

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

**TO: Members of the Governing Board**

**SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES**

**REQUESTED ACTION: APPROVAL**

**EMPLOYMENT 2012-2013**

**Regular Assignment**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Marisol Delgado	Student Services Customer Service Rep.	05/16/13
Susan Beavers	Student Services Customer Service Rep.	05/16/13
Julie Williams	Student Services Customer Service Rep.	05/16/13
Michelle Smith	FT Biology Instructor Non Majors	08/06/13

**Short-term/Temporary/Substitute**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Janet Schwartz	Substitute Admin. Assist. III	05/02/13 – 06/30/13	\$17.57 hr.
Carol Zadnik	Substitute Office Assistant	06/01/13 – 06/30/13	\$ 9.60 hr.

**Professional Experts**

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Noel Vargas	Workshop presenter Kinship Care Education	05/30/13 – 06/27/13	\$ 1620.00
Tyffany Wanberg	Workshop presenter Kinship Care Education	05/30/13 – 06/27/13	\$ 1620.00

**Charo Albarrán**  


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Interim Director, Human Resources

*Jowel C. Laguerre*  


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

May 3, 2013  


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**Date Submitted**

May 3, 2013  


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**Date Approved**

**Professional Experts continued :**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Dates</u></b>	<b><u>Amount</u></b>
Donald R. Richert	Journey Level Assistant Fire Academy	12/06/13 – 06/30/13	\$ 25.00 hr.

**GRATUITOUS SERVICE**

<b><u>School/Department</u></b>	<b><u>Name</u></b>	<b><u>Assignment</u></b>
Counseling Office	Brandon Goehring	Volunteer Counseling Help with Articulation
Children's Program	Yasmeen Hamid	Classroom Volunteer

**2013-2015 WINTER AND SPRING BREAK WORK SCHEDULE**

The College will be closed for Winter Break December 23, 2013 through January 3, 2014; return to work January 6, 2014 and closed for Spring Break Monday, April 14, 2014 through Friday, April 18, 2014; return to work April 21, 2014.

The College will be closed for Winter Break December 22, 2014 through January 2, 2015; return to work January 5, 2015 and closed for Spring Break Monday, April 6, 2015 through Friday, April 10, 2015; return to work April 13, 2015.

Operating Engineers/Stationary Engineers, Local 39 ratified this Side Bar Agreement TBA.

**2013 and 2014 SUMMER WORK SCHEDULE**

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

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

CSEA #211 ratified this Side Bar Agreement 5/2/13.

Operating Engineers/Stationary Engineers, Local 39 ratified this Side Bar Agreement TBA.

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

**TO: Members of the Governing Board**

**SUBJECT: WARRANT LISTINGS**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

It is recommended that the following warrants be approved:

3/27/2013	Vendor Payment	11045494-11045641	\$951,305.69
3/27/2013	Vendor Payment	11045642-11045642	14,048.00
4/10/2013	Vendor Payment	11045643-11045820	184,635.19
4/10/2013	Vendor Payment	11045821-11045830	38,432.13
4/10/2013	Vendor Payment	11045831-11045846	4,000.00
4/17/2013	Vendor Payment	11045847-11045970	190,087.21
4/17/2013	Vendor Payment	11045971-11045982	514,799.91
4/24/2013	Vendor Payment	11045983-11046138	345,271.54
4/24/2013	Vendor Payment	11046139-11046150	419,246.56
4/26/2013	Vendor Payment	11046151-11046171	5,039.50
4/30/2013	Vendor Payment	11046172-11046287	738,629.86
4/30/2013	Vendor Payment	11046288-11046289	92,297.52
4/30/2013	Vendor Payment	11046290-11046290	<u>42,678.42</u>
			<b>\$3,540,471.53</b>

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

<i>Government Code:</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$3,540,471.53</i>
<b><i>ECS 70902 &amp; 81656</i></b>		

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

Yulian I. Ligioso, Vice President  
Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7209

**TELEPHONE NUMBER**

Finance and Administration

**ORGANIZATION**

May 3, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

*Jowel C. Laguerre*

**JOWEL C. LAGUERRE, Ph.D.**

Superintendent-President

May 3, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

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

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**PERSONAL SERVICES AGREEMENTS**

**Human Resources**  
**Charo Albarrán, Responsible Manager**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Alex Jones	Conduct administrative investigations for Human Resources	April 30, 2013 - April 30, 2014	Not to Exceed \$15,000

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**Yulian I. Ligioso**

Vice President, Finance and Administration

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May 3, 2013

**Date Submitted**

*Jowel C. Laguerre*

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

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May 3, 2013

**Date Approved**

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

**TO: Members of the Governing Board**

**SUBJECT: AGREEMENT FOR EDUCATIONAL SERVICES  
BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT  
AND DIABLO VALLEY PACKAGING**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

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

SCCD will deliver 8.0 hours of Microsoft Outlook training in four sessions of 2.0 hours each. Training will be for up to 45 Diablo Valley Packaging employees and will be held at the Solano College. Training will be on Fridays from 12:00 noon – 2:00 p.m. from May 3 – May 24, 2013. The District will develop, coordinate, deliver, and evaluate the training. All successful completers will receive Certificates of Success.

Diablo Valley Packaging will compensate the District for all services rendered and expenses at a rate of one thousand dollars and no cents (\$1,000.00). The cost is inclusive for all instruction and teaching/training materials.

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: \$1,000 revenue  
CEO 2012-13 Goals: #5*

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

Thomas Watkins, Coordinator  
Contract Education and Economic Development

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7000 ext. 4374

**TELEPHONE NUMBER**

Academic and Student Affairs

**ORGANIZATION**

May 3, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

*Jowel C. Laguerre*

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

May 3, 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 **DIABLO VALLEY PACKAGING, 2373 NORTH WATNEY WAY, FAIRFIELD, CA. 94533**, hereinafter referred to as “Diablo Valley Packaging.”

**WHEREAS**, Diablo Valley Packaging desires to engage the District to render special educational services,

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

- A. The District will provide customized Microsoft Outlook training for Diablo Valley Packaging employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. Employees will attend 8 hours of training, in 4 sessions of 2 hours each. Training will be held at Solano Community College, Room 501. Training will be on Fridays from 12:00 noon- 2:00 p.m., from May 3 - May 24, 2013. All successful completers will receive Certificates of Success. Additional training can be scheduled as needed with an addendum to this contract.
- C. Diablo Valley Packaging will identify all employees who will participate in training.
- D. Diablo Valley Packaging will compensate the District for all services rendered and expenses at a rate of one-thousand dollars and no cents (\$1,000.00). The cost is inclusive for all instruction and teaching/training materials.
- E. Payments by Diablo Valley Packaging to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Diablo Valley Packaging 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 Diablo Valley Packaging and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Diablo Valley Packaging, 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 Diablo Valley Packaging. 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.

Diablo Valley Packaging 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 Diablo Valley Packaging under this Agreement or of any persons directly or indirectly employed by, or acting as agent for Diablo Packaging, 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 Diablo Valley Packaging 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 Diablo Packaging 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. Diablo Packaging 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 Diablo Packaging's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

\_\_\_\_\_  
Bill Otwell  
Vice President, Operations & Customer Support  
Diablo Packaging  
Fairfield, CA

Date \_\_\_\_\_

\_\_\_\_\_  
Diane M. White.  
Interim Vice-President, Academic Affairs  
Solano Community College  
Fairfield, CA

Date \_\_\_\_\_

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

Date \_\_\_\_\_

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** EXTENSION OF CONTRACT WITH STRATA  
INFORMATION GROUP

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

The District entered into a contract with Strata Information Group (SIG) to assist with the original Banner implementation. SIG has performed many Banner implementations and have supported relationships with many Banner customers. They have valuable expertise with Banner that has proved to be very valuable to the District since the initial contract.

The Board is being asked to extend our contract with SIG so that their resources can be made available on an as-needed basis. This contract will ensure availability of resources at an hourly rate of \$160, which will remain the same through June 30, 2014. The contract extension is for approximately 200 hours, with fees not exceeding \$32,000.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: Measure G Funds - \$32,000</i>
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**SUPERINTENDENT'S RECOMMENDATION:**  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

James Calilan, Director  
Technology Services & Support  
\_\_\_\_\_  
**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield Ca. 94534  
\_\_\_\_\_  
**ADDRESS**

707-864-7104  
\_\_\_\_\_  
**TELEPHONE NUMBER**

Information Systems  
\_\_\_\_\_  
**ORGANIZATION**

May 3, 2013  
\_\_\_\_\_  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

May 3, 2013  
\_\_\_\_\_  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**Professional Services Agreement**  
**Solano Community College District**  
**And**  
**Strata Information Group**

**Amendment No. 5**

The Agreement made on June 8, 2006 between Solano Community College District and Strata Information Group (SIG), is hereby amended to be effective July 1, 2013. The following changes are made to the Agreement:

**2. Compensation**

Solano Community College District will pay SIG the hourly rate of \$160.00 and will remain the same through June 30, 2014. Rates for services may increase by \$5.00 per hour for each year thereafter. No other increase in the amount or scope of services is authorized without formal amendment to the Agreement.

**4. Term**

The term of the Agreement is extended to June 30, 2016.

**THERE ARE NO OTHER CHANGES**

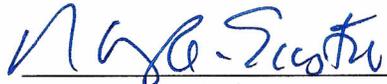
The signatures below indicate approval of this Amendment.

For Solano Community College District:

\_\_\_\_\_  
Dr. Jowel C. Laguerre, Superintendent/President

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

For Strata Information Group:

  
\_\_\_\_\_  
Henry A. Eimstad  
President

Date: 3/8/13

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT  
RESOLUTION HONORING MARY ANN HALEY

REQUESTED ACTION: APPROVAL

SUMMARY:

Dr. Jowel Laguerre, Superintendent-President, will present on behalf of the Solano Community College District Governing Board a resolution honoring Professor Mary Ann Haley for her faithful service to the District from January 26, 1999 through May 23, 2013.

Government Code:	Board Policy:	Estimated Fiscal Impact:\$
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Diane M. White, Interim Vice President Academic Affairs		
PRESENTER'S NAME		
4000 Suisun Valley Road Fairfield, CA. 94534		
ADDRESS		
(707) 864-7102		
TELEPHONE NUMBER		
Administration		
ORGANIZATION		
May 3, 2013		
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		<i>Jowel C. Laguerre</i> <hr/> <b>JOWEL C. LAGUERRE, Ph.D.</b> Superintendent-President
		May 3, 2013 <hr/> <b>DATE APPROVED BY  SUPERINTENDENT-PRESIDENT</b>

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

***MARY ANN HALEY***

*Whereas*, Mary Ann Haley has served the Solano Community College District with distinction for 14 years since January 26, 1999, when she began working as a Cosmetology Instructor in the Fine Arts Department;

*Whereas*, Mary Ann Haley, in addition to her responsibilities in the School of Career Technical Education and Business, has served faithfully in various capacities, such as being an avid and active supporter of community activities like Middle School Lock In; contributed to the publication of *Milady's* Textbook in Cosmetology many times; and collaborated with multitudes of industry contributors as guest speakers for our students in house;

*Whereas*, Mary Ann Haley served on FaBPAC, Academic Senate, a Union Adhoc Workload Committee, and various hiring committees;

*Whereas*, Mary Ann Haley is a *Look Good Feel Good* member of the American Cancer Society Program, aiding in wig care, and the Locks of Love non-profit organization that provides hairpieces to financially disadvantaged children in the United States and Canada;

*Whereas*, Mary Ann Haley was instrumental in forming and maintaining the Esthetics program;

*Whereas*, Mary Ann Haley is an outstanding member of the California Cosmetology Association and was voted Instructor of the Year;

*Whereas*, Mary Ann Haley consistently encouraged students to participate in competitive hairstyling shows;

*Whereas*, Mary Ann Haley worked closely with the State Board of Cosmetology setting higher standards for testing exams; and

*Whereas*, Mary Ann Haley was the instructor of record for a successful clinic floor for over ten years; now, therefore be it

*Resolved*, That Mary Ann Haley 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 May 23, 2013.

*Passed and Adopted*, This 15th day of May 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: SOLANO COMMUNITY COLLEGE DISTRICT  
RESOLUTION HONORING RICHARD KLEEBERG

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

Dr. Jowel Laguerre, Superintendent-President, will present on behalf of the Solano Community College District Governing Board a resolution honoring Professor Richard Kleeberg for his faithful service to the District from August 15, 1990 through May 23, 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**

4000 Suisun Valley Road  
Fairfield, CA. 94534

**ADDRESS**

(707) 864-7102

**TELEPHONE NUMBER**

Administration

**ORGANIZATION**

May 3, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

*Jowel C. Laguerre*

**JOWEL C. LAGUERRE, Ph.D.**

Superintendent-President

May 3, 2013

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

***RICHARD KLEEBERG***

*Whereas*, Richard Kleeberg has served the Solano Community College District with distinction since August 15, 1990, beginning his career as a full-time Business Management/Law Instructor and retires after 23 years of faithful service in the School of Career Technical Education and Business, effective May 23, 2013;

*Whereas*, During his initial years of service at Solano Community College, Richard Kleeberg served as Interim Academic Senate President (2011); Academic Senate Secretary/Treasurer (2009-2012); Academic Senate President (1993-1995); Academic Senate Vice President (1992); and Senate member for approximately 15 of his 23 years at Solano;

*Whereas*, Richard Kleeberg was a three-time ASSC Teaching Award winner;

*Whereas*, In addition to his regular duties, Richard Kleeberg during his tenure at Solano Community College served in numerous organizations including, but not limited to, Curriculum Committee member (1991-1992 and 1997); Superintendent-President Hiring Selection Committee (1994); adjunct faculty member lecturer at U.C. Davis (1993-2008), Managerial Economics Program; and was nominated for the U.C. Davis Campus-Wide Lecturer Teaching Award (2007);

*Whereas*, Richard Kleeberg was the recipient of the Solano Community College President's Award for the Landscaping Building 500 Project;

*Whereas*, Richard Kleeberg has at all times been an ambassador for Solano Community College in the community and an advocate for the community college system; and

*Whereas*, Richard Kleeberg's dedication and commitment to Solano Community College has earned the respect of the community, the College staff, faculty, and students; now, therefore be it

*Resolved*, That Richard Kleeberg's service to Solano Community College District represents a true measure of integrity and dedication to education that leaves a legacy for all to model; be it further

*Resolved*, That Richard Kleeberg will be sorely missed, and the Governing Board expresses its sincere appreciation for his many contributions and wishes him the best in his well-deserved retirement and future endeavors.

*Passed and Adopted*, This 15th day of May 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: SOLANO COMMUNITY COLLEGE DISTRICT  
RESOLUTION HONORING JOHN NOGUÉ

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

Dr. Jowel Laguerre, Superintendent-President, will present on behalf of the Solano Community College District Governing Board a resolution honoring Professor John Nogué for his faithful service to the District from August 14, 1981 through May 23, 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**  
4000 Suisun Valley Road  
Fairfield, CA. 94534  
**ADDRESS**  
(707) 864-7102  
**TELEPHONE NUMBER**  
Administration  
**ORGANIZATION**  
May 3, 2013  
**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

*Jowel C. Laguerre*  
**JOWEL C. LAGUERRE, Ph.D.**  
Superintendent-President  
May 3, 2013  
**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

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

***JOHN NOGUÉ***

*Whereas*, John Nogué has served the Solano Community College District with distinction since August 14, 1981, beginning his career as a full-time Biology Instructor;

*Whereas*, John Nogué retires after 32 years of faithful service in the School of Sciences (Science Division), effective May 23, 2013;

*Whereas*, John Nogué played a key role in building an anatomy program that is second to none in the United States;

*Whereas*, John Nogué designed a Biology majors program that prepared an entire generation of students for transfer to University study;

*Whereas*, John Nogué helped develop courses, such as Environmental Science, which introduced students who were not Biology majors to the key concepts in Biology;

*Whereas*, John Nogué gave service to the College by serving on the Academic Senate, numerous hiring committees, and other elements of the shared governance process of the College;

*Whereas*, John Nogué represented the College well in service to the community as a Water Polo coach and in other similar activities;

*Whereas*, John Nogué's role as a San Francisco Giants fan played a key role in their ability to win two World Series, and his support for the San Francisco 49ers allowed them to win five Super Bowls; and

*Whereas*, John Nogué's dedication and commitment to Solano Community College has earned the respect of the community, the College staff, faculty, and students; now, therefore be it

*Resolved*, That John Nogué's service to Solano Community College District represents a true measure of integrity and dedication to education that leaves a legacy for all to model; be it further

*Resolved*, That John Nogué will be sorely missed, and the Governing Board expresses its sincere appreciation for his many contributions and wishes him the best in what will undoubtedly be an active retirement.

*Passed and Adopted*, This 15th day of May 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: SOLANO COMMUNITY COLLEGE DISTRICT  
RESOLUTION HONORING ESTHER PRYOR

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

Dr. Jowel Laguerre, Superintendent-President, will present on behalf of the Solano Community College District Governing Board a resolution honoring Professor Esther Pryor for her faithful service to the District from September 4, 1975 through May 23, 2013.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:\$</i>
<b>SUPERINTENDENT'S RECOMMENDATION:</b>		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Diane M. White, Interim Vice President Academic Affairs		
<b>PRESENTER'S NAME</b>		
4000 Suisun Valley Road Fairfield, CA. 94534		
<b>ADDRESS</b>		<i>Jowel C. Laguerre</i>
(707) 864-7102		<b>JOWEL C. LAGUERRE, Ph.D.</b> Superintendent-President
<b>TELEPHONE NUMBER</b>		
Administration		May 3, 2013
<b>ORGANIZATION</b>		<b>DATE APPROVED BY</b>
May 3, 2013		<b>SUPERINTENDENT-PRESIDENT</b>
<b>DATE SUBMITTED TO</b>		
<b>SUPERINTENDENT-PRESIDENT</b>		

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

***ESTHER PRYOR***

*Whereas*, Esther Pryor has served the Solano Community College District with distinction since September 4, 1975, beginning her career as a full-time instructor in Physical Education;

*Whereas*, Esther Pryor was hired as a full-time instructor and retires after 38 years of faithful service in Physical Education and Dance classrooms, effective May 23, 2013;

*Whereas*, During her initial years of service at Solano Community College, Esther Pryor served as Gymnastics Coach, developing the Solano Community College Gymnastics team, leading them to several league championships, and simultaneously coached the Volleyball team to several successful seasons, including one year qualifying for the State Championships;

*Whereas*, Esther Pryor has been responsible for the Solano Community College Dance Production program, which celebrated its 32<sup>nd</sup> Annual Concert on May 4 and 5, 2013;

*Whereas*, In addition to her regular duties, Esther Pryor during her tenure at Solano College served in numerous organizations including, but not limited to, President of the Solano College Faculty Association (SCFA) for 5 years; various hiring committees, accreditation functions, California Community College Association Board, and State Council Representative for District H;

*Whereas*, Esther Pryor's support of Solano Community College programs and activities, students, faculty, and staff has always been enthusiastic and dedicated to student success;

*Whereas*, Esther Pryor has at all times been an ambassador for Solano Community College in the community and an advocate for the community college system; and

*Whereas*, Esther Pryor's dedication and commitment to Solano Community College has earned the respect of the community, the College staff, faculty, and students; now, therefore be it

*Resolved*, That Esther Pryor's service to Solano Community College District represents a true measure of integrity and dedication to education that leaves a legacy for all to model; be it further

*Resolved*, That Esther Pryor 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.

*Passed and Adopted*, This 15th day of May 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: SOLANO COMMUNITY COLLEGE DISTRICT  
RESOLUTION HONORING EARL WYLIE

REQUESTED ACTION: APPROVAL

SUMMARY:

Dr. Jowel Laguerre, Superintendent-President, will present on behalf of the Solano Community College District Governing Board, a resolution honoring Professor Earl Wylie for his faithful service to the District from August 17, 1998 through May 23, 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

4000 Suisun Valley Road  
Fairfield, CA. 94534

ADDRESS

(707) 864-7102

TELEPHONE NUMBER

Administration  
ORGANIZATION

May 3, 2013

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

*Jowel C. Laguerre*

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

May 3, 2013

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

***EARL WYLIE***

*Whereas*, Earl Wylie has served the Solano Community College District with distinction since August 17, 1998, beginning his career as a full-time Business Instructor and retires after 15 years of faithful service in the School of Career Technical Education and Business, effective May 23, 2013;

*Whereas*, During his initial years of service at Solano Community College, Earl Wylie was a crucial part of the College Computer Information System (CIS) team;

*Whereas*, Earl Wylie has been instrumental in making Tech Prep, articulation with local schools, be successful and spent endless hours coordinating this effort;

*Whereas*, In addition to his regular duties, Earl Wylie developed the Robotics program and its implementation;

*Whereas*, Earl Wylie is most noted for his contribution to helping develop and teaching the Web Design classes;

*Whereas*, Earl Wylie has at all times been an ambassador for Solano Community College in the community and an advocate for the community college system;

*Whereas*, Earl Wylie is known for his flexibility and ability to teach many different classes, and his popularity with students as demonstrated by the constant crowd of students around his office; and

*Whereas*, Earl Wylie's dedication and commitment to Solano Community College has earned the respect of the community, the College staff, faculty, and students; now, therefore be it

*Resolved*, That Earl Wylie's service to Solano Community College District represents a true measure of integrity and dedication to education that leaves a legacy for all to model; be it further

*Resolved*, That Earl Wylie will be sorely missed, and the Governing Board expresses its sincere appreciation for his many contributions and wishes him the best in his well-deserved retirement and future endeavors.

*Passed and Adopted*, This 15th day of May 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: RESOLUTION HONORING LOUISE WILBOURN  
YARBROUGH, RESOLUTION NO. 12/13-25

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

Louise Wilbourn Yarbrough and her husband Billy played and continue to play a vital role in the development of Solano Community College programs. The Governing Board expresses sincere and full appreciation to Louise Wilbourn Yarbrough for her continued and tireless efforts on behalf of the College and students; therefore, the Governing Board shall designate naming Building 1000 in her name as part of the Fairfield campus, which shall be called the *“Louise Wilbourn Yarbrough Horticulture and Plant Science Institute.”*

Government Code: Board Policy: 1130 Estimated Fiscal Impact:\$

SUPERINTENDENT’S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

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

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

707 864-7112  
**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

May 3, 2013  
**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

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

May 3, 2013  
**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

**1 SOLANO COMMUNITY COLLEGE DISTRICT**

**2 GOVERNING BOARD**

**3**

**4 RESOLUTION HONORING LOUISE WILBOURN YARBROUGH**

**5 RESOLUTION NO. 12/13-25**

**6**

**7** **Whereas**, Louise Wilbourn Yarbrough and her husband Billy traveled across the country  
**8** from Oklahoma, working in the fields, growing and picking the staples of life, and ended up in  
California in 1951;

**9** **Whereas**, Louise and Billy Yarbrough came to Solano County, Fairfield, California, in  
**10** 1955 and settled down to raise their family of three children;

**11** **Whereas**, Louise and Billy Yarbrough found their place on earth in Solano County and put  
**12** down roots just as they were putting down roots for the crops that they loved to grow and harvest;

**13** **Whereas**, Louise and Billy Yarbrough, while continuing with their love of the land,  
**14** proceeded into the area of entrepreneurship and started the first of their many enterprises, Solano  
Concrete Company in 1960;

**15** **Whereas**, Louise and Billy Yarbrough over the next 50 plus years continued to build and  
**16** plant their seeds within the County by serving on various boards, committees, foundations, and  
supporting numerous organizations;

**17** **Whereas**, Louise and Billy Yarbrough continued their relationship with the County of  
**18** Solano and developed a loving relationship with Solano Community College;

**19** **Whereas**, Louise and Billy Yarbrough's love of sports, and particularly baseball,  
**20** sponsored the development of Solano Community College's new baseball stadium;

**21** **Whereas**, With the passing of Billy, and because of her love of agriculture and tradition of  
**22** giving back to the community and Solano Community College, Louise Wilbourn Yarbrough  
became an advocate of Solano Community College's Horticulture Renovation Project;

**23** **Whereas**, The Horticulture Program was recently awarded a Cal-Fire Grant to replace a  
**24** damaged and aging orchard due to Louise Wilbourn Yarbrough's generous donation of funds to  
investigate eligible grants and to hire a grant writer;

**25** **Whereas**, Without Louise Wilbourn Yarbrough's enthusiasm and guidance to make this  
**26** grant happen, and her support of the Horticulture Program, it would not have come to fruition; and

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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION HONORING LOUISE WILBOURN YARBROUGH  
RESOLUTION NO. 12/13-25**

**(CONTINUING - PAGE 2)**

**Whereas**, Louise Wilbourn Yarbrough’s support of the passage of Bond Measures “G” and “Q” was invaluable, which allowed the District to greatly expand course offerings and services to the residents of Solano County and Winters; now therefore be it

**Resolved**, That the Solano Community College District Governing Board will honor Louise Wilbourn Yarbrough by designating Building 1000 in her name as part of the Fairfield campus, which shall be called the *“Louise Wilbourn Yarbrough Horticulture and Plant Science Institute.”*

**Be it Further Resolved**, That the Governing Board expresses sincere and full appreciation to Louise Wilbourn Yarbrough for her continuing efforts on behalf of the Horticulture and Plant Science Program and Solano Community College.

**Passed and Adopted**, This 15th day of May 2013, by the Solano Community College District Governing Board.

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

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JOWEL C. LAGUERRE, Ph.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: PROPOSED REVISED JOB DESCRIPTIONS—ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES AND HUMAN RESOURCES GENERALIST (ADMINISTRATIVE LEADERSHIP GROUP)  
**REQUESTED ACTION:** INFORMATION/ACTION

**SUMMARY:**

The revised job descriptions for Associate Vice President of Human Resources and Human Resources Generalist (Administrative Leadership Group) are being presented for information/approval. The revised job descriptions are attached.

Approval is requested at this time.

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

Charo Albarrán, Interim Director  
Human Resources

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

May 3, 2013

**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

*Jowel C. Laguerre*

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

May 3, 2013

**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

**CLASS TITLE: ~~DIRECTOR OF HUMAN RESOURCES~~  
ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES**

**BASIC FUNCTION:**

Under the administrative direction of the Superintendent-President, the ~~Director~~ **Associate Vice President of Human Resources** serves as the district's chief human resources officer ~~and equal employment opportunity officer~~ and is responsible for records management, recruitment and selection, staff diversity, labor relations, staff development, benefit administration, compensation and classification, and personnel services administration.

**REPRESENTATIVE DUTIES**

Administer employer/employee relations, including negotiations and the development, administration and interpretation of collective bargaining agreements; serve as Chief Negotiator for all collective bargaining agreements.

Administer and coordinate the campus-wide staff development and the flexible calendar/instructional improvement program; oversee development and submission for the staff development plan to the Chancellor's Office; track financial activities and prepare year end reports.

Work cooperatively with the Superintendent/President and Vice Presidents to coordinate mission, goals and objectives of the college. Participate in strategic and long-range planning for the district.

Administer recruitment and selection programs, minimum qualifications, equal employment opportunity and staff diversity programs.

Provide assistance in disciplinary action and grievance processing for classified and academic staff.

Develop, recommend, and administer human resources policies, procedures and programs.

Review, analyze and evaluate pending legislation, legal mandates, regulations and guidelines that may affect the District's human resources programs, functions and activities.

~~Meet with Staff Diversity Advisory Council on a continuing basis to coordinate and implement an effective Staff Diversity Program.~~

Respond to complaints of unlawful prohibited discrimination for staff and students; perform investigations of complaints and write reports; analyze findings and implement corrective

measures when necessary; serve as liaison with legal counsel; represent the district before federal and state compliance agencies; and serve as the District Equal Opportunity, Title IX and Section 504 Compliance Officer.

Design and implement training in equal employment opportunities, workforce diversity, discrimination, sexual harassment and multi cultural awareness, sensitivity and understanding of historically underrepresented groups and the disabled for administrators, faculty, staff and students.

Prepare and administer the human resources budget; ensure expenditures are correctly recorded and account balances are sufficient to cover costs.

Provide leadership in establishing computerized personnel record database.

Assess and update the personnel record management, storage, and retrieval system.

Responsible for compliance with federal and state laws and regulations relating to human resources.

Facilitate the reclassification process; develop job descriptions and conduct classification/compensation studies.

Represent the college as the chief human resources official at meetings and conferences.

Attend Board of Trustees meetings, develop agenda items, and make appropriate presentations.

May serve as acting Superintendent/President in his/her absence.

Serve as advisor to the Superintendent/President on personnel matters, human resources policies and procedures.

Develop and administer salary pay policies and procedures and coordinate activities with the Payroll Department.

Perform other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Equal opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women and the disabled.

Day-to-day activities within a human resource department.

Current principles and practices of public personnel administration, recruitment and selection, staff diversity, evaluation practices, staff utilization, staff development, and employer-employee relations.

Applicable federal and state laws, court cases and local policies affecting the human resources program.

**ABILITY TO:**

Negotiate collective bargaining agreements.

Plan, organize, supervise, direct, and participate in the daily operation of the human resources department.

Interpret, apply and enforce applicable laws, rules, and regulations.

Understand and apply sound principles in the application of District policies and procedures.

Prepare and present clear, concise and comprehensive oral and written reports.

Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.

Train, supervise and evaluate personnel according to successful modern management theory and practices.

Analyze situations accurately and adopt an effective course of action.

Demonstrate an understanding and sensitivity to the diverse socio-economic, cultural and ethnic background of all employees, including the disabled.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in human resources management, public administration, business administration, organizational management or a related field. Minimum of three years experience in human resources functions to include but not limited to recruitment, selection, wage, salary and benefit administration, affirmative action, employer-employee relations and human resources development with at least two years supervision of a Personnel Department.

KM/zg

Board approval: 10/16/91  
7/21/93  
6/16/99  
5/5/04  
5/?/13

## SOLANO COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: HUMAN RESOURCES GENERALIST (Confidential)**

**BASIC FUNCTION:** Under general supervision of the Director of Human Resources, the incumbent performs professional Human Resources generalist work and analyses in support of the District's academic and classified Human Resources functions; and other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** Incumbents serving in positions assigned to this class have, in the regular course of duties, access to, and may possess information relating to, the employer's employer/employee relations.

The Human Resources Generalist is the intermediate level classification among the Human Resources Division support staff series. Positions allocated to this class experience extensive contact with the public and staff. Performance of duties requires a working knowledge of district policies, rules, regulations, collective bargaining contract provisions, the organizational structure, and the ability to maintain confidentiality.

Human Resources Generalist performs at the advanced working level class in the series and is expected to be able to perform varied and complex assignments independently and without detailed guidance or instructions. This class is distinguished from the next lower level class of Human Resources Specialist in that the latter works with the guidance of professional staff to perform routine para-professional level tasks within a well-defined and limited scope of responsibility, with accountability for performing complex as well as routine tasks.

Incumbents in this position contribute to institutional effectiveness, and support student success by serving as the Human Resources main point of contact for classified, adjunct and full-time faculty, and/or executive/administrative employment. In addition, incumbents in this position assist other Human Resources Department staff with various job duties that provide support to the campus.

### **REPRESENTATIVE DUTIES:**

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

Perform a variety of complex duties related to the compensation and record maintenance of District personnel, assure compliance with county, state and federal regulations and guidelines concerning Human Resources administration.

Ensure selected candidates meet the minimum requirements and/or comply with the equivalency process requirements established by the District, or by State law.

Initiate and maintain record of adjunct faculty eligible for employment.

Establish employment calendar annually for employees working less than twelve months per year, maintain related documentation and distribute to appropriate departments.

Coordinate work assignments maintaining the District's student and Short Term Temporary Substitute Employee hiring and tracking process.

Perform a variety of complex duties preparing and processing a variety of confidential information including but not limited to salary analysis, upward mobility and reclassifications, along with other legal and compliance issues.

Calculate employee salary placements, enter information in to District software system and provide related documentation to the employee and appropriate departments.

Maintain and process employee salary information in to integrated software system and provide related documentation to the employee and appropriate departments.

Coordinate evaluation processes for employees.

Coordinate Workers' Compensation services for employees, prepare documents, reports, arrange for treatment, serve as a liaison between employee, district and broker/carrier.

Provide and track appropriate documentation regarding Family Medical Leave in accordance with county, state and federal regulations and guidelines.

Assist in the preparation of materials for, and participate in, various training workshops.

Develop and implement systems to ensure responsibilities are completed by deadlines and verify accuracy.

Assist in the preparation of reports as required including retrieving, compiling and organizing information and data in the absence of the Human Resources Technician.

Utilize the District's integrated software in performing the required duties of the position.

Assist in the day-to-day activities of the office to assure efficient and effective office operations.

Respond to requests for information from staff and the general public regarding District policies and procedures.

Operate a variety of office equipment such as a computer, calculator, copy machine and scanning devices.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

**EDUCATION:** ~~Any combination equivalent to: graduation from high school or its equivalent. AA degree preferred, including or supplemented by Human Resources, psychology and/or computer assisted office management courses.~~ A Bachelor's degree in Human Resources or related field.

**EXPERIENCE:** AND three years of progressively responsible technical ~~and clerical~~ experience involving the implementation of processes; preferably including community college, school district, or other educational agency; and/or experience in a Human Resources Department. ~~(Education beyond an AA may be substituted for up to two years of related experience, on a year for year basis.)~~ Any combination of education or work experience that will meet the professional requirements.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in working with various employee groups of the College.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal and telephone skills usage tact, patience, courtesy and etiquette.

Computer software (word processing, spreadsheet, database)

### **ABILITY TO:**

Perform a variety of clerical duties related to the day-to-day functioning of the department.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Be organized and thorough in assigned tasks.

Prepare reports by gathering and organizing data from a variety of sources.

Work confidentially with discretion.

Work efficiently with many interruptions.

Operate a variety of office equipment such as computer terminals, calculators, copiers and scanning devices.

Make arithmetic calculations quickly and accurately.

Plan and organize work.

CLA/zg:6/14/12

Board approved: 6/20/12

5/?/13

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

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

REQUESTED ACTION: INFORMATION

SUMMARY:

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

The following new policy and procedures has been reviewed Board Policies and Procedures Adhoc Subcommittee and will be vetted through the Shared Governance Council and President’s Cabinet.

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

Government Code: Board Policy: 2000 Estimated Fiscal Impact: \$ N/A

SUPERINTENDENT’S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

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

PRESENTER’S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration  
ORGANIZATION

May 3, 2013

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

*Jowel C. Laguerre*

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

May 3, 2013

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**SELECTION OF SUPERINTENDENT-PRESIDENT**  
**Series 2000**

**POLICY NO. TBD**

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

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

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

BP TBD

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

**ADOPTED:** xxxxxxxxxx

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**SELECTION OF SUPERINTENDENT-PRESIDENT  
Series 2000**

**POLICY NO. TBD**

**PROCEDURES:**

- 1. The Board of Trustees shall select the Superintendent/President.*
- 2. The Board President, in consultation with the Board of Trustees, may appoint an ad-hoc committee of Board members for the purpose of coordinating the logistics and procedures of the search.*
- 3. If necessary, the Board of Trustees may appoint an Interim Superintendent/President during the search for a permanent college president.*
- 4. All discussions and actions of the Board of Trustees regarding the process to be used in selecting the Superintendent/President shall occur in an open meeting of the Board.*
- 5. The Board of Trustees will seek input from the campus community and the general community regarding desirable characteristics to seek in a Superintendent/President.*
- 6. The Board of Trustees will approve the job description for the Superintendent/President and any promotional materials announcing the availability of the position.*
- 7. The Board of Trustees may engage the service of a consultant to assist with the selection process.*
- 8. The Board of Trustees will use a screening committee to assist in evaluating the pool of candidates. The Board of Trustees will determine the number and composition of the committee, the process to be used by the committee, as well as how many candidates the committee will forward to the Board.*
- 9. The Board of Trustees may choose to interview any candidate in the applicant pool.*
- 10. The Board of Trustees, and/or designee, will conduct the background check on the final Candidate(s), including onsite visits.*
- 11. The Board of Trustees will discuss the final candidate(s) in closed session under Section 54957 of the Brown Act (Public Employee Appointment: College President).*

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**SELECTION OF SUPERINTENDENT-PRESIDENT**  
Series 2000 – Page 2

**POLICY NO. TBD**

**PROCEDURES:**

*12. The Board of Trustees will vote on the appointment of the Superintendent/President in an open meeting of the Board.*

*Composition of the screening committee will consist of an odd number of voting members.*

**A. Community Representatives**

- \*Board Area 1 Community Representative*
- \*\*Board Area 2 Community Representative*
- \*Board Area 3 Community Representative*
- \*\*Board Area 4 Community Representative*
- \*Board Area 5 Community Representative*
- \*\*Board Area 6 Community Representative*
- \*Board Area 7 Community Representative*

*If the Screening Committee for Superintendent-President begins to serve in an \*odd numbered year or \*\*even numbered year then the Community Representative will be appointed to serve on the Screening Committee by the Board Trustee representing that area.*

**B. Academic Senate Representatives (2) odd years (3) even years.**

**C. Classified Representatives (2)**

**D. Management Representatives (2)**

**E. Associated Students Representative (1)**

**F. Search Consultant: Non-Voting Facilitator**

**G. Director, Human Resources: Non-Voting Member**

*The Board of Trustees will select the Chair of the Screening Committee.*

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**SELECTION OF SUPERINTENDENT-PRESIDENT**  
Series 2000 – Page 3

**POLICY NO. TBD**

**PROCEDURES:**

*CAMPUS REPRESENTATIVES: 7 Members odd years, 8 Members even years.*

*COMMUNITY REPRESENTATIVES: 4 Members \*odd years, 3 Members \*\*even years.*

*NON-VOTING FACILITATOR: 1*

*NON-VOTING EEO REPRESENTATIVE: 1*

*AP TBD*

*REVIEWED: xxxxxxxxx*

**NEW**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: PRESENTATION OF THE DISTRICT’S INITIAL  
PROPOSAL TO OPERATING ENGINEERS/STATIONARY  
ENGINEERS, LOCAL 39  
REQUESTED ACTION: INFORMATION

**SUMMARY:**

Solano Community College District and the Operating Engineers/Stationary Engineers, Local 39 are preparing to enter into negotiations for a successor agreement for the period of 2012-2015.

The parties jointly propose for the purpose of public notice (“sunshining”) to open on Article 8, Discipline and Dismissal; Article 14, Pay and Allowances; and Article 14, Pay and Allowances and Article 16, Working Conditions. Pursuant to Government Code Section 3547, public comment on such proposals shall be received at the next Governing Board meeting scheduled June 5, 2013

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

SUPERINTENDENT’S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Charo L. Albarrán, Interim Director  
Human Resources

PRESENTER’S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707-864-7122

TELEPHONE NUMBER

Administration

ORGANIZATION

May 3, 2013

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

*Jowel C. Laguerre*

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

May 3, 2013

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO:** **Members of the Governing Board**  
**SUBJECT:** **LAW ENFORCEMENT PRESENTATION**

**REQUESTED ACTION:** **INFORMATION**

**SUMMARY:**

As part of the College's efforts to assess ways of strengthening the College Police Department, a number of options were identified, including expanding full-time and part-time staffing; reinstating the third shift coverage, providing ongoing professional training, updating equipment, and solidifying the relationship with the surrounding Police Departments and the Sheriff's Office being among the key points.

Many of the aforementioned initiatives are currently being undertaken, particularly embracing partnering with surrounding law enforcement agencies; for example Solano College now serves as a sub-station to the Sheriff's Office.

This bolstered relationship led the Sheriff's Office to express an interest in pursuing an even stronger connection with the College. Sheriff Ferrara and Under-Sheriff Elliott, Solano County Sheriff's Office, will be providing an overview as to how this intensified relationship might increase campus safety and security.

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

Yulian Ligioso, Vice President  
Finance and Administration

**PRESENTER'S NAME**

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**ADDRESS**

(707) 864-7000, ext. 4432

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

May 3, 2013  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

May 3, 2013  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**