

**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

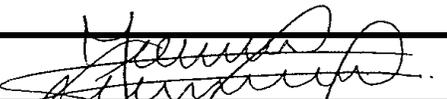
Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Myron Hord	Custodial Supervisor, Range 33/1	01/06/14
David C. Reese	Custodian, Range 8/1	01/06/14
Ana Petero	Temporary FT Communications Instructor, Range 2/5	01/09/14 – 05/20/14
Leslie Fay	Interim Coordinator, Workforce Development & Continuing Education (WDCE), Range 35/1	01/16/14 – Until Filled
Thomas Watkins	Interim Dean, Workforce Development & Continuing Education (WDCE), Range 49/4	01/01/14 – 12/31/14
TBA	Technology Specialist	TBA

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Mark Berrett	From FT Electronics Instructor To FT CIS Instructor (No salary change)	01/09/14	N/A

Bruce Petersen
 AVP, Human Resources


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

January 06, 2014
Date Submitted

January 06, 2014
Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

Governing Board Meeting

January 15, 2014

Page 2

Change in Assignment continued:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Fredrick R. Coburn	Adjunct Electronics Instructor To Temporary FT Electronics Instructor, Class I/Step 10	01/09/14 – 05/20/14	
V. Lee Prescott	Adjunct Economics Instructor To Temporary FT Economics Instructor, Class 4/10	01/09/14 – 05/20/14	

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Eileen Amick	Substitute Ex. Assist - HR	01/10/14 – 01/31/14	\$19.84 hr.
Brenda Arnold	Substitute Student Services Assistant II, Financial Aid	02/01/14 – 03/31/14	\$16.39 hr.
Ashley Eliason	On-Site Athletic Administrator-Softball	01/01/14 – 06/30/14	\$35.00 hr.
Toni Gentilli	Substitute Photo Lab Technician	12/16/13 – 01/08/14	\$18.71 hr.
Paul Hidy	Develop Curriculum and materials for ARFVTP Grant	01/16/14 – 05/20/14	\$66.67 hr.
Zyra Larot	Substitute Student Services Assistant II, Financial Aid	01/01/14 – 02/28/14	\$16.39 hr.
Nathanial Murphy	Technology Specialist	12/23/13 – 05/19/14	\$19.53 hr.
Tonya Robinson	Certified Nursing Assistant Program Development	12/19/14 – 02/28/14	\$60.62 hr.

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Gautam Rangan	Guest Speaker for Graphic Design 1 and 2 classes	10/22/13 – 10/23/13	\$ 150.00
Sharita Towne	Guest Speaker for Graphic Design 1 and 2 classes	11/25/13 – 11/26/13	\$ 150.00
Conner Watson	Stage Manager for Fall 2013 Theatre Production	10/17/13 – 12/01/13	\$ 750.00

GRATUITOUS SERVICE

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
Science	Christine Apnke	Assist with students, lab set up, clean up and inventory
Science	Tamara Batta	Assist with students, lab set up, clean up and inventory
Science	Karen Cadigal	Assist with students, lab set up, clean up and inventory

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Steven Shuy	Technology Specialist	12/23/13
Darryl Allen	Custodian	01/07/14

CORRECTION

December 18, 2013, HR Consent Calendar

Amber Cheatham, Administrative Assistant III, Financial Aid, Range 14/1, should have been reported as Range 13/1.

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

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

12/09/13	Vendor Payment	2511051012-2511051019	\$22,488.15
12/09/13	Vendor Payment	2511051020-2511051120	\$235,444.31
12/11/13	Vendor Payment	2511051121-2511051170	\$14,866.59
12/16/13	Vendor Payment	2511051171-2511051307	\$760,478.98
12/17/13	Vendor Payment	2511051308-2511051309	\$48,176.18
12/17/13	Vendor Payment	2511051310-2511051325	\$1,179,631.40
12/17/13	Vendor Payment	2511051326-2511051424	\$222,436.06
12/18/13	Vendor Payment	2511051425-2511051428	<u>\$44,683.44</u>
		TOTAL	\$2,528,205.11

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

<i>Government Code:</i> ECS 70902 & 81656	<i>Board Policy:</i> 3240	<i>Estimated Fiscal Impact:</i> \$2,528,205.11
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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 94534

ADDRESS

707-864-7209

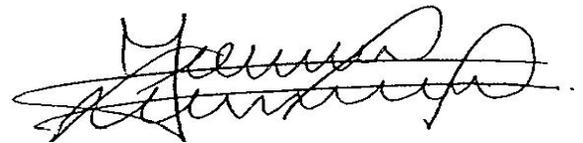
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

PERSONAL SERVICES AGREEMENTS

Academic Affairs
Diane White, Interim Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Rosewood Environmental Engineering	Assist with focus group for the contract readiness program	January 16, 2014 – June 30, 2014	Not to exceed \$7,500.00
Lorenzo Hays-Phillips	Coordinate the Student Ambassadors program	January 6, 2014 – January 30, 2014	Not to exceed \$1,000.00
Charles Rieger	Interim Small Business Development Center (SBDC) Director	January 1, 2014 – March 31, 2014	Not to exceed \$21,600.00
Takigawa Design	Web site development SCC Biotech Group	January 6, 2014 – June 30, 2014	Not to exceed \$15,500.00
Cynthia Weiss	Collaborate with Travis and SCCD to design and develop a Spanish Immersion program	January 16, 2014 – November 3, 2014	Not to exceed \$48,100.00

Yulian I. Ligioso

Vice President, Finance and Administration

January 6, 2014
Date Submitted



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

January 6, 2014
Date Approved

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RENEWAL OF MEMORANDUM OF UNDERSTANDING
BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT
AND SOLANO COUNTY OFFICE OF EDUCATION
REQUESTED ACTION: APPROVAL

SUMMARY:

This Memorandum of Understanding (MOU) is between Solano Community College, hereafter identified as "SCCD" and the Solano County Office of Education, hereafter known as "SCOE". The MOU is in place to provide Community Collaborative services and activities with Solano County middle and high schools, students and parents, teachers, administrators, and counselors from January 16, 2014 through November 30, 2014.

The pathway focus for our SB 70 includes Health Science and Medical Technology, Automotive, Entrepreneurship, and Water/Wastewater. Our grants focus on career pathway development, curriculum development, professional development for faculty, and career awareness for grades 7-12. The MOU is in the amount of \$68,000.

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 of this agreement is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$68,000 expenditure
CEO 2013-14 Goal: Grow Enrollment*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Deborah Mann, Director
Workforce Training and Grants Management

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

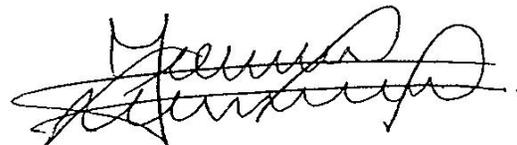
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

MEMORANDUM OF UNDERSTANDING

Between Solano Community College District and Solano County Office of Education

This MEMORANDUM OF UNDERSTANDING is entered into this 15th day of January, 2014, by and between Solano Community College District (SCCD), and Solano County Office of Education (SCOE), hereinafter referred to as “SCCD” and “SCOE.”

Whereas SCCD is an integral partner with SCOE;

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

And whereas SCOE is the conduit for said activity;

SCCD and SCOE have agreed to collaborate as detailed below.

SCOE Responsibilities:

COMMUNITY COLLABORATIVE, SB-70

Grant Numbers:12-140-281

MOU Term: January 16 – November 30, 2014

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

<u>Community Collaborative Grant Activity</u>	<u>SCOE Deliverable</u>	<u>Budget</u>
Curriculum Development: Focus Industry Sectors – Health Science and Medical Technology and Automotive	SCOE will coordinate curriculum development of a medical science pathway and articulation of automotive course with SCC. SCOE teachers will meet with SCC faculty to receive input. SCOE will pay for substitute costs and stipends to high school teachers developing curriculum.	\$2,500 logistics, teacher stipends, supplies, and substitute costs
Purchase instructional materials and supplies to enhance focus sector courses	SCOE will purchase instructional materials and supplies necessary to update and enhance focus sector programs and document	\$12,000 purchase and distribution of instructional

<u>Community Collaborative Grant Activity</u>	<u>SCOE Deliverable</u>	<u>Budget</u>
	distribution of deliverables.	materials and supplies
Provide middle school students with opportunity to tour high school CTE classes.	SCOE will coordinate logistics for middle school students to explore high school CTE classes in the focus pathways.	\$6,000 for logistics, coordination, transportation and sub costs.
Provide middle and high school students and teachers with opportunities to observe and/or participate in out-of-classroom professional development, training or competitions.	SCOE will coordinate logistics for middle and high school students and teachers to participate in professional development, trainings and/or competitions such as Entrepreneurship Conference, or other activities appropriate to the focus industry sectors	\$7,000 for logistics, registration fees, transportation, teacher substitutes
Provide middle and high school teachers and students with opportunities to visit and tour industry and college sites for all identified career pathways.	SCOE will coordinate logistics and pay for transportation and substitute stipends for teachers participating in tours.	\$6,000 for logistics, subs & transportation
Provide middle and high school teachers with summer teacher-in-the-workplace externships to enhance and improve their program knowledge in Health Science and Medical Technology, Entrepreneurship and Automotive industry sectors.	SCOE will research and coordinate externship opportunities, including application and selection process, scheduling and contracts for up to 8 summer externships in identified industry sectors. SCC will help recruit externship sites	\$14,000 for logistics and teacher stipends for externships
Coordinate SRCD Biomonitoring Program for 6 high school classes (Water/wastewater focus)	SCOE will coordinate contract, logistics, transportation, teacher substitute costs and supplies for SRCD Bio-Monitoring program.	\$14,000 for contract logistics, transportation, teacher subs, supplies
	Printing Mileage Logistics and coordination of all activities	\$300 \$200 \$6,000

SCCD Responsibilities:

- SCCD will provide \$68,000 to SCOE for grant activities.

- SCCD will provide agendas, staff, and facilities for regular grant meetings & activities.
- SCCD will provide industry partners and college faculty and staff for grant activities.

Term:

The term of this agreement shall be from January 16, 2014 through November 30, 2014. This agreement may be extended or increased with an addendum.

The signatures below indicate agreement to the foregoing terms dated this 15th day of January, 2014.

Solano County Office of Education:

Solano Community College:

Tommy Welch
Associate Superintendent
Administrative Services & Operations
Solano County Office of Education

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

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

Deborah Mann
Director of Workforce and Economic
Development
Solano Community College

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RENEWAL AGREEMENT BETWEEN THE LESSLER GROUP AND SOLANO COMMUNITY COLLEGE

REQUESTED ACTION: APPROVAL

SUMMARY:

This renewal agreement is for services to be provided by The Lessler Group in support of Workforce Development and Continuing Education (WDCE) to find potential clients for training.

This agreement is entered into February 1, 2014, and shall continue for a period of 24 months thereafter.

Government Code: *Board Policy:* *Estimated Fiscal Impact: \$ 4500.00*
BOT GOALS 2013-2014 – #3

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

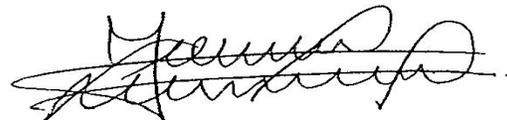
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

January 6, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

REPRESENTATION AGREEMENT

This Representation Agreement (the "*Agreement*") is entered into on October 15, 2014, by and between The Lessler Group ("*Lessler*") and Solano Community College (the "*Client*").

Feb 1

RECITALS

WHEREAS, Lessler has extensive knowledge about and personal contacts with businesses and individuals in the Solano County area that use or can use the services provided by client ("*Targets*");

WHEREAS, Client seeks to increase its business volume by providing services to such Targets;

WHEREAS, Lessler is able to arrange introductions between Client and the individuals and businesses in the Solano County area which need the services provided by Client;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants, agreements, representations, and warranties contained in this Agreement, the parties agree as follows:

1. **Scope of Services.** Lessler agrees to perform the following services on behalf of Client for a period of two(2) years following the date of this Agreement: (a) introduce Client to Targets selected by Lessler, (b) introduce Client to Targets selected by Client (provided Lessler approves in its business judgment) (c) provide information to Client about business development in the Solano County area, and (d) instill confidence in the Solano County community in Client's ability to conduct its business in accord with the highest standards.

In addition to the foregoing, upon Client's request, Lessler may perform business activities on Client's behalf beyond the scope of the above (a through d) ("*Special Projects*"). Special Projects may include, by way of example and not exclusion, the representation of Client at a conference or event, assisting Client in obtaining permits or other governmental processes, or the review of terms of agreement between Client and a Target, and business advice related thereto. Whether a particular task is a Special Project shall be determined by Lessler, and Lessler shall perform Special Projects in its discretion without obligation.

2. **Independent Contractor.** Lessler shall be retained hereunder as an independent contractor. As an independent contractor for Client, Lessler recognizes and acknowledges that it is not an employee or agent of Client and that it has no power or authority to incur any obligations on behalf of Client or legally bind Client to any contract or commitment.

3. **Term of Engagement.** The term of this Agreement shall commence on ~~November 1, 2013~~ ^{Nov 2014} and shall continue for a period of twenty four months thereafter.

4. **Compensation.** Lessler shall be compensated for his services under this Agreement by Client as follows:

- (a) \$4500 payable from Client to Lessler on ~~November 1, 2013~~ ^{FEB.} on ~~November 1, 2013~~ ⁴ on ~~May 1, 2014~~ ^{AUG.} on ~~November 1, 2013~~ ^{FEB.} and on ~~May 1, 2015~~ ^{AUG.} 
- (b) Client shall reimburse Lessler for all reasonable actual out-of-pocket expenses incurred on behalf of Client, only with prior Client authorization. Such payment shall be made as indicated on the billing invoices from Lessler to Client.

5. **Exclusive Client in Profession.** Lessler shall not provide any of the services enumerated in Section 1, or services similar thereto, to any other person or entity who provides or seeks to provide services of the same nature and in the same industry or profession as Client in the Solano County region.

However, if a Target manifests the intent to enter into an arrangement to pay for the services of Client during the term of this Agreement as set forth in Section 3 hereof, but Client cannot provide all the services sought by the Target out of business necessity (for example, in the case of a legally actionable conflict of interest or a temporary impossibility), Client agrees that Lessler may arrange for the provision to such Target of the service or services that Client cannot provide to Target through another provider, the procurement of additional equipment or personnel, or otherwise.

6. **Events of Default; Remedies.** Client will be in default ("*Event of Default*") under this Agreement if any of the following events occur and thereupon Lessler may elect to declare all amounts payable under this Agreement to be immediately due and payable and may elect such other remedies available to Client at law or in equity:

- (a) Client fails to make any payment due under this Agreement within fifteen (15) days after the date specified for payment hereunder; or
- (b) Client makes an assignment for the benefit of creditors; a custodian, trustee, receiver, or agent is appointed or takes possession of substantially all of the property of Client; Client is generally not paying Client's debts as such debts become due; Client files a petition with the Bankruptcy Court under the Bankruptcy Code; or of any petition is filed against Client under the Bankruptcy Code and such petition is not dismissed within thirty (30) days after filing.

7. **Due On Sale.** If Client is an entity, in the event of any dissolution, merger, consolidation or other reorganization of the Client in which the Client is not the surviving entity,

or the sale or transfer of a controlling interest in the Client other than to a permitted transferee, or the sale of at least 51% of the value of the assets of the Client (the phrase "controlling interest" means the ownership of at least 51% of the total membership interests in the Client) without the prior written consent of Lessler, Lessler, at its sole discretion, may declare the entire amount remaining due hereunder immediately due and payable.

8. Assignment. Except upon the mutual written consent of the parties, this Agreement is not assignable or transferable. The services to be rendered by Client are personal in nature and are not assignable.

9. Notices. Notices under this Agreement shall be deemed to have been duly given if given in writing and personally delivered or sent by mail, registered or certified, postage prepaid with return receipt requested, as follows:

If to Lessler: The Lessler Group
 1119 Park Lane
 Suisun City, California 94585

If to Client: Solano Community College
 4000 Suisun Valley Road
 Suisun, CA 94585-3197

10. Benefit of Agreement. This Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective executors, administrators, successors and assigns.

11. Applicable Law. This Agreement shall be governed by and construed under the laws of the State of California

12. Attorneys' Fees. In the event either of the parties to this Agreement commences an action, suit or other proceeding (including arbitration) against the other party by reason of any breach of any duty or obligation created hereunder by such other party, the prevailing party in whose favor the final judgment or award is entered shall be entitled to have recovery of and from the losing party all reasonable costs and expenses incurred or sustained by such prevailing party in connection with such action, suit or other proceeding, including without limitation, legal fees and other costs.

13. Arbitration. Any claim or controversy arising out of or relating to any provision of this Agreement or the breach thereof shall, upon written demand of either party be settled by arbitration in accordance with the commercial arbitration rules then in effect with the American Arbitration Association to the extent consistent with the laws of the State of California, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof, Arbitration shall be held in the County of Solano, State of California. The parties agree that they will accept the Arbitrator(s) award as final and binding on them.

14. Invalid Provisions. Should any provision of this Agreement for any reason be

declared invalid, void or unenforceable by a court of competent jurisdiction, the validity and binding effect of the remaining provisions shall not be affected and the remaining portions of this Agreement shall remain in full force as if this Agreement had been executed without the invalid, void or unenforceable provisions.

15. Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the subject matter hereof and supercedes any and all other agreements, either oral or in writing, between the parties or persons representing the parties or either of them with respect to the performance of services by Lessler. This Agreement may not be modified or amended by oral agreement, but only by an agreement in writing signed by each party hereto.

16. Counterparts. This Agreement may be executed in one or more counterparts, all of which taken together shall constitute one instrument.

IN WITNESS WHEREOF, the foregoing instrument was executed on the date first above written.

CLIENT:

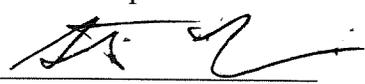
Solano Community College

By: _____

Dr. Jowell Laguerre
10/15/13

LESSLER:

The Lessler Group

By:  _____

Steve Lessler
10/15/13

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: AUTHORIZATION OF PAYMENT FOR BOARD MEMBERS' ABSENCE, RESOLUTION NO. 13/14-11

REQUESTED ACTION: APPROVAL

SUMMARY:

According to Board Policy No. 1014, Compensation, Payment of Expenses and Benefits, and Education Code 72024(d), "A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board." Past Board authorization has limited compensation to two absences per calendar year. The proposed resolution will apply only for absences occurring during the 2014 calendar year.

Government Code: *Education Code 72024(d)* Board Policy: *1014* Estimated Fiscal Impact: *N/A*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

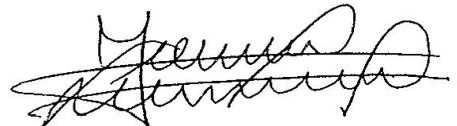
707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: DISTRICT AND OPERATING ENGINEERS/ STATIONARY ENGINEERS, LOCAL 39 2012-2013 REOPENING PROPOSALS COLLECTIVE BARGAINING AGREEMENT FOR 2010-2014 TENTATIVE AGREEMENT

REQUESTED ACTION: APPROVAL

SUMMARY

Tentative agreement has been reached between the District and Stationary Engineers Local 39, 2012-13 reopening proposals to the Collective Bargaining Agreement. The Operating Engineers/Stationary Engineers, Local 39 ratified the tentative agreement on January 8, 2014. The administration recommends approval of the attached tentative agreement.

The Operating Engineers/Stationary Engineers, Local 39 has agreed to:

Increase in the 2013-2014 salary schedule by 1% retroactively to July 1, 2013, with payment of the eight months retroactive pay due to be paid on March 28, 2014, or sooner if administratively feasible. Within 60 days of ratification, Local 39 and the District will begin a classification review process. Each party shall select no more than two classifications that will be under review. A joint progress report will be issued no later than June 30, 2014. These findings may be used for future negotiations.

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

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

Bruce Petersen, Associate Vice President
Human Resources

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

ADDRESS

707 864-7263

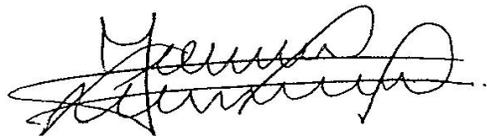
TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2014

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT



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

January 6, 2014

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

Local 39 Proposal to Solano Community College District
Reopener Bargaining
December 17, 2013

Wages

All Local 39 represented employees shall receive a 1% salary increase retroactive to July 1, 2013.

The salary schedules will reflect the 1% salary increase effective with the March 2014 payroll or sooner if administratively feasible. The eight months retroactive pay, covering July 1, 2013 through February 28, 2014, will be paid on March 28, 2014 or sooner if administratively feasible.

Classification Studies

Within 60 days following ratification of this reopener agreement, Local 39 and the District will begin a classification review process. Each side shall have three committee members. The parties may look at job descriptions, inequities, recruitment and retention, and the use of contracted services to inform the process. Each party shall select no more than two classifications that will be under review.

No later than June 30, 2014, the parties agree to issue a joint progress report of their findings. These findings may be used for future negotiations.

Tentative Agreement by:

Megan Lane
Chief Negotiator
Stationary Engineers, Local 39

Date: _____

Yulian Ligioso
Chief Negotiator
Solano Community College District

Date: _____

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION TO AUTHORIZE DISTRICT SIGNATURES
ON OFFICIAL FINANCIAL DOCUMENTS, RESOLUTION
NO. 13/14-12

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to change District authorized signatures per the following official signature form and Resolution No. 13/14-12.

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

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

Yulian I. Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707-864-7209

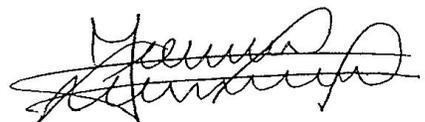
TELEPHONE NUMBER

Finance and Administration

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS**

RESOLUTION NO. 13/14 – 12

WHEREAS, In accordance with Education Code Sections 85232 and 85233, the Governing Board shall be responsible for authorizing a person or persons to sign official documents in its name and for filing the verified signature of such person or persons with the County Superintendent of Schools; now therefore be it

RESOLVED, That the authorized signatures for all official financial documents of the Governing Board of Solano Community College District including: journal entries, deposit permits, warrant register listing “Form 50,” payroll deduction certification summary, retirement detail/summary reconciliation form, payroll pre-lists, and accounts payable transmittal forms, shall be any one of the following:

PAM KEITH

BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D.

SUPERINTENDENT-PRESIDENT

YULIAN I. LIGIOSO

VICE PRESIDENT, FINANCE AND ADMINISTRATION

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS**

RESOLUTION NO. 13/14 – 12

(Continuing – Page 2)

DIANE M. WHITE

INTERIM VICE PRESIDENT, ACADEMIC AFFAIRS

PATRICK KILLINGSWORTH

DIRECTOR, FISCAL SERVICES

BRUCE PETERSEN

ASSOCIATE VICE PRESIDENT, HUMAN RESOURCES

JUDY YU

ACCOUNTING MANAGER, FISCAL SERVICES

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS**

RESOLUTION NO. 13/14 – 12

(Continuing – Page 3)

PASSED AND ADOPTED this 15th day of January 2014, by the Governing Board of the
Solano Community College District.

PAM KEITH
BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D.
SECRETARY

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

TO: Members of the Governing Board

**SUBJECT: LEASE AGREEMENT FOR BUILDING SPACE LOCATED
 AT 1301 GEORGIA STREET, VALLEJO, CALIFORNIA**

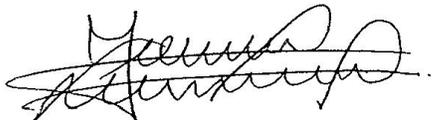
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for a three year lease, with an optional two years, for approximately 16,144 rentable square feet located at 1301 Georgia Street, Vallejo, California. Base rent for year one will be \$8,072 per month, year two \$9,686 per month and year three \$11,300 per month. Tenant will be responsible for all operating expenses and a tenant improvement budget is established as not to exceed \$400,000.

This space will serve as a temporary teaching space for the Automotive Program during the design and construction of the new Auto Technology building. It will also allow for expansion of the program as to date it was operating from a limited temporary location provided by Armijo High School.

This lease agreement is for a total of \$748,696

<i>Government Code: Board Policy: Estimated Fiscal Impact: Measure Q Funds \$748,696</i>	
SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Leigh Sata Executive Bonds Manager	
PRESENTER'S NAME	
360 Campus Lane, Suite 201 Fairfield, CA 94534	JOWEL C. LAGUERRE, Ph.D. Superintendent-President
ADDRESS	
(707) 863-7855	
TELEPHONE NUMBER	
Administration	January 6, 2014
ORGANIZATION	DATE APPROVED BY SUPERINTENDENT-PRESIDENT
January 6, 2014	
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT	

FREDERICK M. SESSLER

COMMERCIAL REAL ESTATE SERVICES
DRE License 00166844

617 Amador Street • Vallejo, California 94590
Office: (707) 552-5115 • Fax (707) 552-0925

4 January 2014

**Mr. Landis L. Graden
Dutra Cerro Graden
7600 Dublin Boulevard
Suite 275
Dublin, California 94568**

Re: Letter of Intent to lease 1301 Georgia Street, Vallejo, California, consisting of 16,144 square feet of total leasable area of commercial space, with parking, (the Property).

**The parties: Landlord: Evergreen Cemetery Association, a California Non-Profit Corporation
Tenant: Solano Community College District**

Dear Mr. Graden;

This letter is intended to be a Addendum to the provisions of your Letter of Intent, (LOI), to Mr. Buck Kamphausen, dated 12 December 2013 .

The provisions contained herein, shall survive any verbal commitments and shall establish the terms and conditions for preparation , approval and execution of a formal lease between the parties.

Paragraph numbers are intended to coincide with those used in your LOI.

3. PROPERTY. The leasable area is 16,144 square feet, plus an off-street parking lot situated along the Georgia Street frontage.

6. RENT COMMENCEMENT DATE. February 1, 2014 is an acceptable date, however, may be amended subject to the approval of each party. "Substantial completion ", shall constitute Tenants and Landlord agreement.

7. BASE RENT. Landlord accepts the base rent, as further provided:

Year 1. 16,144 sq. ft. @.50/s.f.	\$ 8,072.00/month
Year 2. 16,144 sq. ft. @.60/s.f.	\$ 9,686.00/month
Year 3. 16,144 sq. ft. @.70/s.f.	\$11,300.00/month

PLUS, AN AMORIZATION OF THE COST OF SPECIAL TENANT IMPROVEMENT, AS FURTHER PROVIDED .

8. OPERATING EXPENSES. Landlord shall be responsible for the maintenance and repair of the roof, in addition to the repair, maintenance and replacement of the air conditioning and heating units, (HVAC), except, in the event the repair, maintenance and replacement of the HVAC system is the result of abuse and negligence on behalf of Tenant.

Tenant shall be responsible to maintain a "Hazardous Waste Management Plan " for the term of the lease and any extension thereof.

In addition to Tenant's responsibility for Operating Expenses, Tenant shall also pay sewer charges.

In addition to Tenant' paying Property and Casualty Insurance, Tenant shall provide plate glass insurance, or, shall self insure for any replacement or damage to glass throughout Property.

9. TENANT IMPROVEMENTS. Landlord at it sole cost and expense, shall install and construct all Special Tenant Improvement, in accordance with plans prepared by Landlord and approved by Tenant. The Special Tenant Improvements are contemplated to cost Landlord Four Hundred Thousand Dollars, (\$400,000.00).

Landlord shall recapture the cost of the Special Tenant Improvements from Tenant, over the Three (3) year term of the lease at a Cost of Fund Rate of Eight Percent, (8%), resulting in a monthly installment of Twelve Thousand Five Hundred Thirty-Four Dollars and Sixty Cents, (\$12,534.60), which amount added to the Basic Rent Rate would result in a total monthly rental of;

Year 1. Basic Rent \$ 8,072.00 + Amortized Improvements \$12,534.60 Total Rent \$20,606.60
 Year 2. Basic Rent \$ 9,686.00 + Amortized Improvements \$12,534.60 Total Rent \$22,220.60
 Year 3. Basic Rent \$11,300.00 + Amortized Improvements \$12,534.60 Total Rent \$23,834.60

The Amortization of Special Tenant Improvements shall be increased or decreased, based upon a factor of \$31.34 for each \$1,000.00 or any fractional portion, for the cost of special tenant improvements.

In such event, Tenant extends the term of the lease, the monthly rental shall be adjusted in accordance with paragraph 12.

12. OPTION TO EXTEND. In the event Tenant extends the lease beyond the Initial Term, the BASIC RENT RATE, SHALL BE ADJUSTED TO Ninety Percent, (90%) of the of the last basic rental installment, to reflect an extended BASIC RENTAL RATE of sixty-three cents /square foot, (.63), \$10,110.72/ month, for the two (2) year extended term.

19. BROKERS. Tenant shall be obligated to pay Tenants Representative a brokerage fee in connection with the leased.

20. CONTINGENCY. Tenant shall be responsible for and exercise due diligence in obtaining all approvals from any and all governmental agencies as listed in paragraph 20 of the Letter of Intent . Any delay in obtaining approvals, shall not effect the commencement of payment of rent as provided herein.

OPHTER MATTERS

- A. AMERICAN WITH DISABILITIES ACT.** The plans and specifications as prepared by Landlord, include all requirements for handicap accessibility as required by Title 24 of the California Building Code and as required by the City of Vallejo. In addition, and in compliance with California Civil Code 1938, Landlord makes the following notification to Tenant, and to be provided within the formal lease, " this provision is intended to comply with the terms of California Civil Code Section 1938 which provides that a commercial property owner or lessor shall state on every lease form or rental agreement executed after July 1, 2013, whether the premises being leased or rented has undergone inspection by a Certified Access Specialist , (CASp), and if so, whether the Premises has or has not been determined to meet all applicable construction related accessibility standards pursuant to California Civil Code 55.53. " Pursuant to California Civil Code Section 1938, Landlord hereby advises Tenant that the Premises have not undergone an inspection by a CASp.
- B. TOXIC AND HAZARDOUS WASTE.** Prior to Landlord acquiring Property, the Property had been formerly used as a automobile dealership using and storing petroleum products . Tests performed indicated the location of former underground storage tanks that had been formerly removed from Property. Investigations and tests were performed to determine to what extent, if any, the use and storage of petroleum products had any adverse effect or known contamination to Property. Results indicated Property was not effected , all former underground storage tanks had been removed, and consequently, a "Case Closure" letter was established of record, dated September 7, 1994, from the Department of Environmental Management, Solano County, confirming completion of site investigation. The closure letter, was issued pursuant to regulations contained in Title 23, California Code of Regulations, Division 3, Chapter 16, Section 2721 (e).
- C. Landlord further discloses the following facts to the best of Landlord knowledge:**
- Property is not situated in a Special Flood Zone
 - Property is not situated in a Dam or Reservoir Inundation Area
 - Property is not situated in a Very High Fire Hazard Severity Zone
 - Property is not situated in a State of California Fire Responsibility Area
 - Property is not situated in a Earthquake Fault Zone
 - Property has not been mapped by the State of California Seismic Hazard Mapping Act
 - Property has not been mapped in a Earthquake Landslide Hazard Zone
 - Property has not been mapped in a soil Liquefaction Hazardous Zone

D. TENANT USE of HAZARDOUS MATERIALS. Tenant shall further agrees to indemnify and hold Landlord harmless and defend Landlord from any and all liability, costs, damages, claims, including reasonable attorney fees, from Tenants use of products related to contamination or release of "hazardous substances" , "hazardous materials", "releases", caused by Tenant during its use and occupancy of the Property.

The terms "contamination", "hazardous materials", "hazardous substances", "releases", as further defined and applicable to Property, including without limitation, the Comprehensive Environmental Response , Compensation, and Liability Act of 1980, the Resource Conservation and Recovery Act, the Carpenter-Presley-Tanner Hazardous Account Act and the Hazardous Waste Control Law. Hazardous Materials shall also include mold, asbestos, radon gas and petroleum products.

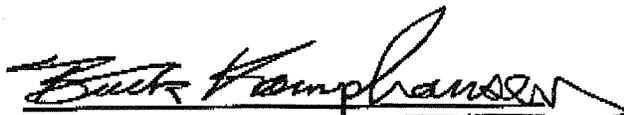
E. SECOND FLOOR OF PROPERTY. Landlord reserves for its exclusive right and entry, the second floor area of the building of which is a part of Property being leased to Tenant. Landlord use shall not interfere with Tenant use and occupancy of Property.

ACCEPTED AND AGREED

SOLANO COMMUNITY COLLEGE DISTRICT (Tenant)

By : Jowel C. Laguerre, PH. D.
Title: Superintendent – President
Date; _____

**EVERGREEN CEMETARY ASSOCIATION,
A CALIFORNIA NON – PROFIT CORPORATION (Landlord)**



By : Buck Kamptrausen



Landis L. Graden
Broker
DRE License # 01461409
Dutra-Cerro-Graden, Inc.
Creating Communities of Value™
7600 Dublin Blvd., Suite 275
Dublin, CA 94568
D. 707.304.4340

January 4, 2014

Mr. Buck Kamphausen
C/o Frederick M. Sessler
Evergreen Cemetery Association
200 Rollingwood Drive
Vallejo, CA 94591

RE: Regarding response to Letter of Intent dated January, 4 2014

Dear Buck,

Thank you again for your cooperation in working with us to negotiate a lease of the property noted above.

This letter is intended to be a response to your addendum that was in response to the original Letter of Intent dated December 12, 2013.

The provisions contained herein, shall survive any verbal commitments and shall establish the terms and conditions for preparation, approval and execution of a formal lease between the parties. Paragraph numbers are intended to coincide with your letter dated January 4, 2014.

6. Rent Commencement: Rent will commence at issuance of Certificate of Occupancy from City of Vallejo

9. Tenant Improvements: Tenant will cover the cost for all tenant specific improvements, excluding costs of new roof, driveways, etc which will be at landlord's expense. Landlord has quoted an approximate cost of \$400,000 for tenant specific improvements. Landlord agrees to cooperate with tenant during the installation of improvements and landlord will be entitled to reimbursement from tenant at time of installation of improvements subject to the following conditions:

- a) That tenant approve all plans developed and costs incurred on its behalf
- b) That owner seek prior approval from tenant before installation of improvements
- c) That owner provide back-up documentation for all costs incurred on behalf of tenant (invoices, bids, etc)
- d) Tenant has the right to provide tenant improvement plans to 3 additional licensed General Contractors in order to verify market value of tenant improvements
- e) Landlord and tenant will develop a reimbursement process suitable to both parties so that landlord can receive timely reimbursements

20. Contingency: Rent will not commence until Certificate of Occupancy is issued by City of Vallejo

Other Matters (E): Landlord to identify square footage of reserved space on second floor and will pay its pro rata share of all expenses equivalent to landlord occupied area.

Sincerely,



Landis L. Graden
Broker
DRE Lic # 01461409
Dutra Cerro Graden, Inc.
Creating Communities of Value™
7600 Dublin Blvd., Suite 275
Dublin, CA 94568

Tenant's Initials (_____) (_____)

Landlord's Initials (_____) (_____)

AGREED AND ACCEPTED:

Solano Community College District (“Tenant”)

By: _____

Title: _____

Date: _____

Evergreen Cemetery Association (“Landlord”)

By: _____

Title: _____

Date: _____

Tenant’s Initials (_____) (_____)

Landlord’s Initials (_____) (_____)

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CHANGE ORDER NO. 03 TO THE SUNPOWER CORPORATION FOR THE PHOTOVOLTAIC PROJECTS
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 3 to the SunPower Corporation base contract for the Photovoltaic Projects. Attached are the Change Order Requests Breakdown and Change Order Summary.

Revised contract figures are as follows:

Contract Award Amount	\$	11,700,000
Prior Change Orders	\$	829,380
Change Order No. 03	\$	43,932
Total Change Orders	\$	873,312
Revised Contract Amount	\$	12,573,312

Government Code: Board Policy: Estimated Fiscal Impact: Measure G Funds \$43,932

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Leigh Sata, Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 203
Fairfield, CA 94534

ADDRESS

(707) 864-7176

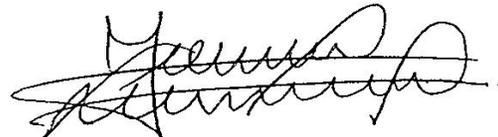
TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Solano Community College District
 360 Campus Lane Suite 203
 Fairfield, CA 94534
 Tel: 707-864-7189 Fax: 707-207-0423

Change Order # 3
 Project No.:
 Date: 1/15/2014

DSA File No.: 48-C1
 DSA App. No.: _____

Project: Elevated Solar Canopy
 Vallejo, Fairfield, & Vacaville

To: SunPower Corporation, Systems
 1414 Harbour Way South
 Richmond, California 94804

The Contract is Changed as Follows:

Item#		Amount	Days Added
01	Supplemental Power during PG&E Tie-In	\$ 2,150.00	0
02	PG&E Interconnection RES Design	\$ 35,060.85	0
03	Non-Compensable Time Extension	\$ -	120
04	Conduit Insatllation into Electrical Closet	\$ 6,721.77	0

TOTAL COST OF CHANGE ORDER \$ 43,932.62

Original Contract Sum: \$ 11,700,000.00
 Total change By Previous Change Orders: \$ 829,380.00
 Contract Sum Prior to This Change Order: \$ 11,700,000.00
 Original Contract Sum will be Increased by This Change Order: \$ 43,932.62
 The New Contract Sum Including This Change Order Will Be: \$ 12,573,312.62

The Contract Completion Date Is: 1/1/2014
 Days added by this Change Order: 120
 Revised Completion Date: 5/1/2014

CONTRACTOR: Armando Gomez
 Project Manager
 SunPower Corporation

Date: _____

OWNER: Leigh Sata
 Executive Bonds Manager
 Solano Community College District

Date: _____

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING FEBRUARY 2014 AS CAREER AND TECHNICAL EDUCATION MONTH AT SOLANO COMMUNITY COLLEGE, RESOLUTION NO. 13/14-13

REQUESTED ACTION: APROVAL

SUMMARY:

A resolution proclaiming February 2014, with the 2014 theme *Career and Technical Education: Pathways to College and Career Success*, as Career Technical Education Month at Solano community College is presented for approval.

<i>Government Code:</i>	<i>Board Policy Estimated:</i>	<i>Fiscal Impact:</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Maire Morinec, Dean
Career Technical Education and Business

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7168

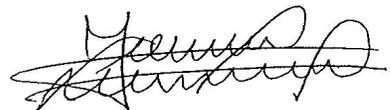
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

1 **SOLANO COMMUNITY COLLEGE DISTRICT**

2 **GOVERNING BOARD**

3 **RESOLUTION PROCLAIMING FEBRUARY 2014 AS CAREER TECHNICAL**

4 **EDUCATION MONTH AT SOLANO COMMUNITY COLLEGE**

5 **RESOLUTION NO. 13/14-13**

6 **WHEREAS**, February 2014 has been designated Career and Technical Education (CTE)
7 Month in recognition of the programs and instructors that prepare our nation's secondary and
8 postsecondary students for a wide range of careers, particularly in those fields predicted by the
9 U.S. Bureau of Labor Statistics to be among the fastest growing occupations within the next
10 decade such as healthcare and emerging occupations such as renewable energy and energy
11 efficiency;

12 **WHEREAS**, Investing in CTE yields big returns to the community by producing a well-
13 educated and skilled workforce that can effectively compete in the global economy, equipped for
14 the profound economic and technological developments of our world that are rapidly exhibited in
15 the structure and nature of work, thereby placing new and additional responsibilities on our
16 educational system and requiring workers to be trained in skilled professions with CTE; and

17 **WHEREAS**, CTE plays a crucial role in a strong, well-educated workforce, fosters
18 productivity in business and industry, contributes to America's leadership in the international
19 marketplace, and offers individuals lifelong opportunities to learn new skills, providing them
20 with career choices and potential job satisfaction;

21 **RESOLVED**, That the Solano Community College District Governing Board proclaims
22 February 2014 as Career and Technical Education Month and supports the ever-increasing
23 cooperative efforts of career and technical educations, business and industry to stimulate the
24 growth and vitality of our local economy and that of the entire nation by preparing graduates for
25 career fields forecast to experience the largest and fastest growth in the next decade.

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING FEBRUARY 2014 AS
BLACK HISTORY MONTH AT SOLANO COMMUNITY
COLLEGE, RESOLUTION NO. 13/14-14

REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming February 2014 as Black History Month at Solano Community College is presented for approval.

Government Code: Board Policy: 1100 Estimated Fiscal Impact: \$ N/A

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jose Ballesteros, Ph.D.
Interim Director, Student Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7168

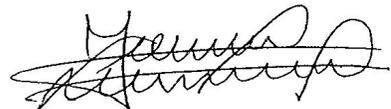
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING FEBRUARY 2014 AS BLACK
HISTORY MONTH AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 13/14-14

WHEREAS, The Solano Community College District Governing Board honors the heritage of African Americans and acknowledges their many contributions to our Nation;

WHEREAS, Dr. Carter Woodson established Black History Month Week in February 1925, choosing a month that marks the birthdays of two important men who greatly impacted the American black population, Abraham Lincoln and Frederick Douglass;

WHEREAS, In the year 1976, the observance was expanded to Black History Month;

WHEREAS, This month holds great significance from the many milestones it contains: on February 23, 1868, the civil rights leader and co-founder of the NAACP, W.E.B. DuBois, was born; on February 3, 1870, the 15th Amendment, granting blacks the right to vote, was passed; on February 12, 1909, the NAACP was founded; and on February 1, 1960, a civil rights movement milestone occurred when a group of black college students began a sit-in at a segregated Woolworth's lunch counter in Greensboro, North Carolina; and

WHEREAS, All of these events and historic visionary leaders such as Frederick Douglass, Thurgood Marshall, and Dr. Martin Luther King, Jr., blazed a trail for freedom, equality, and opportunity and symbolize why Black History Month is celebrated; now therefore be it

RESOLVED, That the Solano Community College District Governing Board proclaims February 2014, as Black History Month.

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING FEBRUARY 2014 AS BLACK
HISTORY MONTH AT SOLANO COMMUNITY COLLEGE
RESOLUTION NO. 13/14-14**

(Continuing – Page 2)

PASSED AND ADOPTED, This 15th day of January 2014, by the Governing Board of Solano Community College District.

**PAM KEITH
BOARD PRESIDENT**

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

1 **SOLANO COMMUNITY COLLEGE DISTRICT**
2 **GOVERNING BOARD**

3 **RESOLUTION PROCLAIMING FEBRUARY 2014 AS CAREER TECHNICAL**
4 **EDUCATION MONTH AT SOLANO COMMUNITY COLLEGE**

5 **RESOLUTION NO. 13/14-13**

6 **(CONTINUED - Page 2)**

7
8 **PASSED AND ADOPTED**, This 15th day of January 2014, by the Governing Board of
9 Solano Community College District.

10
11
12 _____
13 PAM KEITH, PRESIDENT

14 _____
15 JOWEL C. LAGUERRE, Ph.D., SECRETARY
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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board

**SUBJECT: INTENSIVE SPANISH LANGUAGE WORKSHOPS FOR
TRAVIS AIR FORCE BASE MSAS PERSONNEL**

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College District will provide a series of intensive Spanish Language workshops developed to provide MSAS personnel with the language skills they need to be successful in missions in Spanish speaking countries. This item is being presented to the Governing Board for approval.

571 MSAS will pay SCCD \$17,700 for 106 hours of development and delivery of curriculum and instruction. Each of three 24 hour level 0/0 and 1/1 costs \$4,300 for a total cost of \$12,900. Each 24 hour level 3/3 costs \$4,800 for a total cost of \$4,800.

The term of this agreement shall be from January 16 – March 14, 2014.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$17,700 revenue
CEO 2013-14 Goal: Implement Master Plans: Educational Master Plan and Facilities Master Plan*

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

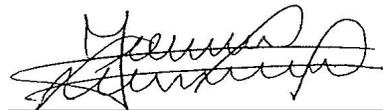
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

MEMORANDUM OF UNDERSTANDING

Between Solano Community College District and Travis Air Force Base

This MEMORANDUM OF UNDERSTANDING is entered into this 15th day of January 2014, by and between Solano Community College District (SCCD), and Travis Air Force Base, 571st Mobility Support Advisory Squadron (MSAS) hereinafter referred to as “SCCD” and “571 MSAS.”

Whereas 571 MSAS has a need for an on-site Spanish Instruction Program;

And whereas SCCD is qualified and prepared to deliver excellent customized instruction to prepare Airmen for missions in Spanish speaking countries;

SCCD and 571 MSAS have agreed to collaborate as detailed below.

SCCD Responsibilities:

- SCCD will identify and provide instructor.
- Instructor will assess class participants prior to class start to gauge current Spanish proficiency.
- SCCD classes will consist of 6-8 571 MSAS students.
- SCCD classes will be offered in two separate and distinct formats. These are:
 - Five weeks, Monday – Friday, 30 hours of instruction per week, total 150 hours of instruction. These will be at the 0/0, 1/1, or 1+/1+ levels. Each class participant will receive a textbook and website access @ \$100.00 per student.
 - Two weeks, Monday-Thursday, three hours per day per group; or two weeks, Tuesday and Thursday mornings and six hours on Friday. Each class will include a total of 24 hours of in-class instruction. The course materials will be developed by the instructor. These courses will be taught at levels 0/0, 1/1, 2/2 and 3/3.
- This contract for instruction will be from February 10 – March 13, 2014.
- SCCD instructor will develop and teach curriculum appropriate for the needs of 571 MSAS personnel. Information gleaned from the Defense Language Institute (DLI) will be used to assure the best use of all Air Force resources. Instruction will be designed and vetted in coordination with Major Lorena Tejada, 571 MSAS, Command Language Program Manager, MSgt Sidney R. De Leon Mazariegos, and SGTO. Moises Chavez-Zavala.
- Instructional OUTCOMES:
 - The desired performance outcome is for students to acquire the language skills necessary to pass the appropriate DLPT tests, corresponding to their SCCD developed and delivered level of instruction.
- Instructor will utilize resources as directed and provided. Specifically, the SCCD instructor will utilize the Vistas textbook and Vistas Higher Learning(VHL) Central internet site for the five week courses, and will develop appropriate

- lessons and materials for each level for the two week courses. If provided, the SCCD instructor will also make effective use of any unit-procured software.
- Upon completion of training, each participant will receive a Solano Community College Certificate of Success.
 - 571 MSAS Commander will approve the SCCD Instructor and curriculum.
 - 571 MSAS Commander has the flexibility to decide and execute courses per the mission needs.
 - 571 MSAS Commander has determined class dates and times as follows:
 - February 10 - 21, 2 week courses, 24 hours each, Monday –Thursday, or Tuesday, Thursday and Friday, 48 hours total
 - A.M.-9:00-12 noon, level 0/0
 - P.M.-Tuesday and Thursday, 1:00-4:00, level 1/1
 - Friday, 9:00-3:00, 1 hour for lunch
 - March 3 -14, 2 week courses, 24 hours each, Monday –Thursday, or Tuesday, Thursday and Friday, 48 hours total
 - A.M.-9:00-12 noon, level 1/1
 - P.M.-1:00-4:00, level 1/1
 - Should changes to agreed schedule occur, 571 MSAS will provide SCCD at least 30 days' notice.

571 MSAS Responsibilities:

- 571 MSAS will identify 6-8 program participants per course.
- 571 MSAS will coordinate and provide classroom space.
- 571 MSAS will provide the instructor with access to resources as needed.
- 571 MSAS will coordinate and provide a Travis Air Force Base pass for SCCD instructor.
- 571 MSAS will pay SCCD **\$17,200** (seventeen thousand and 200 hundred dollars) for 101 hours of development and delivery of curriculum and instruction, and course books and materials.
 - Each of four 24 hour level 0/0 and 1/1 costs \$4,300 for a total cost of \$17,200
- 571 MSAS will pay for instruction with a Government credit card. Payment will be billed and submitted no later than January 31, 2014.
- 571 MSAS will identify any and all leave dates and holidays prior to confirmation of this contract.

Term:

The term of this agreement shall be from January 16 –March 14, 2014. This agreement may be extended or increased with an addendum.

The signatures below indicate agreement to the foregoing terms dated this 15th day of January, 2014.

Travis Air Force Base:

Solano Community College:

Lt Col Gabriel Griess
United States Air Force
Travis Air Force Base

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

Major Lorena Tejada
United States Air Force
Travis Air Force Base

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

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

TO: Members of the Governing Board

**SUBJECT: PROPOSED REVISED JOB DESCRIPTION
MESA COORDINATOR**

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY

As a result of the Student Services Department being reorganized, a revised job description was created for the MESA Coordinator. The MESA Coordinator position will be placed on Range 34 of the 2013-14 ALG Salary Schedule.

Approval is requested at this time.

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Bruce Petersen, Associate Vice President
Human Resources

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: MESA ~~Director~~ Coordinator

BASIC FUNCTION:

Under the direction of the ~~assigned manager~~ Dean for the School of Math and Sciences to manage the MESA (Mathematics, Engineering, and Science Achievement) California Community College Program and to seek other STEM grant opportunities.

DISTINGUISHING CHARACTERISTICS: Continuation of the MESA Program is contingent upon available funding.

REPRESENTATIVE DUTIES:

Prepare and submit the MESA proposal to restore funding to this program and develop other STEM grant opportunities to improve student recruitment, retention and graduation in STEM disciplines, especially for underrepresented groups.

Plan, organize, and manage the daily activities of the MESA Program and other STEM grants; insure all components of the MESA program are in compliance with the MESA grant model.

Plan, coordinate and facilitate academic excellence workshops each semester and schedule other workshops to be facilitated by faculty and students.

Responsible for Perform program monitoring, evaluation, and budget management and meet the accountability, and reporting requirements and budget management.

Coordinate and/or supervise all special student services such as, but not limited to, academic counseling, field trips, tutoring, speakers, MESA club, transfer activities, outreach, and new student orientations.

Coordinate and schedule MESA and other grant activities in the MESA study center and computer room. Consult with faculty, administrators, and college support staff to insure the success of the MESA program by facilitating and implementing program changes and services.

Conduct regular meetings with the faculty ~~sponsors~~ sponsors, MESA counselor, and math/science division dean.

Compile student records and develop MESA grant applications and prepare annual and other reports as required.

Attend quarterly statewide directors meetings and maintain active liaison with regional

MESA and ~~CAMP~~ directors.

Tutor students and supervise and evaluate assigned staff.

Resolve problems and initiate procedures to facilitate the MESA Program.

Perform related duties as assigned.

OTHER SKILLS AND ABILITIES

KNOWLEDGE OF:

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

The needs of community college students and the education practices and innovations at community colleges.

Modern management techniques and procedures.

Principles and practices of administration, supervision and training.

Record-keeping techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Technical aspects of field of specialty.

Public relations skills.

Computer skills including use of word processing and math or science software.

ABILITY TO:

Plan, organize, direct and evaluate the operations of the MESA Program and STEM projects.

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

Prepare clear, concise and comprehensive verbal and statistical reports.

Plan, coordinate and supervise staff training programs.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Train, supervise and evaluate personnel.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Work and communicate with students of diverse academic, socio-economic and cultural backgrounds including students with disabilities.

Write reports and maintain a budget.

Tutor students in undergraduate level courses.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a A bachelor's degree in a math or science based field such as, but not limited to, biology, chemistry, engineering, mathematics, physics, or science with grant writing and management experience.

SD/zg:7/8/98/MESA Director
Board approved: 9/3/98.

REVISED

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: MESA COORDINATOR

BASIC FUNCTION:

Under the direction of the Dean for the School of Math and Sciences to manage the MESA (Mathematics, Engineering, and Science Achievement) California Community College Program and to seek other STEM grant opportunities.

DISTINGUISHING CHARACTERISTICS:

Continuation of the MESA Program is contingent upon available funding.

DUTIES AND RESPONSIBILITIES

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

- The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
- Prepare and submit the MESA proposal to restore funding to this program and develop other STEM grant opportunities to improve student recruitment, retention and graduation in STEM disciplines, especially for underrepresented groups.
- Plan, organize, and manage the daily activities of the MESA Program and other STEM grants; insure all components of the MESA program are in compliance with the MESA grant model.
- Plan, coordinate and facilitate academic excellence workshops each semester and schedule other workshops to be facilitated by faculty and students.
- Perform program monitoring, evaluation, and budget management and meet the accountability and reporting requirements.
- Coordinate and/or supervise all special student services such as, but not limited to, academic counseling, field trips, tutoring, speakers, MESA club, transfer activities, outreach, and new student orientations.
- Coordinate and schedule MESA and other grant activities in the MESA study center and computer room. Consult with faculty, administrators, and college support staff to insure the success of the MESA program by facilitating and implementing program changes and services.
- Conduct regular meetings with the faculty sponsors, MESA counselor, and math/science division dean.
- Compile student records and develop MESA grant applications and prepare annual and other reports as required.

- Attend quarterly statewide directors meetings and maintain active liaison with regional MESA directors.
- Tutor students and supervise and evaluate assigned staff.
- Resolve problems and initiate procedures to facilitate the MESA Program.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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

EDUCATION AND EXPERIENCE:

- A bachelor's degree in a math or science based field such as, but not limited to, biology, chemistry, engineering, mathematics, physics, or science with grant writing and management experience.

KNOWLEDGE AND ABILITIES:

- Affirmative Action/Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women, and the disabled.
- The needs of community college students and the education practices and innovations at community colleges.
- Modern management techniques and procedures.
- Principles and practices of administration, supervision and training.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Public relations skills.
- Computer skills including use of word processing and math or science software.
- Plan, organize, direct and evaluate the operations of the MESA Program and STEM projects
- Interpret, apply and enforce pertinent laws, rules and regulations.
- Prepare clear, concise and comprehensive verbal and statistical reports.
- Establish and maintain cooperative and effective working relationships with others.
- Train, supervise and evaluate personnel.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Work and communicate with students of diverse academic, socio-economic and cultural backgrounds including students with disabilities.

- Write reports and maintain a budget.
- Tutor students in undergraduate level courses.

WORK ENVIRONMENT:

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

ZY/SL/ea

Board approved _____

Revised

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

TO: Members of the Governing Board

**SUBJECT: PROPOSED NEW JOB DESCRIPTION
DISTANCE EDUCATION SPECIALIST**

REQUESTED ACTION: APPROVAL

SUMMARY

The proposed new job description for Distance Education Specialist is needed to provide online technical support for students taking Distance Education classes. The Distance Education Specialist position will be placed on Range 13 of the 2013-14 CSEA Salary Schedule.

Government Code: 88001, 88009, 88013 *Board Policy: 4720* *Estimated Fiscal Impact: Unknown*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Bruce Petersen, Associate Vice President
Human Resources

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

ADDRESS

707 864-7263

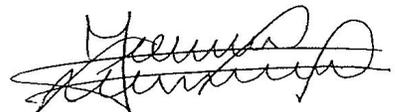
TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

CLASS TITLE: DISTANCE EDUCATION SPECIALIST

BASIC FUNCTION:

Under supervision of the Dean and in conjunction with the Faculty Coordinator of the Distance Education Program, provides technical, administrative and software support for instructors and students participating in Distance Learning courses; assists in design, development and maintenance of databases for courses, enrollment management and other purposes; maintains on-going contact with Distance Learning students to ensure successful retention; and performs related duties as assigned. Serve as an ex-officio member of the Distance Education Committee.

DISTINGUISHING CHARACTERISTICS:

Distance Education Program Specialist performs a variety of difficult and responsible duties to support instructors and students participating in the District's Distance Education program. Assists in developing databases and other software support for courses and provides technical support to faculty for enrollment, course management, and other matters. An incumbent develops and maintains ongoing communications with students to provide assistance and ensure retention in the program. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. The incumbent significantly interfaces with both the Learning Management System and the District's Enterprise Resource Planning [Banner system].

DUTIES AND RESPONSIBILITIES

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

- The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
- Assists and provides support to instructors and students participating in the District's Distance Learning Program; assists instructors in preparing (limited), setting up and uploading online courses; develops and maintains informational materials for students; performs account administration duties; answers questions and provides information regarding Distance Education tools, including discussion groups, online quizzes, assignment drop boxes; maintains student contact information and assists instructors in documenting student access to online courses.
- Provides assistance and guidance to students on the proper use of Distance Learning systems; receives and responds to student questions submitted by email, telephone and mail; assists students and faculty in troubleshooting computer and online course problems, access problems and other issues; provides information to students regarding any necessary software to properly view online courses; creates, updates and maintains multi-media student online orientations.

- Provides technical support for enrollment, course management and related functions; generates on-line student surveys.
- Originates, designs, develops and maintains html pages on the Distance Learning within the college's website; maintains database-driven applications; supports third-party applications; maintains up-to-date third-party products, licenses and contact information.
- Maintains up-to-date information on the online course schedule.
- Answers telephone calls and responds to technical questions regarding Distance Learning support, password administration, access issues and problems with quizzes and other online tools.
- Performs a variety of department operational support tasks.

MINIMUM QUALIFICATIONS:

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

EDUCATION AND EXPERIENCE:

- A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a two-year college with a major in education, social sciences, computer information systems or a related field; and two years of progressively responsible online instructional system support experience; or an equivalent combination of training and experience.

LANGUAGE SKILLS:

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

KNOWLEDGE AND ABILITIES:

- Methods and practices of on-line course management technologies and online course design and development.
- Web authoring and graphics software, including methods and practices of audio, video and image capture, manipulation and digitization and graphic design and layout.
- Basic web site usability concepts, including accessibility to students with disabilities.
- Advanced uses of standard software packages, including word processing, spreadsheet, presentation, graphics and database programs.
- PC and Mac hardware, operating systems and characteristics.

- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- **And demonstrated capacity to acquire a working knowledge of:**
 - Standard web mark-up and scripting languages.
 - Database management systems and software, including architectures, diagnostic tools, commands and utilities, and database development and administration tools.
 - Network architecture and communication protocols applicable to the design, development and administration of web-enabled instructional materials.
- Provide practical support to students and faculty on the uses of on-line course software and web-based instructional materials.
- Troubleshoot on-line course software and student hardware problems and assist students in using the District's distance learning programs and materials.
- Perform difficult analyses, evaluate alternatives and develop sound conclusions and recommendations.
- Prepare clear and concise records, reports, correspondence and other written materials.
- Make sound, independent judgments within established guidelines.
- Communicate clearly and effectively, both orally and in writing.
- Exercise tact and diplomacy in dealing with sensitive issues and situations.
- Establish and maintain effective working relationships with College management, faculty, administrators, staff, students and others encountered in the course of work.

PHYSICAL AND MENTAL DEMANDS:

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 10 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

MENTAL DEMANDS:

- While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve difficult problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, faculty, administrators, staff, students and others encountered in the course of work.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions, and the noise level is usually quiet.

DW/LG/ea 12/4/13

Board approved _____

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

TO: Members of the Governing Board

SUBJECT: DELEGATION OF AUTHORITY – POTENTIAL CHANGE ORDERS

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

In order for a bond measure to run in an efficient manner, the District’s governing board is asked to delegate authority to the Superintendent/President and certain key staff to approve potential change orders (PCOs) up to the limits as defined in the District’s purchasing policy. This delegation in no way removes approval, management or other authority from the governing board, and approval of Change Orders (the aggregation of PCOs) is required by the board by ratification.

The fiscal impact to the program is beneficial, as it allows staff to manage work conduct bond-related construction business while allowing board oversight and approval.

The attached memorandum describes details of the delegation of authority.

<i>Government Code: N/A</i>	<i>Board Policy: 3225</i>	<i>Estimated Fiscal Impact: \$0.00.</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Leigh Sata
 Executive Bond Manager

PRESENTER’S NAME

360 Campus Lane, 201
 Fairfield, CA 94534

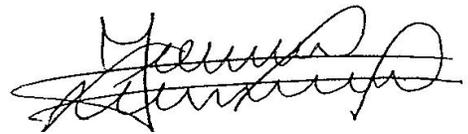
ADDRESS

707-863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

January 6, 2014
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

January 6, 2014
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

**Solano Community College District
Delegation of Authority
Changes to Construction Contracts (PCOs)
January 15, 2014**

BACKGROUND:

Per the Education Code sections 70902 (d) and 81655, the Board may delegate authority to District staff the approval of contracts and other documentation while doing business on behalf of the District.

Recognizing the Board's desire to secure accountability for results while maintaining a smooth construction schedule and controlling costs, **the District recommends that the Board grant authority to the Superintendent/President and certain key District staff to approve changes to construction contracts** under the following conditions:

- This authority shall be granted on a trial basis for a period of one year, effectively immediately, and will be re-visited in January 2015, after one year of Measure Q implementation, first phase.
- When the Board approves a new construction contract, the Board will also allocate an amount equal to 10% of the approved contract amount to be set aside as construction contingency.
- The President, Vice President of College Operations or Executive Bonds Manager will have authority to use this 10% construction contingency for contract change orders on behalf of the Board. **At no time will this authority transfer to any contractors or consultants.**
- The Superintendent/President, Executive Bonds Manager or Vice President of College Operations will approve all Potential Change Orders (PCO's) on behalf of the Board and authorize work to proceed in order to keep the construction projects on schedule.
- The appropriate Superintendent/President, Executive Bonds Manager or Vice President of College Operations will be familiar with the progress of the project and will exercise sound professional judgment in authorizing changes.
- For bond-funded projects, the program management team will maintain a log (list) of all open PCOs , to include the PCO's scope of work, expected or negotiated price, expected or negotiated time extension, and ultimately the number of Change Order that includes the PCO(s). This log will be available for Board review at any time.
- Any individual PCO whose final cost is expected to exceed the limits described in board policy 3225, will be reported at the next scheduled Board meeting as soon the expected cost is identified.
- **The Board may request a full explanation of any PCO at any time.**

- PCOs will be consolidated into Change Orders¹ as soon as final prices are negotiated. **All Change Orders will be presented to the Board for approval and/or ratification.**
- When the cumulative value of change orders on any given project approaches the 10% contingency, the Board will be given the opportunity to review the contract and discuss options for contract completion.

If at any time contract changes are expected to exceed the 10% contingency, and at the recommendation of District staff, Board may authorize additional contingency from available budget funds.

When cumulative value of change orders exceed the 10% contingency, and the Board has authorized additional budgeted funds, the Board will be asked to make findings that the work is all of emergency nature or that public interest is better served by authorizing the existing contractor to perform the work than by stopping work on the project to allow the work to be formally publically bid.

FISCAL IMPACT:

The overall fiscal impact of this procedure is expected to be positive, as projects can proceed without the cost of delay.

RECOMMENDATION:

The District recommends that the Board **grant authority to the Superintendent/President and certain key District staff to approve changes to construction contracts** under the conditions outlined above.

¹ A change Order may include any number of PCOs from one to several, depending on the size and timing of the project.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: DISTRICT BUDGET UPDATE

REQUESTED ACTION: INFORMATION

SUMMARY:

Yulian Ligioso, Vice President, Finance and Administration, will report the status of the District budget.

Government Code: ECS 84040(c) Board Policy: 3020 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707-864-7209

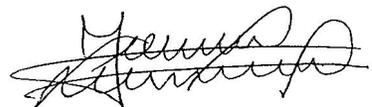
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: EXPANDING WORKFORCE DEVELOPMENT AND
 CONTINUING EDUCATION (WDCE) IMPACT THROUGH
 PARTNERSHIP WITH THE SMALL BUSINESS
 DEVELOPMENT CENTER (SBDC)**

REQUESTED ACTION: INFORMATION

SUMMARY

This item is to inform the Board that we are expanding Workforce Development and continuing education (WDCE) impact through partnership with the Small Business Development Center (SBDC).

WDCE OBJECTIVES: Delivering cost-effective, just-in-time training. Offering a wide range of educational services to local businesses and organizations, and individuals; and provides Community-minded fostering economic development.

SBDC OBJECTIVES: Providing assistance to small businesses; Support business growth and sustainability; Fosters local and regional economic development; Provides low-cost training and other specialized services to small businesses.

One may envision a synergy that can be achieved by combining the two organizations.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
SUPERINTENDENT'S RECOMMENDATION:		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Thom Watkins, Dean Workforce Development and Continuing Education		 JOWEL C. LAGUERRE, Ph.D. Superintendent-President
PRESENTER'S NAME		
2002 Vacaville Parkway Fairfield, CA 94534		
ADDRESS		
707 864-7168		
TELEPHONE NUMBER		
Administration		January 6, 2014
ORGANIZATION		DATE APPROVED BY
January 6, 2014		SUPERINTENDENT-PRESIDENT
DATE SUBMITTED TO		
SUPERINTENDENT-PRESIDENT		

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

TO: Members of the Governing Board

SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT
 GOVERNING BOARD HOW DO WE RATE CHECKLIST
 SUMMARY – FOURTH QUARTER 2013

REQUESTED ACTION: INFORMATION

SUMMARY:

In order for the Governing Board to focus on the institution’s major issues and questions of policy, the Board of Trustees is encouraged to delegate full responsibility and authority to the President to implement and administer Board policies and the operation of the College. The institutional leaders should likewise foster empowerment, innovation, and institutional excellence through dialogue that builds trust and increases focus on student learning and assessment of learning outcomes, institutional effectiveness, and integrity.

The Accreditation Leadership Adhoc Subcommittee will present for information the results of the third quarter “How Do We Rate Checklist” summary for October, November, and December 2013. This checklist is used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution’s resolution of the Accreditation Team recommendations.

<i>Government Code:</i>	<i>Board Policy:</i> 1016	<i>Estimated Fiscal Impact:</i> \$	N/A
CEO GOALS 2013-2014 – #1 – Strengthen Accreditation Reports			

SUPERINTENDENT’S RECOMMENDATION:

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
<input checked="" type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

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

PRESENTER’S NAME

360 Campus Lane, Suite 201
 Fairfield, CA 94534

ADDRESS

707 864-7112

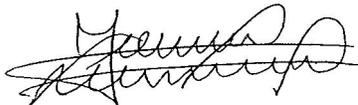
TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2014

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

January 6, 2014

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

14.	Do we keep the CEO informed about our contacts in the community, discussions with legislators and other policymakers, calls from citizens or College staff, and any visits to the College as related to College business?	Yes 6	No 1
15.	Do we help the CEO in being effective by not making unnecessary demands on him or her?	Yes 7	No
16.	Do we provide guidance, support, dialogue, information, and feedback to our CEO?	Yes 7	No
17.	Do we rely on our CEO for leadership and have confidence in his or her recommendations?	Yes 7	No
18.	Is our time spent in governing, not managing, the institution?	Yes 7	No
19.	Is the Board sensitive to the concerns of students and employees while maintaining impartiality and support for the CEO?	Yes 7	No
20.	Do we honor the professionalism of College staff by allowing them to perform their duties?	Yes 7	No
21.	As trustees, do we monitor ourselves carefully to ensure that offering opinions to the CEO and staff is not construed as directions?	Yes 6	No 1
22.	When issues arise, do we question whether the decision or action we are about to take reinforce our policy role, or is it an administrative decision?	Yes 7	No
23.	Do the Board President and the CEO emphasize that individual Trustees' opinions are simply opinions and that the only legitimate direction to the CEO comes from the Board as a whole?	Yes 7	No
24.	Do we have a clear understanding as a Board of what responsibilities have been delegated to the CEO?	Yes 7	No
25.	Do we recognize that the Board (not a single Trustee) has the legal right to give direction to only one employee, the CEO?	Yes 7	No
26.	Have we done anything as a Board this quarter to foster trust? If your answer is "Yes", write on the flipside of this page what we did this quarter as a Board to foster trust.	*Yes 6	*No
27.	Do we acknowledge that the CEO directs the staff, not the Board?	Yes 7	No
28.	Are we willing to invest the time in planning meetings to ensure success? [generate items; develop criteria; apply criteria]	Yes 7s	No
29.	Do we model the behaviors that the Board values? [consensus building? starting/finishing on time? moving the agenda forward?]	Yes 7	No
30.	Do the CEO, Board President and other Trustees have a cooperative relationship?	Yes 7	No
31.	Are we willing to invest the time to create an identity for our Board and a sense of teamwork?	Yes 7	No
32.	Does the Board work effectively to move deliberations and operations to the level of setting policy, goals, priorities, processes and frameworks, and monitor implementation?	Yes 7	No
33.	Do we provide fair, consistent, and constructive feedback to the CEO?	Yes 7	No

*One Trustee did not circle yes or no for area 26.

Section D: Please compute your score below.

A. Count "3" points for each "Yes" answer and "0" for each "No"
 Number of "Yes" answers ____ x 3 points = _____

TOTAL SCORE _____

B. Summary

- i. What score did you give the Board? _____
- ii. What are our strong points this quarter? (List areas by the applicable number(s) in the first column):

One Trustee Responded: Respect for individual views of Board members.

One Trustee Responded: #31

One Trustee Responded: Collegiality, cooperation, respect for each other; #20, #24 and #33.

- iii. Where do we need to improve? (List areas by the applicable number(s) in the first column.)

One Trustee Responded: #21 – I have already told the Trustee that an apology is due to the staff member. The Trustee agreed.

One Trustee Responded: #21 – We remain in compliance; however, there are times when we come very close.

C. Grade your perception of the Board’s Leadership this quarter with this scale. Check your grade.

= 7 **Effective:** 90 or above
 Average: 66 – 75

 Good: 78 – 87
 Below Average: Under 66

- D. Has our Board been an effective leader this quarter? 7 Responded Yes If not, what will it take to become one next quarter? (Write your response on the flipside of pages 1 and/or 2 of this document.)