

AGENDA ITEM 10. (b)
MEETING DATE October 16, 2013

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - DONATIONS

REQUESTED ACTION: APPROVAL

SUMMARY:

<u>NAME AND ADDRESS</u>	<u>ITEMS</u>	<u>DEPARTMENT</u>
Cordelia Sunrise Rotary Club 1332 Empire Street	14 Oak Trees, Stakes, and Mulch	School of Mathematics and Science

Government Code: _____ *Board Policy:* _____ *Estimated Fiscal Impact: In-Kind Gift \$1,500.00*

SUPERINTENDENT'S RECOMMENDATION:

☒ **APPROVAL** ☐ **DISAPPROVAL**
☐ **NOT REQUIRED** ☐ **TABLE**

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

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7112

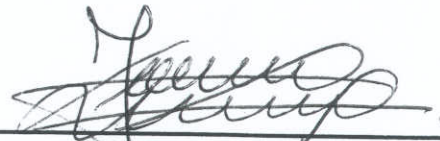
TELEPHONE NUMBER

Administration

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

October 4, 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 2013-2014

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Claire Gover	Administrative Assistant III, School of Human Performance & Development, Range 13/1	09/25/13
Bruce Petersen	Associate Vice President, Human Resources, Range 50	11/18/13

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Judy Spencer	From Executive Coordinator Superintendent-President and Governing Board to Chief of Staff, Range 43	07/01/13

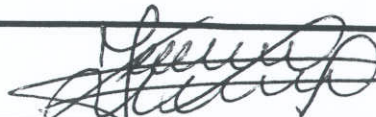
Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Eugene Buban	Web Master Project	09/23/13 – 12/31/13	\$24.41 hr.
Irene Camins	Science Lab Tech Extra Hours	08/12/13 – 06/30/14	\$20.89 hr.

Nona Cohen-Bowman

Interim Associate Vice President,
Human Resources

October 4, 2013
Date Submitted



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

October 4, 2013
Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 October 16, 2013
 Page 2

Short-term/Temporary/Substitute continued:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Bobby Campo	Assistant Baseball Coach	10/01/13 – 06/01/14	\$16.66 hr.
Maria Delgado	Scheduling Specialist	09/17/13 – 06/30/14	\$16.39 hr.
Emily Doran	Assistant Coach	08/31/13 – 12/31/13	\$16.66 hr.
Samantha Dorger	Journalism Program Review	08/10/13 – 12/13/13	\$66.67 hr.
Neil Glines	Interim Dean Assistance School of Liberal Arts	10/01/13 – 01/31/14	\$58.60 hr.
Megan Henderson	Reg. Aid Community Services	09/04/13 – 06/30/14	\$ 9.60 hr.
Brian Houle	Assistant Baseball Coach	10/01/13 – 06/01/14	\$16.66 hr.
Leigh Anne Jones	Admin Asst III-Liberal Arts	09/23/13 – 10/31/13	\$17.92 hr.
Emily Lane	Train the Trainer CACC	08/19/13 – 09/10/13	\$66.67 hr.
Clitdell Long	Administrative Assistant III Math & Science	09/23/13 – 11/23/13	\$17.92 hr.
Katherine Luce	Academic Success Workshop	09/01/13 – 05/31/14	\$64.65 hr.
Nancy Moore	Athletic Academic Instructional Lab Assistant SHP&D	09/04/13 – 12/06/13	\$15.06 hr.
Sandra Moore	Academic Success Workshop	09/01/13 – 05/31/14	\$54.56 hr.
Samuel McKinney	Laundry Service Cosmetology	08/14/13 – 06/30/14	\$19.11 hr.
Nathanial Murphy	Technology Specialist	10/01/13 – 11/22/13	\$19.53 hr.
Sydney Nazarenko	Academic Success Workshop	09/01/13 – 05/31/14	\$62.64 hr.
Susan Nygard	Athletic Academic Instructional Lab Assistant	09/04/13 – 12/06/13	\$15.06 hr.
Greg Parini	Academic Success Workshop	09/01/13 – 05/31/14	\$66.67 hr.
Genele Rhoads	Academic Success Workshop	09/01/13 – 05/31/14	\$66.67 hr.
John Sanders	Assistant Coach Men's Basketball	09/01/13 – 03/30/14	\$16.66 hr.
Kheck Sengmany	Math Instruction for PG&E Pathways program (up to 33 hours)	10/16/13 – 12/31/13	\$58.60 hr.
E.J. Shalaby	Program Development for Waste/Water Leadership training (up to 20 hours)	10/17/13 – 06/30/14	\$60.62 hr.
Mikkel Simons	Production Assistant	10/17/13 – 06/30/14	\$ 9.60 hr.
James F. Smith	Program Development for Waste/Water Leadership training (up to 20 hours)	10/17/13 – 06/30/14	\$66.67 hr.
Ann Talamantes-Ristow	On site Athletic Admin Men's Basketball	08/01/13 – 06/30/14	\$35.00 hr.
Ann Talamantes-Ristow	On site Athletic Admin Soccer	08/01/13 – 06/30/14	\$35.00 hr.
Ann Talamantes-Ristow	On site Athletic Admin Volleyball	08/01/13 – 06/30/14	\$35.00 hr.

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 October 16, 2013
 Page 3

Short-term/Temporary/Substitute continued:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Ann Talamantes–Ristow	On site Athletic Admin Woman’s Basketball	12/01/13 – 06/30/14	\$35.00 hr.
Ann Talamantes–Ristow	On site Athletic Admin Swimming/Diving	03/01/14 – 06/30/14	\$35.00 hr.
Mark Torguson	Assistant Soccer Coach	10/01/13 – 12/30/13	\$16.66 hr.
Danielle Widemann	Academic Success Workshop	09/01/13 – 05/31/14	\$66.67 hr.
Ron Zak	Program Review-Photography	07/11/13 – 08/05/13	\$66.67 hr.

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Barbara Bandy	Cutter/Draper for Fall 2013 Solano College Theater Production	09/05/13 – 11/01/13	\$800.00
Kerry Pilley	Foster Care & Kinship Education Workshop presenter	12/03/13 – 12/11/13	\$540.00
Craig Scharfen	Electrical for Fall 2013 Solano College Theater Production	10/17/13 – 12/01/13	\$800.00
Adam Gistarb	Sound Design for Fall 2013 Fall Theater Production	10/17/13 – 12/12/13	\$750.00

GRATUITOUS SERVICE

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
SHP&D	Mary Mapes	Assist Students during practice
MESA	Casey Bess	Oversee MESA center and office Duties
UMOJA	Lloyd Bond	Tutoring UMOJA Program Scholars
UMOJA	Kelley Cadungug	Tutoring UMOJA Program Scholars
SHP&D	Paul Mazzarelle	Assist with Swimming & Diving Team
MESA	Geff Freire	Oversee MESA center and office Duties
MESA	Nestor Ibarra	Oversee MESA center and office duties
MESA	Angelica Cortes	Oversee MESA center and office duties
Liberal Arts	Monique Rutherford	Assist Marc Lancet in Art 37a
Liberal Arts	John Lloyd	Assist Rod Guyer in class

GRATUITOUS SERVICE – continued:

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
Transfer Center	Becky Negrillo	Internship with Marcie Mc Daniels in the Transfer Center
MESA	Michael Goring	Tutoring UMOJA Program Scholars & Guest Lecture as needed
Administration Office	LaToya Tillman	Office Duties
Horticulture	Tina Blythe	Tree Planting in Rotary Grove
Horticulture	Dealton Brown	Tree Planting in Rotary Grove
Horticulture	Michael Burzynski	Tree Planting in Rotary Grove
Horticulture	Elizabeth Capp	Tree Planting in Rotary Grove
Horticulture	Peter Danoff	Tree Planting in Rotary Grove
Horticulture	Michael S. Garver	Tree Planting in Rotary Grove
Horticulture	Nancy Garver	Tree Planting in Rotary Grove
Horticulture	Hope Hernandez	Tree Planting in Rotary Grove
Horticulture	June Johnsen	Tree Planting in Rotary Grove
Horticulture	Colleen Knight	Tree Planting in Rotary Grove
Horticulture	Bob Marston	Tree Planting in Rotary Grove
Horticulture	Meredith McKown	Tree Planting in Rotary Grove
Horticulture	Bette Noll	Tree Planting in Rotary Grove
Horticulture	George C. Paz	Tree Planting in Rotary Grove
Horticulture	Bejan Pazdel	Tree Planting in Rotary Grove
Horticulture	Martin Pehl	Tree Planting in Rotary Grove
Horticulture	Jason Perkins	Tree Planting in Rotary Grove
Horticulture	Candice Pierce	Tree Planting in Rotary Grove
Horticulture	William R. Rawlinson	Tree Planting in Rotary Grove
Horticulture	Tom Recknagel	Tree Planting in Rotary Grove
Horticulture	Brian Wills	Tree Planting in Rotary Grove

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
John Freeman	Dean of Liberal Arts	09/05/13
Philip Petersen	Astronomy & Physics Instructor	05/20/14

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

TO: Members of the Governing Board

**SUBJECT: PAULY GROUP ACADEMIC SEARCH CONSULTING
AGREEMENT**

REQUESTED ACTION: APPROVAL

SUMMARY:

The Pauly Group will conduct detailed background reviews, commonly referred to as Preliminary Reference Reports and/or Summary Reference Reports, for semi-final and/or final candidates to be considered by the Client for positions within the College. The term of this Agreement shall commence upon the year and date executed by the Client, shall become in effect with a Letter of Authorization, in paragraph 6A, and shall end upon delivery of the Reference Report to the Client.

This Agreement may be terminated at any time by either party. Client shall pay the following fees to Paul Group with thirty (30) days of invoice:

- \$925 for an administrative fee per Project.
- \$825 for every semi-final candidate referred to Pauly Group for referencing.
- \$1,250 for every final candidate referred to Paul Group for referencing.
- Should referencing have commenced and a candidate withdraws from the search process, for whatever reason, rather than the entire per candidate fee, client will be assessed a fee of \$475 per semi-final candidate to withdraw, or \$600 per final candidate to withdraw.

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

SUPERINTENDENT'S RECOMMENDATION:

☒ **APPROVAL** ☐ **DISAPPROVAL**
☐ **NOT REQUIRED** ☐ **TABLE**

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

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7112

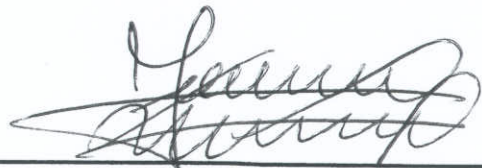
TELEPHONE NUMBER

Administration

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



PAULY GROUP, INC.
ACADEMIC SEARCH CONSULTING

REFERENCE PROJECT AGREEMENT

THIS AGREEMENT is made and entered into this day, September 24, 2013, by and between Pauly Group, Inc., Springfield, Illinois (hereinafter "Pauly Group"), and Solano Community College, Fairfield, CA, (hereinafter "Client"), to perform various professional, technical, and consulting services, tasks, and assignments on behalf of the Client.

NOW, THEREFORE, the parties agree as follows:

1. **Services Performed.** Pauly Group will conduct detailed background reviews, commonly referred to as Preliminary Reference Reports and/or Summary Reference Reports, for semi-final and/or final candidates to be considered by the Client for positions within the college.
2. **Term.** The term of this Agreement shall commence upon the year and date executed by the Client, shall become in effect with a Letter of Authorization, as described below in paragraph 6A, is transmitted to Pauly Group, and shall end upon delivery of the Reference Report to the Client. The Reference Project is typically finished within fifteen (15) days from the date of authorization of the Agreement. However, the time for completion of the Reference Project is substantially dependent upon prompt performance of Client's obligations, as set forth below. No warranty is expressed or implied with regard to the time of completion.
3. **Termination:** This Agreement may be terminated at any time by either party. In the event of early termination, all fees collected by Pauly Group shall be retained by Pauly Group. In the event payment of fees has not yet been received by Pauly Group, then Client shall pay for all time incurred by Pauly Group to the date of termination at the rate of \$250 per hour and all expenses, including, but not limited to, consultant fees and expenses, incurred by Pauly Group to the date of the termination.
4. **Fees:** The Client shall pay the following fees to Pauly Group with thirty (30) days of invoice:
 - A. Client shall pay to Pauly Group the fee of \$925 for an administrative fee per Project. Said fees cover all Pauly Group expenses, including all long distance telephone and Pauly Group mailing charges.
 - B. The fee of \$825.00 for every semi-final candidate referred to Pauly Group for referencing; and
 - C. The fee of \$1,250.00 for every final candidate referred to Pauly Group for referencing.
 - D. Should referencing have commenced and a candidate withdraws from the search process, for whatever reason, rather than the entire per candidate fee, client will be assessed a fee of

\$475.00 per semi-final candidate to withdraw or \$600.00 per final candidate to withdraw. If an invoice has been issued to Client, a new invoice will be produced and mailed immediately.

- E. In the event the Client requests Pauly Group personnel to visit Client's institution, then Client will pay the additional fees of \$3,500.00 per day, including necessary travel days, plus all travel related expenses, including but not limited to the cost of transportation, meals and lodging. Travel fees and expenses will be invoiced within sixty (60) days of the completion of the project, and are due and payable within thirty (30) days.

5. **Expenses.** All expenses are the responsibility of Pauly Group.

6. **Client Duties.**

- A. The Client will provide Pauly Group with a completed and signed Letter of Authorization to commence each reference report.
- B. The Client will provide Pauly Group electronic or faxed copies of (1) a full and complete the job description for the open position; (2) any advertisements used to publicize the position; and (3) candidate's application materials including cover letter, resume, reference list, and all attachments.
- C. The Client will comply with the Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681 et seq. in every regard in connection with the Client's hiring of a candidate for the Open Position. The Client acknowledges that:
 - (i) it has received from Pauly Group the "Notice to Users of Consumer Reports", published by the Federal Trade Commission and attached hereto as Exhibit A, which explains the Client's obligations under the FCRA; and
 - (ii) Pauly Group shall not be obligated to furnish the written reports described in Paragraph 7 below to the Client until the Client certifies to Pauly Group by executing the certification attached hereto as Exhibit B that it has (a) provided to each candidate for whom a written report is prepared a clear and conspicuous written disclosure that a background report may be requested and (b) obtained from each such candidate a written consent in the form attached hereto as Exhibit C authorizing Pauly Group to conduct the background investigation described in Exhibit C, to prepare the written report and to furnish such written report to the Client.

7. **Pauly Group Duties.**

- A. Pauly Group will forward to each referred candidate the Candidate Reference Packet consisting of a Candidate Release Form, Salary and Benefit Statement, Expanded Reference List, and EEOC Form.
- B. The investigations will commence with the return of the completed Candidate Reference Packet and a notification call from Pauly Group to each candidate to explain the reference process and review of the application materials.
- C. For semi-finalists, Pauly Group will conduct a minimum of three (3) reference interviews with individuals named by the candidate and will provide to Client a written report regarding those

interviews. For finalists, Pauly Group will conduct a minimum of eight (8) reference interviews with individuals named by the candidate and with unnamed individuals and will provide a Client a written report regarding those interviews.

- D. **The final written report will be delivered electronically, via Pauly Group's secure website.** Client will be given a user name and password to access the report. The report will be available for five (5) days, and no other copy will be supplied, unless specifically requested by Client.

8. **Confidentiality of Pauly Group Work Product.**

- A. The Client acknowledges that Pauly Group will produce a report regarding each candidate which may contain confidential and/or potentially damaging information or allegations regarding a candidate. The Client further acknowledges that the dissemination of the report or the information or allegations contained therein to the public or to anyone within the college who does not have a strict need to know would subject Pauly Group and the college to potential liability.
- B. The Client agrees that the report and the information or allegations contained therein are revealed to the Client in confidence, solely for the purposes of the reference project called for herein, and to enable the Client to hire a suitable applicant for the open position contemplated in this Agreement. The Client agrees that neither the Client, nor any of its officers, directors, employees or agents, will reveal or copy any portion of the report or the information or allegations contained therein to any other person, institution or entity, unless required by law.
- C. In furtherance of this paragraph, only one (1) username and password with access to the report will be provided by Pauly Group to the Client, which shall be available to be read only by the Client's President. The Client will make no copies or other permanent record of the report and the information or allegations contained therein. Only verbal reports of the information or allegations contained in that report will be shared with other officers, directors, employees and agents of the Client, but only on a strict need to know basis.
- D. The client will institute and enforce such procedures as are necessary to ensure that all officers, directors, employees and agents of the Client will maintain such confidentiality.
- E. The parties stipulate that Pauly Group's damages for breach of this paragraph would be speculative, and that Pauly Group's remedies at law would be inadequate. Therefore, upon breach of this paragraph, Pauly Group would be entitled to enforce it by (a) seeking an injunction from an appropriate court of competent jurisdiction and (b) by enforcing and receiving from the Client the indemnification agreed to below in Paragraph 9.
- F. The obligations of the Client pursuant to this paragraph will survive the term of this Reference Project Agreement, and shall continue indefinitely.

9. **Indemnification.** In furtherance of the Client's confidentiality obligations as set forth in Paragraph 8 above, the Client agrees to protect, indemnify, defend and hold harmless Pauly Group, and its officers, directors, employees and agents, from and against any and all claims, damages, losses, liabilities, obligations, penalties, actions, judgments, suits, costs and expenses, including, without limitation, reasonable attorney's fees and costs of expert witnesses, that maybe incurred by or asserted against Pauly Group or its officers, directors, employees or agents, in each case arising out of or in connection

with or related to any breach by the Client, or any of the Client's officers, directors, employees or agents, of the obligations set forth in Paragraph 8 above. The agreements and obligations of the Client contained in this paragraph shall survive the term of the Reference Project Agreement, and will continue indefinitely.

10. **Non-Binding Arbitration.** If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith in negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be submitted to non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator. However, no judgment may be entered upon the award rendered by the arbitrators without agreement of the parties. In the event the parties do not so agree, then the parties may resort to litigation in the jurisdiction specified below.
11. **Facsimile Authorization.** It is agreed that a facsimile of signatures shall be considered valid to show the Client's agreement to the terms herein and to authorize Pauly Group to begin work on the Project.
12. **Late Payments.**
 - A. Interest of two percent (2%) per month shall accrue during all or any part of a month in which any payment to be paid hereunder is made after the due date thereof. Such interest shall continue to be charged on the first day of each and every month thereafter on the balance then due and shall continue to accrue until all sums due are paid in full.
 - B. Each payment when made shall be credited first to the interest accrued, if any then due, and the remainder shall be credited to the balance due.
13. **Attorney's Fees.** The Client will pay on demand all costs of collection, legal expenses, including, but not limited to, court costs and reasonable attorney's fees incurred or paid by Pauly Group in collecting or enforcing the terms of this Agreement, and such costs, expenses and fees shall be assessed against the Client in any litigation filed with regard to this Agreement.
14. **Entire Agreement.** This Agreement super-cedes all oral or written prior agreements or understandings between Pauly Group and Client. This Agreement has been duly executed and delivered by Client and Pauly Group and constitutes the legal, valid and binding obligation of the parties, and the undersigned have been authorized to execute this Agreement on behalf of the parties hereto.
15. **Illinois Jurisdiction.** The Client agrees that this Agreement shall be deemed to have been executed in Sangamon County, Illinois, that Pauly Group will perform substantial services under this Agreement in Sangamon County, Illinois and that jurisdiction and venue in the event of any litigation pursuant to this Agreement shall be in Sangamon County, Illinois.
16. **Law Governing Agreement.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.
17. **Severability.** If any one or more of the provisions contained in this Agreement shall be held illegal or unenforceable by a court, no other provision shall be affected by this holding.
18. **Headings.** The headings have been inserted for convenience only and are not to be considered when interrupting the provisions of this Agreement.

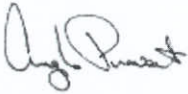
19. **Amendments.** This Agreement may only be amended or modified by mutual consent of the parties, in writing.
20. **Notices.** Any notice or demand given or made under the terms of this Agreement shall be served either in person or by regular mail, postage prepaid and addressed to:
- A. If to Pauly Group, it shall be sent to 3901 Wood Duck Drive, Suite E, Springfield, Illinois 62711, or to any new address Pauly Group designates in writing.
 - B. If to Client, it shall be sent to Solano Community College; 4000 Suisan Valley Road; Fairfield, CA 94534, or to any new address Client designates in writing.
 - C. Any notice or demand shall be deemed to have been given and effective when it has been received.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day of Tuesday, September 24, 2013. An electronic, either faxed or scanned, copy of this document is acceptable as binding.

Pauly Group, Inc., an Illinois Corporation
FEIN: 37-1365750

By: _____

Angela D. Provart, President



Client

By: _____

Signature & Printed Name

Title

Street Address

City/State/Zip

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

09/06/13	Vendor Payment	2511049258-2511049432	\$25,911.00
09/11/13	Vendor Payment	2511049433-2511049496	\$256,965.40
09/11/13	Vendor Payment	2511049497-2511049499	\$13,504.34
09/13/13	Vendor Payment	2511049500-2511049535	\$7,850.80
09/13/13	Vendor Payment	2511049536-2511049595	\$78,186.08
09/13/13	Vendor Payment	2511049596-2511049597	\$16,963.00
09/13/13	Vendor Payment	2511049598-2511049599	\$1,926.74
09/25/13	Vendor Payment	2511049600-2511049741	\$376,163.50
09/25/13	Vendor Payment	2511049742-2511049753	\$92,326.15
09/25/13	Vendor Payment	2511049754-2511049755	\$207,982.83
09/27/13	Vendor Payment	2511049756-2511049820	\$17,111.80
10/01/13	Vendor Payment	2511049821-2511049877	\$665,284.35
10/01/13	Vendor Payment	2511049878-2511049892	\$205,897.61
10/01/13	Vendor Payment	2511049893-2511049894	\$26,166.18
			\$1,992,239.78

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: Board Policy: Estimated Fiscal Impact: **\$1,992,239.78**

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Yulian Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94345

ADDRESS

707-864-7209

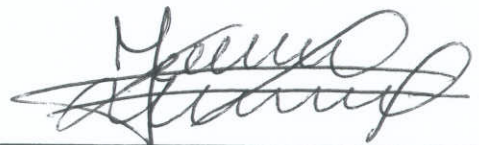
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 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

Academic Affairs

Diane White, Interim Vice President

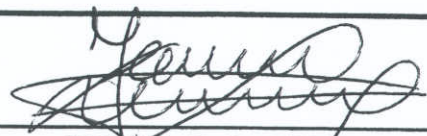
<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Always Prepared CPR	Provide class materials, equipment, certification cards and training for 10 students.	September 20, 2013	Not to exceed \$700.00
Always Prepared CPR	Provide class materials, equipment, certification cards and training for 10 students.	October 7, 2013	Not to exceed \$700.00
Jennifer Dobbins	Consulting services to Solano Community College in support of the College's efforts to develop an application for a Title III Development Grant	September 19, 2013- June 30, 2014	Not to exceed \$7,500.00
Bruce Kinghorn	Interim Dean, School of Liberal Arts	October 1, 2013- January 31, 2014	Not to exceed \$39,903.00
Entrepreneurial Learning Initiative, LLC	To provide training for the Ice House Entrepreneur Program	January 9, 2014- January 10, 2014	Not to exceed \$8,000.00

Yulian I. Ligioso

Vice President, Finance and Administration

October 4, 2013

Date Submitted



JOWEL C. LAGUERRE, Ph.D.

Superintendent-President

October 4, 2013

Date Approved

Vallejo Center
Jerry Kea, Dean

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Charles Rieger	Interim Small Business Development Center (SBDC) Director	October 1, 2013- December 31, 2013	Not to exceed \$21,600.00

Superintendent-President's Office
Jowel Laguerre, Ph.D., Superintendent-President

Rachel Dwiggins-Beeler	Serve as Technical Advisor to the President's Council on Emergency Preparedness	October 17, 2013- December 31, 2013	Not to exceed \$5,000.00
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School of Career Technical Education and Business
Maire Morinec, Dean

Deborah J. Garcia	To provide CTE Transitions education, assistance to achieve SCC articulated credit, and training for CATEMA software system.	October 17, 2013- June 30, 2014	Not to exceed \$9,120.00
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Workforce Training and Grants Management
Deborah Mann, Director

Rebecca LaCount	To provide CTE awareness and counseling, instruction and employment readiness to SCC students in partnership with SCCD.	October 17, 2013- June 30, 2014	Not to exceed \$37,375.00
Lorraine Roos	In cooperation with WTGM, STP and PG&E support and coordinate the PowerPathway Entry to Gas Operations Program.	October 17, 2013- December 19, 2013	Not to exceed \$7,350.00
Daniel Turner	To identify and use best practices to develop the SCC Welding program.	October 17, 2013- December 31, 2013	Not to exceed \$4,200.00

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AMENDMENT WITH DPR CONSTRUCTION
LEASE-LEASEBACK PRECONSTRUCTION SERVICES
FOR BUILDING 600 (ADMINISTRATION) PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to amend the previously approved lease-leaseback services agreement with DPR Construction for Building 600 (Administration) Renovation project preconstruction services. The original contract was approved by the Board on June 19, 2013 in the amount of \$48,000. This new amendment will include preconstruction services for mechanical, plumbing, electrical and fire alarm. Within a traditional project delivery, design-bid-build, these services are included as part of the architect's contract. On August 7, DPR received proposals from five mechanical and plumbing contractors and three electrical contractors. These proposals were evaluated for costs, qualifications, experience of team members and project approach. A short list was developed and two contractors from each of the mechanical & plumbing, and electrical trades were invited to participate in interviews. The selection committee included representatives from DPR, Kitchell, and the District. Based on the above evaluation criteria, the selection committee selected Peterson Mechanical and Sac Valley Electrical as part of the DPR's preconstruction services team.

The contract amendment is for an additional fee of \$63,895.20.

Government Code: N/A Board Policy: 3225 Estimated Fiscal Impact: \$63,895.20 Measure G Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Ines Zildzic
Program Manager, Kitchell CEM

PRESENTER'S NAME

360 Campus Lane, 200
Fairfield, CA 94534

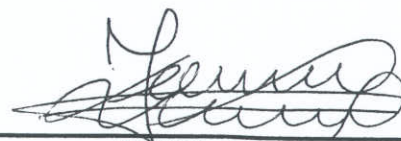
ADDRESS

707-863-7870

TELEPHONE NUMBER

Administration
ORGANIZATION

October 4, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: 2013-2014 LOCAL AGREEMENT FOR CHILD
DEVELOPMENT TRAINING CONSORTIUM**

REQUESTED ACTION: APPROVAL

SUMMARY:

The Yosemite Community College District, Child Development Training Consortium has approved a local agreement for honorariums and a textbook loan program for early childhood education classes at Solano Community College. The maximum reimbursable amount awarded to the District is \$15,000. The District will reimburse students an honorarium for s courses completed with a "C" or above, excluding P.E. or work experience classes that are not child development related. Sabrina Drake will serve as coordinator for this project. I. Statement of Work B. The contractor will generate up to 600 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or upgraded Child Development Permit.

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 the Children's Programs. It is our recommendation that the Governing Board approve the agreement as attached.

*Government Code: BOT 2013-14 Board Policy: 3520 Estimated Fiscal Impact: No Cost to District
Goal: Access and Success*

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

Sabrina Drake, Assistant Director
Children's Programs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7000 x4639

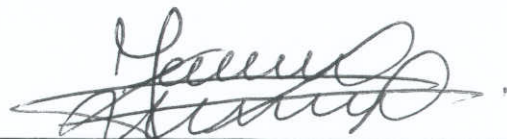
TELEPHONE NUMBER

Administration

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**CHILD DEVELOPMENT TRAINING CONSORTIUM
2013-2014 INSTRUCTIONAL AGREEMENT
AGREEMENT NUMBER 13-14-2502**

This Agreement is made and entered into this 1st day of September, 2013, by and between the Yosemite Community College District, Child Development Training Consortium, hereafter called the YCCD/CDTC, and **Solano Community College District for Solano Community College**, hereafter called the CONTRACTOR.

WITNESSETH: That the CONTRACTOR for and in consideration of the covenants, conditions, agreements, and stipulations of the YCCD/CDTC hereinafter expressed, does hereby agree to furnish to the YCCD/CDTC services as follows:

I. STATEMENT OF WORK

- A. The CONTRACTOR will designate a Campus Coordinator. The Campus Coordinator will be responsible to prepare and submit all required reports; coordinate all Consortium activities; attend two (2) mandatory YCCD/CDTC sponsored meetings at YCCD/CDTC expense; and inform child development/early childhood education department of program requirements and components specific to campus Child Development Training Consortium.

The designated Campus Coordinator is preferably either full-time or adjunct faculty, department chair, or director of the campus child development lab center/children's center. If the current Campus Coordinator does not meet these recommendations, they are permitted to continue in the position and new requirements will be applicable upon designation of a new Campus Coordinator. Since the requirement of faculty is preferred, but not required, exceptions will be considered by YCCD/CDTC on an individual basis.

The Campus Coordinator must be located on campus with regularly scheduled office hours; thereby being accessible to students enrolled in the program. The YCCD/CDTC must be notified in writing within fifteen (15) calendar days of any change in Campus Coordinator status.

The Campus Coordinator will be a liaison between the Child Development Training Consortium and California Department of Education/Child development Division (CDE/CDD) to disseminate information to campus faculty regarding state initiatives.

- B. The CONTRACTOR will generate up to **600** units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. Enrolled units must be completed between July 1, 2013, and June 30, 2014. Physical education courses and general work experience courses are excluded. Child development work experience and remedial courses are included.
- C. The CONTRACTOR will make good faith efforts to recruit and employ qualified faculty who reflect the ethnic makeup of the student population.

- D. The CONTRACTOR will provide appropriate community college courses, which:
1. Meet the requirements of the Child Development Permit Matrix (included in this Agreement as Appendix A) and/or child care licensing regulations.
 2. Are degree or certificate applicable.
 3. Are offered for credit with the possible exception of remedial courses.
 4. Are transferable whenever possible.
 5. Are available to family child care providers and employees of child care/development programs serving infants through school-age children.
 6. Are responsive to local community needs.
- E. The CONTRACTOR will enroll students who meet the YCCD/CDTC eligibility criteria, numbered 1 through 5 below. Student eligibility must be verified each semester/term using the Student Profile.
1. Student must be seeking a new or maintaining a currently held Child Development Permit, **AND**
 2. At the time of enrollment, the student must be employed by a child care/development program including licensed family child care and out-of-school care. Center-based programs must be licensed or eligible for an exemption according to Department of Social Services (DSS) regulations. Licensed exempt centers are limited to the following: on school site, parents on site, military, tribal, employment agency, parks and recreation, adult ed/child care, home based program and before/after school program. Employment in a kindergarten classroom is also acceptable, **AND**
 3. Student employment must directly benefit children and/or families. The employment experience must be acceptable to the California Commission on Teacher Credentialing for purposes of obtaining a Child Development Permit, even if experience is not required for the permit, **AND**
 4. Student must work in the state of California.
 5. In-home care providers (nannies) are not eligible. Unlicensed, exempt, in-home child care providers are not eligible.
- F. The CONTRACTOR will enroll eligible students according to the following three priorities:
- California Department of Education, Child Development Division (CDE/CDD)
Priorities for Enrollment:*
- Priority 1 Employees of all direct-funded CDE/CDD programs including center-based programs and family child care network programs

or center-based programs with satellite family child providers. This also includes co-located Head Start Programs.

- Priority 2 Employees of any program, center-based or licensed family child care homes, that serve children on a voucher basis for Alternative Payment services.
- Priority 3 Employees of all other programs including center-based and licensed family child care homes.

Within each priority group listed above, priority will be given to students fulfilling the requirements for an Assistant or Associate Teacher or Teacher Child Development Permit.

Local Priorities for Enrollment

The local YCCD/CDTC Advisory Committee may establish additional priorities. However, the CDE/CDD priorities listed above must be met before local priorities can be implemented. Local priorities are encouraged to meet local needs within the context of the CDE/CDD priorities.

- G. The CONTRACTOR will establish a new or use an existing Advisory Committee to solicit input on local needs, courses to be offered and approve the student eligibility and payment policies.
 - 1. The Advisory Committee will make a good faith effort to represent the local child care labor market by including the following program representatives: the Campus Coordinator; one community college child development instructor, one CEC Mentor Coordinator, one family child care provider; one representative of a child care program funded by the California Department of Education, Child Development Division (CDE/CDD); one representative of a private-for-profit child care program; one representative of a private-non-profit child care program; one representative of the local Resource and Referral program; one college student majoring in child development; one representative from the Local Child Care and Development Planning Council; and one representative from the county-level Children and Families Commission, and one representative from the local CARES Plus and/or AB212 programs.
 - 2. The Advisory Committee will meet a minimum of once each semester/term.
 - 3. Both meetings must be properly documented with agendas and minutes, which must be submitted by specified due dates.
- H. The CONTRACTOR will complete an annual needs study of the local service area to determine the greatest needs of individuals seeking new or maintaining currently held Child Development Permits. Information collected should include:
 - 1. Description of eligible students to be served

2. Special circumstances or unique challenges and characteristics of eligible students
 3. Description of agencies/programs that will benefit
 4. Area strengths
 5. Area needs
 6. Description of most needed courses including topics, times, locations and preferred language of instruction.
- I. The CONTRACTOR will provide student grade documentation to YCCD/CDTC upon request for audit purposes.
 - J. The CONTRACTOR will ensure that all required reports and documents are submitted to YCCD/CDTC by the due dates specified. Report titles and due dates are included in this Agreement as *Appendix B – 2013-2014 Required Reports and Time Lines*. All reports should be submitted to the Child Development Training Consortium, 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351.
 - K. The CONTRACTOR will ensure that no full-time equivalent (FTE) will be collected for courses that are funded with YCCD/CDTC funds.
 - L. The CONTRACTOR will ensure collaboration (if applicable) with CEC Mentor Coordinator, two times per semester. This collaboration will include sharing program services and promote integration of services for student success.

II. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2013, to and including June 30, 2014. Enrolled units must be completed between July 1, 2013, and June 30, 2014. All allowable expenditures must be encumbered and/or the services rendered prior to June 30, 2014.

III. BUDGET AND ALLOWABLE EXPENSES

- A. By October 15, 2013, a 2013-2014 budget based on the funding authorized in this Agreement must be posted online with the YCCD/CDTC. A YCCD/CDTC supplied format must be used.
- B. The CONTRACTOR will submit a revised budget to the YCCD/CDTC for approval due to the following two circumstances:
 1. When planned expenditures in any of the **major expense categories** (direct services, support services, or administration) exceed the approved budget by more than ten percent (10%).
 2. And when planned expenditures in any of the **line items** exceed the approved budget by more than twenty-five (25)%.
- C. The CONTRACTOR will administer the program budget in accordance with YCCD/CDTC budget development guidelines available in the Campus Coordinator Handbook. The CONTRACTOR will ensure that all program expenditures are reasonable, necessary, and allowable.

- D. The CONTRACTOR will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program.
- E. The CONTRACTOR will not expend YCCD/CDTC funds on food, equipment, donations, or gifts. Equipment is defined as a fixed asset that does not lose its identity when removed from its location and is not changed materially or consumed immediately (typically, within a year) by use. Equipment has relatively permanent value and its purchase increases the value of the physical property such as furniture, vehicles, machinery, computers and furnishings that are not integral parts of the building or the building system.
- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in subsequent years.

IV. PAYMENT FOR SERVICES

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount not to exceed **\$15,000.00**. The amount of total payments to the CONTRACTOR will be the lesser of program earnings, the amount authorized by this Agreement, or actual expenditures. Any over-payments of more than \$100.00 made by YCCD/CDTC to the CONTRACTOR must be refunded to YCCD/CDTC by June 30, 2014. Checks should be made payable to YCCD.
- B. The CONTRACTOR will be paid \$25.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph IB. Units for physical education and general work experience classes are excluded. Units for remedial courses and child development work experience are included.
- C. YCCD/CDTC will issue progress payments to CONTRACTOR upon receipt of properly completed documentation including a 2013-2014 Student Profile for each enrolled student for each semester/term.
- D. YCCD/CDTC will withhold any payment until all required documentation has been received to substantiate enrolled units.
- E. YCCD/CDTC will make final payment to CONTRACTOR upon satisfactory completion of services as described herein. The final expenditure report is due no later than June 30, 2014. A Budget Narrative Form will be required as an addendum to the Final Expenditure Report.

V. RETENTION OF RECORDS AND AUDITS

The CONTRACTOR will retain all programmatic and fiscal records for a minimum of five (5) full years from the date of final payment under this Agreement. The CONTRACTOR will make these records available to YCCD/CDTC upon request for audit purposes during the progress of the work and for five (5) years following final payment. The federal audit number for this project is 93.575042.

VI. CONTRACT AMENDMENTS

This Agreement may be amended with mutual written consent of both parties and the approval of the California Department of Education, Child Development Division.

VII. 30 DAY TERMINATION NOTICE

It is mutually agreed that either party may terminate this Agreement by giving thirty (30) calendar days advance written notice.

VIII. FUND AVAILABILITY

Funding of this Agreement is contingent upon appropriation and availability of funds from the California Department of Education, Child Development Division. The YCCD/CDTC is funded with federal Child Care and Development Quality Improvement funds.

IX. NONDISCRIMINATION CLAUSE

- A. During the performance of this Agreement, CONTRACTOR will not unlawfully discriminate, harass, or allow harassment against any employee or student because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), sexual orientation, or marital status. CONTRACTOR will ensure that the evaluation and treatment of employees and student participants are free from such discrimination and harassment.
- B. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated there under.
- C. By signing this Agreement, the CONTRACTOR ensures that it will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability.

X. INDEPENDENT CONTRACTORS

It is understood that this is an Agreement by and between independent contractors and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, or joint venture.

XI. HOLD HARMLESS CLAUSE

Both the CONTRACTOR and YCCD/CDTC agree to hold harmless, defend, and indemnify the other party, its officers, employees, boards, volunteers, and agents from and against any and all losses, claims or expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of such party, its boards, officers, agents, employees, or volunteers pursuant to this Agreement. However, the provisions of this indemnity agreement do not apply to any damages or losses caused by the negligence of the other party or its officers, employees, boards, volunteers, or agents.

XII. ACKNOWLEDGMENT

The CONTRACTOR will acknowledge the support of the YCCD/CDTC when publicizing the work performed under this Agreement. Materials developed with funds from this Agreement shall contain an acknowledgment of the use of federal Child Care and Development Quality Improvement funds received from the California Department of Education, Child Development Division.

XIII. DRUG-FREE WORKPLACE

The CONTRACTOR certifies compliance with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace.

IX. NON-PERFORMANCE OF TERMS OF INSTRUCTIONAL AGREEMENT

If the CONTRACTOR fails to fulfill the terms of this Instructional Agreement, the CONTRACTOR will be placed on informal probation for the period of one year. If the CONTRACTOR fails to fulfill the terms of the Instruction Agreement while on informal probation, a Probationary Instructional Agreement will be issued in the second year. If the CONTRACTOR fails to fulfill the terms of the Probationary Instructional Agreement, no further Instructional Agreements will be issued to CONTRACTOR.

AGREED TO BY:

CONTRACTOR Authorizing Signature:	
Printed Name of Person Signing:	Jowel C. Laquerre, Ph.D.
Title of Person Signing:	Superintendent - President
Date:	

Yosemite Community College District

Authorizing Signature:	
Printed Name of Person Signing:	Teresa Scott
Title of Person Signing:	Executive Vice Chancellor/Fiscal Services, YCCD
Date:	

Attachments for reference: Appendix A - Child Development Permit Matrix
Appendix B - 2013-2014 Required Reports and Time Lines

Return **two** Instructional Agreements with **original signatures** to:
Child Development Training Consortium
1620 North Carpenter Road, Suite C-16, Modesto, CA 95351
For questions, call (209) 572-6080

For CDTC Use Only:	Date Rcvd: _____	To D.O.: _____	From D.O.: _____	To CONTRACTOR: _____
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Child Development Permit Matrix - with Alternative Qualification Options Indicated

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth*****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth*****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Site Supervisor	Option 1: AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; or Option 4: Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation is available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

****A valid Multiple Subject or a Single Subject in Home Economics.

*****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advisor.

This matrix was prepared by the Child Development Training Consortium. To obtain a permit application visit our website at www.childdevelopment.org or call (209) 572-6080.

7/10

Appendix B

Child Development Training Consortium 2013-2014 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Student Profiles and Transmittal Summary and Detail Sheets AND CDD Confidential Profile Confirmation Sheets	Summer/Fall '13 Term: October 15, 2013 Winter/Spring '14 Term: March 14, 2014
Student Evaluations (Composite generated online)	Summer/Fall '13 Term: February 14, 2014 Winter/Spring '14 Term: June 30, 2014
2013-2014 Program Budget (submit online)	October 15, 2013
Student Eligibility and Payment Policies	December 13, 2013
Advisory Committee Meeting Documents	Fall '13 Term: February 14, 2014 Spring '14 Term: June 30, 2014
Coordinator Invoice	Summer/Fall '13 Term: February 14, 2014 Winter/Spring '14 Term: June 1, 2014
Child Development Instructional Staff Profiles and Master List (UPDATE ONLINE)	March 14, 2014
Course Offering Matrix of Child Development and CDTC Funded Courses (UPDATE ONLINE)	Prior to each semester (After course schedules are established at campus)
2014-2015 Designation of Campus Coordinator and Agreement Specifications	June 16, 2014
Year-End Report Narrative	June 30, 2014
Final Expenditure Report (submit online) / Final Expenditure Narrative (submit hardcopy)	June 30, 2014

**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 SOLANO COUNTY OFFICE OF EDUCATION**

REQUESTED ACTION: APPROVAL

SUMMARY:

This Memorandum of Understanding (MOU) is between Solano Community College, hereafter identified as "SCCD" and the Solano County Office of Education, hereafter known as "SCOE". The MOU is in place to provide Community Collaborative services and activities with Solano County middle and high schools, students and parents, teachers, administrators, and counselors from October 17, 2013 through February 28, 2014.

The pathway focus for our SB 70 includes Entrepreneurship and Advanced Manufacturing. Our grants focus on career pathway development, curriculum development, professional development for faculty, and career awareness for grades 7-14. The MOU is in the amount of \$20,650.

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 Training and Grants Management. Approval of this agreement is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$20,650 expenditure
CEO 2013-14 Goal: Grow Enrollment*

SUPERINTENDENT'S RECOMMENDATION:

☒ **APPROVAL** ☐ **DISAPPROVAL**
☐ **NOT REQUIRED** ☐ **TABLE**

Deborah Mann, Director
Workforce Training and Grants Management

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

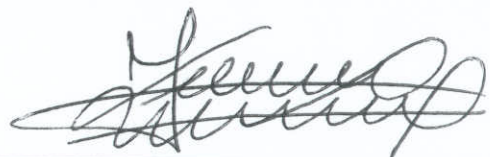
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

MEMORANDUM OF UNDERSTANDING

Between Solano Community College District and Solano County Office of Education

This MEMORANDUM OF UNDERSTANDING is entered into this 17th day of October, by and between Solano Community College District (SCCD), and Solano County Office of Education (SCOE), hereinafter referred to as "SCCD" and "SCOE."

Whereas SCCD is an integral partner with SCOE;

And whereas SCCD is in receipt of a Community Collaborative SB70 Grant requiring career pathway development, curriculum development, career awareness activities and professional development for faculty, with significant input from and interaction with the Solano County Office of Education;

SCCD and SCOE have agreed to collaborate as detailed below.

SCOE Responsibilities:

COMMUNITY COLLABORATIVE, SB-70

Grant Number: 11-140-281

MOU Term: October 17, 2013 through February 28, 2014

This Memorandum of Understanding (MOU) is between Solano Community College, hereafter identified as "SCCD" and the Solano County Office of Education, hereafter known as "SCOE". The MOU is in place to provide Community Collaborative services and activities with Solano County middle and high schools, students and parents, teachers, administrators, and counselors receiving benefit from the Community Collaborative.

<u>Community Collaborative Grant Activity</u>	<u>SCOE Deliverable</u>	<u>Budget</u>
Grant Activity # 8: Curriculum Development. Focus: Marketing, Sales, Service (Entrepreneurship) Sector.	SCOE will coordinate professional development training to assist CTE teachers with integration of entrepreneurship into their existing CTE curriculum. SCOE will pay teacher sub costs and/or stipends to teachers to develop integration into existing curriculum. SCOE will contract with the Bay Area Regional Business and Entrepreneurship Center to provide the training. SCOE estimates 30 teachers will be attending 12 hours of instruction in 2 six hour trainings.	\$10,150 including teacher's stipends and/or sub costs to facilitate the integration of entrepreneurship into SCOE CTE curriculum.

<u>Community Collaborative Grant Activity</u>	<u>SCOE Deliverable</u>	<u>Budget</u>
Grant Activity #34: Supplies/ Materials. Focus: Manufacturing Sector.	Working with the Fairfield Suisun USD, a new Manufacturing program has been started at Green Valley Middle School. Funding would be used for instructional materials, including instructional kits and software. This program is part of the pathway that leads to Advanced Manufacturing programs at the high school and at Solano Community College.	\$10,500 \$5000 5 VEX kits @ \$1000 each. \$500 Programming software. \$5000 Instructional Materials: tool kits; chargers; controllers, etc.

SCCD Responsibilities:

- SCCD will provide \$20,650 to SCOE for grant activities.

Term:

The term of this agreement shall be from October 17, 2013 through February 28, 2014.
This agreement may be extended or increased with an addendum.

The signatures below indicate agreement to the foregoing terms dated this 17th day of
October 2013.

Solano County Office of Education:

Solano Community College:

Tommy Welch
Associate Superintendent
Business and Finance
Solano County Office of Education

Jowel C. Laguerre, Ph.D.
Superintendent-President
Solano Community College

Janet Harden
Associate Superintendent,
Human Resources/Workforce
Development/Public Information
Solano County Office of Education

Deborah Mann
Director of Workforce Training and
Grants Management
Solano Community College

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 fall 2013 in the month of September, 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* BOT 2013-14 Goal: *Access and Success*

SUPERINTENDENT'S RECOMMENDATION: ☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Dian White, Interim Vice President
Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

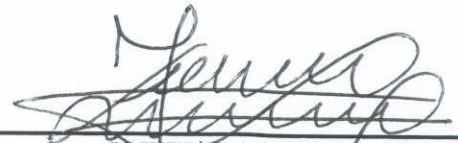
ADDRESS

(707) 864-7102

TELEPHONE NUMBER

Administration
ORGANIZATION

October 4, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

October 4, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the Fall 2013 in the month of September, 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

(CP13-180) ART 003A Arts of Asia

(CP 13-181) ART 003B Arts of Africa, Oceania, and the Americas

COURSE MODIFICATIONS

ACCT 176 Intermediate Accounting – Contact Hours

KINE 005K Beginning Ballet - Prerequisite

KINE 004T Intermediate Ballroom Dancing - Course Number

NURS 050A Fundamentals of Nursing – Course Advisory

NURS 050B Basic Human Needs – Course Advisory

NURS 052 Pharmacology for Nursing – Course Advisory

NURS 054 Maternal-Child Nursing – Update prerequisite, Course Advisory

NURS 055 Nursing of Adults I – Update prerequisite, Course Advisory

NURS 058A Skills Lab I – Course Advisory

NURS 058B Skills Lab II– Course Advisory

NURS 058C Skills Lab III– Course Advisory

NURS 058D Skills Lab III – Course Advisory

NURS 058E Skills Lab for LVN Transition Students – Course Advisory

NURS 060 Nursing of Adults II/Medical-Surgical Nursing – Course Advisory

NURS 061 Psychiatric and Mental Health Nursing – Course Advisory

NURS 063 Advanced Medical Surgical and Community Nursing – Course Advisory

NURS 064 Issues and Leadership in Health Care Today

NURS 065 Role Transition in Practice – Course Advisory

NURS 100 Exploring Health Occupations – Course Advisory

NURS 101 Preparation for Nursing – Course Advisory

NURS 102 Nursing Work Study – Course Advisory

NURS 111 Medical Terminology – Course Advisory

NURS 148M Maternal Nursing for International Nurses – Course Advisory

NURS 159 Career Mobility Transition – Course Advisory

NURS 200 Certified Nursing Assistant/Home Health Aide – Course Advisory

NURS 219 Cardiac Rhythms – Course Advisory

NURS 223 Critical Care Nursing – Course Advisory

NURS 230 Emergency Care Nursing – Course Advisory

(CP13-182) ART 010 Art Appreciation – Add Online/DE

(CP13-192) ART 026 Introduction to Ceramics: Wheel Throwing Techniques – Objective, Assessments, Assignments, Content

(CP13-183) FIRE 140 Fire Technology Academy – Hours, Description, Content

(CP13-185) INTD 070 Introduction to Interior Design – Number, Title, Transfer, Advisory, Description, Objectives, Assessments, Assignments, Content, Textbooks

(CP13-190) MATH 023 Differential Equations – Objectives

(CP13-191) NURS 061 Psychiatric Mental Health Nursing – Prerequisites, Textbooks

(CP13-146) PSYC 004 Research Methods in Behavioral Science – Prerequisite, Objectives, Content, Textbooks

NEW/REVISED CREDIT PROGRAMS OR CERTIFICATE PROGRAMS

(CP13-179) AA-T Degree Journalism – New Degree
(CP 13-194) Art: Two-Dimensional – Description, Courses
(CP13-195) Art: Three-Dimensional – Description, Courses
Art History A.A. – Update Course Numbers
Auto Body & Repair A.S. – Update Course Numbers
Auto Body & Repair Certificate – Update Course Numbers
Automotive Technician A.S. – Update Course Numbers
Automotive Technician Certificate – Update Course Numbers
Bank Operations A.S. – Update Course Numbers
Bank Operations Certificate – Update Course Numbers
Biology A.S. – Update Units
Computer Programming A.S. – Update Course Numbers
Computer Programming Certificate – Update Course Numbers
Cosmetology A.S. – Update Units
Cosmetology Certificate – Update Units
Criminal Justice: Corrections A.S. – Update Course Numbers
Criminal Justice: Corrections Certificate – Update Course Numbers
Criminal Justice: Law Enforcement A.S. – Update Course Numbers
Criminal Justice: Law Enforcement Certificate – Update Course Numbers
Drafting Technician A.S. – Update Course Numbers
Drafting Technician Certificate – Update Course Numbers
Survey Technician/Civil Drafting Technician A.S. – Update Course Numbers
Survey Technician/Civil Drafting Technician Certificate – Update Course Numbers
Film and Television A.A. – Update Course Numbers
Fine Arts A.A. – Update Course Numbers
Fire Technology A.S. – Update Course Numbers
Horticulture A.S. – Update Units
Horticulture Certificate – Update Units
Human Services A.S. – Update Course Numbers
Human Services Certificate – Update Course Numbers
Interdisciplinary Studies: Arts & Humanities A.A. – Update Course Numbers
Interdisciplinary Studies: Communication A.A. – Update Course Numbers
Interdisciplinary Studies: Science and Quantitative Reasoning A.A. – Update Course Numbers
Interdisciplinary Studies: Wellness & Self-Development A.A. – Update Course Numbers
Journalism A.A. – Update Course Numbers
Microcomputer Applications A.S. – Update Course Numbers
Microcomputer Applications Certificate – Update Course Numbers
Physics A.S. – Update Course Numbers
Small Business Management A.S. – Update Course Numbers
Small Business Management Certificate – Update Course Numbers
Science, General A.S. – Update Course Numbers
Sociology A.A. – Update Course Numbers
Studio Art A.A. – T – Update Course Numbers
University Studies: Arts & Humanities A.A. – Update Course Numbers
University Studies: Communications A.A. – Update Course Numbers
University Studies: Liberal Arts for Elementary Teacher Preparation A.A. – Update Course Numbers
Welding: Industrial Technician A.S. – Update Course Numbers
Welding: Industrial Technician Certificate – Update Course Numbers
Welding Technician A.S. – Update Course Numbers
Welding Technician Certificate – Update Course Numbers

MAJOR DELETIONS

Home-Based Computer Processor Job Direct Certificate
PE courses (changed to KINE)
HUDV courses (changed to CDFS)
ECE courses (changed to CDFS)
SPCH courses (changed to COMM)
(CP13-184) INTD 061 Textiles for Interior Design
(CP13-189) INTD 098A History of Furniture II
(CP13-197) Legal Office Assistant (Job Direct Certificate)

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Patrick Mallory	Math, Science & Biology Instructor 22 years of Service at SCC	05/20/14
Diana Plant	CTE & Business Instructor 23 years, 4 months of Service at SCC	12/13/13
Sharyn Stever	English Instructor 17 years, 6 months of Service at SCC	05/20/14

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

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Nona Cohen-Bowman
Interim Associate Vice President, Human Resources

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7286

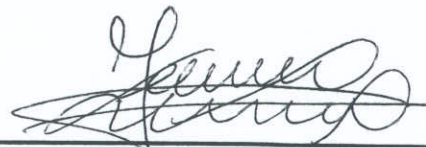
TELEPHONE NUMBER

Administration

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION HONORING VIETNAM WAR VETERANS
YEAR OF COMMEMORATION VETERANS DAY
NOVEMBER 11, 2013 TO VETERANS DAY NOVEMBER 11,
2014, RESOLUTION NO. 13/14-04

REQUESTED ACTION: APPROVAL

SUMMARY:

On August 9, 2014, the 50th Anniversary of the Tonkin Gulf Resolution, the Vallejo Veterans Building Council will honor the brave men and women who served in the Vietnam War and will also pay lasting tribute to the missing in action/prisoners of war and to those that gave the last full measure of devotion for our grateful Nation.

The Solano Community College District, on this historic anniversary, hereby proclaims from November 11, 2013 to November 11, 2014, as Vietnam War Veterans Year of Commemoration to recognize a chapter in our Nation's history that must never be forgotten, and to renew our sacred commitment to the Veterans who answered our country's call to serve in Vietnam and to the family members who also sacrificed in our homeland.

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

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7112

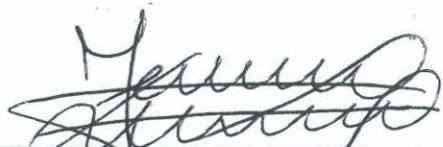
TELEPHONE NUMBER

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ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION HONORING VIETNAM WAR VETERANS
YEAR OF COMMEMORATION
VETERANS DAY NOVEMBER 11, 2013 TO
VETERANS DAY NOVEMBER 11, 2014**

RESOLUTION NO. 13/14-04

WHEREAS, On August 2, 1964, North Vietnamese torpedo boats attacked the Navy destroyer USS Maddox and President Lyndon Johnson presented the Tonkin Gulf Resolution to Congress, which voted overwhelmingly in favor on August 7 to take all necessary measures to repel any armed attack against the United States and to prevent further aggression;

WHEREAS, From La Drang to Khe Sanh, from Hue to Saigon, and countless villages in between, our Service members pushed through jungles and rice paddies, punishing heat and monsoons, fighting heroically to protect the ideals we hold dear as Americans;

WHEREAS, We observe the 50th anniversary of the Vietnam War with solemn reverence upon the valor of a generation that served with honor, and we pay tribute to the more than three million Service members who left their families to serve bravely, a world away from everything they knew and everyone they loved;

WHEREAS, We draw inspiration from the heroes who suffered unspeakably as prisoners of war, yet who returned home with their heads held high and we pledge to keep faith with those who were wounded and still carry the scars of war, seen and unseen; and with more than 1,600 of our Service members still among the missing, we pledge as a Nation to do everything in our power to bring these patriots home;

WHEREAS, Through more than a decade of combat, over air, land, and sea, our proud Service members upheld the highest traditions of our Armed Forces, and as a grateful Nation, we honor the more than 58,000 patriots -- their names etched forever in black granite at the Vietnam War Memorial -- who sacrificed all they had and all they would ever know;

WHEREAS, In the reflection of The Wall, we see the Families and Veterans who carry a pain that may never fade, and that they may they find peace in knowing their loved ones endure, not only in medals and memories, but in the hearts of all Americans, who are forever grateful for their Service, Valor, and Sacrifice;

WHEREAS, While no words will ever be fully worthy of their service, nor any honor truly befitting their sacrifice, let us remember that it is never too late to pay tribute to the men and women who answered the call of duty with courage and valor, let us renew our commitment to the fullest possible accounting for those who have not returned; and

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION HONORING VIETNAM WAR VETERANS
YEAR OF COMMEMORATION
VETERANS DAY NOVEMBER 11, 2013 TO
VETERANS DAY NOVEMBER 11, 2014**

RESOLUTION NO. 13/14-04

(Continuing – Page 2)

WHEREAS, On August 9, 2014, on the 50th Anniversary of the Tonkin Gulf Resolution, the Vallejo Veterans Building Council will honor the brave men and women who served in the Vietnam War and will also pay lasting tribute to the missing in action/prisoners of war and to those that gave the last full measure of devotion for our grateful Nation;

NOW, THEREFORE, BE IT RESOLVED THAT, The Solano Community College District, on this historic anniversary, hereby proclaims from November 11, 2013 to November 11, 2014, as Vietnam War Veterans Year of Commemoration to recognize a chapter in our Nation's history that must never be forgotten, and to renew our sacred commitment to the Veterans who answered our country's call to serve in Vietnam and to the family members who also sacrificed in our homeland.

BE IT FURTHER RESOLVED THAT, We call upon all governing bodies and every Veterans organizations in Solano County to honor our Vietnam Veterans, our fallen, our wounded, those unaccounted for, our former prisoners of war, their families, and all who served with appropriate programs, ceremonies, and activities.

PASSED AND ADOPTED, This 16th day of October 2013, by the Governing Board of the Solano Community College District.

**SARAH E. CHAPMAN, Ph.D.
BOARD PRESIDENT**

**JOWEL C. LAGUERRE, Ph.D.
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: DOOLITTLE LEARNING CENTER – MEMORANDUM OF UNDERSTANDING

REQUESTED ACTION: APPROVAL

SUMMARY:

The District and the Jimmy Doolittle Center (JDC) have discussed the formation of a jointly developed and operated facility at the Nut Tree Airport that would serve as the District's Aviation facility. Advantages of working together on this effort include:

- Each party will leverage the resources of the other to save cost.
- Shared and participating programs can include the District's Aviation, Theater, Hospitality, Museum and Curator programs, amongst others.
- Doolittle will provide historic airplanes to the District's aviation program for repair and restoration, which will expand the District's airplane maintenance and operations program.

The Board is asked to delegate authority to the President to sign a Memorandum of Understanding with JDC, allowing the purchase real estate necessary to construct the project, negotiate with JDC on various issues related to the jointly developed property, and hire professionals to assist in the development of the project.

A copy of the MOU is attached for review.

Government Code: N/A Board Policy: 3225 Estimated Fiscal Impact: \$15 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Safa
Executive Bonds Manager
PRESENTER'S NAME

301 Campus Lane, Suite 201
Fairfield, CA 94534

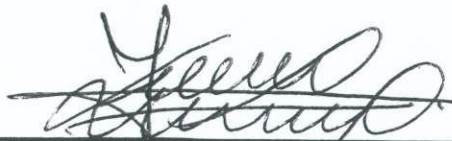
ADDRESS

707-863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

October 4, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

October 4, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

DRAFT

MEMORANDUM OF UNDERSTANDING By and between SOLANO COMMUNITY COLLEGE DISTRICT And JIMMY DOOLITTLE CENTER

This Memorandum of Understanding ("MOU") is entered into this 17th day of October, 2013, (the "Effective Date"), by and between the Solano Community College District ("SCC") and the Jimmy Doolittle Center ("JDC").

I. RECITALS

WHEREAS, SCC and JDC are interested in pursuing the joint planning and construction of facilities that will allow shared classrooms, lecture theatres, flight simulators, and aviation education; and

WHEREAS, SCC and JDC believe that shared facilities between with two institutions will allow each party to leverage resources and save cost; and

WHEREAS, shared programs can include, among others, SCC's Aviation, Theatre, Hospitality, and Museum, Curator programs; and

WHEREAS, JDC will bring historic planes to SCC Aviation Program for repair and restoration, which will expand SCC's maintenance and operations program; and

WHEREAS, the parties agree that the design of any joint project will allow SCC to pursue implementation of its' enhanced program(s), whether or not JDC successfully begins its anticipated program(s).

II. AGREEMENT

In consideration of the promises and of the mutual obligations and agreements herein contained, the parties hereby agree as follows:

A. THE PROJECT.

1. SCC Facilities: The proposed project shall consist of facilities to house SCC educational programs, including one of more of the following: Aviation, Theatre, Hospitality, and Museum, Curator programs ("SCC Facilities").

2. JDC Facilities: The proposed project will also accommodate one or more of the following JDC programs and facilities: museum, historic aircraft repair and restoration facility, hotel, community center and restaurant ("JDC Facilities")

3. Common Areas: The proposed project will also include multiple common areas, such as parking, site access, utilities, pedestrian areas and access to aviation tarmac areas ("Common Areas").

4. Project: The SCC Facilities, JDC Facilities and Common Areas may be referred to collectively herein as the "Project."

B. THE PROPERTY.

1. Property Description: The Project consists of two (2) parcels, totaling approximately 11.4± acres, and is located in Vacaville, California adjacent to the Nut Tree Airport ("Property.") The property is more specifically described and depicted on Exhibits "A" and "B" respectively, which are attached hereto and incorporate herein. The Property lot lines will be adjusted to form two new parcels, one to be owned by JDC and the other by SCC. The Parties shall work cooperatively to determine the size of each parcel needed for construction of the Project. The parcel that will be conveyed to SCC shall be referred to herein as the "SCC Parcel." The portion of the Property that will be retained by JDC shall be referred to as the "JDC Parcel."

2. Property Value: The Property is currently owned by CT Realty Trust. JDC has negotiated a favorable purchase price for the Property in the amount of One Million Five Hundred Thousand and 00/cents, together with an option cost of One Hundred Thousand and 00/cents (totaling \$1,600,000). Each party shall pay a pro-rata share of this purchase price and option cost based on the size and value of the parcel to be owned by that Party. The Parties shall also negotiate payment of costs associated with certain identified encumbrances on the Property, as set forth more specifically in Exhibit "C" hereto. JDC shall also commission an appraisal of the Property to ensure all Parties that the option price being paid by JDC is fair and reasonable. The Parties shall split the cost of the appraisal.

3. Property Acquisition/Interests: The parties anticipate carrying out the land acquisition(s) and securing property interests as follows:

(a) JDC will acquire the Property directly from the CT Realty Trust. Within ten (10) days of JDC opening escrow, SCC shall deposit the total value of the SCC Parcel as a deposit on the purchase price of the entire Property. JDC shall use proceeds from a separate escrow account to pay the balance of the purchase price.

(b) Following JDC's acquisition of the Property, it shall immediately transfer title of the SCC Parcel to SCC. SCC shall build and own its SCC Facilities independent of the JDC Parcel and Facilities. JDC will retain title to the JDC Parcel for construction of the JDC Facilities. JDC will build its facilities independently of the SCC Facilities, and phase its program build-out according to the JDC Master Plan.

(c) SCC shall have no ownership interest in the JDC Parcel, except to the extent portions of the JDC Parcel will be needed by SCC for operation of the SCC Facilities. Any such interests shall be in the form of a reciprocal easement and/or reciprocal license agreement, as set forth in Sections B(3)(d)(i) and (ii) below. The balance of the JDC Parcel shall be developed in conformance with the JDC Master Plan.

(d) Prior to close of escrow on the purchase of the Property, the parties will:

(i) Complete property condition due diligence;

(ii) Execute a reciprocal easement on the shared portions of the Property. The reciprocal easements will clearly state all shared elements of the Property and JDC Mater Plan, and may include, but is not exclusively limited to, terms for: 1) shared parking; 2) Shared site access; 3) shared utility connections; and 4) access to the aviation tarmac and other common areas such as parks and pedestrian areas;

(iii) Execute a reciprocal license agreement which sets forth
1) a general understanding of the nature and purposes of the reciprocal use of facilities and
2) a specific understanding of the scope of reciprocal use based on the facilities currently planned by each Party. The reciprocal license agreement shall be binding on the parties so long as the respective parcels are owned by SCC (or a successor educational institution) and by JDC (or a successor nonprofit that substantially continues the mission of Doolittle); provided, however, that if either Party shall fail to exist, the other Party has the option to object to a successor entity and may terminate this MOU pursuant to the same terms as set forth in Section G(2) below. The reciprocal use agreement will provide for the formation of a reciprocal use committee to address future changes in the uses by each Party and/or in the desired use of the other Party's buildings. Each party will appoint two representatives to the committee. If the committee is deadlocked on the specific parameters of changed future uses or in resolving the detailed mechanics of currently anticipated reciprocal uses, the license agreement will contain alternative dispute resolutions to address the unresolved issues.

(iv) If prior to close of escrow on the Property JDC has acquired an additional parcel of land adjacent to the Property, currently owned by the City of Vacaville ("City Parcel"), the Parties will identify any shared portions and/or uses of the City Parcel, and incorporate the same into the reciprocal easement and/or license agreement.

C. **PROJECT DUE DILIGENCE.** The Parties agree and acknowledge that SCC must perform certain legally required studies and assessments prior to acquiring any portion of the Private Parcel and/or moving forward with construction of the Project and SCC Facilities, including, but not limited to:

(1) Compliance with State Site Acquisition requirements for community college districts (State Community College Chancellor's Office - Facilities Division);

(2) Compliance with California Environmental Quality Act ("CEQA");

(3) Compliance with the requirements of the Division of State Architect;

(4) Compliance with the requirements of the Department of Toxic Substance Control; and

(5) Compliance with any other local, state or federal agency requirements necessary for the construction, operation, maintenance and/or repair of the SCC Facilities and/or programs.

D. **PROJECT DESIGN.** The Parties are working collaboratively on the design of the Project, with SCC leading the effort as to the SCC Facilities, and JDC leading the effort on the design of the JDC Facilities through the JDC Master Plan. The Parties understand and agree that various planning and design consultants must be retained to further refine the Parties' respective plans. These consultants include, but are not limited to:

- (1) Architect(s);
- (2) Engineer(s); and
- (3) Surveyor(s)

E. **PROJECT COSTS.** As the Parties are in the early stages of Project planning, precise project cost estimates are not available. Notwithstanding, the Parties agree that SCC's contribution to Project costs shall not exceed the total amount of Fifteen Million Dollars (\$15,000,000.00). The term "Project costs" means all hard and soft costs associated in any way with the acquisition of land, design, plan and/or construction of the Project, including all consultant fees.

F. **CONSTRUCTION WORK.** The Parties further agree and acknowledge that any work on land owned by SCC or being performed for the benefit of SCC will require specific statutory and regulatory compliance and/or oversight. These requirements include, but are not limited to, the following:

1. Licensed Contractor. SCC must utilize California contractors (including the prime or subcontractors of any kind) ("Contractors"), who shall be appropriately licensed for the work to be performed, including but not limited to the construction, erection, installation, maintenance, repair, renovation and/or replacement of the improvements (the "Work").

2. Performance Bond. Contractor(s) shall post a duly authorized performance bond ("Bond") equal to one hundred percent (100%) of the contract price for the Work. The Bond shall name SCC as beneficiary. The surety used for the Bond shall be an admitted surety insurer as defined by Code of Civil Procedure Section 995.120. The Bond shall remain in full force until one (1) year after completion of the Work.

3. Payment Bond. Contractors shall post a duly authorized labor and department payment bond in an amount at least equal to one hundred percent (100%) of the contract price for the Work as security for payment of persons performing labor and/or furnishing materials in connection with the Work. The surety used for the Bond shall be an admitted surety insurer as defined by Code of Civil Procedure Section 995.120. The Bond shall remain in full force until one (1) year after completion of both the Work.

4. Contractor Insurance and Indemnification. Any Work performed by or on behalf of SCC shall be subject to SCC's Owner-Controlled Insurance Program ("OCIP"). In addition, Contractors may be required to secure additional forms of insurance that are not covered with the OCIP. No Work under this MOU shall commence until Contractor has evidence that it carries all required insurance and endorsements and until the insurance certificates and endorsements delivered to SCC are approved.

5. Liens. No Party shall permit to be enforced against the Property or any part thereof, any mechanics, contractor's, or subcontractor's liens, stop notices or any claim for damages arising from the Work.

6. Protection and Safety. Contractor(s) shall take all necessary measures and be responsible for the proper care and protection of all materials delivered and work performed until completed under the terms of this MOU. Contractors performing the Work shall be required to: (a) take all customary precautions for safety of workers on the work, (b) comply with all applicable federal, state, local and other safety laws, standards, orders, rules, regulations, and building codes including but not limited to, those intended to prevent accidents or injuries to persons on, about, or adjacent to the Property where work is being performed, and (c) provide a safe and healthful place of employment.

7. Prevailing Wages. In accordance with Labor Code section 1720 et. seq., Contractors, subcontractors, agents and representatives shall pay at least the general prevailing rate of per diem wages and the general prevailing rate for holiday work and overtime work in the locality in which this MOU is to be performed as determined by the Department of Industrial Relation for each craft, classification or type of worker needed to execute the Work.

8. Project Labor Compliance. Any work performed by or for the benefit of SCC will be subject to the SCC Project Labor Agreement ("PLA") for Measure Q.

9. Force Majure. Neither Party shall be liable to the other for any breach of this MOU or for performance required under this MOU if such default or failure of performance is caused by an event beyond such Party's control, without negligence or fault by such Party, including, without limitation floods, fires, earthquakes, terrorism, war, and acts of God (each, a "Force Majeure Event"). In the event of threatened or actual non-performance as a result of any of the above causes, the non-performing Party will use best efforts to avoid and cure such non-performance.

G. **TERMINATION**. This MOU will automatically terminate upon completion of the Project and Work contemplated herein. However, early termination may occur as follows:

1. Termination by Either Party. Prior to acquisition of the Private Parcel, as set forth in Section B(3) above, either Party may terminate this MOU by giving ten (10) days' written notice to the other Party.

2. Termination by SCC. If after five (5) years following the acquisition of the Private Parcel, JDC has not commenced construction of the JDC Facilities, SCC may terminate this MOU and JDC must offer to sell its portion of the Private Parcel to SCC at a cost not to exceed the amount paid by JDC, together with interest.

H. **ASSIGNMENT.** Neither Party shall voluntarily assign or encumber its interest in this MOU without the prior written consent of the other Party.

I. **NOTICES.** All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, or sent by overnight carrier to the following addresses:

SCC: Dr. Jowell Laguerre
Superintendent/President
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534-3197
Office: (707) 864-7112

With a copy to: Clarissa R. Canady
Dannis Woliver Kelley
Legal Counsel
71 Stevenson Street
San Francisco, CA 94105
Office: (415) 543-4111

JDC: Brian McInerney
President/CEO
Jimmy Doolittle Center
_____, CA _____
Office: (____) _____

With a copy to: _____
_____, CA _____
Office: (____) _____

J. **MISCELLANEOUS.**

1. Modification. It is agreed and understood that this MOU contains all agreements, promises and understandings between SCC and JDC, and no verbal or oral agreements, promises or understandings shall or will be binding upon either Party, and any addition, variation or modification to this MOU shall be void and ineffective unless made in writing and signed by the parties hereto.

2. Applicable Law. This MOU and the performance hereof shall be governed, interpreted, construed and regulated by the laws of the State of California.

3. Binding Effect. This MOU, and each and every covenant and condition herein, shall extend to the heirs, personal representatives, successors and assigns of the Parties hereto. The Parties further agree that all of the provisions hereof shall be construed as both covenants and conditions, the same as if the words importing such covenants and conditions had been used in each separate paragraph.

4. Interpretation of MOU. The language of all the parts of this MOU shall be construed simply and according to its fair meaning, and this MOU shall never be construed either for or against either party.

5. Severability. If any portion of this MOU is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion shall be deemed modified to the extent necessary in such court's opinion to render such portion enforceable and, as so modified, such portion and the balance of this MOU shall continue in full force and effect.

6. Captions. The captions of the paragraphs of this MOU are for convenience of reference only and shall not affect the interpretation of this MOU or limit or amplify any of its terms or provisions.

7. Alternative Dispute Resolution. All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this MOU may be decided through mediation as the first method of resolution. If this method proves unsuccessful, nothing in this section shall be construed to prevent either party from bringing a legal action to resolve any such claim, dispute or controversy.

8. Waiver of Rights. Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this MOU, shall not be deemed to be a waiver with respect to any other breach, default or matter.

9. Counterparts. This MOU may be executed in counterparts, each of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, SCC and JDC have duly executed this MOU on the day and year set forth above.

JDC: JIMMY DOOLITTLE CENTER

By: _____

Title: _____

SCC: SOLANO COMMUNITY COLLEGE DISTRICT

By: _____

JOWEL C. LAGUERRE, Ph.D.

Title: _____

SUPERINTENDANT-PRESIDENT

EXHIBIT "A"

PROPERTY DESCRIPTION

EXHIBIT "B"
PROPERTY MAP

EXHIBIT "C"

PROPERTY ENCUMBRANCES

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: APPROVE NEW AGREEMENT WITH PAE
ENGINEERING TO PREPARE A PARKING LOT
LIGHTING FEASIBILITY STUDY AT THE FAIRFIELD
CAMPUS.

REQUESTED ACTION: APPROVAL

SUMMARY:

The Board is asked to approve PAE Engineering to provide a feasibility study for the north and south parking lot lighting at the Fairfield campus. The parking lot lighting was designed and constructed many years ago and the District seeks confirmation that the lighting output meets current code.

Additional feasibility and design work may be required, depending upon the results of the study.

Government Code: N/A Board Policy: 3225 Estimated Fiscal Impact: \$5,000. Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707-863-7855

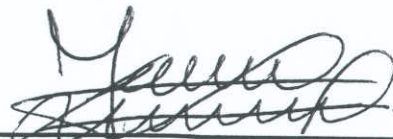
TELEPHONE NUMBER

Administration

ORGANIZATION

October 4, 2013

DATE SUBMITTED TO



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

October 4, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

PROPOSAL

October 02, 2013

For Project/Building(s): **Solano Community College – Lighting Assessment**

Proposal submitted to: **Leigh Sata**

Type of Services: **Electrical System Site Assessment – Exterior Car Parking Lighting Level Study**

Project Summary

The project is located at Solano Community College, in Fairfield, California. The project consists of evaluating the existing parking lot lighting levels for compliance with Illuminating Engineering Society of North America (IESNA) recommended lighting levels for security, as well as overall lighting coverage in the parking lot.

The scope of work task list is as follows:

1. Site Visit
 - a. One (1) site visit, by one Electrical Engineer, to measure lighting levels using a light meter.
2. Provide a memo to document the findings in the field.

Project Assumptions:

- Existing As-builts showing the parking lot lighting layout, and lighting fixture schedule will be made available prior to the site visit.
- Campus to provide any additional campus wide lighting level standards, if any.
- Lighting level measurements will only be taken at one (1) parking lot.

PAE Scope of Work

Electrical Systems

1. Parking lot Electrical Lighting Level survey.

PAE Deliverables & Scope of Services

Parking Lot Lighting Assessment

1. Attend site to measure parking lot lighting levels.
2. Assess parking lot lighting levels using a light meter
3. Review applicable IESNA requirements.
4. Meet with facility staff at the project site to review any parking lot lighting level concerns.
5. Provide deliverables as follows: Memo with summary of findings in the field and feedback on the lighting levels measured on site.



Additional Services (Fee Provided Separately)

1. Parking Lot lighting design.
2. LEED related analysis.

Excluded Services

This proposal does not encompass the following items:

1. MEP Design.
2. Parking Lot lighting design.
3. Drawings and Specifications for permitting and construction.
4. Energy code compliance forms.
5. Redesign due to non-compliance with IES and/or campus standards.
6. Alternate designs for cost/value comparisons.

Fees and Reimbursable Expenses

PAE will be compensated on a lump sum fee basis, excluding reimbursables, as shown in the following table.

Basic Services Fees		Electrical
Lighting Assessment		\$ 5,000
	Total	\$ 5,000

Fees will be billed monthly in proportion to the services performed. Fees shall be paid within 30 days of billing. Fees not paid when due may be assessed one (1) percent interest per month from billing date.

Reimbursable expenses will be billed at cost. They include printing and reproduction costs; delivery services; extended travel costs including transportation, food and lodging; local travel costs including mileage; and conference calls.

Project Schedule

It is understood that the project is tentatively scheduled to begin October, 2013 and be completed approximately November, 2013. Delays beyond this time period could affect the project fee. Fees would be renegotiated prior to the services being performed.

This proposal includes the Terms and Conditions listed on the following page.

October 2, 2013



Proposed by:

Accepted by:

Michael Lucas, P.E.
PAE

Solano Community College

Date _____

HSS/hss

Please specify desired Additional Services by initialing those services in the "Fees and Reimbursable Expenses" section of this proposal.

Terms and Conditions

Changes in Scope: Changes in scope of work or services, work performed out of sequence, revisions to the project, or inclusion of Additional Services will be considered changes to the above scope. Fees will be adjusted in accordance with our standard hourly fee schedule, as agreed prior to the service being performed.

Indemnity: Client and PAE each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and PAE, they shall be borne by each party in proportion to its negligence.

Dispute Resolution: Client and PAE agree that they shall first submit any and all unsettled claims, disputes and other matters in question between them arising out of or relating to this Agreement to mediations as a condition precedent to the institution of legal or equitable proceedings by either party. Unless the parties agree otherwise, mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect.

Standard of Care: The standard of care for all services performed or furnished by PAE under this Agreement will be the skill and care used by members of the same profession practicing under similar circumstances at the same time and in the same locality. PAE makes no warranties, express or implied, under this Agreement or otherwise, in connection with services provided.

Instruments of Service: All documents prepared or furnished by Consultant pursuant to this Agreement are instruments of Consultant's professional service, and Consultant shall retain an ownership and property interest therein, including all copyrights. Upon execution of this Agreement, Consultant grants Client a nonexclusive license to use instruments of Consultant's professional service for the purpose of

October 2, 2013



designing, constructing, occupying or maintaining the Project, provided that Client shall comply with all obligations, including prompt payment of all sums when due, under this Agreement.

Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from or allegedly arising from or in any way connected with the unauthorized reuse or modification of the construction documents by Client or any person or entity that acquires or obtains the construction documents from or through Client without the written authorization of Consultant.

Limits of Liability: In recognition of the risks of the project, the Client agrees to limit the liability to the Design Professional under this proposal due to Design Professional's and its sub-consultant's negligent acts, errors, or omissions to an aggregate amount not to exceed \$50,000 or the total fee proposed above, whichever is greater.

Proposal Duration: This proposal is valid for 60 days from issue date. Additional costs may be incurred if accepted after this date. Receipt of a signed, returned copy of this proposal will be PAE's formal authorization to proceed.

Hazardous Materials: It is acknowledged by both parties that Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event Consultant or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of Consultant's services, Consultant may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until Client retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. Client acknowledges that Consultant is performing professional services for Client and Consultant is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990.

October 2, 2013



Hourly Rates

Effective: January 1, 2013

California

Labor Category	Hourly Rate
Principal	\$250
Associate Principal	\$230
Senior Project Manager	\$215
Project Manager	\$200
Senior Engineer/Senior Designer	\$185
Lead Engineer/Lead Designer	\$165
Project Engineer/Project Designer	\$145
Staff Engineer/Designer	\$130
Engineer/Designer	\$120
Project Coordinator	\$100
CAD/BIM Operator	\$95
Project Assistant	\$95

Reimbursable Expenses

Consultants	Billed at actual cost
Misc. Project Related Expenses	Per proposal

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER NO. 01 TO PROFESSIONAL ASBESTOS
& LEAD SERVICES INC. (PALS) FOR BUILDING 600
(ADMINISTRATION) ABATEMENT AND SELECTIVE
DEMOLITION PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Deductive Change Order No. 01 to PALS's Abatement and Selective Demolition contract for Building 600 (Administration). Attached is the Change Order Requests Breakdown and Change Order Summary.

Revised contract figures are as follows:

Contract Award Amount	\$	173,600.00
Prior Change Orders	\$	-
Change Order No. 01	\$	(1,290.93)
Total Change Orders	\$	(1,290.93)
Revised Contract Amount	\$	172,309.07

Government Code: Board Policy: Estimated Fiscal Impact: Measure G Funds \$(1,291.93)

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

John Lett, Kitchell CEM

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

ADDRESS

(707) 864-7176

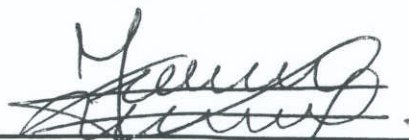
TELEPHONE NUMBER

Administration

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



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 # 1
 Project No.: 11-001
 Date: 9/20/13

DSA File No.: 48-C1
 DSA App. No.: 02-113166

Project: Solano Community College District
 Administration Building 600
 Abatement Project

HA+A
 3030 Holiday Court
 Vacaville, CA 95687

To: Professional Abbestos & Lead Services Inc.
 P.O. Box 31986
 Stockton, CA 95213

The Contract is Changed as Follows:

PCO No.

- 01 Administration Building 600 was fully occupied during the Hazmat Survey, therefore, non-destructive testing was performed as a safety precaution to ensure the occupants would not be exposed to hazardous material. However, the contractor encountered and removed hazardous material after the demolition of the perimeter drywall, encased window sills, and above the ceiling. These are all areas where destructive testing would had to be employed in order to find hazardous material not identified in the Hazmat Report.

\$13,284.69

- 02 Although the selective demolition and abatement activities performed on Building 600 did not remove any structural elements such as roof trusses, interior bearing walls, or the perimeter concrete walls, DSA required an approved DSA demolition inspection permit for the abatement activities and the District voluntarily stopped the project until an inspection permit was obtained. The District complied with DSA and the contractor ceased activities after the building (air quality) had been deemed safe. Due to the DSA stop notice, the contractor incurred additional demobilization and remobilization fees.

\$ 11,424.38

- 03 Building 500's mansard removal excluded from the contract

\$ (26,000.00)

TOTAL COST OF CHANGE ORDER

ADD \$24,709.07
 Deduct (\$26,000)
 \$ (1,290.93)

FINAL CHANGE ORDER AMOUNT

Original Contract Sum:	\$ 173,600.00
Total change By Previous Change Orders:	\$ -
Contract Sum Prior to This Change Order:	\$ 173,600.00
Original Contract Sum will be Increased by This Change Order:	\$ (1,290.93)
The New Contract Sum Including This Change Order Will Be:	\$ 172,309.07
The New Contract Completion Date Will Be:	7-Sep-13
Contract Time Will be Unchanged by This Change Order:	0 Days
The date of substantial completion as of the of this change order is	7-Sep-13

ARCHITECT:

Robert Henley
HA+A

Date: _____

(Affix stamp here)

CONTRACTOR:

Chris Davini
Professional Abestos & Lead Services In

Date: _____

(Affix stamp here)

OWNER:

Leigh Sata
Solano Community College District

Date: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AMENDMENT WITH HENLEY
ARCHITECTS & ASSOCIATES FOR ARCHITECTURAL
SERVICES FOR BUILDING 600 (ADMINISTRATION)
PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to amend the previously approved architectural services agreement with Robert Henley Architects & Associates for Building 600 (Administration) Renovation project. The original contract was executed on October 14, 2010. It was based on 9.5% of at that time construction cost through the schematic design phase. At the completion of the schematic design phase, contract requires that it be negotiated as a fixed fee, based on the schematic design final scope and budget. This new amendment will include architectural, civil, landscape, structural, audio/visual, data/telecommunications, acoustics and LEED services in the amount of \$511,207.00. This amendment is based on 9.7% of the current construction cost of \$5,274,000.

Government Code: N/A Board Policy: 3225 Estimated Fiscal Impact: \$511,207.00 Measure G Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Ines Zildzic
Program Manager, Kitchell CEM

PRESENTER'S NAME

360 Campus Lane, 200
Fairfield, CA 94534

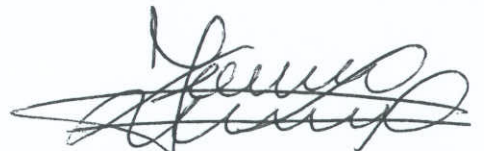
ADDRESS

707-863-7870

TELEPHONE NUMBER

Administration
ORGANIZATION

October 4, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 4, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SCCD: Building 600 - Proposed Fee, r.1

Tasks/Phase	Fee/\$	Total	Remarks
Schematic Design + Abat Design			
Programming	7980		
Schematic Design	39900		Arch, Struct and MEP fees
SD - Add Service #1	10380		See footnote# 2
Abate & Demo plans	8880		
LEED services	3000		See footnote # 3- SD phase
Landscape	3057		Landscape design/charettes
		\$ 73,197.00	
New Design Direction and Scope:			
SD/DD	85000		Combined phases - more efficient
CD	65000		
DSA Approval	27000		Plan corrections and BKChk
BID	12000		See footnote #4
CA	48000		See footnote #5
Add service:	52000		See footnote #1, page 2
		\$ 289,000.00	
Renderings/Illustrations:			
Boardroom	0		See footnote #1, page 2
Lobby Interior	0		See footnote #1, page 2
Exterior	0		See footnote #1, page 2
		\$ -	
Consultants:			
Civil	17400		Quote
Landscape	15000		Allowance
Structural	46000		Building and patio structure
Mech/Plumbing	0		D/B Team
Electrical	0		D/B Team
AV	11600		Quote
Data/Telcom	9500		Quote
Acoustics	7150		Boardroom only
LEED services	37560	See Footnote #6	LEED consultant w/ doc.
LEED services	4800		Energy model: Central Plant
Total Consultants		\$ 149,010.00	
Total proposed fee		\$ 511,207.00	
Reimburs. Allow.		\$ -	Billed separately

SCCD: Building 600 - Proposed Fee, r.1

Grand total

\$ 511,207.00

Percentage of Construction

10.02% Based on a \$5.1 mil const cost

Footnotes:

#1 - Additional service breakdown

Exterior building development	8000	Research/studies, design & presentations
Boardroom redesign	6000	
LEED - Arch team	10000	LEED time for the architect only
LLB delivery approach	5000	
Renderings + Illustrations	9000	
Upcoming space planning changes	7000	Architectural only
Revit Model	7000	

Total add service

\$52,000

#2 - Additional service - Scope change after Feb 2013 SD completion

Additional meetings, space planning and production time

#3 - LEED services by Green Build Energy Group during SD - original scope

#4 - Bid support of the LLB contractor during pricing. Will provide on a T&M, nte.

#5 - CA support: Attend meetings, RFI's, CCD's, clarifications, submittals and close-out Will provide on a T&M basis, nte.

#6 - LEED: This fee is for the consultants time and not the architect.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER NO. 08 TO D.L. FALK FOR THE
REMODEL/ADDITION OF BUILDING 1300 (FINE ARTS)

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the final Change Order No. 08 to D.L.Falk for the Remodel/Addition contract for Building 1300 (Fine Arts). Attached are the Change Order Requests Breakdown and Change Order Summary.

Revised contract figures are as follows:

Contract Award Amount	\$	4,099,000.00
Prior Change Orders	\$	500,110.00
Change Order No. 08	\$	38,615.58
Total Change Orders	\$	538,725.58
Revised Contract Amount	\$	4,637,725.58

Government Code: Board Policy: Estimated Fiscal Impact: Measure G Funds \$38,615.58

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

John Lett, Kitchell CEM

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

ADDRESS

(707) 864-7176

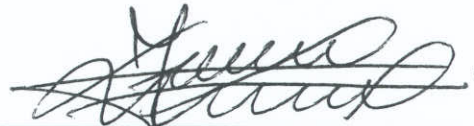
TELEPHONE NUMBER

Administration

ORGANIZATION

October 4, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 4, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT



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 # 8
Project No.: 11-001
Date: 10/16/13

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.

- | | | |
|------|--|--------------|
| 27 | Due to the poor condition of existing slab in the women's restroom, the contractor removed a portion of the existing slab and poured a new slab to receive the new floor finish | \$ 1,080.00 |
| 40 | After removing built-in display cases (along gridline D), existing framing was discovered within the wall cavity that conflicted with the new structural 6 x 6 posts, framing was replaced within the cavity and added steel studs to in-fill. | \$ 4,183.23 |
| 52 | Contract documents inaccurately depicted the ceiling heights on the reflective ceiling plans in multiple rooms. Therefore, the contractor was directed to furnish and install the drywall to the (taller) heights located on the elevation sheets | \$ 6,363.00 |
| 78 | The Owner furnished equipment in Bldg. 1300 was not selected when the contract was awarded. Electrical improvements (two electrical outlets) were required and installed in accommodating the new equipment in the Dry Glazing room. | \$ 349.00 |
| 86R1 | During the excavation of the curb and gutter, five large (10"-12") undocumented hydronic lines were encountered. An 8' x 8' (6" thick) section of high strength concrete (5000 psi) was poured protecting the hydronic lines in place. By protecting the hydronic lines in place, the sidewalk elevations were raised to meet the new elevations of the curb & gutter. The contractor was instructed to provide additional AB base to the grade and remove and replace portions of the sidewalk so the area would remain ADA compliant | \$ 10,504.83 |

95.5	The contract deleted the installation of the fume hoods for the four gas kilns and added a ceiling mounted HVAC unit in lieu of wall-mounted HVAC unit. This is a net savings to the District.	(\$1,702.92)
96	The Design team elected to install a guard rail in lieu of two full-height wing walls that surrounded the Emergency Eye Wash Shower. By eliminating the wing walls, there is more usable floor and wall space in the Printing room and a savings to the District.	(\$385.32)
97R3	The contract documents did not take into account the slope of the canopy's overhang in relation to the height of the perimeter slated chain-linked fence. Therefore, the plastic slates, chain-linked fence, and fence posts were modified from a height of 8' down to 6'6" (approximately 27').	\$ 655.00
100.2	After an on-site visit from the DSA Field Engineer (FLS), the DSA approved plans for the construction of the mezanine were rejected by the Field Engineer. The mezanine was re-designed and constructed per a DSA directive.	\$ 15,869.76
107	Due to the re-configuration of the mezzanine, the mezzanine is an open uncondition cavity that does not need a need for insulation in the space. In addition, insulation was eliminated in other uncondition spaces. This is a savings to the District.	\$ (1,588.00)
108	The contract documents inaccurately depicted a wall-hunged 8' stainless steel trough sink in Sculpting lab on the north wall. However, the north wall in the Sculpting lab is a window storefront assembly. A custom floor mounted stainless sink was furnished and installed by contractor. In addition, the contractor was directed to furnish and install two additional ADA spray handle plumbing fixtures.	\$ 3,687.00
110	Back Charges to the Contractor for the re-installation of furniture to correct the carpet deficiencies in the office suite.	\$ (400.00)

TOTAL COST OF THE CHANGE ORDER

	\$ 38,615.58
Original Contract Sum:	\$ 4,099,000.00
Total change By Previous Change Orders:	\$ 500,110.00
Contract Sum Prior to This Change Order:	\$ 4,599,110.00
Original Contract Sum will be Increased by This Change Order:	\$ 38,615.58
The New Contract Sum Including This Change Order Will Be:	\$ 4,637,725.58
The New Contract Completion Date Will Be:	15-Oct-13
Contract Time Will be Changed by This Change Order:	0 Days
The date of substantial completion as of the of this change order is	15-Oct-13

ARCHITECT:

Felix Canari
tBP Architecture

Date: _____

(Affix stamp here)

CONTRACTOR:

Greg Schmidt
DL Falk Construction, Inc.

Date: _____

(Affix stamp here)

OWNER:

Leigh Sata, Executive Bond Director
Solano Community College District

Date: _____

BUILDING 1300 Modernization/Addition

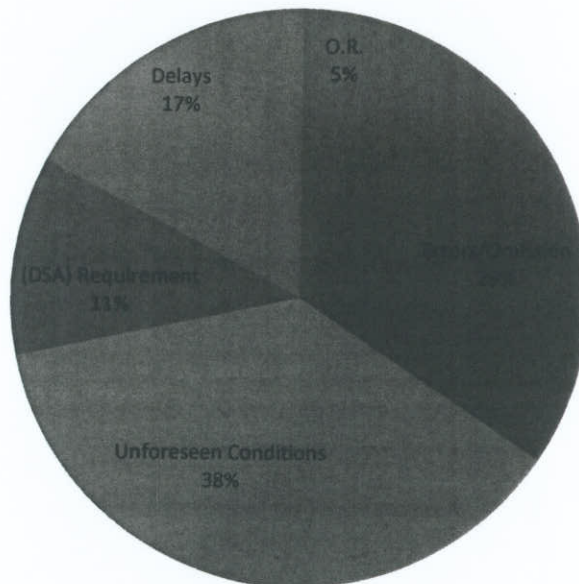
COR	Description	Negotiated Amount	Reason	CO
27	Due to the poor condition of existing slab in the women's restroom, the contractor removed a portion of the existing slab and poured a new slab to receive the new floor finish	\$1,080.00	Unforeseen condition	8
40	After removing built-in display cases (along gridline D), existing framing was discovered within the wall cavity that conflicted with the new structural 6 x 6 posts, framing was replaced within the cavity and added steel studs to in-fill.	\$4,183.23	Unforeseen condition	8
52.1	Contract documents inaccurately depicted the ceiling heights on the reflective ceiling plans in multiple rooms. Therefore, the contractor was directed to furnish and install the drywall to the (taller) heights located on the elevation sheets	\$6,363.00	Architect's Error/Omission	8
86R1	During the excavation of the curb and gutter, five large (10"-12") undocumented hydronic lines were encountered. An 8' x 8' (6" thick) section of high strength concrete (5000 psi) was poured protecting the hydronic lines in place. By protecting the hydronic lines in place, the sidewalk elevations were raised to meet the new elevations of the curb & gutter. The contractor was instructed to provide additional AB base to the grade and remove and replace portions of the sidewalk so the area would remain ADA compliant for slope.	\$10,504.83	Unforeseen condition	8
78	The Owner furnished equipment in Bldg. 1300 was not selected when the contract was awarded. Electrical improvements (two electrical outlets) were required and installed in accommodating the new equipment in the Dry Glazing room.	\$349.00	Owner's Request	8

95.5	The contract deleted the installation of the fume hoods for the four gas kilns and added a ceiling mounted HVAC unit in lieu of a wall-mounted HVAC unit. This is a net savings to the District.	(\$1,702.92)	Owner's Request	8
96	The Design team elected to install a guard rail in lieu of two full-height wing walls that surrounded the Emergency Eye Wash Shower. By eliminating the wing walls, there is more usable floor and wall space in the Printing room and a savings to the District.	(\$385.32)	Owner's Request	8
97R3	The contract documents did not take into account the slope of the canopy's overhang in relation to the height of the perimeter slated chain-linked fence. Therefore, the plastic slates, chain-linked fence, and fence posts were modified from a height of 8' down to 6'6" (approximately 27').	\$655.00	Architect's Error/Omission	8
100.2	After an on-site visit from the DSA Field Engineer (FLS), the DSA approved plans for the construction of the mezzanine were rejected by the Field Engineer. The mezzanine was re-designed and constructed per a DSA directive.	\$15,869.76	DSA	8
107	Due to the re-configuration of the mezzanine, the mezzanine is an open uncondition cavity that does not require insulation in the space. In addition, insulation was eliminated in other uncondition spaces. This is a savings to the District.	(\$1,588.00)	Field Conditions	8
108	The contract documents inaccurately depicted a wall-hunged 8' stainless steel trough sink in Sculpting lab on the north wall. However, the north wall in the Sculpting lab is a window storefront assembly. A custom floor mounted stainless sink was furnished and installed by contractor. In addition, the contractor was directed to furnish and install two additional ADA spray handle plumbing fixtures.	\$3,687.00	Architect's Error/Omission	8
110	Back Charges to the Contractor for the re-installation of furniture to correct the carpet deficiencies in the office suite.	(\$400)		8
TOTAL \$		38,615.58		

BUILDING 1300 CHANGE ORDER REASONS
CONTRACTOR: DL Falk Construction, INC

		Total	Percent of Construction Cost
	TOTAL BASE CONTRACT	\$4,099,000.00	
	Change Order #8		
1	Owner Request	-\$2,102.00	-0.05%
2	Errors/Omission	\$8,740.00	0.21%
3	Unforeseen Conditions	\$15,768.06	0.38%
	Division of State Architect (DSA)		
4	Requirement	\$15,869.76	0.39%
5	Delays	\$0.00	0.00%
	TOTAL THRU CHANGE ORDER 8 (October 16, 2013)	\$538,725.58	13.14%
	NEW CONTRACT TOTAL	\$4,637,725.58	

Change Order Overall Breakdown



OR	5%
Errors/Omission	29%
Unforeseen Conditions	37%
(DSA) Requirement	11%
Delays	17%

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PROPOSED NEW JOB DESCRIPTION,
FINANCIAL AID SPECIALIST

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY

As a result of the Financial Aid Department reorganization, a new job description was created. The Financial Aid Specialist will be placed on Range 13 of the 2013-14, CSEA Salary Schedule.

Approval is requested at this time.

Government Code: 880001, 88009, 880013 Board Policy: 4720 Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Nona Cohen-Bowman
Interim Associate Vice President, Human Resources

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

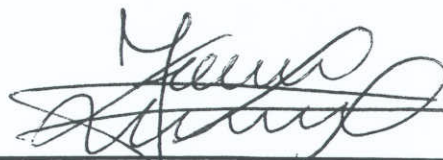
ADDRESS

707 864-7168

TELEPHONE NUMBER

Administration
ORGANIZATION

October 4, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 4, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATIONS

CLASS TITLE: FINANCIAL AID SPECIALIST

BASIC FUNCTION:

Under direction of the Financial Aid Administrator, coordinate financial aid programs including Federal College Work Study and the Federal Direct Loan Program, while considering the Extended Opportunity Program and Services Grant, Federal Supplemental Educational Opportunity Grant. Coordinate, adjust, and report students financial aid; certify student eligibility for assigned loan programs and provide tools and services for entrance and exit counseling as well as default management according to established Federal and State regulations.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this position perform specialized duties related to fiscal accounting, processing and reporting requirements for student financial assistance loans, grants, work-study and fee waiver programs; assure compliance with established Federal and State regulations. Under the direction of the Financial Aid Administrator, coordinates the processing of student financial aid applications and provides technical information, and performs need analysis.

REPRESENTATIVE DUTIES:

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

- Work within complex ERP (Enterprise Resource Planning) System; including campus-based, Federal, and State student financial aid assistance internet based student record systems.
- Evaluate applications and required documentation to determine financial need and program eligibility; certify eligibility for student loan programs according to State and federal requirements. Package financial aid awards to meet student needs as defined in a variety of State and federal grant, loan and fee waiver programs
- Perform monthly reconciliations, monitors and tracks program budgets, determines final Needs Analysis, makes changes as needed for College Work Study and Direct Loan programs.
- Perform weekly Dataload function to import from Department of Ed into Banner. Process scholarships to ensure students are eligible, and prepare for Higher One disbursement for Systems Analyst.
- Serve as the first level of evaluation and recommendation on the Appeals Process.
- Work directly with XAP Corporation in conjunction with our CCC/Apply on-line Bogg procedures. Work to develop a reporting and data process that is easily accessible for inquiry. Represent Financial Aid on Curriculum Meeting as needed to ensure Title IV program compliance.

- Perform technical duties related to the federal work-study program; communicate with employers and students regarding job openings and requirements; prepare contracts for off-campus employers. Provide a contract and directions to all students and their supervisors in the Work Study Authorization Process.
- At the direction of the Financial Aid Administrator, set up and implement Financial Aid Standard Student Budget for each academic school year for campus-based awards; conduct county survey to determine cost-of-living expenses used for student budget.
- Maintain current knowledge of financial aid programs, software and eligibility requirements by attending meetings, workshops and conferences.
- Assist the Financial Aid Administrator and other financial aid personnel with special projects, file maintenance and reports as requested.
- Train and provide work direction to student workers.
- Work with students to resolve complex FAFSA and other financial aid related issues.
- Provide backup assistance to office personnel at the window and on the phones at peak processing times.
- Assist with training new personnel.
- Perform job-related duties as assigned.

MINIMUM QUALIFICATIONS:

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

EDUCATION AND EXPERIENCE:

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

LANGUAGE SKILLS:

- Ability to read and explain laws, rules, guidelines, curriculum, schedules, policies and procedures affecting assigned area.
- Ability to effectively present information and respond to questions from students, staff and the general public.
- Bilingual skills preferred.

MATHEMATICAL SKILLS:

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

- Ability to maintain financial aid accounts and prepare complex financial reports for government agencies.
- Ability to perform these operations using units of American money.

REASONING ABILITY:

- Ability to analyze complex data and resolve problems related to financial aid program eligibility and awards.
- Ability to determine eligibility for financial aid through need analysis. Interpret financial statements, income tax reports and related documents.
- Ability to interpret and apply Federal and State laws, rules and guidelines and community college curriculum and schedule, and policies and procedures affecting financial aid.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATION:

- None required.

OTHER SKILLS AND ABILITIES:

- Demonstrate knowledge of:
- Basic accounting techniques, practices and procedures.
- Rules, regulations, policies and procedures of Federal, State and District Financial Aid programs.
- Need analysis and packaging techniques.
- U.S. Delivery System Training Workshop procedures.
- U.S. Department of Education Verification Guide.
- College and community resources available to students.
- Personal and financial problems encountered by college students and parents.
- Coordinate and oversee operations and activities of the Financial Aid office in the absence of the Financial Aid Administrator.
- Develop financial aid packages to meet financial need.
- Meet schedules and timelines.
- Prepare and maintain records, files, logs and lists.
- Interpret financial statements, income tax reports and related documents.
- Assist students in completing forms and applications.
- Train and provide work direction to student and temporary workers.
- Operate an electronic keyboard accurately at an acceptable rate of speed.
- Use financial aid, word processing, spreadsheet and data base management computer software effectively.
- Perform assigned work with speed and accuracy.
- Establish and maintain effective and cooperative working relationships with others.

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

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification routinely performs work duties and attends work-related meetings at campus locations.
- All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.
- Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work assigned to this classification is typically performed in a community college financial aid office environment. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, continual interruptions and the risks of computer-generated video radiation. The employee is occasionally exposed to vehicle traffic when traveling to attend off-campus meetings. The work environment is noisy.

Marlys Grodt & Associates - 1993

SD/zg

Board approved: 6/19/96

Board approved: _____

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATIONS

CLASS TITLE: Financial Aid Specialist

BASIC FUNCTION: Under direction of the Financial Aid Administrator, coordinate financial aid programs including Federal College Work Study and the Federal Direct Loan Program, while considering the Extended Opportunity Program and Services Grant, Federal Supplemental Educational Opportunity Grant. Coordinate, adjust, and report students financial aid; certify student eligibility for assigned loan programs and provide tools and services for entrance and exit counseling as well as default management according to established Federal and State regulations.

DISTINGUISHING CHARACTERISTICS: Incumbents in this position perform specialized duties related to fiscal accounting, processing and reporting requirements for student financial assistance loans, grants, work-study and fee waiver programs; assure compliance with established Federal and State regulations. Under the direction of the Financial Aid Administrator, cAssist with overseeing student services coordinates the processing of ~~staff processing~~ student financial aid applications and provides technical information, and performs need analysis. Serve as back-up to Financial Aid Systems Analyst in all functions.

REPRESENTATIVE DUTIES:

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

Work within complex ERP (Enterprise Resource Planning) System; including campus-based, Federal, and State student financial aid assistance internet based student record systems.

Evaluate applications and required documentation to determine financial need and program eligibility; certify eligibility for student loan programs according to State and federal requirements. Package financial aid awards to meet student needs as defined in a variety of State and federal grant, loan and fee waiver programs

Perform monthly reconciliations, monitors and tracks program budgets, determines final Needs Analysis, makes changes as needed for College Work Study and Direct Loan programs.

Perform weekly Dataload function to import from Department of Ed into Banner. Process scholarships to ensure students are eligible, and prepare for Higher One disbursement for Systems Analyst.

Serve as the first level of evaluation and recommendation on the Appeals Process.

Work directly with XAP Corporation in conjunction with our CCC/Apply on-line Bogg procedures. Work to develop a reporting and data process that is easily accessible for

inquiry.

Represent Financial Aid on Curriculum Meeting as needed to ensure Title IV program compliance.

Perform technical duties related to the federal work-study program; communicate with employers and students regarding job openings and requirements; prepare contracts for off-campus employers. Provide a contract and directions to all students and their supervisors in the Work Study Authorization Process.

At the direction of the Financial Aid Administrator, set up and implement Financial Aid Standard Student Budget for each academic school year for campus-based awards; conduct county survey to determine cost-of-living expenses used for student budget.

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

Assist the Financial Aid Administrator and other financial aid personnel with special projects, file maintenance and reports as requested.

Train and provide work direction to student workers.

Secondary Functions:

Work with students to resolve complex FAFSA and other financial aid related issues.

Provide backup assistance to office personnel at the window and on the phones at peak processing times.

Assist with training new personnel.

Perform job-related duties as assigned.

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

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

LANGUAGE SKILLS:

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

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

Bilingual skills preferred.

MATHEMATICAL SKILLS:

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

Ability to maintain financial aid accounts and prepare complex financial reports for government agencies.

Ability to perform these operations using units of American money.

REASONING ABILITY:

Ability to analyze complex data and resolve problems related to financial aid program eligibility and awards.

Ability to determine eligibility for financial aid through need analysis. Interpret financial statements, income tax reports and related documents.

Ability to interpret and apply Federal and State laws, rules and guidelines and community college curriculum and schedule, and policies and procedures affecting financial aid.

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

CERTIFICATES, LICENSES, REGISTRATION:

None required.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

Basic accounting techniques, practices and procedures.

Rules, regulations, policies and procedures of Federal, State and District Financial

- Aid programs.
- Need analysis and packaging techniques.
- U.S. Delivery System Training Workshop procedures.
- U.S. Department of Education Verification Guide.
- College and community resources available to students.
- Personal and financial problems encountered by college students and parents.
- Coordinate and oversee operations and activities of the Financial Aid office in the absence of the Financial Aid Administrator.
- Develop financial aid packages to meet financial need.
- Meet schedules and timelines.
- Prepare and maintain records, files, logs and lists.
- Interpret financial statements, income tax reports and related documents.
- Assist students in completing forms and applications.
- Train and provide work direction to student and temporary workers.
- Operate an electronic keyboard accurately at an acceptable rate of speed..
- Use financial aid, word processing, spreadsheet and data base management computer software effectively.
- Perform assigned work with speed and accuracy.
- Establish and maintain effective and cooperative working relationships with others.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

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

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

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

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

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Financial Aid Specialist**Page 5**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Marlys Grodt & Associates - 1993

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PROPOSED NEW JOB DESCRIPTION,
FINANCIAL AID LEAD SPECIALIST

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY

As a result of the Financial Aid Department being reorganized, a new job description was created. The Financial Aid Lead Specialist will be placed on Range 15 of the 2013-14, CSEA Salary Schedule.

Approval is requested at this time.

Government Code: 880001, 88009, 880013 Board Policy: 4720 Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION: ☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Nona Cohen-Bowman
Interim Associate Vice President, Human Resources

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

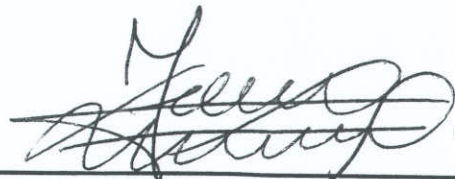
ADDRESS

707 864-7168

TELEPHONE NUMBER

Administration
ORGANIZATION

October 4, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 4, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

CLASS TITLE: FINANCIAL AID LEAD SPECIALIST

BASIC FUNCTION:

Under the direction of the Financial Aid Administrator, develop and maintain current and comprehensive knowledge of constantly changing Federal and state regulations (and interpretations), institutional policies, requirements for awarding and packaging aid, standards of satisfactory academic progress, coordination of resources, processes, procedures and deadlines; exercise due diligence and possess high level of expertise and the ability to comprehend and apply fluid concepts, to accurately recount and recall regulations including exceptions; ability to converse knowledgeably and effectively with a diverse population of students, parents, faculty and staff from various campus departments and outside agencies; perform a variety of complex duties and provide specialized assistance with financial aid programs; organize, coordinate and oversee the activities and daily operations; assure compliance with District educational policies Federal and State Financial Aid guidelines and regulations; prepare and maintain records, report and statistical data related to Financial Aid program administration.

DISTINGUISHING CHARACTERISTICS:

This is an advanced level classification in the Specialist series. Incumbents assist in managing a large Student Services Office and in coordinating communications and the timely paper flow for the Financial Aid Administrator. This position reports directly the Financial Aid Administrator and performs specialized and complex work in compliance with Federal and State regulations.

DUTIES AND RESPONSIBILITIES

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

- Organize, coordinate and oversee the activities and daily operations of specialized Financial Aid programs including Federal Return to Title IV, California Student Aid Commission, and Community College Chancellor's Office Foster Youth Success Initiative, and targeted outreach and in-reach in assigned student services area.
- Serve as back-up to Financial Aid Systems Analyst in all functions including disbursement and reconciliation (R2T4) using Common Origination & Disbursement (COD), EdConnect, Banner, National Student Loan Data System (NSLDS), Higher One, CCCApply (XAP), and FATV
- Under the direction of the Financial Aid Administrator, coordinates the processing of student financial aid applications and providing technical information, performing need analysis, packaging, awarding, disbursing and repayment calculations.
- Perform Financial Aid Administrator (FAA) professional judgment recommendation by analyzing complex situations and special circumstances relating to student financial assistance programs; interpret regulations to recommendations and decisions affecting packaging and awarding of student financial assistance programs.

- Communicate with District personnel, federal, state agents and independent auditors, community organizations, local government agencies and others to exchange information, coordinate activities, monitor programs and resolve issues.
- Work within complex ERP (Enterprise Resource Planning) System; including campus-based, federal, and state student financial assistance internet-based student record systems.
- Monitor, maintain, and reconcile program budgets for various types of assistance; record expenditures, maintain current balances, and prepare periodic reports as requested.
- Maintain program records, files, logs and lists; compile, organize and consolidate data for inclusion in period statistical reports as required by program requirements.
- Develop information materials for Financial Aid Programs in outreach publications, both printed and internet-based, class schedules and catalog.
- Assist Financial Aid Administrator in developing and coordinating policies, procedures, and student service area/student learning outcomes in student financial assistance programs.
- Operate a variety of office machines including microcomputers and peripheral equipment, mainframe terminal, copier, typewriter, calculator and others.
- Recruit, interview, train and provide work direction to student and temporary workers as assigned.
- Attend meetings, conferences, seminars, trainings and workshops to maintain current knowledge in student financial assistance programs and assigned student services area.
- Develop and maintain master Financial Aid Outreach Calendar; provide specialized information to students regarding District policies and program requirements, regulations and restrictions in the assigned student services area.
- Develop, manage and maintain databases to support financial aid outreach efforts; track student contact to monitor services and enrollment support; collect and analyze statistical, demographic, and other data for financial aid outreach purposes; prepare, develop and present recommendations regarding financial aid outreach efforts.
- Plan and coordinate all financial aid outreach efforts both on- and off-campus; coordinate and facilitate meetings for on- and off-campus, trainings, conferences and workshops. Serve as a liaison with other campus offices related to financial aid outreach efforts.
- Develop partnerships and schedule annual visits to area high schools, school districts, and community-based organizations as appropriate; publicize and promote college financial aid programs and services.
- Perform related duties as assigned.
- Incumbents in this position may be required to work evenings and weekends.

MINIMUM QUALIFICATIONS:

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

EDUCATION AND EXPERIENCE:

- Graduation from High School supplemented by college course work, with a minimum of three years' experience working with progressively increasing responsibilities in student financial assistance programs, involving extensive public contact experience. Experience in working with diverse and disadvantaged student population, public agencies, and community partners is required. Bachelor's Degree preferred

LANGUAGE SKILLS:

- Ability to read, analyze, interpret, apply and explain laws, rules, guidelines, curriculum, schedules, policies and procedures affecting student financial assistance programs and assigned area of student services.
- Ability to read, interpret, apply and explain program requirements and restrictions.
- Ability to effectively present information and respond to common inquiries and complaints from students, staff, and the general public.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.
- Ability to perform these operations using units of American money.

REASONING ABILITY:

- Ability to interpret and apply State and federal laws, rules and guidelines and community college curriculum, schedule, policies and procedures affecting assigned area of student services.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of variable in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATION:

- Valid California driver's license.

OTHER SKILLS AND ABILITIES:

- Demonstrate knowledge of:
- Day-to-day operation and activities of Financial Aid outreach program and services.
- College curriculum and matriculation guidelines.
- Recruitment, interviewing and advising techniques.
- Principles of training and providing work direction.
- Recordkeeping and filing techniques.
- District organization, operations, policies and objectives.
- Office management skills.

- Modern office practices, procedures and equipment.
- Organize, coordinate and oversee the activities and daily operations.
- Provide specialized Financial Aid information and assistance to students.
- Maintain abreast of trends, technological advances and changes in regulations applicable to assigned area.
- Maintain comprehensive records and files according to legal guidelines.
- Recruit, select, train, supervise and evaluate students and hourly assistants.
- Maintain confidentiality of information and records.
- Prepare statistical reports.
- Operate office equipment such as mainframe and microcomputers and printers, adding machine, copier, automated telephone system and facsimile machines.
- Work independently with minimum supervision.
- Plan and organize time and work effectively.
- Meet schedules and timelines.
- Operate an electronic keyboard accurately at an acceptable rate of speed.
- Use word processing, spreadsheet and database management computer software effectively.
- Perform assigned work with speed and accuracy.
- Establish and maintain effective and cooperative working relationships with others.
- Work effectively with frequent interruptions.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly in front of groups and the public, answer telephones and provide information; and hear and understand voices over telephone and in person. Employees in this classification are frequently required to travel to other campus and community locations, using their own vehicle, to make presentations, attend meetings, or conduct work.
- All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.
- Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work assigned to this classification is typically performed in a Financial Aid office environment. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, continual interruptions and the risks of computer-generated video radiation. The work environment is moderately noisy.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: ASSOCIATED STUDENTS OF SOLANO COLLEGE (ASSC)
2013-2014 BUDGET

REQUESTED ACTION: INFORMATION

SUMMARY:

Governing Board Policy 5515, *Associated Students Finance*, specifies that the Associated Students of Solano College (ASSC) budget shall be adopted as provided for in the Constitution of the ASSC and shall be presented to the Governing Board for review and informational purposes. The funds of the ASSC shall be deposited, loaned, or invested in one or more of the ways authorized by law, and shall be subject to an annual audit.

The ASSC 2013/2014 budget will be presented by Gabriel Johnson, President of the Associated Students of Solano College.

Government Code: ECS 76063-76065 Board Policy: 5515 Estimated Fiscal Impact: \$248,394 (ASSC)

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

Jose M. Ballesteros
Director of Student Development and MESA

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7168

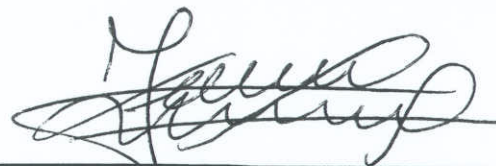
TELEPHONE NUMBER

Student Development/MESA

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

BEGINNING ADJUSTED BALANCE	212829.00
REVENUE	
Income	
8820 Contrib, Gifts, Grants & Endowments	
Inactive Club Funds	
Special Events Income	1500
8820 Contrib, Gifts, Grants & Endowments Total	1500
8840 Sales & Commissions	
Event Admission	1500
Vending Soft Drinks	11000
Vending Snacks	500
Vending Vacaville Center	1000
Vending Vallejo Center	1000
8840 Sales & Commissions Totals	15000
88603 Interest/Savings	200
8982 Bookstore Dividends	22355
8885 Other Student Fees (ID Cards)	14000
8899 Other Local	
Vendor Income	1000
Other Revenue/Pepsi	2000
Other Revenue/Pepsi	18000
8899 Other Local Totals	21000
88909 Prior Year Revenue Adjustment	
Total Income	74055.00
TOTAL REVENUE	286884.00
EXPENSES	
2000-3000 Student Salaries/Benefits	5000
4400 Instr'l Supplies & Materials	
Instr'l Supplies & Materials Food (Admin)	1000
Instr'l Supplies & Materials Food (Spons/Spec Events)	1500
Instr'l Supplies & Materials Food (EOY Awards/Banquet)	2000
P.E. Awards & Banquets	1500
4400 Instr'l Supplies & Materials Totals	6000
4500 Noninstruct Supplies & Materials	
Office Supplies (Admin)	1000
Office Supplies (Sponsored/Spec Events)	1000
Office Supplies (ID Cards)	1000
Office Supplies (Student Recruitment)	1000
Office Supplies (Student Development)	1000
4500 Noninstruct Supplies & Materials Totals	5000
4600 Printing & Copying	
Printing & Copying (Spons/Spec Events)	200
Copier Supplies	100
4600 Printing & Copying Totals	300
5110 Personal Services/Consultants	2200
5210 Travel & Conference	

Conference Reimbursement	9500
Professional Development/SDO Staff	7000
Executive Board Travel	5000
5210 Travel & Conference Totals	21500
5220 Mileage Reimbursement	300
5240 On/Off Campus Events	
5300 Membership Dues	500
5610 Rentals/Leases (Copier)	100
5620 Repair & Maintenance (ID Printer Warr)	2500
5740 Election Costs	200
5795 Donation Funds	
Inter-Club Council Apprec Lunch	500
Student Ambassador Program	1000
General Donations	10000
Capital Improvements Donations	2500
5795 Donation Funds Totals	14000
5799 Other Operational Costs	100
5810 Bank Service Charges	
6120 Site Improve- Campus Enrichment Plan	20000
6410 Office Equipment	1000
733501 Library Donation	5000
733502 Special Trust	
733502 Contribution to PE Gen Fund	1500
733502 Contribution to Athletic Training	1000
733502 Special Trust Totals	2500
733503 Club Funds Assistance	6000
7520 Student Scholarships	
SCC Scholarship Foundation- Endowment	500
ASSC Pepsi Scholarship	2000
7520 Student Scholarships Totals	2500
7600 Other Student Aid	
ASSC Emergency Book Loan- Vendor Income	2300
ASSC Emergency Book Loan- Fin. Aid book	2300
Students Helping Students Book Grants	2400
7600 Other Student Aid Totals	7000
Total Expenditures	101700.00
CONTINGENCY RESERVE	
7900 Reserve for Contingency	185184
TOTAL BUDGET FUND	286884.00

BEGINNING ADJUSTED BALANCE**212829.00****REVENUE**

Income	
8820 Contrib, Gifts, Grants & Endowments	
Inactive Club Funds	
Special Events Income	
8820 Contrib, Gifts, Grants & Endowments Total	233.60
8840 Sales & Commissions	0.00
Event Admission	
Vending Soft Drinks	
Vending Snacks	
Vending Vacaville Center	
Vending Vallejo Center	
8840 Sales & Commissions Totals	18517.32
88603 Interest/Savings	1065.92
8982 Bookstore Dividends	
8885 Other Student Fees (ID Cards)	11795.50
8899 Other Local	0.00
Vendor Income	0.00
Other Revenue/Pepsi	0.00
Other Revenue/Pepsi	0.00
8899 Other Local Totals	3952.76
88909 Prior Year Revenue Adjustment	
Total Income	35565.10
TOTAL REVENUE	248394.10

EXPENSES

2000-3000 Student Salaries/Benefits	0.00
4400 Instr'l Supplies & Materials	0.00
Instr'l Supplies & Materials Food (Admin)	0.00
Instr'l Supplies & Materials Food (Spons/Spec Events)	0.00
Instr'l Supplies & Materials Food (EOY Awards/Banquet)	0.00
P.E. Awards & Banquets	0.00
4400 Instr'l Supplies & Materials Totals	2684.23
4500 Noninstruct Supplies & Materials	0.00
Office Supplies (Admin)	0.00
Office Supplies (Sponsored/Spec Events)	0.00
Office Supplies (ID Cards)	0.00
Office Supplies (Student Recruitment)	0.00
Office Supplies (Student Development)	0.00
4500 Noninstruct Supplies & Materials Totals	5487.01
4600 Printing & Copying	0.00
Printing & Copying (Spons/Spec Events)	0.00
Copier Supplies	0.00
4600 Printing & Copying Totals	67.90
5110 Personal Services/Consultants	0.00
5210 Travel & Conference	0.00

Actual Budget 2012-13

Conference Reimbursement	0.00
Professional Development/SDO Staff	0.00
Executive Board Travel	0.00
5210 Travel & Conference Totals	4147.62
5220 Mileage Reimbursement	0.00
5240 On/Off Campus Events	259.33
5300 Membership Dues	0.00
5610 Rentals/Leases (Copier)	0.00
5620 Repair & Maintenance (ID Printer Warr)	1840.66
5740 Election Costs	0.00
5795 Donation Funds	0.00
Inter-Club Council Apprec Lunch	0.00
Student Ambassador Program	0.00
General Donations	0.00
Capital Improvements Donations	0.00
5795 Donation Funds Totals	5405.42
5799 Other Operational Costs	0.00
5810 Bank Service Charges	2611.95
6120 Site Improve- Campus Enrichment Plan	0.00
6410 Office Equipment	114.24
733501 Library Donation	5000.00
733502 Special Trust	
733502 Contribution to PE Gen Fund	1500.00
733502 Contribution to Athletic Training	1000.00
733502 Special Trust Totals	2500.00
733503 Club Funds Assistance	7232.36
7520 Student Scholarships	
SCC Scholarship Foundation- Endowment	
ASSC Pepsi Scholarship	
7520 Student Scholarships Totals	100
7600 Other Student Aid	
ASSC Emergency Book Loan- Vendor Income	
ASSC Emergency Book Loan- Fin. Aid book	
Students Helping Students Book Grants	
7600 Other Student Aid Totals	2,910.19
Total Expenditures	40,360.91
CONTINGENCY RESERVE	
7900 Reserve for Contingency	208033.19
TOTAL BUDGET FUND	248,394.10

BEGINNING ADJUSTED BALANCE	208033.19
REVENUE	
Income	
8820 Contrib, Gifts, Grants & Endowments	
Inactive Club Funds	500
Special Events Income	
8820 Contrib, Gifts, Grants & Endowments Total	500
8840 Sales & Commissions	
Event Admission	30000
Vending Soft Drinks	12000
Vending Snacks	500
Vending Vacaville Center	0
Vending Vallejo Center	0
8840 Sales & Commissions Totals	42500
88603 Interest/Savings	1200
8982 Bookstore Dividends	
8885 Other Student Fees (ID Cards)	14000
8899 Other Local	
Vendor Income	
Other Revenue/Pepsi	
Other Revenue/Pepsi	
8899 Other Local Totals	5000
88909 Prior Year Revenue Adjustment	
Total Income	63200.00
TOTAL REVENUE	271233.19
EXPENSES	
2000-3000 Student Salaries/Benefits	11000
4400 Instr'l Supplies & Materials	
Instr'l Supplies & Materials Food (Admin)	
Instr'l Supplies & Materials Food (Spons/Spec Events)	
Instr'l Supplies & Materials Food (EOY Awards/Banquet)	
P.E. Awards & Banquets	
4400 Instr'l Supplies & Materials Totals	4000
4500 Noninstruct Supplies & Materials	
Office Supplies (Admin)	
Office Supplies (Sponsored/Spec Events)	
Office Supplies (ID Cards)	
Office Supplies (Student Recruitment)	
Office Supplies (Student Development)	
4500 Noninstruct Supplies & Materials Totals	4000
4600 Printing & Copying	
Printing & Copying (Spons/Spec Events)	
Copier Supplies	
4600 Printing & Copying Totals	300
5110 Personal Services/Consultants	1900
5210 Travel & Conference	

Budget 2013-14

Conference Reimbursement	9500
Professional Development/SDO Staff	
Executive Board Travel	5000
5210 Travel & Conference Totals	14500
5220 Mileage Reimbursement	300
5240 On/Off Campus Events	
5300 Membership Dues	500
5610 Rentals/Leases (Copier)	100
5620 Repair & Maintenance (ID Printer Warr)	7500
5740 Election Costs	200
5795 Donation Funds	
Inter-Club Council Apprec Lunch	500
Student Ambassador Program	5000
General Donations	2000
Capital Improvements Donations	2500
5795 Donation Funds Totals	10000.00
5799 Other Operational Costs	100
5810 Bank Service Charges	2600
6120 Site Improve- Campus Enrichment Plan	5000
6410 Office Equipment	500
733501 Library Donation	5000
733502 Special Trust	
733502 Contribution to PE Gen Fund	750
733502 Contribution to Athletic Training	750
733502 Special Trust Totals	1500
733503 Club Funds Assistance	7500
7520 Student Scholarships	
SCC Scholarship Foundation- Endowment	500
ASSC Pepsi Scholarship	2000
7520 Student Scholarships Totals	2500
7600 Other Student Aid	
ASSC Emergency Book Loan- Vendor Income	2300
ASSC Emergency Book Loan- Fin. Aid book	2300
Students Helping Students Book Grants	2400
7600 Other Student Aid Totals	7000
Total Expenditures	86,000.00
CONTINGENCY RESERVE	
7900 Reserve for Contingency	185233.19
TOTAL BUDGET FUND	271,233.19

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

TO: Members of the Governing Board

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

REQUESTED ACTION: INFORMATION

SUMMARY:

Pursuant to Government Code Section 3547 and for the purpose of public notice ("sunshining"), the Solano Community College District (District) and the Solano College Faculty Association (SCFA) are submitting their respective initial bargaining proposal to open Articles 4, 19 and 20.

- Article 4 – Review evaluation process, updating article and aligning the evaluation tools with the article.
- Article 19 – Review the workload committee report, study its implications for amendments to the article.
- Article 20 – Commence negotiating a salary increase for the upcoming academic year 2014-2015.

Public comment on such proposals shall be received at the next Governing Board meeting scheduled on November 20, 2013.

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

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

Sandra Rotenberg, SCFA, Chief Negotiator
Yulian Ligioso, VP, Finance & Administration

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94345

ADDRESS

707-864-7209

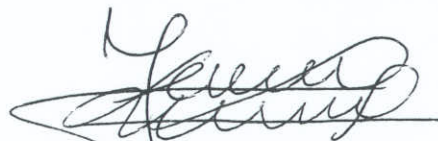
TELEPHONE NUMBER

Administration

ORGANIZATION

October 4, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 4, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PROPOSED INCREASE IN ASSISTANT ATHLETIC
COACHES AND ATHLETIC ONSITE ADMINISTRATOR'S
HOURLY WAGE

REQUESTED ACTION: INFORMATION

SUMMARY:

Due to a change in the method of payment for the Assistant Athletic Coaches and Athletic Onsite Administrators, the Seasonal, Periodical and Student worker Salary schedule has been updated. The only change was to the Assistant Athletic Coaches and Athletic Onsite Administrators pay. This change is to be effective August 1, 2013. This change is needed to make the method of payment consistent with the Governing Board Policy.

In accordance with Governing Board procedures, the increase will be presented for Board action at the November 20, 2013, meeting under the Consent Calendar for Human Resources.

Government Code: Board Policy: Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

Nona Cohen-Bowman
Interim Associate Vice President, Human Resources

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

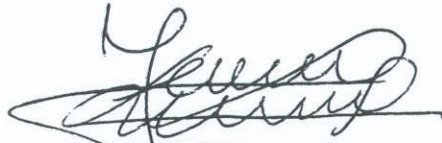
ADDRESS

(707) 864-7286

TELEPHONE NUMBER

Administration
ORGANIZATION

October 4, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

October 4, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT