

AGENDA ITEM 10.(b)
MEETING DATE August 21, 2013

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>
Diana Reed	Temporary FT History Inst.	08/09/13 – 05/20/14
Janet Schwartz	Administrative Assistant III, School of Health Sciences, Range 13/1	08/08/13
Kamber Sta. Maria	EOPS Counselor	08/09/13
Judith Burtenshaw	Administrative Assistant III Student Services 10 month assignment to 12 months assignment	08/01/13
Shirley Lewis	Dean, Vacaville Center and Travis AFB to Chief Student Services Officer	08/01/13
Nona Cohan-Bowman	Interim AVP, Human Resources	08/05/13 – 01/12/14
Mayra Loza	Interim HR Analyst/Recruiter	08/05/13 – 08/05/14

Released Time

<u>Name</u>	<u>Assignment</u>	<u>% of Released Time</u>	<u>Dates</u>
Amy Obegi	Academic Program Review Coordinator	20%	Fall 2013 – Spring 2014

Charo Albarrán
Interim Director, Human Resources

August 9, 2013
Date Submitted


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

August 9, 2013
Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 August 21, 2013
 Page 2

Released Time continued:

<u>Name</u>	<u>Assignment</u>	<u>% of Released Time</u>	<u>Dates</u>
Saki Cabrera	Faculty Coordinator, Human Services	20%	Fall 2013 – Spring 2014
Genele Rhodes	Math Basic Skills Coordinator	20%	Fall 2013 – Spring 2014
Thom Watkins	Contract Education Coordinator	40%	Fall 2013 – Spring 2014

Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jose Ballesteros	Interim Director, Student Development/MESA	08/09/13 Until filled	Range 43/Step 2

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Barbara Bandy	Theater Technician	07/18/13 – 06/30/14	\$12.00 hr.
Laura Duran-Gomez	Registration Aide	07/01/13 – 12/31/13	\$10.00 hr.
Dyana Fuller	Graphics Technician	07/01/13 – 06/30/14	\$23.32 hr.
Teishetta Hollis	Registration Aide	07/01/13 – 12/31/13	\$10.00 hr.
Myra Kargbo	Hiring Committee, School of Health Sciences	04/11/13 – 06/18/13	\$50.53 hr.
Tonya Kent	Student Services Customer Service Rep.	07/01/13 – 12/31/13	\$15.72 hr.
David Moreno	Grounds Technician	06/24/13 – 06/30/13	\$14.72 hr.
David Moreno	Grounds Technician	07/01/13 – 06/30/14	\$14.72 hr.
David Nourot	Welding Instruction	08/08/13 – 06/30/14	\$66.67 hr.
Stephanie Parrish	ESL Instruction	08/08/13 – 06/30/14	\$58.59 hr.
Carolyn Pleasant	Registration Aide	07/01/13 – 12/31/13	\$10.00 hr.
Antoinette Remlinger	Student Services Customer Service Rep	07/01/13 – 12/31/13	\$15.72 hr.
Ruth Rich	Registration Aide	07/01/13 – 12/31/13	\$10.00 hr.
Janet Schwartz	Admin. Assist. III School of Human Performance & Development*	07/01/13 – 05/30/14	\$17.92 hr.
Janet Schwartz	Admin. Assist. III School of Health Sciences	07/01/13 – 08/30/13	\$17.92 hr.
Erika Smith	Cosmetology Lab Technician	08/10/13 – 06/30/14	\$20.44 hr.
Darlene J. Stewart	EOPS/CARE Administrative Assistant II	08/05/13 – 10/28/13	\$16.39 hr.
Darcia Tipton	Theater Technician	07/18/13 – 06/30/14	\$16.04 hr.
Marjorie Trolinder	Graphics Supervisor	07/01/13 – 06/30/14	\$32.55 hr.
Rebecca Valentino	Theater Technician	07/01/13 – 06/30/14	\$12.00 hr.

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
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Yamile Vazquez	ESL Instruction	08/08/13 – 06/30/14	\$54.50 hr.
Carol Zadnik	Office Assistant-Research, Planning & Enroll. Mgmt.	09/02/13 – 10/31/13	\$ 9.60 hr.
Carica Macariola	Hourly Assist. Athletic Trainer	08/01/13 – 06/30/14	\$18.32 hr.
Kim Stutzman	Admin. Assist. III, Social & Behavioral Sciences	07/29/13 – 08/30/13	\$17.92 hr.

*SHP&D

Short-term/Temporary/Substitute continued:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
John Frisch	Hourly Assist. Athletic Trainer	08/01/13 – 06/30/14	\$18.32 hr.
Sarah Donovan	Math Introduction for FYE	07/01/13 – 06/30/14	\$66.67 hr.
Corrine Kirkbride	Math Introduction for FYE	07/01/13 – 06/30/14	\$62.64 hr.
Charles Spillner	Academic Success Center Coordinator	07/01/13 – 06/30/14	\$69.25 hr.
Barbara Villatoro	Math Introduction for FYE	07/01/13 – 06/30/14	\$62.64 hr.
Genele Rhodes	Administrative Support Training-School of Math & Science	07/01/13 – 08/30/13	\$66.67 hr.
Michelle Williams	Office Assistant-UMOJA	07/29/13 – 10/18/13	\$ 9.60 hr.
Marc Pandone	Administrative Support/Dean Liberal Arts	07/17/13 – 08/30/13	\$66.67 hr.
Rennée Moore	Administrative Support Training-School of Math & Science	07/01/13 – 08/30/13	\$69.25 hr.
Michael Wyly	Administrative Support/Dean Liberal Arts	07/17/13 – 08/30/13	\$62.64 hr.
Toni McClinton	Custodian	08/07/13 – 06/30/14	\$11.91 hr.
Nazi Mostafon	Assessment Specialist	07/01/13 – 12/31/13	\$16.39 hr.

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Deborah Barlow	Accompanist for Spring 2013 Music Classes	01/14/13 – 06/30/13	\$1600.00
Darcia Tipton	Set and Prop Design for Fall 2013 Theater Production	08/08/13 – 12/12/13	\$2500.00
Rebecca Valentino	Costume Designer for Fall 2013 Theater Production	08/08/13 – 12/12/13	\$2000.00

GRATUITOUS SERVICE

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
MESA Center	Anthony Salazar	Oversee MESA Center/Office duties
SHP&D	Linus Schlumpberger	Assist. Softball Coach
SHP&D	Ashley Eliasson	Assist. Softball Coach – Pitching lessons
SHP&D	Robert Cameron	Assist. Softball Coach
Fiscal Services	Richarde Love L. Laguerre	General Office Assistant

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Mostafa Ghous	Director of Student Development and MESA	08/08/13
Tonya Pouncey	Administrative Assistant II, SBDC	08/01/13

**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

**Small Business Development Center
Charles Rieger, Interim Director**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Diane Thomas, Jackson Thomas Mgt.	SBDC Training and business counseling.	July 01, 2013 – June 30, 2014	Not to exceed \$1,600
Carolynne Gamble	SBDC Training and business counseling.	July 01, 2013 – June 30, 2014	Not to exceed \$2,000
Randall Shores, Shores Marketing	SBDC Training and business counseling.	July 01, 2013 – June 30, 2014	Not to exceed \$3,600

**Workforce Training and Grants Management
Deborah Mann, Director**

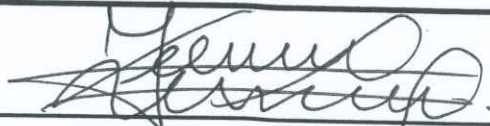
Gerald Bernstein Stanford Transportation Group	Alternative and Renewable Fuels and Vehicle Technology Program (ARFVTP) Development Curriculum and materials developer.	August 22, 2013 – June 30, 2014	Not to exceed \$3,750
Joseph P. Gumina	ARFVTP Development and Train the Trainer Instruction.	August 08, 2013 – June 30, 2014	Not to exceed \$45,000

Yulian I. Ligioso

Vice President, Finance and Administration

August 9, 2013

Date Submitted



JOWEL C. LAGUERRE, Ph.D.

Superintendent-President

August 9, 2013

Date Approved

Workforce Training and Grants Management

Deborah Mann, Director

(CONTINUED.)

Rhonda R. Roman, Rhonda R. Roman Photography	Photography Service for ARFVTP Development.	August 08, 2013 – June 30, 2014	Not to exceed \$2,000.
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School of Social and Behavioral Sciences

Salvador Codina, Interim Dean

Daphne R. Camberlain	Tour Coordinator, Civil Rights History Tour	June 25, 2013 – June 25, 2014	Not to exceed \$700.00
Ella Tolliver	Guest Lecturer, Social Services 053 Civil Rights History Tour	June 20, 2013 – June 28, 2013	Not to exceed \$1,500.00

Counseling

Barbara Pavão, Interim Dean

Wil Cason	Facilitate a bi-weekly support group for UMOJA/Harambee Program	August 22, 2013 - December 31, 2013	Not to exceed \$5,000
Netirza Levine	ASL Interpreter	August 22, 2013 – June 30, 2014	Not to exceed \$30.00 per hour

School of Career Technical Education and Business

Máire Morinec, Dean

Uptown Studios	Change existing data base for the Bay Area Community College Consortium of Water and Wastewater Education (BACWWE)	August 22, 2013 – October 31, 2013	Not to exceed \$2,000
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**SOLANO COMMUNITY COLLEGE DISTRICT
 GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

07/02/13	Vendor Payment	2511047676-2511047793	\$1,440,131.64
07/02/13	Vendor Payment	2511047794-2511047814	\$428,214.73
07/02/13	Vendor Payment	2511047815-2511047815	\$21,339.21
07/09/13	Vendor Payment	2511047816-2511047881	\$165,325.63
07/09/13	Vendor Payment	2511047882-2511047882	\$10,158.50
07/09/13	Vendor Payment	2511047883-2511047883	\$1,026.24
07/10/13	Vendor Payment	2511047884-2511047997	\$22,935.50
07/16/13	Vendor Payment	2511047998-2511048057	\$399,420.58
07/16/13	Vendor Payment	2511048058-2511048062	\$41,550.59
07/16/13	Vendor Payment	2511048063-2511048063	\$79,612.00
07/22/13	Vendor Payment	2511048064-2511048116	\$124,564.13
07/22/13	Vendor Payment	2511048117-2511048129	\$215,957.74
07/22/13	Vendor Payment	2511048130-2511048131	\$21,839.21
07/24/13	Vendor Payment	2511048132-2511048246	\$21,060.70
07/25/13	Vendor Payment	2511048247-2511048310	\$119,120.72

CONTINUED ON NEXT PAGE:

Government Code: ECS 70902; 81656 Board Policy: 3240 Estimated Fiscal Impact: \$4,468,593.14

SUPERINTENDENT'S RECOMMENDATION:

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

Yulian Ligioso, Vice President
 Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94345

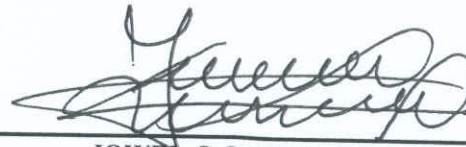
ADDRESS

707-864-7209

TELEPHONE NUMBER

Administration
ORGANIZATION

August 9, 2013
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

August 9, 2013
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 10.(d)
MEETING DATE August 21, 2013

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

07/31/13	Vendor Payment	2511048311-2511048369	\$744,602.28
07/31/13	Vendor Payment	2511048370-2511048374	\$15,948.28
07/31/13	Vendor Payment	2511048375-2511048376	\$259,231.00
08/6/13	Vendor Payment	2511048377-2511048421	\$68,888.83
08/06/13	Vendor Payment	2511048422-2511048432	<u>\$267,665.63</u>

TOTAL \$4,468,593.14

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RENEWAL OF STUDENT INSURANCE POLICY
FOR THE 2013-2014 ACADEMIC YEAR
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to enter into contract renewal with Student Insurance for 2013-2014. The renewal policy covers Basic Coverage for students/intercollegiate athletes, Super Catastrophic Coverage for intercollegiate athletes, and Catastrophic Coverage for students only.

General Fund \$35,766.00
Health Services \$35,766.00
TOTAL: \$71,532.00

Government Code:	Board Policy:	Estimated Fiscal Impact:	\$71,532.00
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SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso, Vice President
Finance and Administration

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

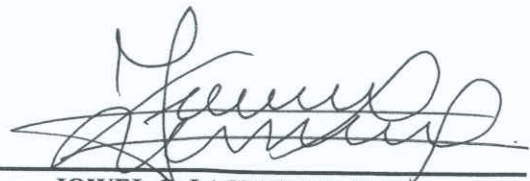
707-864-7209

TELEPHONE NUMBER

Administration
ORGANIZATION

August 9, 2013

DATE SUBMITTED TO



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

August 9, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RENEWAL OF CHILDREN'S PROGRAMS CONTRACT
GENERAL CHILD CARE PROGRAM AND RESOLUTION
REQUESTED ACTION: APPROVAL

SUMMARY:

This renewal agreement with the state of California, dated July 1, 2013, designated as number CCTR-3303, General Child Care and Development Program, Project Number 48-7055-00-3, shall be funded at a maximum reimbursable amount of \$226,857.00.

The contract is effective from July 1, 2013 through June 30, 2014 for 191 days of child enrollment at a daily rate not to exceed \$34.38 per child.

Copies of the full agreement are in the Office of the Superintendent-President, Office of the Vice President of Finance and Administration, and the Office of the Director of Children's Programs.

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Christie Speck, Director
Children's Programs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7183

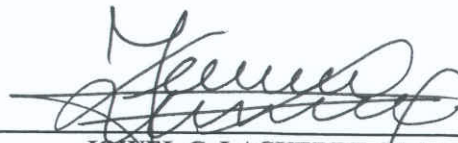
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 9, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

August 9, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT



CALIFORNIA DEPARTMENT OF EDUCATION
 1430 N Street
 Sacramento, CA 95814-5901

F.Y. 13 - 14

DATE: July 01, 2013

CONTRACT NUMBER: CCTR-3303

PROGRAM TYPE: GENERAL CHILD CARE &
 DEV PROGRAMS

PROJECT NUMBER: 48-7055-00-3

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: SOLANO COMMUNITY COLLEGE DISTRICT

By signing this contract and returning it to the State, you are agreeing to provide services in accordance with the FUNDING TERMS AND CONDITIONS (FT&C - available online at <http://www.cde.ca.gov/fg/aa/cd/>), the CURRENT APPLICATION, and an AGENCY SITE LISTING (ATTACHMENT A) which by this reference are incorporated into this contract. The FT&C and Requirements specify the contractual responsibilities of the State and the contractor. The contractor's signature also certifies compliance with "General Terms and Conditions," (GTC 610/Exhibit A) which by this reference is incorporated herein.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2013 through June 30, 2014. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$34.38 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$226,857.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement 6,599.0
 Minimum Days of Operation (MDO) Requirement 191

Any provision of this contract found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this contract.

Exhibit A, General Terms and Conditions attached.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Margie Burke, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Jowel C Laguerre, Ph.D, Superintendent President			
TITLE Contracts, Purchasing & Conference Services		ADDRESS 4000 Guinn Valley Rd., Fairfield, CA 94534			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 226,857	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Department of General Services use only			
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 226,857	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE			

CONTRACTOR'S NAME: SOLANO COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CCTR-3303

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 74,602	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 13609-7055	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 74,602	ITEM 30.10.020.001 6110-194-0890	CHAPTER B/A	STATUTE 2013	FISCAL YEAR 2013-2014
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 41,083	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 15136-7055	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 41,083	ITEM 30.10.020.001 6110-194-0890	CHAPTER B/A	STATUTE 2013	FISCAL YEAR 2013-2014
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 111,172	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23254-7055			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 111,172	ITEM 30.10.020.001 6110-194-0001	CHAPTER B/A	STATUTE 2013	FISCAL YEAR 2013-2014
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above. SIGNATURE OF ACCOUNTING OFFICER	T.B.A. NO.	B.R. NO.
	DATE	

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2013-14.

RESOLUTION

BE IT RESOLVED that the Governing Board of Solano Community College District

authorizes entering into local agreement number/s CCTR-3303 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Sarah E. Chapman, Ph.D.</u>	<u>President</u>	_____
<u>Pam Keith</u>	<u>Vice President</u>	_____
_____	_____	_____

PASSED AND ADOPTED THIS 21 day of August 2013-14, by the Governing Board of Solano Community College of Solano County, California.

I, Sowel C. Laquerre, Clerk of the Governing Board of Solano Community College District of Solano County,

California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND
CHILD START INCORPORATED

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College District and Child Start Inc., for special educational services is being presented to the Governing Board for approval.

The District will provide ECE 071, Language and Literature for ECE, for up to ten Child Start Inc., employees. Employees will attend 48 hours of instruction. The class is scheduled to start on August 6, 2013. Training will be delivered at the Child Start Inc., office. Students who successfully complete the class will be awarded three hours of college credit.

Child Start Inc., will compensate the District \$11,000.00 for all educational services rendered. This fee includes the cost of the instructor, all course materials, and Certificates of Success. Additional students, up to a total of 20, may be added prior to the start date for an additional \$200.00 per student.

A copy of the Agreement is available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of Workforce Training and Grants Management.

Approval is requested at this time.

Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$ 11,000 Revenue
CEO 2012-13 Goals: #5

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

August 9, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 9, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **CHILD START INCORPORATED**, hereinafter referred to as "Child Start."

WHEREAS, Child Start desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide ECE 071, Language and Literature for ECE, for up to ten (10) Child Start employees. The training includes forty-eight (48) hours of instruction. The class is scheduled to start on August 6, 2013. Students who successfully complete the class will be awarded three (3) hours of college credit. The course will be delivered at the Child Start office.
- B. District faculty and staff will develop, coordinate, teach, and evaluate the class referred to in "A" above. The instructor will be certified in accordance with the rules and regulations of the California Community Colleges Board of Governors.
- C. Child Start will identify all employees who will participate in the class.
- D. Child Start will compensate the District for all services rendered and expenses at a rate of eleven thousand dollars and no cents (\$11,000.00). This fee includes the cost of the instructor, all course materials, and Certificates of Success. Additional students, up to a total of 20, may be added prior to the start date for an additional fee of \$200.00 per student. Should additional services such as tutoring be required, an addendum to this contract may be added.
- C. Payment by Child Start to the District will be due after the course has been 50% completed and upon receipt of invoice.
- F. **IT IS MUTUALLY UNDERSTOOD** that Child Start and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Child Start and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Child Start, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Child Start. This indemnification shall extend to claims, losses,

damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

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

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

Debbie McGrath
Human Resources Director
Child Start Incorporated
Napa, CA

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

Date _____

Date _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: 2013-2014 STUDENT HEALTH SERVICES CONTRACT
REQUESTED ACTION: APPROVAL

SUMMARY:

The Student Development Office requests approval to renew the annual contract with the Solano County Health and Social Services Department to provide student health services for the period of July 1, 2013 to June 30, 2014. The maximum contract cost to Solano Community College is \$208,477. This amount reflects a 0.89% increase compared to the 2012-2013 contract. The increase is due primarily to health services personnel costs.

Exhibit B, the budget portion of the contract, is attached. The contract in its entirety is available for review in the Office of the Superintendent-President and in the Office of the Director of Student Development.

Government Code: Board Policy: Estimated Fiscal Impact: \$ 208,477

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jose Ballesteros, Interim Director
Student Development/MESA

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7168

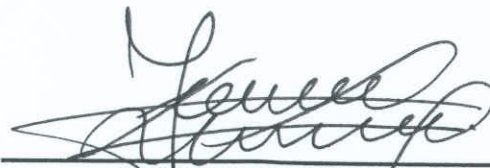
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 9, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

August 9, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

Exhibit B
Solano County - Public Health Nursing
Solano Community College
Student Health Services Budget
FY 2013/14

	<u># of Hr</u>	<u>Total Expense</u>
Public Health Nurse	1,700	\$ 78,919
HLth Asst. Hrs / school year	1,440	\$ 40,306
Base Salaries		<u>\$ 119,225</u>
Benefits @	42.20%	\$ 50,312
Total Salaries & Benefits		<u>\$ 169,537</u>
Administrative Overhead	19.50%	\$ 33,060
Services and Supplies:		
2151 Drugs and Pharmaceuticals		\$ 1,750
2153 Medical/Dental Supplies		\$ 3,250
2355 Mileage		\$ 880
Total Services and Supplies		<u>\$ 5,880</u>
Total Budget		<u><u>\$ 208,477</u></u>

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: HANOVER RESEARCH PARTNERSHIP AGREEMENT
REQUESTED ACTION: APPROVAL

SUMMARY:

Hanover Research will provide to Solano Community College research services for grants strategy development, research-based grants prospecting, program development consultation, grant proposal development, and customized identification and grant alerts.

The term of the agreement will be from April 30, 2013 through April 30, 2014, in the amount of \$35,000.

A copy of the partnership agreement is available in the Office of the Superintendent-President and the Office of the Interim Vice President of Academic Affairs.

Approval is requested at this time.

Government Code N/A Board Policy N/A Estimated Fiscal Impact: \$35,000
CEO 2012-13 Goal: #5

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Diane White, Interim Vice President
Academic Affairs

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7102

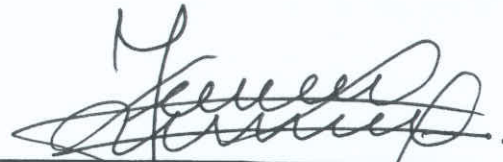
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 9, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 9, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Please sign the proposed agreement and email to jmichie@hanoverresearch.com, or print, sign and fax this document to the number listed below to commence service.

Attn: Joe Michie
Office: 303.815.9885
Facsimile: 866.808.6585

Contract Terms

Partnership with Hanover Research runs 12 months from the start date below. Partnership equates to the following client services delivered by Hanover Research staff:

- Grants Strategy Development
Hanover will survey administrators, program directors, and faculty to identify organizational strengths in the context of the grants climate and current funding trends. Hanover will use information gathered during the onboarding process to produce a memorandum proposing a grants strategy for the organization. Hanover staff will also arrange a trip to Solano Community College to provide coaching, grantmanship training, present research findings, and discuss the funding strategy with your team.
- Research-Based Grants Prospecting
Hanover will develop customized grant-prospecting reports for areas of particular need. Reports may include government and/or private opportunities, and will propose strategies for maximizing all available funding streams. Hanover will conduct feasibility assessments of open grant opportunities to ensure clients' projects or initiatives are eligible and competitive.
- Program Development Consultation
Hanover will provide guidance on the development of both new and existing programs based on years of relevant industry expertise. Hanover will identify model programs, analyze their strengths and weaknesses, and suggest refinements which reflect the unique characteristics of the client organization. Hanover will incorporate secondary research to strengthen proposed methods and activities, and mine program data to demonstrate effectiveness.
- Grant Proposal Development
Hanover's Grant Proposal Development services include grant application development, writing, review, and rewriting. Hanover will also fully construct Letters of Inquiry for private grantmakers. Hanover can serve as the project manager for your internal team of subject-matter experts as they generate a grant proposal, and contribute to the production of pre-proposal data analysis and other content such as best practice and literature reviews.
- Grant Alerts
Hanover will provide customized identification and prioritization of significant funding opportunities as needed at regular intervals coinciding with funding cycles and predetermined areas of focus.

Research services provided within partnership include:

- Primary Research — survey design, administration and analysis; interviews with industry/issue experts
- Secondary Research — industry news, trend forecasting, literature reviews, competitor profiles, market assessments
- Quantitative and Qualitative Data Analysis — data mining, coding and segmentation, predictive analysis, regression modeling, program evaluation
- Benchmarking — peer group development, organizational structure, staffing, compensation, operating metrics
- Access to Hanover's Membership Library containing over 1,600 resources on higher education best practices, benchmarks, market data, etc.

Two Points of Contact

Each Hanover partner is served by a Relationship Director and a Content Director to ensure the quality of the partnership across the course of the contract term. The Content Director is responsible for allocating each project request to the appropriate Hanover research analysts and managing its progress from start to finish. The Relationship Director is responsible for contract management and for ensuring member satisfaction, including usage of our added resources such as Hanover's Education Library and topical webinars. The Relationship Director also liaises with other members in order to provide peer networking opportunities.

Quarterly Consultations

Hanover's content experts check in on a quarterly basis to offer strategic guidance and gather feedback to ensure each member is maximizing its use of our research capabilities and resources.

Participation

All research and grants services are available to Solano Community College administrators in unlimited amount within the confines of one project at a time; the signatory of this agreement serves as our primary contact. We ask that partners not distribute the resources housed in Hanover's research library to those outside of their organization.

Solano Community College has the ability to commission additional grants and research projects that would be conducted simultaneously with projects in their membership queue and will be priced upon request.

Solano Community College has authority in deciding which projects to pursue. Specific grant proposals are considered proprietary and thus will not be shared by Hanover with a third party (other than the funding agency or organization) without the College's expressed consent.

Contract Amount

\$35,000 per year

*This partnership is discounted from the annual subscription of \$40,000 and is available to Solano Community College if this signed agreement is returned on or by April 30, 2013.

Invoicing

April 30, 2013 — \$17,500

July 1, 2013 — \$17,500



Partnership Agreement

Solano Community College may reduce this amount by 2%, if payment is wired or postmarked within 10 working days of invoice submission. If the undersigned does not select that option, then payment is due within 30 days of the invoice date. Failure to pay promptly will result in project postponement.

The Contract Amount covers all labor and travel costs across each annual term. Any additional expenses related to a particular research request (third-party call centers, email list providers, etc.) will be detailed and approved by Solano Community College in full prior to the start of the project.

Contract Start Date

April 30, 2013

Signature: _____

Signatory:

Diane White
Interim Vice President, Academic Affairs
Solano Community College

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: NAME CHANGE FOR THE SCHOOL OF CAREER
TECHNICAL EDUCATION AND BUSINESS
REQUESTED ACTION: APPROVAL

SUMMARY:

The School of Career Technical Education and Business proposes to change its School name to the **School of Applied Technology and Business**. The name change is in keeping with the mission and vision of the College and the reorganization of Academic Affairs. This name change would be effective immediately.

Approval is requested at this time.

Government Code: Board Policy: 1019 Estimated Fiscal Impact: \$

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Diane M. White, Interim Vice President
Academic Affairs

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707-864-7856

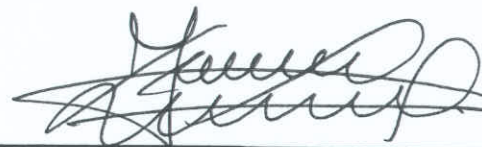
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 9, 2013

DATE SUBMITTED TO



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

August 9, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

AGENDA ITEM 12.(a)
MEETING DATE August 21, 2013

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

TO: Members of the Governing Board

**SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD RESOLUTION HONORING
ANN H. SHORT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Dr. Jowel Laguerre, Superintendent-President, will present on behalf of the Solano Community College District Governing Board a resolution honoring Ms. Ann H. Short for her faithful service to the District from October 17, 1988 through August 30, 2013.

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

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

Diane M. White, Interim Vice President
Academic Affairs

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

(707) 864-7102

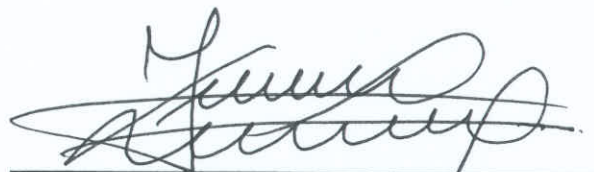
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 9, 2013

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 9, 2013

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
RESOLUTION HONORING**

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ANN H. SHORT

Whereas, Ann H. Short has served the Solano Community College District with distinction for 24 plus years since October 17, 1988, when she began working as a Secretary II in the Office of Community Services and Public Information for a full-time Director and four additional support staff, and retires as Community Services Public Information Specialist;

Whereas, The Community Services Office was at the forefront of information disbursement for the College, responsible for all campus advertising, including display, print, and media ads; as well as College publications (Class Schedules, College Catalogs, Division brochures, and mailers);

Whereas, The Community Services Office experienced the computer revolution firsthand with constant upgrades to printing requirements, software, and equipment; exciting times to stay ahead of the ever-changing environment of learning new techniques and processes;

Whereas, Ann H. Short developed on-going press releases, coordinated on-campus press conferences and special events; facilitated the public swimming summer program for the community, and handled facilities use management;

Whereas, Ann H. Short lived through PGE's "rolling blackouts" and fielded calls to the campus, community and media; the Loma Prieta earthquake, also known as the Quake of '89 and the World Series Earthquake, a major earthquake that struck the San Francisco Bay Area of California on October 17, 1989; and the horrific morning after 9-11 when Solano Community College gathered by the flag at 9 a.m. for a heartbreaking moment of silence;

Whereas, Ann H. Short, together with the Director, chose the title "VISTAS" for the community education program, which continues today, offering non-credit community interest-based classes throughout Solano County;

Whereas, Ann H. Short participated in many theatre productions on campus, including *Sweeny Todd*, *The Music Man*, *Pippin*, *Carousel*; *Evita*, *Joseph and the Amazing Technicolor Dreamcoat*, and the Solano Dance Production;

Whereas, Ann H. Short, in addition to her responsibilities in the Community Services Office, has served faithfully in various capacities, such as being an avid and active supporter of the College Literacy Magazine; and community activities, including volunteering for the Solano Community College Theatre and CASA of Solano County, a community non-profit organization;

Whereas, Ann H. Short was responsible for setting up a time capsule to include all manner of Solano Community College memorabilia, buried January 17, 1996, to be opened in 2045; and

Whereas, Ann H. Short has been responsible for keeping a ready supply of chocolate on hand, Payday popcorn, and organizing potlucks; now therefore be it

Resolved, That Ann H. Short will be sorely missed, and the Governing Board expresses its sincere appreciation for her many contributions and wishes her the best in her well-deserved retirement and future endeavors, effective August 30, 2013.

Passed and Adopted, This 21st day of August 2013, by the Governing Board of the Solano Community College District.

Sarah E. Chapman, Ph.D., President

Pam Keith, Vice President

Monica Brown

Denis Honeychurch, J.D.

Michael A. Martin

Rosemary Thurston

A. Marie Young

Latifah Alexander, Student Trustee

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

TO: Members of the Governing Board
SUBJECT: PARTNER PLEDGE FOR THE BAY AREA ROADMAP TO CUT POVERTY
REQUESTED ACTION: APPROVAL

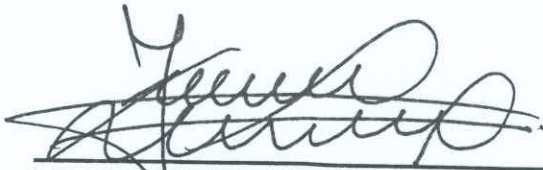
SUMMARY:

At the August 7, 2013, Board Study Session, a presentation was given to the Board on reducing poverty and growing prosperity in Solano County, beginning with the journey from 2008-2009 to the present. Approval is requested for the District to endorse the United Way of the Bay Area 'Roadmap to Cut Poverty' as presented by the Solano Safety Net Summits on Poverty Steering Committee. Solano Community College District (SCCD) will join hundreds of Bay Area Organizations to cut poverty in half by 2020.

As a Roadmap partner, SCCD agrees to:

- Be named and acknowledged as a Roadmap partner.
- Participate in decision making about the Roadmap.
- Help define success metrics and explore data sharing options.
- Participate in at least one Roadmap strategy.

A copy of the pledge is attached.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$</i>
SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE
Jowel C. Laguerre, Ph.D. Superintendent-President	 JOWEL C. LAGUERRE, Ph.D. Superintendent-President	
360 Campus Lane, Suite 201 Fairfield, CA 94534		
ADDRESS		
707-864-7112		
TELEPHONE NUMBER		
Administration	August 9, 2013	
ORGANIZATION	DATE APPROVED BY	
August 9, 2013	SUPERINTENDENT-PRESIDENT	
DATE SUBMITTED TO		
SUPERINTENDENT-PRESIDENT		



PARTNER PLEDGE FOR THE BAY AREA ROADMAP TO CUT POVERTY

1 IN 5 BAY AREA FAMILIES CANNOT MAKE ENDS MEET. 1 IN 5 IS SIMPLY NOT ACCEPTABLE.

[Redacted] (organization name) joins hundreds of other Bay Area organizations coming together to cut poverty in half by 2020.

AUDACIOUS? YES. DOABLE? ABSOLUTELY — BY WORKING TOGETHER.

As a leader in fighting poverty, we know that no one program or expert can do the job alone. Only by working together can we attack the problem at its source and at scale. Only by working together can we make a significant, lasting difference.

As a partner in the Roadmap to Cut Bay Area Poverty in Half by 2020, we are excited to connect our efforts with the work of hundreds of partners and thousands of individuals to transform the Bay Area. The Roadmap Partnership will help the people in need that we care about and help us achieve more for them. The Partnership will give us more tools to shine a light on the issue, attract support, measure progress and communicate results.

AS A ROADMAP PARTNER, WE AGREE TO:

- 1. BE NAMED AND ACKNOWLEDGED PUBLICLY AS A ROADMAP PARTNER** and, therefore, a leader in the movement to cut Bay Area poverty in half by 2020. We will be recognized as part of the outstanding team of organizations coming together across sectors to achieve this bold and important goal. Our organization name and logo can be included in printed, online and media materials related to the Roadmap, and we will do our best to participate in major media events.
- 2. PARTICIPATE IN DECISION MAKING ABOUT THE ROADMAP.** My organization will make every effort to have senior staff participate in key decisions about the Partnership, including the Roadmap's content, metrics of success, and the Partnership's structure. We understand our input is welcome, and our ideas and expertise are needed to ensure we reach our goal.
- 3. HELP DEFINE SUCCESS METRICS AND EXPLORE HOW WE CAN SHARE DATA WITH ONE ANOTHER.** We pledge to help create the process for partners to share and aggregate data about their work on poverty. This pledge does not obligate us to change any of our current data systems, nor to collect or report any data. Rather, we pledge to help create an effective approach to evaluating the Roadmap, and to strongly consider participating in the measurement process when it begins.
- 4. PARTICIPATE IN AT LEAST ONE ROADMAP STRATEGY.** This can be a current area of our work, a natural extension, or something new to us that allows our organization to innovate and learn.

NAME:

[Redacted]

TITLE:

[Redacted]

ORGANIZATION:

[Redacted]

DATE:

[Redacted]

SOLANO COMMUNITY COLLEGE DISTRICT
 GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER NO. 07 TO DL FALK CONSTRUCTION
 CONTRACT FOR BUILDING 1300 (FINE ARTS)
 ADDITION/REMODEL

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 07 to DL Falk's construction addition/remodel contract for Building 1300 (Fine Arts). The attached Change Order Requests Breakdown and Change Order Summary.

Revised contract figures are as follows:

Contract Award Amount	\$	4,099,000
Prior Change Orders	\$	419,299
Change Order No. 07	\$	80,811
Total Change Orders	\$	500,110
Revised Contract Amount	\$	4,599,110

Government Code: *Board Policy:* *Estimated Fiscal Impact: Measure G Funds \$80,811*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

John Lett, Senior Project Manager
 Kitchell CEM

PRESENTER'S NAME

360 Campus Lane, Suite 203
 Fairfield, CA 94534

ADDRESS

(707) 864-7176

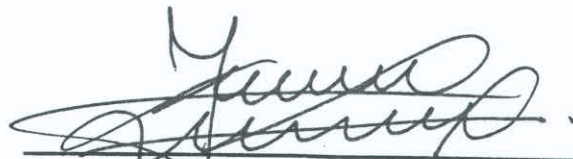
TELEPHONE NUMBER

Administration

ORGANIZATION

August 9, 2013

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

August 9, 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 # 7
 Project No.: 11-001
 Date: 9/26/12

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.

- 32R2 After DSA reviewed the first Deferred Submittal package for the Vestibule structural glass assembly, it was determined additional steel supports and attachments would be installed onto the face of the building to connect with the structural glass assembly. The General Contractor furnished and installed steel supports and attachments.

\$ 6,273.26
- 64R1 Per DSA approved Plans and Specifications, the General Contractor (GC) correctly installed new plumbing piping onto an existing Piping Trapeze (hangers). However, the DSA Field Engineer required additional diagonal and lateral bracing. The GC furnished and installed supports to the existing trapeze pipe hangers.

\$ 2,168.32
- 80 The existing electrical conductors in the electrical vault powering Building 1300 from the Substation were undersized. Therefore, a trip unit was furnished and installed to the main electrical panel in the building and the substation's breaker was replaced. Without these devices being added, the building would be susceptible to power surges, which could damage and/or trip the main electrical panel.

\$ 1,059.44
- 81 The equipment plan (electrical kilns) was finalized and equipment procured after the contract was awarded. The electrical kilns exhaust fans will be vented through a new fabricated solid steel Door Side Lite Panel. The existing ceiling exhaust fan did not have the capacity to dissipate the heat alone.

\$ 1,464.55
- 82 Per the DSA approved plans, the contractor installed an electrical panel in a two-fire rated wall. However, during a DSA field visit, the DSA Construction Supervisor determined the electrical panel required to be relocated to a non-rated wall.

\$ 8,512.23

83R2 During construction it was determined that the newly installed Canopy #1 structural steel beams interfered with the installation of the four kilns' exhaust system shown on the structural drawings. The required clearance to connect the (large) hood attachments is not possible and will not allow installation as shown on the contract documents. Therefore, kilns were realigned underneath the canopy and the manifold exhaust system was changed to four individual exhaust hoods and flue stacks. The changes included the removal of and replacement steel I-beams

\$ 32,167.47

84 The original contract documents omitted the size of the area drains and the piping on the north exterior patio. Therefore, the contractor furnished and installed area drains and piping per civil engineer's revised sketches.

\$ 2,104.01

85 The District furnished a larger projector screen than shown on the plans, therefore, the projector, electrical conduits and junction box were relocated 12' further back to meet the image to distance ratio.

\$ 535.55

88 The contract documents omitted accessibility (ADA) buttons into the Vestibule and Gallery. The change will require the installation of ADA buttons in Vestibule, Gallery, and the Exterior (west). The General Contractor will furnish, install and program two doors and three wireless ADA actuator monument buttons.

\$ 8,526.29

89 The contract documents incorrectly identified an existing ceiling and wall supports in the wet glazing room and basic drawing lab. The plans showed re-using the existing supports for the wall and ceiling to install gypsum (drywall) in these areas. There was not any existing ceiling supports in the Wet Glaze room or supports from the bottom of the trusses to the ceiling deck in the Basic Drawing lab. The contractor furnished and installed steel studs, compression struts, and gypsum.

\$ 6,144.11

91 The contract documents incorrectly identified the ceiling type in the main corridor on the finishes schedule as Acoustical Tile (ACT). The finish schedule called for the walls to match the ceiling's paint finish. ACT does not require a paint finish. However, the main corridor is a gypsum (drywall) ceiling and paint was required to finish the ceiling surface.

\$ 734.67

92 Per End-User request, additional upper wood cabinets were furnished and installed in the Administration Suite. The additional cabinetry increased the functionality and flexibility of storing and securing valuable items.

\$ 1,048.91

93 The contract documents incorrectly identified the (Gallery) Vestibule's Display Case without glass. Therefore, the General Contractor modified and will install (4) 2' x10' tempered glass into the two Display Cases.

\$ 2,518.69

99R2 The contract documents incorrectly showed the Wood Shop and the Dry Glazing rooms sharing the same dust collector systems. The Dry Glazing room activities generate small quantities of hazardous material (metals); therefore, a separate collector unit was installed in the Dry Glazing room. A three-phase, 30 Amp breaker and outlet were furnished and installed for the unit.

\$ 1,584.39

101 Per End-User request, the walls in the Gallery were sanded to a level 4 finish and painted in lieu of installing 16' high tackable Xorel fabric. This is a savings to the District.

\$ (337.15)

102 Per End-User request, the room numbering system was changed for the entire building. The end-user expressed concerns regarding confusion amongst the students when navigating and finding their classrooms. The electrical and data faceplates were re-labeled in each room and in the IDF closet.

\$ 3,140.14

103 The Owner furnished equipment in Bldg. 1300 was not selected when the contract was awarded. Electrical improvements (multiple outlets, disconnects, and breakers) were required and installed in accommodating the new electrical kiln and venting system.

\$ 3,166.65

TOTAL COST OF CHANGE ORDER

ADD \$ 80,811.53

Original Contract Sum:	\$ 4,099,000.00
Total change By Previous Change Orders:	\$ 419,299.00
Contract Sum Prior to This Change Order:	\$ 4,518,299.00
Original Contract Sum will be Increased by This Change Order:	\$ 80,811.53
The New Contract Sum Including This Change Order Will Be:	\$ 4,599,110.53
The New Contract Completion Date Will Be:	27-Aug-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	27-Aug-13

ARCHITECT:

Felix Canari
tBP Architecture

Date: _____

(Affix stamp here)

CONTRACTOR:

Greg Schmidt
DL Falk Construction, Inc.

Date: _____

(Affix stamp here)

OWNER:

Yulian Ligioso, VP Finance & Admin
Solano Community College District

Date: _____

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

COR		DL Falk INC. COR'S RECOMMENDED FOR APPROVAL			CO
Description	Negotiated Amount	Reason	Summary		
32R2 ASI #4-Steel Deck Clarifications	\$ 6,273.26	DSA	After DSA reviewed the first Deferred Submittal package for the Vestibule structural glass assembly, it was determined additional steel supports and attachments would be installed onto the face of the building to connect with the structural glass assembly. The General Contractor furnished and installed steel supports and attachments.	7	
64R1 Trapeze Piping Supports	\$ 2,168.32	DSA	Per DSA approved Plans and Specifications, the General Contractor (GC) correctly installed new plumbing piping onto an existing Pipe Trapeze (hangers). However, the DSA Field Engineer required additional diagonal and lateral bracing. The GC furnished and installed supports to the existing trapeze pipe hangers.	7	
80 Electrical Breakers	\$ 1,059.44	Architect's Error/Omission	The existing electrical conductors in the electrical vault powering Building 1300 from the Substation were undersized. Therefore, a trip unit was furnished and installed to the main electrical panel in the building and the substation's breaker was replaced. Without these devices being added, the building would be susceptible to power surges, which could damage and/or trip the main electrical panel.	7	
81 Door Side Lite	\$ 1,464.55	Owner's Request	The equipment plan (electrical kilns) was finalized and equipment procured after the contract was awarded. The electrical kilns exhaust fans will be vented through a new fabricated solid steel Door Side Lite Panel. The existing ceiling exhaust fan did not have the capacity to dissipate the heat alone.	7	

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

82	Main Electrical Panel Relocation	\$	8,512.23	DSA	Per the DSA approved plans, the contractor installed an electrical panel in a two-fire rated wall. However, during a DSA field visit, the DSA Construction (Fire, Life, Safety) Supervisor determined the electrical panel required to be relocated to a non-rated wall.	7
83	Canopy #1 Structural Steel Supports	\$	32,167.47	Architect's Error/Omission	During construction it was determined that the newly installed Canopy #1 structural steel beams interfered with the installation of the four kilns' exhaust system shown on the structural drawings. The required clearance to connect the (large) hood attachments is not possible and will not allow installation as shown on the contract documents. Therefore, kilns were realigned underneath the canopy and the manifold exhaust system was changed to four individual exhaust hoods and flue stacks. The changes included the removal of and replacement steel I-beams	7
84	Patio Drains	\$	2,104.01	Architect's Error/Omission	The original contract documents omitted the size of the area drains and the piping on the north exterior patio. Therefore, the contractor furnished and installed area drains and piping per civil engineer's revised sketches.	7
85	Projector Screen	\$	535.55	Owner's Request	The District furnished a larger projector screen than shown on the plans, therefore, the projector, electrical conduits and junction box were relocated 12' further back to meet the image to distance ratio.	7
88	ADA Actuator Button	\$	8,526.29	Architect's Error/Omission	The contract documents omitted accessibility (ADA) buttons into the Vestibule and Gallery. The change will require the installation of ADA buttons in Vestibule, Gallery, and the Exterior (west). The General Contractor will furnish, install and program two doors and three wireless ADA actuator monument buttons.	7
89	Ceiling and Wall Framing	\$	6,144.11	Architect's Error/Omission	The contract documents incorrectly identified an existing ceiling and wall supports in the wet glazing room and basic drawing lab. The plans showed re-using the existing supports for the wall and ceiling to install gypsum (drywall) in these areas. There was not any existing ceiling supports in the Wet Glaze room or supports from the bottom of the trusses to the ceiling deck in the Basic Drawing lab. The contractor furnished and installed steel studs, compression struts, and gypsum.	7

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

91	Corridor Painting	\$	734.67	Architect's Error/Omission	The contract documents incorrectly identified the ceiling type in the main corridor on the finishes schedule as Acoustical Tile (ACT). The finish schedule called for the walls to match the ceiling's paint finish. ACT does not require a paint finish. However, the main corridor is a gypsum (drywall) ceiling and paint was required to finish the ceiling surface.	7
92	Additional Casework	\$	1,048.91	Owner's Request	Per End-User request, additional upper wood cabinets were furnished and installed in the Administration Suite. The additional cabinetry increased the functionality and flexibility of storing and securing valuable items.	7
93	Display Case Revisions	\$	2,518.69	Architect's Error/Omission	The contract documents incorrectly identified the (Gallery) Vestibule's Display Cases without glass. Therefore, the General Contractor modified and will install (4) 2' x 10' tempered glass into the two Display Cases.	7
99R2	Additional Electrical Breaker	\$	1,584.39	Architect's Error/Omission	The contract documents incorrectly showed the Wood Shop and the Dry Glazing rooms sharing the same dust collector systems. The Dry Glazing room activities generate small quantities of hazardous material (metals); therefore, a separate collector unit was installed in the Dry Glazing room. A three-phase, 30 Amp breaker and outlet were furnished and installed for the unit.	7
101	Gallery Wall Finishes	\$	(337.15)	Owner's Request	Per End-User request, the walls in the Gallery were sanded to a level 4 finish and painted in lieu of installing 16' high tackable fabric. This is a savings to the District	7
102	Room Re-numbering	\$	3,140.14	Owner's Request	Per End-User request, the room numbering system was changed for the entire building. The end-user expressed concerns regarding confusion amongst the students when navigating and finding their classrooms. The electrical and data faceplates were re-labeled in each room and in the IDF closet.	7
103	Electrical Improvements	\$	3,166.65	Owner's Request	The Owner furnished equipment in Bldg. 1300 was not selected when the contract was awarded. Electrical improvements (multiple outlets, disconnects, and breakers) were required and installed in accommodating the new electrical kiln and venting system.	7
Total Change Order Cost		\$	80,811.53			

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

TO: Members of the Governing Board

**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
 INTERNATIONAL EDUCATION CENTER PROGRAM AT
 SOLANO COMMUNITY COLLEGE (IEC) AND SOLANO
 COMMUNITY COLLEGE DISTRICT (SCCD)**

REQUESTED ACTION: APPROVAL

SUMMARY:

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to providing an intensive English language program for non-native English speakers.

The IEC operates a nonprofit organization that disseminates education, encourages exchanges in educational cultures and contributes to international collaboration in education.

The IEC at SCC will provide programs that facilitate the acquisition of English for non-native speakers to prepare them both linguistically and culturally for academic studies and success at the college and/or university level. IEC will manage, maintain, and operate the program, while the College will oversee and govern the language program.

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed, commencing September 1, 2013 and terminates August 30, 2017.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	<i>§</i>
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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

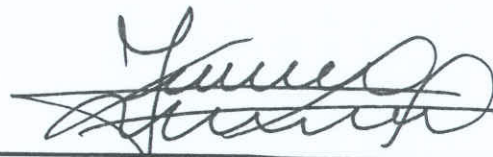
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

August 9, 2013

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

August 9, 2013

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

Solano Community College District

July 29, 2013

SERVICE CONTRACT

1. **Contract Identification:**
College: Solano Community College District
Subject: Provide intensive English language program for non-native speakers.
2. **Parties.** The Solano Community College District (SCCD), for its College named above, and the following named Contractor mutually agree and promise as follows:
Contractor: International Education Center at Solano Community College (IEC)
Address: 4000 Suisun Valley Road, Fairfield, CA 94534
3. **Term.** The effective date of this Contract is September 1, 2013 and it terminates on August 30, 2017 unless sooner terminated as provided herein.
4. **Termination.** This Contract may be terminated by both parties, upon one year advance written notice thereof to the Contractor, or cancelled immediately by written mutual consent.
5. **District's Obligations.** In consideration of Contractor's provision of services as described below, and subject to the payment limit expressed herein, Contractor shall pay SCCD, upon submission of a properly documented demand for payment in the manner and form prescribed by SCCD and upon approval of the Superintendent/President of the College for which this contract is made or his designee, as follows: (Check one alternative only)
 - a. FEE RATE: hour, or per service
 - b. PAYMENT made upon receipt of properly submitted invoices, approved by the manager or campus business office requesting services.
 - c. SESSION; as defined below; or
 - d. CALENDAR (Insert day, week or month)
6. **Contractor's Obligation.** Contractor shall provide the following described services: to provide intensive English language program for non-native speakers. Contract services include:
 - Facilitate the acquisition of English for non-native speakers, to prepare them both linguistically and culturally for academic studies and success at the college and/or university level.
 - Manage, maintain, and operate the program.
 - Implement the IEC curricula through non-credit bearing ESL classes.
 - Continue to develop the instructional curricula with input from SCCD ESL faculty. (SCCD has a Solano International Educational Program Committee that both full-time ESL Faculty participate).
 - Reimburse the College for all IEC instructors' salaries and the following associated payroll costs resulting from employment of the IEC instructors for their services in the IEC program.
 - Pay the agreed-upon amount for student identification cards.
 - Remit twenty percent (20%) of the program's net profit to the College.
 - Staff, operate, and support the program.
 - Recruit students to the program.
 - IEC will link SCCD's website on www.iec@scc.org and agrees to distribute any SCCD marketing materials when travelling internationally to recruit international students.
7. **Indemnification.** The Contractor shall defend, save harmless and indemnify the District and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of the Contractors hereunder, resulting from the conduct, negligent or otherwise, of the Contractor, its agents or employees.
8. **Indemnification.** SCCD shall defend, save harmless and indemnify the Contractor and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of SCCD hereunder, resulting from the conduct, negligent or otherwise, of SCCD, its agents or employees.
9. **Legal Authority.** This Contract is entered into under and subject to the following legal authorities: California Government Code and California Education Code Section 81655.
10. **Signatures.** These signatures attest the parties' agreement hereto:

Sally Conover, MBA, MA
IEC Director

DATE

FINANCE & ADMINISTRATION APPROVAL

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

DATE


Yulian Ligioso, CPA, MBA
Vice President, Finance & Administration

8/7/13
DATE



Memorandum of Understanding

This is a Subcontracting Agreement between

Solano Community College District (SCCD)

And

International Education Center Program at Solano Community College (IEC)

Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to providing an intensive English language program for non-native English speakers.

IEC operates a nonprofit organization that disseminates education, encourages exchanges in educational cultures and contributes to international collaboration in education.

IEC at Solano Community College (IEC) will provide programs that facilitate the acquisition of English for non-native speakers, to prepare them both linguistically and culturally for academic studies and success at the college and/or university level. IEC will manage, maintain, and operate the program, while the College will oversee and govern the language program.

Solano Community College District (SCCD) endeavors to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education.

The intent of SCCD and IEC is to offer the language program on the Fairfield Campus as to create a collegial experience that will attract the students to matriculate into the College. Our mutual goal is to offer non-immigrant, F-1 English language students an opportunity to study in an intensive English language program, in order to gain the oral and written skills needed to successfully complete their higher education goals.

MOU Term

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences September 1, 2013 and terminates August 30,



2017. Beyond the initial term, this Agreement may be renewed for additional terms with mutual consent of both parties.

SCCD Responsibilities

SCCD shall undertake the following activities during the duration of the MOU term:

1. SCCD will oversee the IEC program curriculum to ensure it aligns with the College's English/ESL curriculum.
2. SCCD will issue I-20 forms to nonimmigrant students for English language training at the International Education Center.
3. SCCD will hire IEC professional experts.
4. SCCD will provide student support services: housing assistance, activities on campus, etc.
5. SCCD will exclusively work with IEC as its English language program during the partnership agreement timeframe.
6. SCCD and IEC will meet regularly (as determined by program directors) during the year to discuss the partnership and student experiences.
7. SCCD will ensure outreach efforts include IEC information in all Solano International Education Program (SIEP) marketing materials with respect to English language programs provided.
8. SCCD will provide IEC at no charge College facilities (upon availability) when IEC is hosting potential international students of the College.
9. SCCD will link IEC's website on www.solano.edu and agrees to distribute any IEC marketing materials when travelling internationally to recruit international students.
10. Provide Solano email accounts for Center staff and faculty
11. Provide College Student Identification cards to the IEP participants. IEP participants shall not be considered matriculated students for the College unless otherwise enrolled or matriculated and will be considered students of Solano College's IEP.

IEC Program Responsibilities

IEC shall undertake the following activities during the duration of the MOU term:

1. Facilitate the acquisition of English for non-native speakers, to prepare them both linguistically and culturally for academic studies and success at the college and/or university level.
2. Manage, maintain operate, and assume financial responsibility of the Center.
3. Implement the IEC curricula through non-credit bearing intensive English classes.
4. Continue to develop the instructional curricula with input from SCCD English and ESL faculty. (SCCD has a Solano International Educational Program Committee that both full-time ESL Faculty participate).



5. Reimburse the College for all IEC professional expert salaries and the following associated payroll costs resulting from employment of the IEC professional experts for their services in the IEC program.
6. Pay the agreed-upon amount for student identification cards.
7. Remit ten percent (10%) of the program's net profit to the College.
8. Staff, operate, and support the program.
9. Recruit students to the program.
10. IEC will link SCCD's website on www.iec@scc.org and agrees to distribute any SCCD marketing materials when travelling internationally to recruit international students.

Special Terms and Conditions

SCCD and IEC shall follow all relevant and applicable MOU terms. These may include, but are not limited to:

1. Travel and Per Diem Reimbursement- unless otherwise specified, SCCD and IEC will be responsible for their own travel and per diem expenses related to program student recruitment.
2. Marketing Materials Mailing Cost- as it relates to international mailing of brochures and other materials, each party will pay for the cost of mailing their own marketing materials to recruitment events and the like.

Modification and Termination

1. This agreement may be cancelled or terminated without cause by either party by giving a minimum of one year advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
2. Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

Effective Date and Signature

This MOU shall be effective upon the signature of Solano Community College and International Education Center authorized officials. It shall be in force from August 1, 2013 to July 31, 2017. SCCD and IEC indicate agreement with this MOU by their signatures.



X

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

X

Sally Conover, MBA, MA
IEC Director

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: MEASURE Q – RECOMMENDED STRUCTURE
REQUESTED ACTION: APPROVAL

SUMMARY:

The Measure Q capital improvement bond was passed in November 2012. The bond value is \$348M, and combined with expected state capital outlay funding and expected interest over the life of the program, the value of Measure Q will exceed Measure G by more than three times in size. A new operating structure is required to manage Measure Q effectively. Per the previously approved agreement with Roy V. Stutzman for consulting services in the areas of facilities planning, development and modernization, the Board is presented with District Staff’s recommendation of a new organizational structure for Measure Q, based on Mr. Stutzman’s report. Various options are considered, including:

- 1. In-house staff manages all aspects of the Bond.
- 2. In-house and consultant work together to manage the Bond.
- 3. Consultant manages day-to-day activity of Bond, with oversight by District’s Executive Bonds Manager.
- 4. Other options that suit the nuance and details of the program.

The Board will be asked to approve the Staff’s recommendation and to allow staff to seek qualified vendors to propose on the scope of work developed by the District. The expected RFP process will commence immediately and will finish by the end of October.

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

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

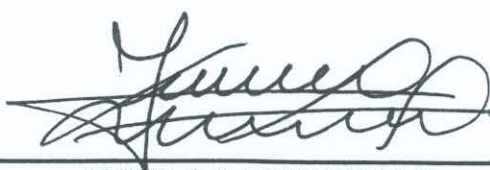
Leigh Sata
Executive Bonds Manager
PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707-863-7855
TELEPHONE NUMBER

Administration
ORGANIZATION

August 9, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

August 9, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board
SUBJECT: PROPOSED NEW JOB DESCRIPTION—
CHIEF STUDENT SERVICES OFFICER
(ADMINISTRATIVE LEADERSHIP GROUP)

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

As a result of Student Services being reorganized, a new job description was created for Chief Student Services Officer, Educational Administrator (Administrative Leadership Group).

Approval is requested at this time.

Government Code: Ed Code Board Policy: 4720 Estimated Fiscal Impact: Unknown
88001:88009:880013

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo L. Albarrán, Interim Director
Human Resources

PRESENTER'S NAME

360 Campus Lane
Fairfield, CA 94534

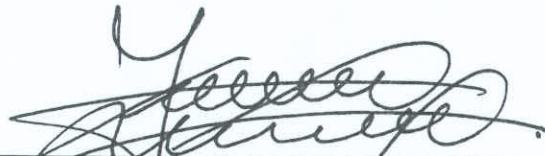
ADDRESS

707-864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

August 9, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 9, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

**CLASS TITLE: CHIEF STUDENT SERVICES OFFICER (CSSO)
(Educational Administrator)**

BASIC FUNCTION:

Under the direction of the Superintendent-President, the Dean of Student Services is the Chief Student Services Officer and provides direction for Student Services for the college; manages and supervises the leadership and managerial staff and operation of the Student Services divisions or departments. She/he advocates and represents the interest of Student Services in the context of the College priorities and plans. Serves as the 504 Compliance Officer. The Dean supervises and coordinates planning, operation, fiscal, and personnel management in the following areas:

- Financial Aid
- Admissions and Records
- Student Development
- Services to the Centers and off-site
- Commencement
- Student Equity Plan and implementation
- Student complaint and discipline policies

REPRESENTATIVE DUTIES:

The following duties represent the day to day and long-term activities of the position:

1. Provides leadership and supervises the planning, organizing, and coordination of the Student Services Division while achieving the institutional goals and objectives, and ensuring that academic support services are provided to students to achieve educational success.
2. Provides administrative supervision of the Student Services management staff, including, but not limited to the directors of the areas listed under paragraph 1.
3. Directs the core departments of Admissions and Records, Financial Aid, Student Affairs, and special programs; oversees the development, implementation and evaluation of policies and procedures for these areas.
4. Identifies the needs of the service area and students to enhance a supportive learning environment.
5. Systematically assesses student support services using student learning outcomes and other appropriate measures in order to improve the effectiveness of these services.
6. Assesses the student services needs of the local communities.
7. Develops and implements an appropriate plan for support services.
8. Administers the Student Code of Conduct, due process, and student discipline.
9. Adjudicates student appeals and grievances within areas of responsibility.
10. Ensures services at the Centers and off-sites are equitable and commensurate with the needs of the students at the sites.

**CLASS TITLE: CHIEF STUDENT SERVICES OFFICER (CSSO)
(Educational Administrator) – Continued:**

11. Serves as the high school partnership administrator in charge working closely with Academic Affairs.
12. Oversees the implementation of Middle College High School concept while working with other offices.
13. Oversees a complex budget requiring coordination of categorical, general funds, and foundation resources.
14. Ensures all Student Services departments operate in compliance with Title 5 regulations, the Education Code, and federal statutes.
15. Develops, monitors, and evaluates College's Student Equity Plan.
16. Functions as 504 Compliance Officer.
17. Serves as member of President's Cabinet and serves on College and District committees.
18. Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- Master's Degree from an accredited college/university.
- Five years of progressively responsible experience that includes supervision of multiple student service programs.
- A demonstrated sensitivity in working with people with diverse racial, ethnic, and socioeconomic backgrounds as well as those with disabilities.

KNOWLEDGE AND ABILITIES:

Abilities:

- Ability to work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student learning environment.
- Ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.

Knowledge:

- Knowledge of the Mission of the California Community Colleges.
- Knowledge of theories of student development as they relate to the adult learner, understanding of organizational systems and their contribution to students.
- Ability to interpret state and federal laws to the campus population; effective oral and written communication with students, staff, and the community.
- Ability to make informed decisions using data from the district's integrated system of record.
- Ability to work harmoniously with the Vice President of Academic Affairs and other appropriate staff in support of the student services and instructional programs.
- Knowledge of college operating information technology systems or ability to acquire such knowledge.
- Knowledge of regular office software for communications.

BOARD APPROVAL _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND PG&E
REQUESTED ACTION: INFORMATION

SUMMARY:

A Memorandum of Understanding between Solano Community College District and PG&E for special educational services will be forthcoming to the Governing Board for approval. Solano Community College has been working with PG&E for almost two years to develop and deliver a Power Pathways project at Solano. This contract is for a Solano Community College, All-Veterans-Entry to Gas Operations Pre-Program. The contract for the actual program and post-program will be developed in September and presented for approval at that time.

Solano Community College will subcontract with and supervise Swords to Plowshares (STP) to assure delivery of case management and recruitment of 20 veterans. STP will have an on-campus office and be supervised by the Director of Workforce Training and Grants Management.

Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$15,000 Revenue
CEO 2012-2013 Goals: #5

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

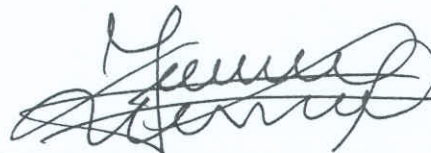
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 9, 2013

DATE SUBMITTED TO



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

August 9, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT BOARD
AND CEO GOALS – 2013-2014

REQUESTED ACTION: INFORMATION

SUMMARY:

At the June 8, 2013, Board Retreat, goals were identified for the SCCD Board of Trustees and the Superintendent-President. Approval will be requested at a future meeting.

Board of Trustees Goals

1. Measure Q
2. Fiscal Stability
3. Access and Success
4. Vision and Strategic Planning

Chief Executive Officer (CEO) Goals

1. Strengthen Accreditation Reports
2. Implement Master Plans: Educational Master Plan – Facilities Master Plan
3. Measure Q – Bond Construction
4. Enhance Professional Development
5. Grow Enrollment

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

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Sarah E. Chapman, Ph.D.
Board President

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

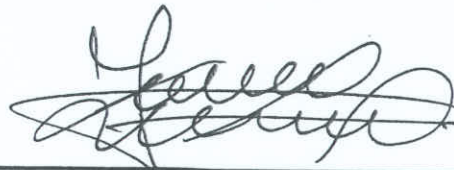
ADDRESS

707-864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

August 9, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

August 9, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: EMPLOYMENT CONTRACT -
SUPERINTENDENT-PRESIDENT
REQUESTED ACTION: INFORMATION

SUMMARY:

The term of the contract for the Superintendent-President commences July 1, 2013 and ends on June 30, 2017. The powers and duties are outlined in the contract. Dr. Laguerre shall be paid an annual salary of \$237,350.00, plus a stipend for professional allowance, vehicle allowance, and doctorate degree. Dr. Laguerre will receive a performance evaluation at least once each fiscal year in accordance within the terms of this agreement

Government Code: Board Policy: 2030; 2035; 2045 Estimated Fiscal Impact: \$237,350.00

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Sarah E. Chapman, Ph.D.
Governing Board President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

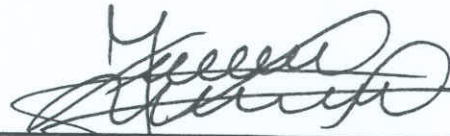
ADDRESS

707-864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

August 9, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 9, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Solano Community College
Employment Contract
Superintendent-President

1. **INTRODUCTION:** This Contract for Employment ("Contract") is mutually entered into by and between the Solano Community College District ("District") and Dr. Jowel Laguerre (hereinafter "Dr. Laguerre") pursuant to the provisions of California Education Code section 72411 to establish the terms and conditions for the Board to retain Dr. Laguerre to provide services as described herein.
2. **POSITION:** Subject to the terms and conditions stated in this Contract, Dr. Laguerre is employed by the District as the Superintendent-President of the Solano Community College District.
3. **TERM:** The term of this Contract commences effective July 1, 2013 and ends on June 30, 2017. Upon the expiration of this Contract, the District may reemploy Dr. Laguerre in accordance with Education Code section 72411 and Board Policy No 4850.2(B)(2)(a)(ii). Alternatively, at its discretion and for any reason satisfactory to the Governing Board, the District may choose not to reemploy Dr. Laguerre in an administrative position beyond the Contract's expiration date. The District shall notify Dr. Laguerre of the District's decision not to reemploy him by March 15 of the final year of the Contract, which shall constitute the sole and exclusive notice to which Dr. Laguerre is entitled. In the absence of such notice not to reemploy, Dr. Laguerre shall be deemed to be reemployed by appointment for one year. Any extension of this contract for a term of more than one (1) year must be in writing. Any oral agreements to the contrary are of no force or effect.
4. **POWERS AND DUTIES:**
 - a. Dr. Laguerre represents that he is specially trained, experienced, and competent to serve as Superintendent-President, and further satisfies the minimum qualifications applicable for the position of Superintendent/President.
 - b. Dr. Laguerre shall render full-time service in his position and shall have such powers and exercise such duties as are given him by the Education Code, other applicable laws and regulations, and requirements and directives of the Governing Board.
 - c. Such acts which may require ratification and approval by the Governing Board shall be referred to the Governing Board at the earliest possible opportunity by Dr. Laguerre.
 - d. Dr. Laguerre shall, unless otherwise ordered, serve as Secretary to the Governing Board.
 - e. Dr. Laguerre, in fulfilling his duties and exercising his powers under this contract, shall act in accordance with all policies officially approved by the Governing Board.
 - f. Dr. Laguerre shall be expected to perform at the highest professional level of competence the services, duties and obligations required by this Contract, California law, and the rules, regulations and policies of the Board and District.

k. Employee Retirement Benefits: Employees with ten (10) or more years of service who retire shall have the opportunity of one of the District-paid retirement options listed below. The option chosen at the time of retirement is irrevocable. Dr. Laguerre and his spouse or registered domestic partner shall be entitled to participate for the time period stated. Dr. Laguerre and/or his spouse or registered domestic partner must enroll in Medicare upon becoming eligible, and the benefits offered herein shall be coordinated with Medicare.

- 1) Ten (10) years of medical and vision for employee and spouse or spouse or registered domestic partner domestic partner; either ten (10) years of dental for employee and spouse or registered domestic partner or \$250 per year of service with the District to a maximum of 25 years.
- 2) Eight (8) years of medical for employee and spouse or registered domestic partner with the lowest premiums at the time of retirement, eight (8) years of dental for employee and spouse or registered domestic partner (annual maximum of \$1,500 and no orthodontia coverage) and eight (8) years of vision for employee and spouse or registered domestic partner and \$5,000 payment at the end of the 1st year of retirement.
- 3) Five (5) years of medical, dental and vision for employee and spouse or registered domestic partner and \$10,000 payable to the employee in the 6th and 7th years in \$5,000 installments (at the end of each fiscal year).
- 4) No health and welfare benefits provided but will receive \$20,000 in the 1st through 4th years in \$5,000 installments (at the end of each fiscal year).

The District shall reimburse Dr. Laguerre for any costs, if any, incurred by Dr. Laguerre or his spouse or registered domestic partner that result from coordinating benefits with Medicare.

6. CONDITIONS OF EMPLOYMENT: This Contract is subject to all applicable laws of the State of California, which are hereby made a part of the terms and conditions of this Contract. In the event the terms of this Contract conflict with any rule of law or regulation of the State of California in force on the effective date of this Contract, the applicable law or regulation shall govern.

It is further expected that the District's Board Policies shall provide guidance, structure and organization to the parties' employment relationship, to the extent said policies are not in conflict with this Contract. The guidelines contained within the Board Policies are neither exclusive nor comprehensive, and the District reserves its exclusive right to review and update, change, amend or terminate its policies at any time for any reason, with or without notice. Except as provided for herein and to the extent applicable, said updates, changes, amendments, or deletions shall be effective at the time implemented.

In the event any provision of the District policies conflicts with this Contract, this Contract shall supersede and the rights and obligations of the parties under this Contract shall govern. A "conflict" includes, but shall not be limited to, any difference in substance or procedure on the same subject matter that is set forth in this Contract. In the event there is any question as to whether any Board Policy is in conflict with this Contract, the District's interpretation of its own policies shall govern.

7. **EVALUATION**: Dr. Laguerre shall receive a performance evaluation at least once each fiscal year in accordance within the terms of this Agreement and the performance objectives for the term of this Agreement. The Board additionally reserves the right to evaluate Dr. Laguerre's performance at any time during the term of this Agreement.

The evaluation procedures shall be determined by the Board, in consultation with Dr. Laguerre. The procedure for evaluation shall be in writing. The evaluation(s) shall be based on the position description and Board approved District goals and objectives in accordance with the procedures outlined in District policies. The performance goals shall be in writing and shall be treated in accordance with all applicable laws.

Dr. Laguerre shall provide satisfactory or better services in the position of Superintendent/President. The Board, in its sole discretion, reserves the right to assign, reassign and/or prioritize the responsibilities of the position in response to the needs of the District.

In the event that the Board determines by majority vote that Dr. Laguerre's performance is unsatisfactory, the Board shall describe in writing in reasonable detail, areas of unsatisfactory performance, indicating specific instances where appropriate.

The evaluation shall include recommendations for improvement in all areas where the Board deems the performance to be unsatisfactory or in need of improvement. A copy of the written evaluation shall be delivered to Dr. Laguerre and he shall have ten (10) days to make a written or oral response to the evaluation. The Board shall meet with Dr. Laguerre in a timely manner to discuss the evaluation.

8. **ADMINISTRATIVE REQUIREMENTS**: Upon assuming his duties, Dr. Laguerre shall submit evidence of a negative chest x-ray or intradermal tuberculosis test, sign a loyalty oath, W-4 form, retirement form, and be fingerprinted within 10 days.
9. **HOLD HARMLESS**: Upon the written request of Dr. Laguerre, the District shall provide for the defense of any civil action or proceeding brought against Dr. Laguerre by any person or entity other than the District when the civil action or proceeding is based on an act or omission within the scope of Dr. Laguerre's employment with the District subject to the following:
- a. Dr. Laguerre agrees to cooperate with the District and its legal counsel to the extent necessary to provide for the defense.
 - b. The choice of counsel is within the District's discretion.
 - c. The District is required by the Government Code to provide such defense or, when defense is discretionary, the District exercises its discretion to provide for such defense.
10. **SEVERABILITY**: If any term or provision of this Contract shall be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms or provisions of this Contract shall remain in force and effect.
11. **TERMINATION OF CONTRACT**:
- a. Dr. Laguerre may terminate this Contract at any time by submitting a written request for resignation or other separation from employment with the District to Dr. Laguerre, which will be forwarded to the Governing Board for consideration.

- b. During the term of this Agreement, the grounds and procedures for dismissal from employment or imposition of penalties during the term of this Agreement shall be for material breach of contract, unsatisfactory evaluation, physical or mental inability to perform, or any ground enumerated in Education Code sections 87732 or 87735.

The District shall not terminate this Agreement, terminate the employment of Dr. Laguerre, or impose any other penalties during the term hereof unless a written statement of the grounds for termination has first been served upon Dr. Laguerre. Dr. Laguerre shall be given a reasonable opportunity to address the concerns raised in the statement of grounds, at his option either in writing or during a meeting with the Governing Board, prior to final Board action on terminating the Agreement, terminating the employment of Dr. Laguerre with the District, or imposing any other penalties during the term of this Agreement. This shall constitute his exclusive right to due process except as otherwise required by law. Any references to District Policies shall not in any way grant the Superintendent/President due process rights in his administrative position or any other position with the District beyond those set forth in this Contract.

- c. Dr. Laguerre shall notify the Board President of his intent to apply for employment elsewhere and the reasons therefore. Dr. Laguerre shall further notify the Board President if he becomes a candidate for employment elsewhere and of any interviews scheduled with another employer prior to the interview. The failure to follow these requirements shall be deemed to constitute a material breach of this Contract, and the District may terminate this Agreement for cause as set forth above.

12. **MAXIMUM CASH SETTLEMENT:** In accordance with Government Code section 53260 and 53621, in the event of a material breach in termination of this Contract, the parties agree that any cash settlement shall not exceed the sums due as total compensation for the unexpired term of this Contract. However, if the unexpired term of the Contract is greater than eighteen (18) months, the maximum cash settlement shall be an amount equal to the monthly salary of Dr. Laguerre multiplied by eighteen (18). Any such settlement shall not include any other noncash items except health benefits, which may be continued for the same duration of time as covered in the settlement or until Dr. Laguerre finds other employment, whichever occurs first.
13. **EXEMPT STATUS:** Dr. Laguerre is exempt from overtime provisions of District policies and state and federal law.
14. **ENTIRE CONTRACT:** This Contract contains the entire Contract and understanding between the parties, and supersedes any prior agreements entered into between the parties relating to the employment of Dr. Laguerre. There are no oral or written understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Contract. This Contract cannot be changed or supplemented orally. It may only be modified and superseded by a written instrument executed by both of the parties.
15. **NON-WAIVER:** Non-enforcement of, or exceptions made to any portion of this Contract shall not constitute a waiver of that provision of this Contract in the future. Any provision herein may only be waived in writing as an amendment to this Contract. Any such waiver shall, under no circumstances, be deemed a waiver of any other portion of this Contract.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract on the dates indicated below.

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

Date

Sarah E. Chapman, Ph.D.
Board President
Solano Community College District

Date