been reviewed Board Policies and Procedures Adhoc Subcommittee, vetted through the Shared Governance Council and President’s Cabinet. The procedures were presented for information at the May 15, 2013, Board meeting.

- Policy No. 2045– Series 2000 – Selection of Superintendent-President - New

<i>Government Code:</i>	<i>Board Policy: 2045</i>	<i>Estimated Fiscal Impact: \$ N/A</i>
SUPERINTENDENT’S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> 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

May 24, 2013
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

May 24, 2013
DATE APPROVED BY SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**SELECTION OF SUPERINTENDENT-PRESIDENT
Series 2000**

POLICY NO. 2045

POLICY: *In the case of a vacancy for the Superintendent-President of the College, the Board of Trustees shall establish a search process to fill the vacancy that is fair, open and complies with relevant regulations. The process which is the sole responsibility of the Board shall comply with procedures approved by the Board.*

The initial contract of the Superintendent-President will be negotiated to the mutual agreement of the Superintendent-President and the Board for a term not to exceed four years.

The contract will be reviewed and/or revised annually through an evaluation process as established and approved by Board Policy and Board Procedure 2045, evaluation of the Superintendent-President, and renewed by mutual agreement of the Board and the Superintendent-President.

BP 2045

**REFERENCES/
AUTHORITIES:** California Education Code Section 72000
ACCJC Standard IV.B.1, IV.B.1.j
Title 5, Section 53000 et seq.

ADOPTED: June 5, 2013

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
APPROVING AMENDED AND RESTATED
BYLAWS FOR THE SOLANO COMMUNITY
COLLEGE DISTRICT CITIZENS' BOND
OVERSIGHT COMMITTEE, RESOLUTION NO.
12/13-26

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.

Board approval is requested for the dual oversight role of the Citizens' Bond Oversight Committee, and the amended and restated bylaws as attached.

Staff will be present to answer questions.

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

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

SUPERINTENDENT'S RECOMMENDATION:

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

May 24, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Jowel C. Laguerre

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

May 24, 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. 12/13-26

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;

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”);

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;

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 6, 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.

**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. 12/13-26

(Continuing: Page 2)

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

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

Bylaws. The Committee shall operate pursuant to the Board approved Amended and Restated Bylaws. The Committee shall have only those responsibilities granted to them in the Act, in the resolutions calling for the election for the Measure G, the Measure Q, and in the Amended and Restated Bylaws. The Amended and Restated Bylaws, as submitted herewith and attached hereto, are hereby approved. The previous 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. 12/13-26

(Continuing: Page 3)

ADOPTED, SIGNED, AND APPROVED, This 5th day of June 2013, by the
Governing Board of Solano Community College.

SARAH E. CHAPMAN, Ph.D., 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: LEASE AGREEMENT FOR SUITES 201 AND 203
LOCATED AT 360 CAMPUS LANE, FAIRFIELD,
CALIFORNIA
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for a three-year lease, with an optional two years, for approximately 17,626 rentable square feet on the second floor of 360 Campus Lane, which is located in the office park directly south of the Fairfield Campus. Base rent for year one will be \$1.40 per square foot monthly, with 3% annual escalation increase. Additionally, the pro rata share of building operating expenses and utilities are projected to be \$.48 per square foot per month and \$.10 per square foot per month respectively.

This space will serve multiple purposes. It will serve as temporary offices for the users of Building 600 during the final stages of design and during construction of the modernization project from approximately July 2013 through December 2014. Subsequently, this space will be used as "swing space" for the initial Measure Q projects. Additionally, this space will be used by the current Measure G program management and construction management teams and the future Measure Q program management and construction management teams.

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: Measure G Funds \$598,232
Measure Q Funds \$658,143

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Gary S. Moriarty, AIA
Program Executive, Kitchell CEM

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration

ORGANIZATION

May 24, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

Jowel C. Laguerre

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

May 24, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: APPROVAL TO EXTEND AGREEMENT WITH FACILITIES MASTER PLANNING FIRM

REQUESTED ACTION: APPROVAL

SUMMARY:

The attached Additional Service Agreement to Contract for Professional Services represents an extension to the original agreement with STV/vbn to move into Phase 2 of the Facilities Master Plan.

Additional services in Phase 2 include: project management/process planning; extension on finalizing the Facilities Master Plan; accessibility transition plan; signage and way finding master plan, security, safety, life safety master plan and review & recommendations to District telephone/data/audio visual infrastructure and technology plans; design and sustainability guidelines and standards; digital mapping of underground utilities; Fairfield traffic and parking analysis; expanded Unoma; work ticketing; Building 600 surge space identification; District infrastructure master plan; FF&E master plan; civil assessment & maintenance planning of infrastructure; and District-wide space inventory verification & update in FUSION.

Board approval of Phase 2 of the Facilities Master Plan Agreement with STV/vbn is requested at this time. A copy of the contract is available for review in the Office of the Superintendent-President and Office of the Vice President of Finance and Administration.

Government Code: *Board Policy: 3020* *Estimated Fiscal Impact: \$1.25 million, Measure Q*

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

SUPERINTENDENT’S RECOMMENDATION:

Yulian I. Ligioso, Vice President
Finance and Administration

PRESENTER’S NAME

400 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Finance and Administration

ORGANIZATION

May 24, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Jowel C. Laguerre

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

May 24, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

ADDITIONAL SERVICE AGREEMENT TO CONTRACT FOR PROFESSIONAL SERVICES

This FOURTH ADDITIONAL SERVICE TO CONTRACT FOR PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made this 1st day of April, 2013 by and between Solano Community College District, hereinafter referred to as "Owner" and STV vbn, hereinafter referred to as "STV" or "Consultant".

RECITALS

WHEREAS, Solano Community College District (Owner) and STV (Consultant) made and entered into Contract for Professional Services ("Agreement") on the 16th day of November, 2011 under which STV agreed to provide Facility Master Planning services related to the District Facilities Master Plan ("Project"); and

WHEREAS, Owner and STV now desire to agree to additional services for STV to provide additional planning and deliverables in accordance with this Additional Service Agreement.

NOW, THEREFORE, the Agreement is hereby documented as follows:

1. **Scope of Additional Services/Compensation** is hereby documented as follows:

Scope of Additional Services and Compensation are detailed in **EXHIBIT A**. The total compensation is increased by \$1,251,885 from the previously approved total of \$577,020 [\$429,161 (original scope), plus \$7,500 (Add Service #1), plus \$126,109 (Add Service #2), plus \$14,250 (Add Service #3)] to the revised amount of \$1,828,905 in accordance with Exhibit A attached hereto.

2. All other terms and conditions in the Agreement previously executed by the parties remain in full force and are applicable to this Amendment.

3. Notice to Proceed for these Additional Services, provided on April 1, 2013, is attached as **EXHIBIT B**.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto executed this Amendment the day and year first above written.

STV vbn

By: _____

Name: David Borger

Title: Senior Vice President

Solano Community College District

By: _____

Name: _____

Title: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PUBLIC HEARING AND ADOPTION OF DISTRICT'S
INITIAL PROPOSAL TO OPERATING
ENGINEERS/STATIONARY ENGINEERS, LOCAL 39
REQUESTED ACTION: HOLD PUBLIC HEARING AND ADOPT PROPOSAL

SUMMARY:

At the Board meeting on May 15, 2013, the Governing Board accepted SCC District's initial proposal Operating Engineer/Stationary Engineers, Local 39 2012-2015 Collective Bargaining Agreement. In accordance with Government Code Section 3547, public comment on such proposal shall be received and a public hearing be held. The hearing will provide members of the public with an opportunity to express their views regarding the proposal.

After sufficient time has been allotted for public response, it is recommended that the Board President close the hearing, reconvene the regular meeting, and receive the proposals for negotiations.

Government Code: 3547	Board Policy: 2010	Estimated Fiscal Impact: \$ Unknown
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> 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

May 24, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

Jowel C. Laguerre

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

May 24, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: DISTRICT AND CSEA CHAPTER #211 CONSIDERATION
AND POSSIBLE APPROVAL OF TENTATIVE
AGREEMENT ON COLLECTIVE BARGAINING
REOPENERS FOR 2012-2013

REQUESTED ACTION: APPROVAL

SUMMARY:

Tentative agreement has been reached between the District and CSEA, 2012-13 reopening proposals to the collective bargaining agreement. The CSEA ratified the tentative agreement on May 2, 2013. The administration recommends approval of the attached tentative agreement.

The CSEA has agreed to:

- Increase in the salary schedule by 1% retroactively to November 1, 2011.
- Increase in the 2012-2013 salary schedule by 1% retroactively to November 1, 2012.
- No layoffs from July 1, 2013 to June 30, 2014.

Government Code: Board Policy: Estimated Fiscal Impact: **Unknown**

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo Albarrán, Interim Director
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

May 24, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Jowel C. Laguerre

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

May 24, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SMALL BUSINESS SECTOR NAVIGATOR GRANT
REQUESTED ACTION: APPROVAL

SUMMARY:

The California Community Colleges Chancellor’s Office has selected Solano Community College to receive a grant to host the Small Business Sector Navigator which is a statewide leadership position that will be coordinating the small business programs of all 112 community colleges across the state. The Sector Navigators are part of the new “Doing What Matters for Jobs and the Economy” framework that the Chancellor’s Office is implementing in FY 2013-2014. Mr. Charles Eason, Director of the Solano College Small Business Development Center (SBDC), was named as the Small Business Sector Navigator. Working with ten Deputy Small Business Sector Navigators across the state, the Small Business Sector Navigator will provide technical assistance to colleges developing credit, non-credit, and not-for-credit programs in the area of small business and entrepreneurship.

The amount of the grant is \$372,500 and the term of the agreement will cover the period from July 1, 2013 through June 30, 2014. The grant may be renewed annually for up to an additional four years contingent on successful completion of required outcomes and availability of funding.

A copy of the grant 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 the Small Business Development Center.

Government Code: 88530-88532 Board Policy: 3520 Estimated Fiscal Impact: \$372,500 Revenue

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charles Eason, Director
Small Business Development Center
PRESENTER’S NAME

360 Campus Lane, Suite 102
Fairfield, CA 94534
ADDRESS

707-864-3382
TELEPHONE NUMBER

Academic and Student Affairs
ORGANIZATION

May 24, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 24, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: STRATA INFORMATION GROUP (SIG) CONSULTANT

REQUESTED ACTION: APPROVAL

SUMMARY:

The Financial Aid Office is requesting the services of a SIG Consultant to perform many Banner implementations to support the functionality and delivery of Financial Aid. This will align the efficiencies needed to run the Financial Aid programs and will include the many required updates from the federal regulations as well as state to accommodate the needs for student financial aid administration.

It is imperative the efficiencies are developed to accommodate the needs of the program. There are fourteen (14) different programs under the Financial Aid umbrella, all of which require many hours of assessment and evaluation keeping in line with federal and state regulations. The consultant will review and assess the needs and provide support and implement efficiencies to allow us to complete the required work and handle the excessive work load. The project will be paid out of Board Financial Assistance Program (BFAP) general fund dollars and will also be counted toward the Financial Aid Maintenance of Effort (MOE) requirement by the state.

The rate for this service is \$155 per hour through June 30, 2013, and may increase to \$160 per hour starting July 1, 2013, for a total cost range of \$25,260.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$ \$25,260</i>
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE

Robin Darcangelo, Director
Financial Aid

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA. 94534

ADDRESS

(707) 864-7889

TELEPHONE NUMBER

Information Systems

ORGANIZATION

May 24, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Jowel C. Laguerre

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

May 24, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



**Strata Information Group
Statement of Work (SOW-08)
May13, 2013**

Solano Community College	Banner® Financial Aid Assessment Services
---------------------------------	--

Under the terms of the Agreement dated June 8, 2006, Strata Information Group (SIG) will provide consulting services for Solano Community College (SCC).

Description of Work: On May 8, 2013, Robin Darcangelo, Director of Financial Aid and Veterans Affairs, requested Banner® Financial Aid consulting services to conduct an assessment of the SCC Banner® Financial Aid system based on the activities defined below. It is estimated that the assessment will require one on-site week of interviews and that all meetings will take place at a central location on campus, followed by one remote week of services to create the draft assessment report.

SIG assumptions and access requirements to be provided by SCC, as applicable:

- Provide secure local and remote access for the SIG consultants to include:
 - VPN and network access
 - Access to Banner® Student and Financial Aid test database environments with appropriate credentials and recently cloned data
- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement
- Provide timely technical support to the SIG consultant when needed; SIG’s ability to perform requires timely support from the SCC’s staff
- Provide a dedicated meeting room with audio-visual projection equipment, easel, and flip charts for on-site visits when required

Proposed Services:

Tasks	Hours
On-site and remote services will be scheduled to complete the following requirements:	
1. Project management and consultant project preparation (remote) <ul style="list-style-type: none"> • Conduct conference call with SCC Financial Aid, Information Technology, and other project participants to discuss or review the following, if required: <ul style="list-style-type: none"> ○ Review services to be provided for this project ○ Finalize an agenda and on-site visit logistics ○ Finalize the on-site visit interview schedule ○ Discuss existing documentation ○ Discuss specific SCC issues and expectations • Develop the pre-assessment questionnaires • Test access through VPN to Banner® instances to complete an initial review of SCC’s data, rules setup, and system configuration • Document follow-up questions and points of clarification and share with SCC staff through email or an additional conference calls 	4
2. Pre-assessment questionnaires <ul style="list-style-type: none"> • Work with the SCC staff to finalize the questionnaires • Send the questionnaires to the campus office and campus representatives two weeks prior to the on-site visit • Assemble the responses and document the findings for use during the on-site assessment 	76
3. Based on the final assessment schedule, complete an on-site Banner® Financial Aid system usage assessment <ul style="list-style-type: none"> • Determine and assess functionalities in use and not in use • Identify any unmet functional processing needs • Review high level processes and assess key processes • Perform efficiency assessment related to the configuration of the system • Identify and assess system workarounds, shadow systems, and manual processing procedures • Identify and evaluate any staff training needs • Review configuration for efficiency and effectiveness 	

Tasks	Hours
<ul style="list-style-type: none"> Review of system interfaces and non-Banner® ancillary systems 	
<p>4. Complete an overview of the current Banner® Financial Aid functionality and new features of v.8</p> <ul style="list-style-type: none"> Provide an overview of selected Banner® Financial Aid functionality Review data standards Discuss data access Provide reports Discuss Banner® Financial Aid current functionality utilized Address what works and does not work for the staff Discuss major issues, concerns, and needs 	
<p>5. Complete a review of the Banner® Financial Aid reporting methodologies and unmet reporting needs</p> <ul style="list-style-type: none"> Assess internal management reporting strategies, methods, and any unmet management reporting needs Assess external reporting strategies, methods, and challenges 	
<p>6. Project wrap-up meeting</p> <ul style="list-style-type: none"> Meet with the appropriate SCC Financial Aid staff and Information Systems Technology staff for a debrief session to include high level findings, and anticipated recommendations Finalize the site visit interview schedule for the individual campus visits if required 	
<p>7. Project reporting</p> <ul style="list-style-type: none"> Complete an assessment report within three weeks of the on-site visit to include findings, recommendations, and potential actions to improve the utilization of Banner® Financial Aid Complete a conference call and webinar session with the appropriate SCC staff to discuss the report 	
Travel time: one (1) on-site visit	8
Total Hours	88

Note: Approximate hours and costs are based on the estimated tasks to complete this project, which may vary based on the assumptions listed previously and changes in SCC's needs.

Summary of Estimated Costs:

Labor:	Travel Expenses:	Total Cost:
\$13,640	\$1,600	\$15,240

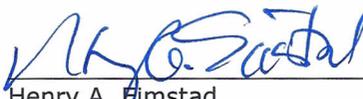
Notes:

- Rate: \$155 per hour through June 30, 2013. This rate will increase to \$160 per hour starting July 1, 2013.
- SIG will invoice only for the consulting hours and travel expenses actually used.
- Travel time and expenses, if applicable:
 - Travel time is capped at 8 hours per trip.
 - Travel expenses are estimated at \$1,600 per consultant, per trip.
 - SIG will make every attempt to reduce travel costs by booking discounted coach airfares and using client-recommended lodging.
- Costs exclude all state taxes, if applicable.

For Solano Community College:

 Jowel C. Laguerre Date
 Superintendent/President

For Strata Information Group:

 5/13/13

 Henry A. Elmstad Date
 President

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PROPOSED NEW JOB DESCRIPTION, HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL), ADMINISTRATIVE LEADERSHIP GROUP (ALG)

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

It has been determined that there is a need for a new position in the Office of Human Resources, Human Resources Technician (Confidential) in the Administrative Leadership Group (ALG), Range 29.

The proposed new job description is attached.

Approval is requested at this time.

Government Code: Ed Code 88001; 88009; 88003 Board Policy: 4720 Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION: [] APPROVAL [] DISAPPROVAL [x] NOT REQUIRED [] TABLE

Charo Albarrán, Interim Director
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

May 24, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

Jowel C. Laguerre

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

May 24, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: Human Resources Technician (Confidential)

BASIC FUNCTION: Under direction of a Director of Human Resources, perform a variety of complex secretarial duties and provide administrative support to both the Associate Vice President and Director of Human Resources. Provide administrative and reception support to the Office of Human Resources. Process materials not requiring the immediate attention of the administrator; prepare documents and materials using automated equipment; assist in managing the administrator's office and in coordinating communications.

DISTINGUISHING CHARACTERISTICS: Human Resources Technician is the entry-level classification of the Human Resources support staff series. Incumbents assist in managing the Human Resources Office, which includes handling confidential matters, coordinating communications, and the timely paper flow for HR management.

REPRESENTATIVE DUTIES:

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

Provide administrative and reception support to the Office of Human Resources.

Responsible for the coordination and preparation of all HR Board agenda items.

Perform secretarial and administrative support duties to relieve the administrator(s) of clerical and technical detail; perform multiple projects concurrently and meet fluctuating deadlines.

Provide back up support for administrative staff in the offices of Vice President of Finance and Administration; Academic Affairs, and Superintendent-President as needed.

Assist in coordinating, organizing, monitoring, and processing workflow throughout the HR Department; work with administrator(s) to establish and revise work priorities to assure the timely completion of assignments.

Assist in coordinating communications between the administrator(s) and other District officials, staff, students, the public and external organizations and agencies; interpret information and policies and exchange information.

Provide administrative support to the District's negotiating teams during the collective bargaining process; attend meetings, take and transcribe minutes and maintain official records of proceedings.

Research, develop, type, duplicate, and distribute materials related to collective bargaining and labor relations; assure confidentiality of information and materials as appropriate.

Compile camera-ready materials for collective bargaining contracts; coordinate and oversee the printing and distribution of collective bargaining contracts.

Provide support to the employment verification process.

Schedule and follow up on physical and psychological examinations and background investigations for employees as needed.

Assist in the coordination and implementation of the classified reclassification process and procedure.

Collect, compile, and monitor collective bargaining information as it relates to the State Mandate Report.

Establish and maintain positive staff and public relations; receive telephone calls and greet office visitors; provide detailed information requiring judgment and knowledge of pertinent programs and functions.

Perform office management duties as directed by the administrator.

Train and provide work direction to student workers and temporary personnel as assigned; order office supplies and assure proper operation of office machines.

Format, type, proofread, and distribute correspondence, reports, lists, summaries, and other items to appropriate District offices, state agencies, and other organizations.

Establish and maintain records and inter-related filing systems containing financial, statistical, and student information; maintain confidentiality of sensitive information as appropriate; create and maintain logs and other manual records as required.

Prepare and maintain financial and statistical records and data; contact faculty and supervisors to assure submission of data required.

May perform routine to moderately complex purchasing related duties for the assigned area such as acquisition of equipment, supplies, etc.

Order stock, maintain stock levels, and may perform central stores inventory.

Assist in maintaining calendars and in scheduling appointments, meetings, and conferences for administrators; may arrange transportation and hotel accommodations and process required documentation.

Arrange and attend meetings and conferences; prepare agendas and background materials; take and transcribe meeting minutes; compose and distribute minutes as appropriate.

Facilitate communications between the assigned Dean(s), administrators, staff, and outside agencies; interact and relay information regarding assigned areas.

Take and transcribe dictation as required by the assignment.

Operate standard office equipment, mainframe computer terminals and microcomputers proficiently; prepare correspondence, reports, lists, and other documents using word processing, spreadsheet, and database management software.

Secondary Functions:

Assist faculty and staff with clerical work as time allows.

Compile and consolidate information to prepare budgets and other fiscal reports.

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school including or supplemented by secretarial training and three years of increasingly responsible secretarial experience, which includes the operation of microcomputers using word processing, spreadsheet, and database management software or any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read, interpret, apply, and explain District and division policies, procedure, and regulations.

Ability to compile information and write reports, business correspondence, and procedure manuals.

Ability to read, interpret, apply, and explain program policies and requirements.

Ability to write routine reports and correspondence using correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to effectively present information in person or on the telephone to students, staff, or the public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to learn quickly and apply specific laws, regulations, rules, policies and procedures of the department and functions to which assigned.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to analyze situations accurately and use an effective course of action.

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

Ability to learn quickly and apply specific rules, policies and procedures of the program and function to which assigned.

Ability to exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Modern office practices, procedures and equipment, including letter and report writing, financial and statistical record-keeping, receptionist and telephone techniques.

- Research methods and techniques.

- Office management techniques.

Perform difficult and complex secretarial and office management duties.

Operate mainframe computer terminals and microcomputers including word processing, database management, spreadsheet, graphics, and desktop publishing software.

Operate office equipment including copier, calculator, facsimile machine, and others.

Operate an electronic keyboard accurately at 60 words per minute.

Learn laws, regulations, and policies related to assigned areas of responsibility.

Record and transcribe information accurately at an acceptable rate of speed.

Format, type, proofread, and distribute documents and other written materials.

Train and provide work direction to others.

Establish and review work priorities.
Meet demanding schedules and multiple, often conflicting timelines.
Maintain accurate statistical and financial records.
Plan and organize work.
Establish and maintain effective and cooperative working relationships with others.
Work confidentially with discretion.
Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.
Work effectively and independently with minimal supervision.
Perform assigned work with speed and accuracy.
Use word processing, graphics, and desktop publishing software to prepare a variety of documents and printed materials.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person. Employees in this classification are frequently required to attend meetings or to pick up or deliver materials at other campus locations.

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

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

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

The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee regularly is subjected to continual interruptions and exposed to the risks of computer-generated video radiation. The work environment is sometimes noisy.

CA 4/23/13
Board Approval _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: INITIAL PRESENTATION OF CALIFORNIA SCHOOL
EMPLOYEES' ASSOCIATION, CHAPTER #211'S
BARGAINING PROPOSALS TO THE DISTRICT ON 2013-
2014 REOPENERS

REQUESTED ACTION: INFORMATION

SUMMARY:

Pursuant to Government Code Section 3547 and for the purpose of public notice ("sunshining"), California School Employees' Association, Chapter #211, has submitted its initial bargaining proposal to the District to open Article IX Pay and Allowances; Article XI Health and Welfare Benefits Item 11.4.1; Article XII Holidays Item 12.7, and Appendix G Professional Growth. Public comment on such proposals shall be received at the next Governing Board meeting scheduled June 19, 2013.

The contract proposals are attached.

Government Code: 3547 Board Policy: 2010 Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo Albarrân
Interim Director, Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

May 24, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 24, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

CSEA, Chapter 211

2013-14 Contract Bargaining

Proposals

CSEA is interested in Negotiating the following for 2013-14 Academic Year.

Article IX

CSEA proposes a fair and equitable Salary increase.

Article XI

11.4.1 Ten years of Medical, Dental, and Vision for employee/family and minor children (to age 26).

Article XII

CSEA proposes that language regarding campus closures for Winter and Spring Break be added to the contract to remove the requirement of negotiation and ratification of side bar agreement.

Suggested Language:

12.7 **Winter and Spring Breaks:** Remove the sentence "In addition to the mandated holidays Christmas season and spring break period, the District will discuss with CSEA prior to determining the winter and spring break closures. Begin the article with "Additional days off . . .

Also would like to include language addressing the 4/10 workweek schedule during the summer session.

Appendix G

Professional Growth

CSEA is interested in adding an additional 2% on the Professional Growth for Employees who earn the degree. Current language does not include this.

CSEA would also propose adding language to include employee option to purchase more life insurance than the current \$10,000 offered by the District.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: INITIAL PRESENTATION OF THE DISTRICT'S
BARGAINING PROPOSALS TO THE CALIFORNIA
SCHOOL EMPLOYEES' ASSOCIATION, CHAPTER #211
ON 2013-2014 REOPENERS

REQUESTED ACTION: INFORMATION

SUMMARY:

The Solano Community College District and the California School Employees' Association, Chapter #211, are preparing to enter into negotiations for the period of 2013-14.

This item introduces the District's proposals to CSEA, Chapter #211, for the purpose of public notice ("sunshining") to open on Article XVII Job Vacancies and Article XVIII Classification and Reclassification. Pursuant to Government Code Section 3547, public comment on such proposals shall be received at the next Governing Board meeting scheduled for June 19, 2013.

Government Code: 3547 Board Policy: 2010 Estimated Fiscal Impact: Unknown

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

May 24, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 24, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: INTEGRATED ENERGY EFFICIENCY UPDATE
REQUESTED ACTION: INFORMATION

SUMMARY:

At Board meeting of March 20, 2013, Dwight Calloway, Director of Facilities, introduced Compass Energy Solutions (CES), a premier energy service company providing comprehensive and proven energy infrastructure development, asset management, and efficiency improvements to a wide range of institutional, state, and local government customers, including California community colleges. CES outlined five major energy reduction measures: exterior lighting, interior occupancy sensors, HVAC improvements, Energy Management System improvements, and a Virtual IT solution.

In follow up to the CES study, the District now proposes to competitively bid out the energy efficiency initiatives and obtain guarantees on energy saving solutions as appropriate.

Government Code: CCR, Title 5, Section 58301 Board Policy: 3000, 3005 Estimated Fiscal Impact: \$
BOT 2012-2013 Goals: Goal #1

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

707-864-7176

TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

May 24, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

Jowel C. Laguerre

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

May 24, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: TENTATIVE DISTRICT GENERAL FUND BUDGETS AND PROPOSED TIME AND PLACE FOR THE PUBLIC HEARING AND ADOPTION OF THE OFFICIAL DISTRICT BUDGETS FOR 2013-14

REQUESTED ACTION: INFORMATION

SUMMARY:

Yulian I. Ligioso, Vice President of Finance & Administration, will present for information the District’s Tentative 2013-2014 General Fund Budgets and the dates to establish the public hearing and formal adoption of the 2013-2014 budgets.

The public hearing and the adoption of these official 2013-2014 budgets, in accordance with California Code of Regulations, Title 5, Section 58301, is tentatively scheduled for the Board meeting of September 4, 2013, location to be announced.

Government Code: CCR, Title 5, Section 58301 Board Policy: 3000, 3005 Estimated Fiscal Impact: \$ BOT 2012-2013 Goals: Goal #1

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 & Administration

ORGANIZATION

May 24, 2013

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

May 24, 2013
DATE APPROVED BY SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CCFS-311Q FINANCIAL REPORT THIRD 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 third quarter of FY 2012-2013 is attached for the Board’s review and information.

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

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

May 24, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Jowel C. Laguerre

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

May 24, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD ▾

Fiscal Year: 2012-2013

Quarter Ended: (Q3) Mar 31, 2013

District: (280) SOLANO

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Yulian Ligioso
CBO Phone: 707-864-7209

CBO Signature:

Date Signed:

Chief Executive Officer Name: Jowel Laguerre

CEO Signature:

Date Signed:

Electronic Cert Date: 05/16/2013

District Contact Person

Name: Patrick Killingsworth
Title: Director of Fiscal Services

Telephone: 707-864-7000

Fax: 707-646-2056

E-Mail: patrick.killingsworth@solano.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6699 tbritten@cccco.edu

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

Board Meeting Date: June 5, 2013

District: 280 Solano Community College District

Quarter Ending Date: March 31, 2013

Line	Description	As of June 30 for the fiscal year specified			Projected 2012-13
		Actual 2009-10	Actual 2010-11	Actual 2011-12	

I. Unrestricted General Fund Revenues and Expenditures:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	49,621,228	51,482,327	45,837,026	47,237,999
A.2	Other Financial Sources (Object 8900)	12,500	17,825	3,955	
A.3	Total Unrestricted Revenue (A.1 + A.2)	49,633,728	51,500,152	45,840,981	47,237,999
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	51,585,037	48,735,784	47,214,550	44,930,264
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	69,914	375,461	128,058	230,000
B.3	Total Unrestricted Expenditures (B.1 + B.3)	51,654,951	49,111,245	47,342,608	45,160,264
C.	Revenues Over (Under) Expenditures (A.3 - B.3)	(2,021,223)	2,388,907	(1,501,627)	2,077,735
D.	Fund Balance, Beginning	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	Adjusted Fund Balance, Beginning (D + D.1)	5,228,223	3,324,312	4,302,047	2,800,420
E.	Fund Balance, Ending (C + D.2)	3,207,000	5,713,219	2,800,420	4,878,155
F.1	Percentage of GF Fund Balance to GF Expenditures (E / B.3)	6.2%	11.6%	5.9%	10.8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	9,620	9,393	8,523	7,055
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III. Total General Fund Cash (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented				
	2009-10	2010-11	2011-12	2012-13	
H.1	Cash, excluding borrowed funds	462,194	3,584,790	(1,507,878)	(1,690,580)
H.2	Cash, borrowed funds only		5,007,750		
H.3	Total Cash (H.1 + H.2)	462,194	8,592,540	(1,507,878)	(1,690,580)

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
IV. Unrestricted General Fund Revenues and Expenditures: 2011-12 Budget to Year-to-Date Actuals					
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	43,882,288	43,882,288	26,187,669	59.7%
I.2	Other Financial Sources (Object 8900)				
I.3	Total Unrestricted Revenue (I.1 + I.2)	43,882,288	43,882,288	26,187,669	59.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	44,292,249	44,292,249	31,594,497	71.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)		0		
J.3	Total Unrestricted Expenditures (J.1 + J.3)	44,292,249	44,292,249	31,594,497	71.3%
K.	Revenues Over (Under) Expenditures (I.3 - J.3)	(409,961)	(409,961)	(5,406,828)	
L.	Adjusted Fund Balance, Beginning	2,841,740	2,841,740	2,800,420	
L.1	Fund Balance, Ending	2,431,779	2,431,779	(2,606,408)	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	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 (Specify) 2011-12	Management			Academic			Classified			
	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.)

The district significantly increased course offerings in the spring based on the passage of Proposition 30.

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. We continue to work with the County to arrange short term borrowings to meet cash flow requirements.