

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

**TO: Members of the Governing Board**  
**SUBJECT: ACCREDITATION FOLLOW-UP REPORT**  
**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

The College has been working on a Follow-Up Report in response to the ACCJC action letter dated February 11, 2013, requiring the College to address four recommendations based on the Evaluation Team's site visit to Solano Community College held November 13, 2012.

Dr. Annette Dambrosio, Accreditation Coordinator, will present to the Board for approval the Accreditation Follow-Up Report to be submitted to the ACCJC by October 15, 2013.

Copies of the Follow-Up Report will be provided under separate cover and will also be available for review on the Solano Community College Web site at [www.solano.edu](http://www.solano.edu) – Accreditation.

*Government Code: ACCJC Standards      Board Policy: 2070      Estimated Fiscal Impact: N/A*  
*CEO 2013-14 Goals: 1. Strengthen Accreditation Reports*

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

Dr. Annette Dambrosio  
Accreditation Coordinator

**PRESENTER'S NAME**

360 Campus Lane, Suite 201  
Fairfield, CA 94534

**ADDRESS**

707-864-7102

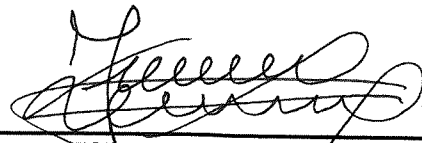
**TELEPHONE NUMBER**

Academic and Student Affairs

**ORGANIZATION**

September 20, 2013

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

September 20, 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 OF STAFF  
(CONFIDENTIAL) - ADMINISTRATIVE LEADERSHIP  
GROUP

REQUESTED ACTION: INFORMATION/APPROVAL

SUMMARY:

To better provide service to the Institution, Superintendent-President's Office, and act as liaison with the Governing Board, this new job description will assist the President in day-to-day operations; serve as a conduit between the Superintendent-President and administration, and ensure implementation of projects in support of the College and the community.

This new position was vetted through the Superintendent-President's Cabinet and Shared Governance Council.

The salary is Administrative Leadership Group - Range 43.

*Government Code: CEC*      *Board Policy: 4720*      *Estimated Fiscal Impact: \$ N/A*  
*88001; 88009; 88013*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Nona Cohen-Bowman, Interim Associate Vice President  
Human Resources

PRESENTER'S NAME

360 Campus Lane, Suite 201  
Fairfield, CA 94534

ADDRESS

707-864-7122

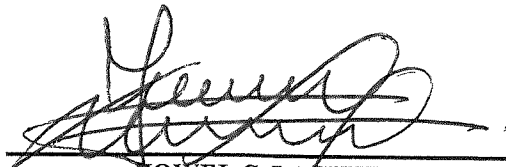
TELEPHONE NUMBER

Administration

ORGANIZATION

September 20, 2013

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

September 20, 2013

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE: CHIEF OF STAFF (Confidential)**

**GENERAL RESPONSIBILITIES:**

Assists the president in day-to-day operation of the President's Office and the college. Serves as a conduit between the SP and the administration, governance entities (union, students, staff, faculty). Ensures implementation of projects in support of the College and the community. Serves as ombudsman for the Office of the President. Provides directions and clarification for administrative staff. Chairs the ALG group. Serves as liaison with the Board of Trustees.

**ESSENTIAL DUTIES:**

- Assists the president in day-to-day operation of the President's Office and the College. Be the second line of intervention for inquiries.
- Serves as a conduit of general information between the SP and the administration, governance entities (union, students, staff, faculty) by providing access to the president as needed and resolving issues that do not require his/her intervention.
- Ensures implementation of projects in support of the College and the community. Ensures proper follow-up from community, business, elected officials and industry partners. Participates in appropriate meetings and disseminate tasks and work to appropriate groups or individuals. Send reminders and does follow-ups to ensure tasks are accomplished. Keeps the SP and others posted on the progress and outcome of efforts.
- Serves as ombudsman for the Office of the President internally campus wide.
- Provides directions and clarification for administrative staff. Ensures administrative staff members have access to information and policies that allow them to be effective in their duties.
- Chairs the ALG group meetings: Calls for agenda items, schedules regular meetings and ensure follow-up on commitments made at the meeting.
- Represents the SP in the community: Represents the President at meetings in the community in his/her absence and attends high-level commitment meetings and does proper follow-up in his/her support.
- Functions in the President's stead with members of the Board of Trustees when necessary.
- Reviews all agenda items that will be included in the Board of Trustees meeting agenda prior to review by the President and President of the Board.
- Serves as liaison with the elected city, county officials and the county legislative delegation.
- Attends all Board of Trustees meetings.
- Assumes other duties as assigned by the President.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Evidence of ability to organize and schedule complex activities/logistics and to multi-task.
- Evidence of ability to clearly and effectively present ideas in meetings and compose and deliver oral presentations.
- Demonstrated proficiency with technology, specifically, the Microsoft Office Suite.
- Extent of knowledge and familiarity with traditional and technology-based medium and seeking data to support proposals.
- Evidence of ability to work independently to achieve stated goals.
- Evidence of supervisory and project management experience.
- Extent of ability to build successful professional relationships with internal and external communities.
- Extent of knowledge of enterprise resource planning and data management systems.
- Extent of ability to work collaboratively with all areas of the institution to contribute to the team environment.

**EDUCATION AND EXPERIENCE:**

- Master's degree.
- Five years administrative experience in an academic institution.
- Three years supervisory experience.

*These requirements will be commensurate with the replacement of current staff.*

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be knowledgeable of trends in affirmative action and EEO laws; knowledgeable of trends in higher education; able to write and speak standard English; capable of organizing small and large functions (retreats, meetings, conferences, etc.; and must be able to use various technology tools in the workplace).

Board approval: \_\_\_\_\_