

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONSENT AGENDA - DONATIONS
REQUESTED ACTION: APPROVAL

SUMMARY:

<u>NAME AND ADDRESS</u>	<u>ITEM</u>	<u>DEPARTMENT</u>
Ross Niffeneger 507 Flag Court Fairfield, CA 94533	2004 Kit Fox IV Amateur Built Kit plane	Aeronautics \$69,500.00
Shelia Costanzo, President JLC Contracting, Inc., 4311 Stonefield Lane Fairfield, CA 94534	New Refrigerator GTS16DTHWW New Microwave JES1456DSWW	Administration \$670.21

Acceptance of these donations is recommended at this time.

Government Code: Board Policy: 3350 Estimated Fiscal Impact: \$ In Kind Gifts

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

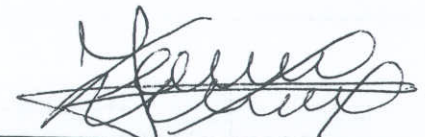
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 5, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

AGENDA ITEM 11.(c)
MEETING DATE October 15, 2014

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

TO: MEMBERS OF THE GOVERNING BOARD
SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES
REQUESTED ACTION: APPROVAL

EMPLOYMENT 2014-2015

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Sandra Diehl	Horticulture Faculty 50%	Fall 2014
Ken Williams	Horticulture Faculty 50%	Fall 2014
Laura Convento	Business Operations Coordinator (Range 35/Step 3)	10/16/14
Pricilla Hernandez- Neil	Temporary CalWORKS Coordinator	10/16/14

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Julie Martinez	From Student Services Asst. II (full-time) to Occupational Education Assistant Work Experience (half-time)	09/22/14

Short-term/Temporary/Substitute

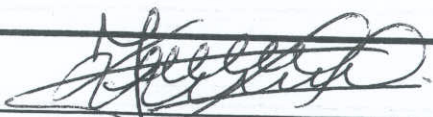
<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Sonja Abel	Clinical Instructor	General Fund	08/13/14 – 05/31/15	\$58.60 hr.
Kevin Anderson	Updating HS Articulation Agreements	CTE Transitions	10/01/14 – 06/30/15	\$69.25 hr.

Wade Larson, D.M.

Associate Vice President, Human Resources

October 3, 2014

Date Submitted


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

October 3, 2014

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 October 15, 2014
 Page 2

Short-term/Temporary/Substitute – continued:

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Damian Arnaiz	Chemistry Open Lab Instructor	Chemistry Open Lab Hours	08/31/14 – 12/16/14	\$69.52 hr.
Brenda Arnold	Student Services Asst. II	BFAP	09/01/14 – 10/31/14	\$16.56 hr.
Joyce Averett	Clinical Simulation Center Instructor	Enrollment Growth Grant	07/01/14 – 06/30/15	\$58.60 hr.
Kathleen Callison	Updating HS Articulation Agreements	CTE Transitions	10/01/14 – 06/30/15	\$58.60 hr.
James De Kloe	Updating HS Articulation Agreements	CTE Transitions	10/01/14 – 06/30/15	\$65.36 hr.
Debbie Dorrough	Clinical Simulation Center Instructor	Enrollment Growth Grant	08/13/14 – 05/31/15	\$59.91 hr.
Elizabeth Freed	Clinical Instructor (on-call)	General Fund	08/13/14 – 05/31/15	\$54.56 hr.
Michael Goodwin	Updating HS Articulation Agreements	CTE Transitions	10/01/14 – 06/30/15	\$66.67 hr.
Joseph Gumina	Curriculum Development for Auto tech Program	SB-70/ARFVTP Grant Not to exceed 24 hours	10/16/14 – 11/30/14	\$58.60 hr.
Christopher Hartman	Counseling DSPS for Alternate Media	DSPS	08/13/14 – 06/30/15	\$54.55 hr.
Wayne Hawkes	Chemistry Open Lab Instructor	Chemistry Open Lab Hours	08/13/14 – 12/16/14	\$76.04 hr.
Myra Kargbo	Clinical Simulation Center Instructor	Enrollment Growth Grant	07/01/14 – 06/30/15	\$54.57 hr.
Carica Macariola	Kinesiology/Athletic Asst.	General Fund	10/01/14 – 11/30/14	\$14.87 hr.
Ashah Nunez	Graphics Office Asst.	General Fund	09/08/14 – 06/30/15	\$10.60 hr.
Amy Obegi	Updating HS Articulation Agreements	CTE Transitions	10/01/14 – 06/30/15	\$62.64 hr.
Tonya Robinson	Geriatric Content Instructor	Enrollment Growth Grant	08/13/14 – 05/31/15	\$60.62 hr.
Daniel Romero	Athletic Trainer	General Fund	08/01/14 – 06/30/15	\$18.50 hr.
Stephanie Parrish	ESL/Spanish Instructor	WDCE	08/12/14 – 08/13/14	\$58.59 hr.
Annabelle Sanchez	Clinical Instructor	General Fund	08/13/14 – 05/31/15	\$59.91 hr.

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 October 15, 2014
 Page 3

Short-term/Temporary/Substitute – continued:

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Lavonne Slaton	Updating HS Articulation Agreements	CTE Transitions	10/01/14 – 06/30/15	\$54.56 hr.

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Shondra Avery	Co-present “PRIDE” Pre-Service for Foster Care & Adoption	10/02/14 – 10/30/14	\$1200.00

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Martin Juarez	School of Health Sciences	EMT Basic Skills for Spring & Fall 2014

AGENDA ITEM 11.(d)
MEETING DATE October 15, 2014

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

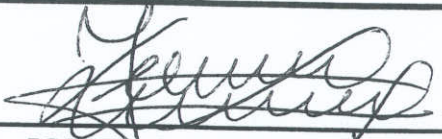
TO: Members of the Governing Board
SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION
REQUESTED ACTION: APPROVAL

PERSONAL SERVICES AGREEMENTS

Academic Affairs
Diane White, Interim Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Dr. Michael Aubry	Conduct Small Business Sector Knowledge Communities Convener activities	October 16, 2014 – June 30, 2015	Not to exceed \$4,500.00
David Hollomon	Conduct Small Business Sector Knowledge Communities Convener activities	October 16, 2014 – June 30, 2015	Not to exceed \$4,500.00
Roietta Fulgham	Conduct Small Business Sector Knowledge Communities Convener activities	October 16, 2014 – June 30, 2015	Not to exceed \$4,500.00

Yulian I. Ligioso
Vice President, Finance and Administration


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

October 3, 2014
Date Submitted

October 3, 2014
Date Approved

School of Career Technical Education and Business
Máire Morinec, Dean

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Lorraine Merrida Roos	Coordinate student recruitment for Workforce Training and Grants Management	September 18, 2014 – September 30, 2015	Not to exceed \$15,200.00
Takigawa Designs	Webpage development for the Automotive Department	September 18, 2014 – September 30, 2014	Not to exceed \$5,500.00

School of Liberal Arts
Neil Glines, Dean

Staci Arriaga	Choreography for Fall Musical 2014	September 18, 2014 – October 20, 2014	Not to exceed \$1,500.00
Kevin Fortney	Sound design for Fall Musical 2014	September 18, 2014 – October 20, 2014	Not to exceed \$1,850.00
Scott Sullens	Lighting design for Fall Musical 2014	September 18, 2014 – October 20, 2014	Not to exceed \$1,850.00
Stephanie Whited	Stage manager for Fall Musical 2014	September 18, 2014 – October 20, 2014	Not to exceed \$1,500.00

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

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

09/08/2014	Vendor Payment	2511057613	\$2,960.00
09/08/2014	Vendor Payment	2511057614-2511057615	\$21,587.41
09/08/2014	Vendor Payment	2511057616-2511057617	\$8,247.86
09/08/2014	Vendor Payment	2511057618-2511057698	\$239,286.24
09/11/2014	Vendor Payment	2511057699-2511057757	\$9,419.50
09/15/2014	Vendor Payment	2511057758	\$102.05
09/15/2014	Vendor Payment	2511057759-2511057762	\$1,097,332.00
09/15/2014	Vendor Payment	2511057763-2511057766	\$39,169.54
09/15/2014	Vendor Payment	2511057767-2511057768	\$61,278.80
09/15/2014	Vendor Payment	2511057769-2511057856	\$137,921.58
09/22/2014	Vendor Payment	2511057857	\$42,360.00
09/22/2014	Vendor Payment	2511057858-2511057860	\$342,149.19
09/22/2014	Vendor Payment	2511057861	\$18,531.25

CONTINUED ON NEXT PAGE:

Government Code: ECS 70902 & 81656 Board Policy: 3240 Estimated Fiscal Impact: \$3,352,809.31

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

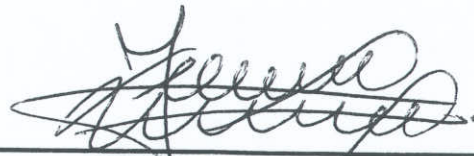
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

09/22/2014	Vendor Payment	2511057862-2511057930	\$108,348.70
09/23/2014	Vendor Payment	2511057931-2511057932	\$118,133.44
09/24/2014	Vendor Payment	2511057933-2511079996	\$170,849.59
09/26/2014	Vendor Payment	2511057997-2511058089	\$28,734.20
09/29/2014	Vendor Payment	2511058090	\$38,685.75
09/29/2014	Vendor Payment	2511058091-2511058093	\$78,967.49
09/29/2014	Vendor Payment	2511058094-2511058181	<u>\$788,744.72</u>
TOTAL			\$3,352,809.31

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.

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

TO: Members of the Governing Board
SUBJECT: CONTRACT ARMS ENTERPRISE
REQUESTED ACTION: APPROVAL

SUMMARY:

The Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act codified at 20 USC §1092(f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with it.

Automated Records Management Systems (ARMS) is the Solano Community College Police Department's current Crime/Incident Report Writing Software and Database. SCCPD would like to add a Crime Mapping feature that integrates a Google Satellite Map of District Properties with the location of all reported incidents/crimes by latitude/longitude entered in ARMS reports. This feature will enable SCCPD to effectively deploy resources in efforts to reduce/eliminate repeat offenses.

The annual fee for support and maintenance is \$3,800.00. The crime mapping module is \$1,200.00. Board approval is requested at this time.

Government Code: 20 USC §1092(f) Board Policy: Estimated Fiscal Impact: \$5,000

SUPERINTENDENT'S RECOMMENDATION:

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

Eric Thelen,
Chief of Police

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7000 ext. 7224


TELEPHONE NUMBER

Administration

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Quote

Quote # Q1400794

DATE MAILED: September 9, 2014

PO:

PLEASE NOTE THE NEW REMIT TO ADDRESS!

Bill To: SOLANO COMMUNITY COLLEGE Eric Thelen Public Safety 4000 Suisun Valley Road Building 1800B Fairfield, CA 94534 For: ARMS Enterprise Current Support and Maintenance through: June 30, 2014	Remit to: ARMS Accounting PO Box 188 Oxford, MS 38655 Phone: 800-776-6783 Fax: 213-596-1478
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DESCRIPTION	AMOUNT
Support and Maintenance – July 1, 2014 through June 30, 2015 Includes: Technical Support for 12 months via email or phone. Technical Support hours are Monday-Friday, 8:00 am to 8:00 pm, CST. After-hour 24/7/365 support is available for all emergencies. Access to End2End Support site. Download the applications, upgrades, manuals, documents, FAQ's and more. Access to the End2End Public Safety Forum. Communicate with the staff and other members of the ARMS community to discuss any issues concerning public safety. Unlimited number of support incidents for 12 months. We offer assistance for all areas of ARMS. Free upgrades for 12 months. Any new major releases of the covered software will be made available at no charge ARMS Mapping Portal Includes: Online portal software, providing access to approved ARMS system information to the public, media and personnel. Crime/Clergy information displayed in a map format. Hosted by ARMS	\$3,800.00 \$1,200.00
TOTAL	\$5,000.00

Payment options

- 1) Make all checks payable to End2End
- 2) Credit Card
- 3) ACH Payments:

Bank	Bancorp South
Account Name:	End2End Public Safety
Account Number:	75166041
ABA:	084201278

If you have any questions concerning this invoice, contact Customer Service at 1-800-776-6783
 Email: accounting@arms.com.

Thank you for your Business!

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AMENDMENT WITH UTELOGY
CORPORATION FOR PROFESSIONAL SERVICES FOR
DISTRICT INFORMATION TECHNOLOGY
INFRASTRUCTURE PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

On July 16, 2014, the Governing Board approved item 10.(i), professional services for the deployment of "SMART classroom" technology. This request will amend the previously approved agreement with Uteology Corporation. Services include project management and coordination services in support of SMART classroom deployment as part of the overall District-wide technology initiative. The time of the contract will be extended through December 31, 2014.

This contract amendment will provide for additional project management and implementation services for SMART classroom deployment, not to exceed \$7,500.00.

The contract amendment is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: Board Policy: Estimated Fiscal Impact: \$7,500 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

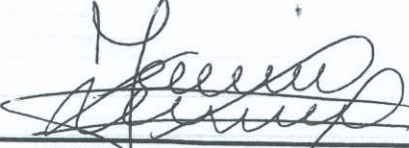
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

October 3, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: **CONTRACT AMENDMENT WITH DUTRA CERRO
GRADEN FOR PROPERTY PURCHASES CONSULTING
SERVICES**

REQUESTED ACTION: **APPROVAL**

SUMMARY:

On December 18, 2013, the Governing Board approved item 11.(g), a contract for Dutra Cerra Graden, Inc. for real estate and due diligence consulting services for the purchase and lease of property. This request will amend the previously approved agreement to include the Northgate Marketplace property purchase and additional due diligence services, in accordance with the purchase contract.

This contract amendment will provide property purchase consulting services for the Northgate Marketplace property purchase in the amount of \$ 106,223.00.

The contract amendment is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: *Board Policy:* *Estimated Fiscal Impact: \$106,223 Measure Q Funds*

SUPERINTENDENT'S RECOMMENDATION:

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

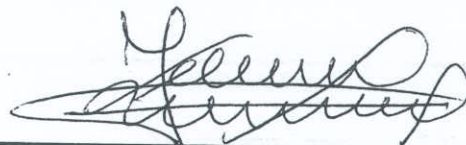
Leigh Sata
Executive Bonds Manager
PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534
ADDRESS

(707) 863-7855
TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: JLC CONTRACTING NOTICE OF COMPLETION FOR
SMALL CAPITAL PROJECTS – B100 STAFF LOUNGE

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the Notice of Completion for a small capital project – the Building 100 Staff Support Space. On July 29, 2014, JLC Contracting, Inc., was selected to provide construction services for the B100 Staff Support Space. Work on this project is complete, and at this time the District gives notice and certifies that:

- The project has been inspected and complies with the plans and specifications.
- The contractor has completed the work.
- The contract for the project is accepted and complete.
- Upon Board approval a Notice of Completion will be filed with Solano County for the project.

Government Code: Board Policy: Estimated Fiscal Impact: \$0 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 203
Fairfield, CA 94534

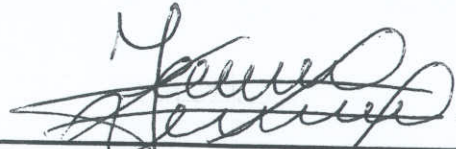
ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RECORDING REQUESTED BY:

When recorded mail to:

Leigh Sata, Executive Bonds Manager
Solano Community College District
360 Campus Lane, Suite 201
Fairfield, CA 94534

Notice of Completion

State/local governmental entity recording fee when document is for the benefit of the government entity – GC6103 (no fee)
Must be recorded within 10 days after completion

In execution of this Notice, notice is hereby given that:

1. The undersigned is an owner or agent of an owner of the estate or interest stated below.
2. The name of the owner is Solano Community College District.
3. The address of the owner is 360 Campus Lane, Suite 201, Fairfield, CA 94534.
4. The nature of the estate or interest is: Solano Community College District in fee.
5. The name and addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 10/15/2014
 7. The Project Name & Number are Building 100 Staff Support Space
 8. DSA Number (if applicable) NA
 9. The contractor for such work of modernization is JLC Contracting, Inc.
 10. The name of the contractor's Surety Co. is HCC
 11. The date of contract between the contractor and the above owner is 07/29/2014
 12. The street address of said property is 4000 Suisun Valley Road, Fairfield, CA 94534
 13. APN # _____
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Building 100 Staff Lounge/Break Room
-
-

Date

Signature of Owner
Solano Community College District

Verification

I, undersigned, say:

I am Executive Bonds Manager

("President," "Owner," "Manager," etc.)

Of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is correct and true.

Executed on _____, at _____, California.
(City or Town where signed)

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

TO: Members of the Governing Board

SUBJECT: APPROVAL OF THE INSPECTOR OF RECORD
SERVICES POOL OF FIRMS

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the pool of qualified project inspection service firms for construction inspection services as part of the District's Measure Q Bond program. Under the Field Act, project inspectors (often referred to as "inspectors of record" or "IORs" for short) are required to monitor and inspect construction projects on a daily basis and provide documentation that the project is being constructed to the standards shown in the architect's drawings. The drawings are reviewed and approved by the Department of the State Architect (or DSA) and the inspectors are certified by DSA.

A Request for Qualifications (RFQ) was issued on August 20, 2014, and on September 17, 2014 the District received five (5) Statements of Qualification (SOQ) in response. The submissions were reviewed and evaluated by a selection committee consisting of design and construction professionals and all five firms were deemed qualified and responsive.

The Committee recommends that all five qualified firms be included in the pool. A list of firms is attached.

Government Code: N/A

Board Policy:

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

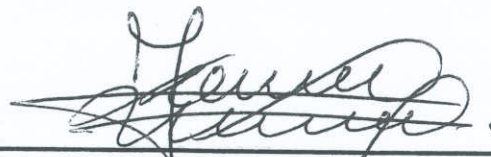
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**RECOMMENDED FIRMS TO BE INCLUDED
IN THE INSPECTOR OF RECORD SERVICES POOL
PER RFQ #15-003
SOLANO CCD CAPITAL IMPROVEMENT PROGRAM**

In alphabetical order:

- 1. NORM DIETRICH INSPECTION SERVICES INC.**
- 2. JOHN R. HANNA INSPECTIONS INC.**
- 3. KING CONSTRUCTION INSPECTIONS INC.**
- 4. OPTIMA INSPECTIONS INC.**
- 5. TYR I.O.R. SERVICES**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: APPROVAL OF THE SPECIAL INSPECTION SERVICES
AND TESTING LAB POOL OF FIRMS

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the pool of qualified special inspection services and Testing Lab firms as part of the District's Measure Q Bond program. Special inspectors and testing labs are required to support all construction activity under projects approved under the auspices of the Field Act. Special inspection and testing are required for certain types of work that is approved by the Department of the State Architect (or DSA). The inspectors and labs are certified by the Department of the State Architect.

A Request for Qualifications (RFQ) was issued on August 20, 2014 and on September 17, 2014 the District received nine (9) Statements of Qualification (SOQ) in response. The submissions were reviewed and evaluated by a selection committee consisting of design and construction professionals and five firms were deemed qualified and responsive.

The Committee recommends five (5) qualified firms for the pool. A list of firms is attached.

Government Code: N/A

Board Policy:

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

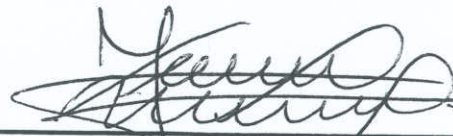
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 3, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**RECOMMENDED FIRMS TO BE INCLUDED
IN THE SPECIAL INSPECTIONS SERVICES POOL
PER RFQ #15-005
SOLANO CCD CAPITAL IMPROVEMENT PROGRAM**

In alphabetical order:

- 1. NEIL O. ANDERSON**
- 2. CONSOLIDATED ENGINEERING LAB**
- 3. CONSTRUCTION TESTING SERVICES INC.**
- 4. ISI INSPECTION SERVICES INC.**
- 5. NINYO & MOORE**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ACTIONS
AS SUBMITTED BY THE CURRICULUM COMMITTEE, A
SUBCOMMITTEE OF THE ACADEMIC SENATE

REQUESTED ACTION: APPROVAL

SUMMARY:

During the fall 2014 semester in the months of August and September 2014, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

Government Code Title V, Chapter 6, Subchapter 2, beginning with §55100 Board Policy: 6100
Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Diane White
Interim Vice President

PRESENTER'S NAME

360 Campus Lane, Room 201
Fairfield, CA 94534

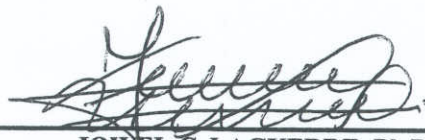
ADDRESS

(707) 864-7102

TELEPHONE NUMBER

Academic Affairs
ORGANIZATION

October 3, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

October 3, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the fall 2014 semester in the months of August and September 2014, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

COURSE MODIFICATIONS

- (CP14-107) Review of Scientific Principles of Pre-Nursing Units, contact hours
- (CP14-93) BUS 018 Legal Environment of Business Objectives, assessment, assignments, textbooks
- (CP14-94) CIS 001 Introduction to Computer Science Description, content
- (CP14-97) HUMN 001 What it Means to be Human Prerequisite, Content, Textbooks
- (CP14-98) JOUR 062 Publications Laboratory III Prerequisite
- (CP14-99) JOUR 064 Publications Portfolio Prerequisite
- (CP14-100) KINE 020W Biology of Exercise Course title, SAM Code, GE Information, Assignments, Content, Textbooks
- (CP14-101) KINE 083 Tactical Fitness Course title, GE. Units, Contact Hours. Catalog Description, Objectives, Assessment, Assignments, Content, Textbook
- (CP14-95) MATH 020 Analytic Geometry and Calculus I Objectives, content
- (CP14-96) MATH 021 Analytic Geometry and Calculus II Objectives, content
- (CP14-108) MUSC 001 Beginning Theory I
- (CP14-109) MUSC 002 Beginning Theory II
- (CP14-110) MUSC 003 Advanced Theory I
- (CP14-111) MUSC 004 Advanced Theory III
- (CP14-102) OT 054B Beginning Keyboarding B Prerequisite
- (CP14-103) OT 055A Intermediate Keyboarding/Word Processing A Prerequisite
- (CP14-104) OT 055B Intermediate Keyboarding/Word Processing B Prerequisite
- (CP14-105) PSYC 002 Biological Psychology Prerequisite, Objectives, Content, Textbook
- (CP14-106) SOC 001 Introduction to Sociology Content, Textbooks

NEW COURSES

- (CP14-92) Automotive Engine Performance
- (CP14-107) Prepare for Math Success

CONSENT ITEM

- Hazardous Substance and Waste Handling Technician - Certificate of Achievement
- Home-Based Computer Processor - Job Direct Certificate
- Bank Operations - A.S. and Certificate of Achievement
- Wildland Fire Technology - Job-Direct Certificate (courses in degree are no longer available)
- Studio Arts A.A.-T - re-add ART 012 to List B (not deletion)

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY
COLLEGE DISTRICT AND CHABOT-LOS POSITAS
COMMUNITY COLLEGE DISTRICT FOR CALIFORNIA
EARLY CHILDHOOD MENTOR PROGRAM

REQUESTED ACTION: APPROVAL

SUMMARY:

This agreement is entered into by and between the Chabot-Los Positas Community College District (CLPCCD) on behalf of its California Early Childhood Mentor Program and Solano Community College District (SCCD).

The CLPCCD has applied for and has received a grant from the California State Department of Education for the purposes of operating a Mentor Program. The CLPCCD has received authorization from its Board of Trustees to enter into agreement with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

A copy of the Agreement is available for review in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of the Interim Vice President of Academic Affairs.

Government Code: Board Policy: Estimated Fiscal Impact: Grant: \$15,887
BOT 2013-14 Goal #3

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Diane M. White
Interim Vice President

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

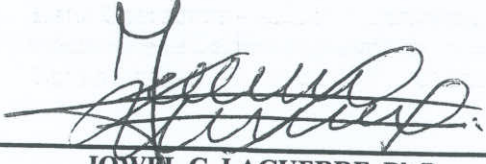
ADDRESS

707-864-7102

TELEPHONE NUMBER

Academic Affairs
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement, dated for reference purposes only, August 1, 2014, is entered into by and between: the Chabot-Las Positas Community College District (CLPCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Solano Community College/Solano County Community College District, hereinafter known as "Contractor."

This agreement is entered into pursuant to Chabot-Las Positas Community College District Board of Trustees Resolution No. 05-1314.

Appropriation or Grant Number CN140097

RECITALS:

Whereas, the Chabot-Las Positas Community College District has applied for and has received a grant from the California State Department of Education (Resolution 05-1314) for the purposes of operating a Mentor Program; and

Whereas, the CLPCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on August 1, 2014 and terminate July 31, 2015 except as otherwise set forth in this agreement.

2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.

3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.

4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.

6. **ASSIGNMENT:** Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION**: District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE**: All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW**: This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in Dublin, California.

10. **SEVERABILITY**: If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER**: The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT**: Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS**: No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST**: Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES**: Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION**: District agrees to defend and indemnify and hold harmless Contractor, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of District, its Board of Trustees, officers, agents, and employees.

Contractor agrees to defend and indemnify and hold harmless District, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of Contractor, its Board of Trustees, officers, agents, and employees.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS**: Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to

be performed under this Agreement, including all applicable provisions for subrecipient monitoring of federal funding awards.

18. **LIABILITY OF DISTRICT:** District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this Agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.

21. **ENTIRE AGREEMENT/MODIFICATION:** This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate on the date specified immediately adjacent to their signatures below.

"District"

By:

Signature of CLPCCD person authorized to execute agreement

Print Name: Lorenzo Legaspi

Title: Vice Chancellor of Business Services

Date: August 1, 2014

"Contractor"

By:

Signature

Print Name:

Title:

Address:

Date:

Recommended By:

Signature:

Linda Olivenbaum

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 25555 Hesperian Blvd.

Hayward, CA 94545

Date: August 1, 2014

Approved as to Form by: Ronald Lee, General Counsel



Attachment A
Solano Community College/Solano County Community College
District
August 1, 2014 – July 31, 2015

- A. Chabot-Las Positas Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:
1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.
 2. Travel expenses for the Contractor's Local Coordinator to attend statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.
 3. \$3168 for instructional costs related to the offering of a Mentor Seminar and a Director Seminar, as described in the *Program Manual*. The Coordinator may make a written request to the District for an additional \$1,584 maximum to offer the Mentor Teacher/Adult Supervision Course in the 2014-2015 contract year.
 4. \$3450 for the Contractor's Local Coordinator to implement and develop the program, arrange for the course offering, recruit prospective Mentors, appoint a Selection Committee, coordinate the selection process, place student teachers with Mentors and approve Post-Practicum, Individual Student Mentoring, Mentoring Record, Birth to Three/FCCH Mentoring Record, Director Mentor, Director Mentoring Record, and Birth to Three/FCCH Director Mentoring Record placements. The Contractor's Coordinator may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner.
 5. Up to \$2,500 for a \$250 honorarium per person for up to 10 Selection Committee Members to meet to review applications, visit and evaluate applicants' teaching practices and classroom environment with the appropriate Harms and Clifford scale, visit and evaluate Director Mentor applicants' leadership and management skills with the *Program Administration Scale* (PAS) or the *Business Administration Scale* (BAS), check references and make final decisions on qualified classroom Mentors and Director Mentors. Committee Members may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District.
 6. \$5035 in stipend support for 6 Mentors and all selected Director Mentors. **Selecting Director Mentors and supporting their placements with protégés is a requirement of the Mentor Program.** All stipends will be paid directly by the Chabot-Las Positas Community College District and calculated according to the formula and procedures currently described in the *Program Manual* and as may reasonably be revised by the District. Stipends are for the following purposes:
 - Practicum placement(s) for mentoring practicum students placed with Mentors
 - Post-Practicum Stipend(s) to support Mentors for continued mentoring of protégés who were former practicum students placed with Mentors

- Individual Student Mentoring Contract(s) to support pairing a Mentor with an Early Childhood Education student for non-course based contact time
- Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services
- Birth to Three/FCCH Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services for Infant/Toddler and Family Child Care teachers and providers
- In-Service Training stipends for Mentors for fulfilling the In-Service training requirements as set forth in the *Program Manual*
- Director Mentor Placement(s) to support Director Mentors for mentoring of protégé directors
- Director Mentoring Record Hour(s) to support Director Mentors as they meet protégé directors' and Director Mentor applicants' needs for short-term, hourly mentoring
- Birth to Three/FCCH Director Mentoring Record Hour(s) to support Director Mentors as they offer hourly mentoring services for Infant/Toddler directors and Large Family Child Care providers

7. \$150 for materials for Mentors and Director Mentors (books, Harms and Clifford scales, instructional materials, etc.) and/or printing and copying costs for program implementation or Mentor materials. Coordinators may be reimbursed directly by the Chabot-Las Positas Community College District in the sole discretion of the District, or through their local college.

B. Contractor as a college agrees to designate a Local Coordinator. The Coordinator shall be responsible for the following activities:

Selection and Re-Certification

1. Promoting the program on campus and in the community.
2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.
4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.
6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.
7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
8. Appointing a Selection Committee of up to 10 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g.,

Head Start, preschool, subsidized, non-profit). The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.

9. Training Selection Committee Members in the use of the Harms and Clifford Scales; the *Early Childhood Environment Rating Scale-Revised* (ECERS-R), the *Infant/Toddler Environment Rating Scale-Revised* (ITERS-R), the *School-Age Care Environment Rating Scale* (SACERS), and *Family Child Care Environment Rating Scale-Revised* (FCCERS-R). Training Selection Committee Members in the use of the *Program Administration Scale* (PAS) and the *Business Administration Scale* (BAS).
10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but **mandatory** for college Coordinators in a Region.
11. Scheduling meetings for the Selection Committee to review Mentor and Director Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by **June 1st of each contract year**.
12. Notifying all new and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.
13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.
14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.
15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.
17. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.
18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.
19. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.
20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.

Placements and Stipend Activities

21. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.

22. Providing the District with official course outlines for all courses in which students may be placed with Mentors.
23. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
24. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
25. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:
 - Mentor-protégé contracts for Post-Practicum placements;
 - Mentor-student contracts for Individual Student Mentoring;
 - Hourly Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
 - Director Mentor-protégé director contracts for Director placements;
 - Hourly Director Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Director Mentoring Record stipends for short-term mentoring services for Infant/Toddler directors and Large Family Child Care providers
26. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

Payments

27. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.
28. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
29. Submitting all fiscal reporting and requests for reimbursement to the District no later than **June 15th of each contract year.**
30. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely or accurate manner.
31. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.
32. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.
33. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.
34. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District.

Evaluations

35. Facilitating program evaluation.
36. Requiring completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, Birth to Three/FCCH

Mentoring Record Protégé Evaluation, Birth to Three/FCCH Director Mentoring Record Protégé Evaluation, and Director Seminar Evaluation Forms by program participants.

Agreements and Reports

37. Completing and submitting to the District Quarterly Reports as follows:
 - First Quarter: August 1 to October 31, due **October 31st of each contract year**
 - Second Quarter: November 1 to January 31, due **January 31st of each contract year**
 - Third Quarter: February 1, to April 30, due **April 30th of each contract year**
38. Completing and submitting to the District all Annual Reporting materials on or before **June 15th of each contract year**.

Mentor Program Meetings

39. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
40. Selecting eligible participants for the annual Mentor Institute.

Maintaining Records

41. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.
42. Maintaining program data and records in archives for five years.

- C. Contractor will designate an instructor who will be responsible for teaching the Mentor Teacher/Adult Supervision Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included in the *Program Manual* and as may be reasonably revised by the District.
- D. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:
 1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.
 2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and C in this Attachment.
 3. Two years of experience as a classroom teacher or family child care provider.
 4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.
 5. The Mentor Application (see *Program Manual*) which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.
 6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITTERS-R, SACERS or FCCERS-R).

- E. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:
1. Three years of experience as a director or site supervisor in a child development program (current or prior).
 2. Successful completion of a Director Mentor Information Session Webinar and a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District.
 3. The Director Mentor Application (see *Program Manual*) which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for *Program Administration Scale* (PAS) or *Business Administration Scale* (BAS) review, and references.
 4. Completion of a *Program Administration Scale* (PAS) or *Business Administration Scale* (BAS) interview by members of the Mentor Selection Committee. A site review of the applicant's worksite (if applicable).
- F. Contractor agrees to provide the following resources for implementation of the program:
1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.
 2. Funds for program costs in excess of amounts provided in Section A of this agreement.
- G. Contractor agrees that in cases where active Mentors or Director Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.
- H. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.

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

TO: Members of the Governing Board

SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT AND THE DEPARTMENT OF CORRECTIONS AND REHABILITATION, CALIFORNIA STATE PRISON - SOLANO

REQUESTED ACTION: APPROVAL

SUMMARY:

California State Prison - Solano (CSP-Solano) and Solano Community College District (SCCD) agree to allow inmates housed at CSP-Solano to participate in college courses offered through an accredited college general education program. This program is defined as an academic transfer curriculum provided through correspondence education by SCCD.

The scope of this Agreement will provide the inmates housed at CSP-Solano, an opportunity to earn college credits while incarcerated within the California Department of Corrections and Rehabilitation (CDCR), at no negative fiscal impact to CDCR or CSP-Solano.

Approval is requested at this time.

Government Code: BOT Goals 2013-14: #3
Board Policy: CEO Goals 2013-14: #5
Estimated Fiscal Impact: \$ 20,000

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

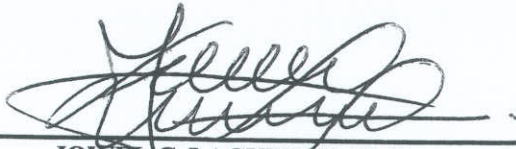
707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
DATE SUBMITTED TO

SUPERINTENDENT-PRESIDENT


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

October 3, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

AGREEMENT
BY AND BETWEEN

SOLANO COMMUNITY COLLEGE
DISTRICT
AND
THE DEPARTMENT OF
CORRECTIONS AND REHABILITATION
CALIFORNIA STATE PRISON - SOLANO
FALL 2014

In accordance with California Educational Code, California State Prison - Solano (CSP-Solano) and Solano Community College District (SCCD) agree to allow inmates housed at CSP-Solano to participate in college courses offered through an accredited college general education program. This program is defined as an academic transfer curriculum provided through correspondence education by SCCD. The scope of this Agreement will provide the inmates, housed at CSP-Solano, an opportunity to earn college credits while incarcerated within the California Department of Corrections and Rehabilitation (CDCR), at no negative fiscal impact to CDCR or CSP-Solano.

This Agreement shall become effective upon the execution by all parties hereto and to commence on October 1, 2014 or until such time either party determines that the agreement be terminated.

This Agreement is made and entered into by and between the Solano Community College District (hereinafter referred to as DISTRICT), and the Department of Corrections and Rehabilitation, CSP-Solano (hereinafter referred to as AGENCY), for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational courses for AGENCY.

I. RESPONSIBILITIES OF THE DISTRICT

- A. DISTRICT shall appoint a Correspondence Program Coordinator, who is responsible for the overall operation of the correspondence program at the AGENCY. The Correspondence Program Coordinator will provide a schedule and timeline to the AGENCY, Education Principal/Vice Principal, with a lead time of a minimum of two weeks. The coordinator shall act as the AGENCY representative for all DISTRICT affiliated educational courses. Under no circumstances; however, shall the coordinator have authority over the remaining operations of the AGENCY, including personnel issues concerning AGENCY representatives, operational budget, or the use, maintenance, or scheduling of AGENCY facilities.
- B. DISTRICT will ensure whenever possible that ancillary and support services are provided for the students (e.g., counseling and guidance, placement

assistance).

DISTRICT Academic Counselors will arrange for placement testing to be conducted at AGENCY. Through placement testing, Academic Counselors will assist the inmate in appropriate courses of study. All assessment results which make use of standardized scoring shall be explained and interpreted to students by DISTRICT counselors trained in the use and meaning of such assessments. Potential students will be administered a placement exam by SCCD Staff. It should be noted that entrance into a California Community College does not require a GED or High School Diploma.

DISTRICT will assist students in apply for various funding.

DISTRICT shall be responsible for evaluation of inmate learning disabilities. A DISTRICT staff member or consultant who is trained and certified in making such evaluations will accomplish this at AGENCY. If an inmate claims a physical disability, he will sign a release form and along with a request from DISTRICT, will be presented to AGENCY's Medical Department for review of the inmate's medical records. The completed medical records review will be returned to the DISTRICT staff member or consulted and to the DISTRICT.

- C. DISTRICT shall approve of the selection of instructors and facilitators and evaluate the quality of instruction to ensure that it meets the needs of the students and the accreditation requirements of the DISTRICT.
- D. DISTRICT shall ensure that course offering meet all appropriate California Code of Regulations, Title 5 (hereinafter referred to as Title 5) and California Education Code (hereinafter referred to as EDUCATION CODE) requirements.
- E. DISTRICT shall consult the AGENCY on any revisions to existing DISTRICT courses, initiation of new courses or any other changes, in order to ensure the quality of education services and to meet the needs of the AGENCY.
- F. DISTRICT will ensure that courses selected do not require or provide any non-institution approved tool, software, or equipment. Books, paper materials (non-spiral metal bound notebooks), worksheets, pens, pencils, and non-programmable solar powered calculators are acceptable.
- G. DISTRICT will pick up and deliver all materials, books, at a designated location.
- H. DISTRICT has the right to control and direct the instructional activities of the instructor and shall demonstrate control and direction through such

actions as providing the instructor of record an orientation, instructor's manual, Title 5 course outlines, curriculum materials, testing and grading procedures and any other materials and services it would provide its hourly instructors on campus.

- I. DISTRICT employees shall cooperate with AGENCY (institutional) authorities by observing and complying with all CDCR rules and regulations presently enforced.
- J. DISTRICT agrees that while on AGENCY grounds, all agents, employees, and or representatives of the DISTRICT shall be professionally and appropriately attired and clothing shall be distinct from that worn by inmates at the institution. DISTRICT employees will not wear blue or gray denim jeans/pants/trouser or chambray, shirts, as this is inmate attire. DISTRICT employees shall not wear orange/red/yellow jumpsuits or rainwear.

These requirements apply when entering and exiting the institution through all entrance gates. No cell phones, electronic communication devices or computers will be allowed inside the secure perimeter.

- K. DISTRICT employees may enter the AGENCY only when escorted by AGENCY personnel and after clearance procedures have been completed.
- L. All DISTRICT employees shall remove ignition keys from their vehicles when they are out of the vehicle. Unattended vehicles shall be locked. In order to maintain prison security, searches on site may become necessary, and keys must be furnished to provide access to all locked areas.
- M. DISTRICT employees shall not cause undue interference with the operations of the AGENCY.
- N. No picketing is allowed on state property.

II. RESPONSIBILITIES OF THE AGENCY

- A. AGENCY shall provide classroom space at the AGENCY for use as an off-campus site by the DISTRICT free of charge.
- B. AGENCY staff will be responsible for ensuring priority ducat lists are submitted for all incarcerated students scheduled for an interview with the DISTRICT staff or for required testing.
- C. AGENCY shall assist in a day-to-day management support, and all other related overheads necessary to conduct the DISTRICT's affiliated education programs.

- D. AGENCY shall assist the DISTRICT in maintaining records of student attendance and achievements. The AGENCY will assist the DISTRICT in maintaining the confidentiality of all student records. Should any request for disclosure of student record information be made to the AGENCY or to any AGENCY employee or representative of the AGENCY, that request shall immediately be forwarded to the DISTRICT.
- E. AGENCY shall cooperate with the DISTRICT to ensure that all personnel, equipment, and materials used in carrying out its responsibilities under this contract conform to Education Code and Title 5 mandated standards governing instructional programs including minimum qualifications for instructors.
- F. The AGENCY will inventory all textbooks and ensure an Inmate Trust Withdrawal is signed for each textbook issued to incarcerated students.
- G. Upon completion of the semester, AGENCY will inventory all textbooks and will secure textbooks until the beginning of the next semester.
- H. Prior to the beginning of the new semester, AGENCY staff will make a list of possible new students. AGENCY will contact the DISTRICT Correspondence Coordinator to convey the number of applicants. The DISTRICT will inform the AGENCY of the number of incarcerated students the DISTRICT can support.

III. THE EDUCATIONAL PROGRAM

- A. The DISTRICT is responsible for the educational program that is the subject of this Agreement.
- B. Any instructor used for service under this Agreement shall possess the minimum qualifications for instruction in the course and shall have any other applicable qualifications that are consistent with the teaching requirements of any similar course which is given by the DISTRICT. The DISTRICT shall have the right to control and direct the activities of said instructor while he/she is performing services under this agreement.
- C. The DISTRICT and AGENCY ensure that courses selected do not require or provide any non-AGENCY approved tool, software, equipment or materials. Books, paper materials (non-spiral metal bound notebooks), worksheets, pens, pencils (non-mechanical), and non-programmable solar powered calculators are acceptable. No video-conferencing or on-line computer coursework will be offered.
- D. Coursework packets transferring between the DISTRICT and the AGENCY will contain class-related material only. Should the DISTRICT receive any correspondence from incarcerated students that is not course

related, the DISTRICT will immediately notify the AGENCY's Education Department.

- E. All courses under this Agreement must have met any applicable standards including any applicable approval by the DISTRICT and the State Chancellor's Office.
- F. All courses offered under this agreement must be conducted on an individual correspondence basis; however, group instructional activities may be offered when AGENCY deems it appropriate.
- G. The DISTRICT will provide and maintain a learning library that will include textbooks.
- H. The DISTRICT and AGENCY shall ensure all qualifying incarcerated students are registered and that mid-term and final evaluations are conducted.

DISTRICT will ensure that students are registered and that mid-term evaluations/counseling sessions are conducted.

DISTRICT educational counselors will require at least three (3) counseling sessions per semester. The first is an orientation and will be conducted in a group format (may provide a video tape presentation). The second will be for midterm progress evaluation and will require one on one interviews. The third will be around the final exam time and will also require one on one interviews. DISTRICT will be responsible for ensuring staff members have been previously cleared and will provide visit date requests through AGENCY.

- I. The DISTRICT shall provide an orientation in a group format (may be provided by a videotape presentation). The DISTRICT in coordination with the AGENCY shall be responsible for ensuring that visiting DISTRICT staff members have proper gate clearance, and will provide visit date requests to AGENCY.
- J. The DISTRICT will pick up and deliver all textbooks, and materials at a designated location. The AGENCY will inspect and approve all material in accordance with the AGENCY'S Policy and Procedure.
- K. The DISTRICT and AGENCY are responsible to ensure there is a DISTRICT staff member available during all registrations periods and evaluation sessions. This would be considered a "special function" and may be accomplished on state time the same way as GED graduation and other special functions/activities are conducted.

- L. In the event the facility or housing unit is under lock-down or a modified program, all assignments and exams may be rescheduled until after the facility returns to normal programming.
- M. The rules and regulations governing the withdrawal of students prior to completion of courses under this Agreement shall be stated in the Solano Community College catalog when the student is enrolled in the course.

IV. STUDENT REQUIREMENTS

- A. A student who has attempted at least 12 semester units shall be placed on academic probation if the student has earned a grade point average below 2.0.
- B. A student on academic probation shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.
- C. A student who is on academic probation shall be subject to dismissal if the student earns a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive semesters.
- D. A student wishing to appeal placement on achievement probation, progress probation, or dismissal may submit a written request to the DISTRICT.
- E. A student requesting to return to college after being dismissed may present a written petition/request to the Dismissal Hearing Committee. This request may be made after at least one semester has elapsed since the time of dismissal.

V. MISCELLANEOUS

- A. If any of the provisions of this contract are found to be, or become contrary to state law or regulations or court decisions, DISTRICT and AGENCY agree that the contract shall be renegotiated as it relates to said provision, without affecting the balance or intent of this contract.
- B. The DISTRICT agrees to indemnify and hold harmless the AGENCY and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising solely from DISTRICT'S acts, errors, or omissions and for any cost or expense incurred by the AGENCY on account of any claim therefore arising out of or alleged to arise out of or in any way connected with making or performance of this Agreement.
- C. The AGENCY agrees to indemnify and hold harmless the DISTRICT and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising solely from AGENCY's acts, errors, or omissions and for any cost or expense incurred by the DISTRICT on account of any claim therefore arising out of or alleged to arise out of or in any way connected with the making or performance of this Agreement.

- D. The term of this Agreement shall be for a period of time commencing on October 1, 2014. This Agreement may be extended for additional periods of one (1) year upon Agreement in writing by both parties. Notwithstanding the foregoing, this Agreement may be terminated at any time by the DISTRICT, with or without cause, upon at least 60 days written notice given to the AGENCY prior to the start of the semester. This Agreement may be terminated by the AGENCY, with or without cause, effective at the end of the term in which classes are currently in session upon at least 60 days written notice given to the DISTRICT prior to the start of the semester. Neither the DISTRICT nor AGENCY shall cancel during any instructional session. Neither party shall incur any liability to the other by reason of such termination.
- E. If any DISTRICT staff needs to enter an institution, the DISTRICT shall sign the "Digest of Laws Related to Association with Inmates," (CDCR 181) incorporated by reference, and ensures that all employees are aware of and abide by these rules. Employees of the DISTRICT while upon AGENCY grounds are subject to search of their person, property, and vehicle (Section 3288 of the CDCR Director Rules).
- F. This Agreement is by and between two Independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. As an Independent Contractor, AGENCY will be solely responsible for determining the means and methods for performing the services described herein. All of AGENCY's activities will be at AGENCY's own risk and AGENCY is hereby given notice of AGENCY's responsibilities for arrangements to guard against physical, financial, and other risks as appropriate. Neither AGENCY nor any of its employees shall be included in the classified or faculty service, have any property rights to any position, or any other rights an employee of AGENCY may otherwise have in the event of termination of this Agreement.
- G. Any attempt by AGENCY to assign, subcontract, or transfer all or part of this Agreement shall be void and unenforceable without prior written consent by DISTRICT, which consent shall not be unreasonably withheld. Any such consent shall not relieve DISTRICT from full and direct responsibility for all services performed prior to the date of assigning or transferring this Agreement.
- H. The waiver by either party of a breach of any provision of this Agreement by the other party shall not be construed as a waiver of any subsequent breach by the other party. No delay or omission on the part of a party in exercising any right or remedy shall operate as a waiver thereon, and no single or partial exercise by a party of any right or remedy shall preclude any other or further exercise thereof or the exercise of any other right or remedy.
- I. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile or an original, with all

signatures appended together, shall be deemed a fully executed Agreement.

The individual executing this Agreement on behalf of each party warrants that he/she is authorized to execute the agreement of behalf of the respective agency and that the agency will be bound by the terms and conditions herein. The understanding between all parties is that there are no funds obligated under this agreement.

Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, certified, postage prepaid to the following address:

DISTRICT: Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

AGENCY: California State Prison - Solano
P.O. Box 4000
Vacaville, CA 95696

IN WITNESS THEREOF, the parties have duly approved this Agreement,

Executed on this _____ day of _____, 2014.

SOLANO COMMUNITY COLLEGE DISTRICT (SCCD)

By: _____
JOWEL C. LAGUERRE, Ph.D., Superintendent-President

CALIFORNIA STATE PRISON – SOLANO (CSP-SOLANO)

By: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND
DIXON UNIFIED SCHOOL DISTRICT FOR
COLLABORATIVE EDUCATIONAL OPPORTUNITIES

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College District (SCCD) and Dixon Unified School District (DUSD) have been working on an agreement to implement collaborative educational opportunities. This program started last January, and both DUSD and SCCD are interested in furthering this collaborative partnership.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$ N/A</i>
BOT Goals 2013-14: #3		
CEO Goals 2013-14: #5		

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7112

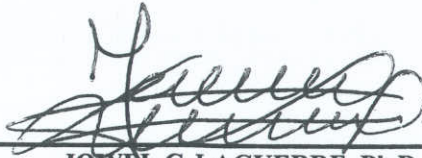
TELEPHONE NUMBER

Administration

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE SOLANO COMMUNITY COLLEGE DISTRICT
AND THE DIXON UNIFIED SCHOOL DISTRICT
FOR
COLLABORATIVE EDUCATIONAL OPPORTUNITIES
THROUGH COLLEGE ADVANCEMENT PROGRAM (CAP)**

This Memorandum of Understanding (MOU) is made between the Solano Community College District ("SCCD") and the Dixon Unified School District ("DUSD"). SCCD and DUSD agree as follows:

RECITALS:

- A. Dixon Unified School District ("DUSD") is a California K-12 public school district located in Solano County, CA. DUSD governs and operates Dixon High School ("DHS") located at 555 College Way, Dixon, CA 95620, for the benefit of Dixon students;
- B. Solano Community College District ("SCCD") is a California Community College District located in Solano County, CA. SCCD governs and operates Solano Community College ("SCC"), located at 4000 Suisun Valley Road, Fairfield, CA 94534 (Main campus) for the benefit of Solano County students, including Dixon;
- C. DUSD and SCCD believe that collaborating to provide DHS students and members of the general public important additional opportunities to successfully complete college course work at the DHS campus or at the SCC Vacaville Center improve access to courses and programs, which will better prepare students for college, advance their education and help them meet career goals.
- D. SCCD and DUSD have mutually agreed to offer SCC courses on the DHS campus, as well as provide opportunities for DHS students and Dixon residents to take courses at the SCC Vacaville Center. Courses will be taught by SCC professors, and will be offered to both DHS students and the general public;
- E. The DUSD Board of Trustees has designated Classrooms C-302, C-303, and C-304 in Building "C" at DHS, along with certain related and appurtenant facilities, as community classrooms for potential use by educational entities such as SCC to offer classes on the DHS campus, (the "C-Building Facilities").

NOW THEREFORE, both DUSD and SCCD agree as follows:

- 1. Both DUSD and SCCD mutually pledge their commitment to collaboratively develop a work group to plan course and program offerings on the DHS campus and SCC's Vacaville Campus, including but not limited to college level transfer courses, study and college skills courses, courses to enhance the educational opportunities for individuals with limited English proficiency, career academies and career and technical training programs and to plan for the providing of students taking courses at DHS with the support services available at to all other SCCD students at other sites.
- 2. DUSD grants to SCCD a non-exclusive license to use the C-Building Facilities on such days and during such times as courses are being taught by SCC faculty/staff at DHS. Use of the C-Building Facilities by SCC shall be rent-free and free of utility costs to SCCD. In Order to comply with Proposition 39 use of the facilities, SCC shall have priority use of the facilities referred to above. All janitorial, maintenance and repair of the affected facilities are the sole responsibility of DUSD.
- 3. This MOU will take effect beginning on November 1, 2014 and expire on the last day of spring semester 2020 to comply with Proposition 39 use of the facilities at DHS. At that time, this MOU may be extended by mutual agreement of the parties.

4. During the term of this agreement, the courses and programs offered at DHS will be planned by the joint work group selected and scheduled by mutual agreement of the parties, and communicated in a timely fashion to SCC administrators in charge of the courses and programs, and considering the following:
 - (a) The courses/subjects and programs of study to be offered by SCC at DHS;
 - (b) Courses and programs available to DHS students and the general public of Dixon through the SCC Vacaville Center.
 - (c) The SCC faculty/staff available and qualified to teach selected courses;
 - (d) The days and times that each course will be offered;
 - (e) The particular DHS community classroom in the C-Building Facilities to be used by SCC faculty/staff to teach each course;
 - (f) Special equipment (such as computers, projectors, etc.) needed by each course.

Notwithstanding the foregoing, SCCD and its faculty/staff retain sole control over course content, course rigor, course pre-requisites/ advisories, course attributes, class size, textbooks/instructional materials used, teaching/teaching methods, examination, and grading as well as selection, assignment, supervision and evaluation of the faculty for the courses.

5. Courses will be open to the general public, all registered SCC students, including but not limited to DHS students enrolled at SCC under the SCC K-12 Special Admissions Program ("Special Admission Students"). CAP Courses will be open to the general public, as required by Education Code 76002 and Senate Bill 338.
6. Both SCCD and DUSD agree to use their best efforts to publicize and promote all courses both to DHS students and to the general public in Dixon.
7. SCCD represents and agrees that courses shall be tuition-free to currently-enrolled DHS students who are also enrolled at SCC as Special Admission Students.
8. DHS students in grades 9-12, subject to approval by the DHS Principal in his/her sole discretion, may enroll as Special Admissions Students at SCC and register for Courses. To enroll as a SCC Special Admissions Student and register for one or more courses, that student must:
 - (a) Be approved by the DHS Principal, in his/her sole discretion, as eligible and qualified to enroll as an SCC Special Admissions Student and participate in CAP;
 - (b) Complete an SCC Special Admissions Form;
 - (c) Complete an application for enrollment at SCC;
 - (d) Complete the SCC Orientation;
 - (e) Develop an educational plan.
 - (f) Pay all administrative fees to SCC (other than tuition);
 - (g) Timely and correctly complete the course enrollment processes.

9. Courses will each be limited in size to the maximum stated in the Course Outline of Record. Moreover, SCCD and its administration in their sole discretion, may cancel a Course for lack of sufficient enrollment in accordance with the provisions of the collective bargaining agreement between SCC and the Solano College Faculty Association, CCA/CTA/NEA.
10. Dixon Unified School District agrees to provide SCCD faculty, staff and administration with copies of DHS rules and regulations. SCCD agrees that all SCC faculty/staff and students must abide by DUSD and DHS rules and regulations. Should any SCC student fail to abide by DUSD and/or DHS rules and regulations, then DUSD may, in its sole discretion, take disciplinary action against the student, including but not limited to barring such student from further participation in Courses or programs at DHS. Such violations by SCC faculty or staff will be referred to the SCC administration for investigation and any resulting discipline.
11. SCCD agrees, at its sole expense, to provide any/all additional equipment, instructional materials, special furnishings, and/or other personal property items requested/required for the SCC faculty/staff to teach, including but not limited to computers, projectors, DVD/CD players, software, etc. All such equipment, instructional materials, special furnishings, and/or other personal property items supplied by SCCD shall remain the property of SCCD.
12. In addition to offering CAP Courses per this MOU, each party pledges their best efforts to work towards and support the following important additional mutual goals:
 - (a) To help DHS students prepare for college and career success
 - (b) To insure that students enrolled in SCC courses and programs offered at DHS will have access to support services available to students at all other SCCD sites.
 - (c) To offer eligible and qualified DHS students the opportunity to register for other SCC classes as Special Admissions Students, beginning in their ninth grade year;
 - (d) To create a bridge between DHS, the greater Dixon community, and SCC;
 - (e) To provide DHS students during high school with the opportunity to earn tuition-free college credits towards a community college degree (AA) and/or to earn transferable tuition free college credits towards a four year university (UC or CSU);
 - (f) To provide eligible and qualified DHS students with the opportunity to participate in the Transfer Admission Guarantee (TAG) program with participating UC and CSU universities; and,
 - (g) To provide students with appropriately sequenced courses that allow for the timely completion of educational goals and program completion.
 - (h) SCCD shall provide the student support necessary to ensure the success of the students enrolled in classes at the site.
13. The parties agree to the formation of the DHS Work Group composed of three representatives from DHS and three representatives from SCCD to initiate the functions delineated by November 1, 2014.
14. To the extent authorized by law, in consideration of the performance by both parties of this MOU, each party does hereby agree to protect, indemnify, defend, and hold harmless the other party, from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgments, fines, penalties, settlements, costs and charges, including, without limitation, attorneys' fees and expenses, arising directly or indirectly from or in connection with (a) any breach of this MOU (b) any actual or alleged negligent act, negligent error or omission, intentional misconduct, or

violation of any law by SCCD or DUSD, and/or their respective employees, subcontractors, agents, representatives or assigns (collectively, SCCD or DUSD Agents") in the performance or non-performance of the services required to be performed by SCCD and/or DUSD under this MOU.

15. Neither SCCD nor DUSD are acting as the agent, employee, partner, or representative of the other. Nothing in this MOU is intended to confer any rights on any other individuals or entities as third party beneficiaries.
16. This MOU may be amended by mutual written agreement of both parties. This MOU shall be interpreted and given effect under the laws of the State of California. Jurisdiction and venue shall, to the fullest extent allowed under law, be vested in the Superior Court of California, County of Solano.
17. The MOU and/or CAP License may be terminated as follows;
 - (a) SCCD and/or DUSD may terminate this MOU and/or CAP License by service of written notice by one party to the other party at least 60 days prior to the first day of a semester for which termination is to take effect; or
 - (b) SCCD and DUSD may terminate this MOU and/or CAP License by mutual written agreement of the parties. In such event, the parties shall specify whether (i) the effective date of termination is immediate; or (ii) the effective date of termination is the day after the last day of the semester during which CAP Courses are then occurring.

IN WITNESS THEREOF, the parties have duly approved this Memorandum of Understanding.

Executed on this _____ day of _____, 2014.

SOLANO COMMUNITY COLLEGE DISTRICT (SCCD)

By: _____

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

DIXON UNIFIED SCHOOL DISTRICT (DUSD)

By: _____

BRIAN DOLAN, Superintendent

AGENDA ITEM 13.(c)
MEETING DATE October 15, 2014

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION HONORING DENIS HONEYCHURCH,
RESOLUTION NO. 14/15-09

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 14/15-09 to honor Denis Honeychurch for his 29 years of service to the Solano Community College District by naming the Board Room in the Administration Building, Building 600, on the Fairfield Campus, which shall be called the "Denis Honeychurch Board Room."

Government Code: *Board Policy: 1140* *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

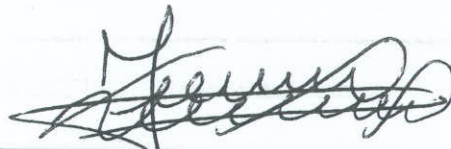
TELEPHONE NUMBER

Administration

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

RESOLUTION HONORING

DENIS HONEYCHURCH

RESOLUTION NO. 14/15—09

Whereas, Denis Honeychurch has been a member of the Solano Community College District Governing Board for the past 29 years;

Whereas, Denis Honeychurch was first elected in 1985 to represent the communities of Fairfield-Suisun, Green Valley, and Cordelia, and after the 2011 redistricting of his area the communities of Fairfield, Vacaville, and Travis Air Force Base;

Whereas, Denis Honeychurch has made many contributions to the communities he represents and to Solano Community College;

Whereas, Denis Honeychurch has served as President and Vice President of the Board on multiple occasions;

Whereas, Denis Honeychurch has served on numerous Governing Board Subcommittees, the most recent being the Building 600 Adhoc Subcommittee, serving as Chair, and being largely responsible for the remodel and décor of the new Board Room;

Whereas, Denis Honeychurch's support of Solano Community College programs, students, and activities has always been enthusiastic and dedicated to student success;

Whereas, Denis Honeychurch's dedication and commitment to Solano Community College has earned him the respect of the community, the College staff, faculty, and students; and

Whereas, The Solano Community College District Governing Board has established a policy for naming facilities in recognition of support to the College, which may be provided to an individual who has made a significant contribution to Solano Community College;

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

RESOLUTION HONORING

DENIS HONEYCHURCH

RESOLUTION NO. 14/15—09

(Continuing - Page 2)

Now, Therefore be it Resolved, That the Solano Community College District will honor Denis Honeychurch by naming the Board Room in the Administration Building on the Fairfield campus in his name as part of the permanent Fairfield facility, which shall be called the “Denis Honeychurch Board Room.”

Be it Further Resolved, That the Governing Board expresses sincere and full appreciation to Denis Honeychurch for his continuing efforts on behalf of Solano Community College.

Passed and Adopted, This 15th day of October 2014, by the Governing Board of the Solano Community College District.

PAM KEITH, BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

AGENDA ITEM 13.(d)
MEETING DATE October 15, 2014

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION HONORING DR. FRANCES G. NELSON,
RESOLUTION NO. 14/15-10

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 14/15-10 to honor Dr. Frances G. Nelson for her success and many contributions to the Solano County education community and as a recipient of the 2014 Women of the Year Award.

Government Code: *Board Policy: 1140* *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

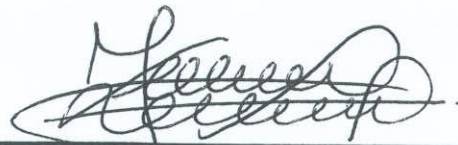
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

RESOLUTION HONORING

DR. FRANCES G. NELSON

RESOLUTION NO. 14/15-10

WHEREAS, On September 24, 2014, in Marysville, California, Dr. Frances G. Nelson was bestowed the honor as a recipient of the 2014 Women of the Year Award by the Honorable John Garamendi, U.S. Representative of California's Third District (Solano County);

WHEREAS, Congressman John Garamendi's 2014 Women of the Year awards are an effort to publicly honor outstanding women of the Third Congressional District, who through their work or volunteerism, have improved the quality of life in the district and are well deserving of this special recognition;

WHEREAS, Dr. Frances G. Nelson brings outstanding gifts to the educational community of Solano County. Her commitment to diversity and her strong advocacy for teaching World History and Government has greatly enriched the life of the minds and spirit of many students and adults;

WHEREAS, Dr. Frances G. Nelson has provided access to information literacy techniques for people and students of all ages and backgrounds. Through her exceptional contributions, she has supported the work and success of numerous classrooms and groups in Solano County;

WHEREAS, Dr. Frances G. Nelson has a myriad of community and educational experience of over 23 years in K-12 grades after retiring from the Vacaville Unified School District, as well as a community college preeminent adjunct Librarian for more than 20 years, presently serving at Solano Community College; and

WHEREAS, Dr. Frances G. Nelson is the only African-American Librarian the College has had in its seventy-year history;

NOW, THEREFORE, BE IT RESOLVED THAT, Dr. Frances G. Nelson is truly entitled to this recognition for her success and many contributions to the Solano County education community, and the Solano Community College District congratulates her on this special honor and recognition.

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

**PAM KEITH
BOARD PRESIDENT**

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: COLLABORATION AGREEMENT BETWEEN CELLO
INTERNATIONAL TENNIS ACADEMY (CITA), SOLANO
COMMUNITY COLLEGE (SCC) AND SOLANO
COMMUNITY COLLEGE EDUCATIONAL FOUNDATION
(SCCEF)

REQUESTED ACTION: APPROVAL

SUMMARY:

On December 19, 2013, the Board approved a Memorandum of Understanding Between Cello International Tennis Academy (CITA), Solano Community College (SCC) and Solano Community College Educational Foundation (SCCEF) for the purpose of creating the Solano Tennis & Education Foundation ("STEF"). STEF will operate on the SCC campus with the purpose of providing programs and facilities to further the academic and athletic opportunities for SCC students, along with young athletes from Solano County, by providing low or no cost tennis training and education development services.

A copy of the agreement will be provided to the Board under separate cover.

Approval is requested at this time.

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

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

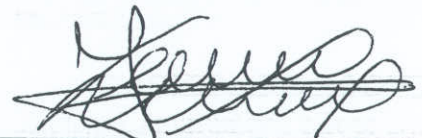
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

October 3, 2014

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 5, 2014

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO ED2 INTERNATIONAL FOR
ARCHITECTURAL SERVICES FOR BIOTECHNOLOGY
AND SCIENCE BUILDING PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the contract award to ED2 International to provide "criteria document" architectural services for Vacaville Center Biotechnology Building Project. This project will be delivered utilizing the Design-Build project delivery method. The first step in the process is to hire a criteria architect to work closely with the users to develop a criteria package from which the "Design-Build Entity" will work from. Criteria include layouts and program details about each classroom and lab, relationships between rooms and other detailed information about the function of each space, and even a suggested "look and feel" for the building.

The request for proposal was issued to the firms deemed most qualified for this work from the Board approved "architects pool," and on September 19, 2014 the District received five (5) proposals. A selection committee consisting of two faculty members and one Lab Technician, two Deans, District staff and the design and construction managers, reviewed the proposals and selected and interviewed the top three (3) firms. The committee recommends ED2 International as the criteria document architect for the Biotechnology Building Project.

The contract is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$475,000.00 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

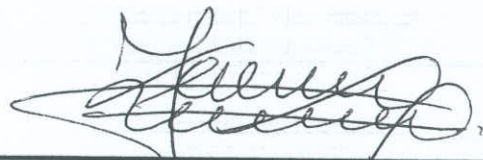
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO LIONAKIS FOR
ARCHITECTURAL SERVICES FOR AUTOTECHNOLOGY
BUILDING PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the contract award to Lionakis to provide "criteria document" architectural services for Vallejo Center Autotechnology Building Project. This project will be delivered utilizing the Design-Build project delivery method. The first step in the process is to hire a criteria architect to work closely with the users to develop a criteria package from which the "Design-Build Entity" will work from. Criteria include layouts and program details about each classroom and lab, relationships between rooms and other detailed information about the function of each space, and even a suggested "look and feel" for the building.

The request for proposal was issued to the firms deemed most qualified for this work from the Board approved "architects pool," and on September 19, 2014 the District received six (6) proposals. A selection committee consisting of three faculty members, two Deans, District staff and the design and construction managers, reviewed the proposals and selected and interviewed the top three (3) firms. The committee recommends Lionakis as the criteria document architect for the Autotechnology Building Project.

The contract is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$371,500 Measure Q Funds

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

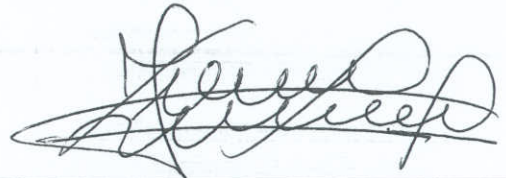
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO JOSEPH GUMINA FOR
EQUIPMENT PLANNING SERVICES FOR VALLEJO
AUTECNOLOGY SWING SPACE PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the contract award to Joseph Gumina for equipment planning services for the Vallejo Automotive Technology Swing Space Project. The consultant will develop specifications for new tools and equipment required for classroom instruction required for the Spring 2015 instructional curriculum. The tools specified will meet NATEF Accreditation standards and are required to complete the classwork for the classes identified as follows:

- ATEC133 Automotive Engine Repair
- ATEC134 Automatic Transmissions/Transaxles
- ATEC135 Automotive Engine Performance
- ATEC136 Automotive Manual Drivetrains and Axles

Total fee for this contract is \$3,000.

The contract is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: Board Policy: Estimated Fiscal Impact: \$3,000 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

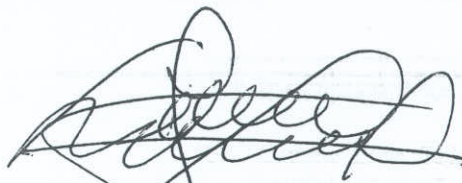
ADDRESS

(707) 864-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO HRA CONSULTING
ENGINEERS FOR ELECTRICAL ENGINEERING
SERVICES FOR BIOTECHNOLOGY AND SCIENCE
SWING SPACE PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for a contract award to HRA Consulting Engineers. The scope of work includes the design and specification of electrical upgrades required to modify an existing classroom at the Vacaville Center. The classroom is being converted to a biotechnology laboratory to support the biotechnology program until the new Biotechnology building is constructed.

The consultant will assess the existing electrical system, design and document any upgrades required to support new fixtures and equipment and coordinate with the District facilities department.

This swing space project is funded as part of the Biotechnology and Science Building and is in the amount of \$ 3,700.00.

The contract is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: **Board Policy:** **Estimated Fiscal Impact: \$3,700 Measure Q Funds**

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

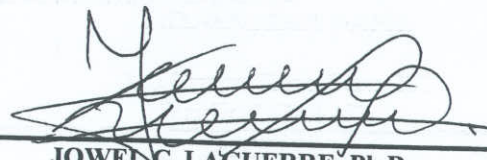
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

October 15, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO JLC CONTRACTING FOR
SMALL CAPITAL PROJECTS – VACAVILLE CENTER
FURNITURE ANCHORAGE PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for a contract award to JLC Contracting for construction services for a small capital project – the Vacaville Center Furniture Anchorage Project.

The contractor will anchor several bookcases and upper cabinets in Vacaville Center offices as part of the Division of the State Architect's (DSA) close out process.

The total contract is in the amount of \$ 2,330.00.

The contract is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: Board Policy: Estimated Fiscal Impact: \$2,330 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

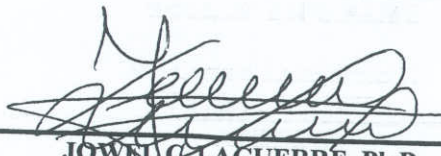
ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO EADOC LLC., FOR MEASURE Q
BOND PROGRAM CONSULTING SERVICES

REQUESTED ACTION: APPROVAL

SUMMARY:

As part of the financial controls for the Measure Q Bond program, specialized software is required to track the design, construction and financial status of various Bond projects. Features required by the District include a Web-based project platform, a clean interface allowing the management team, design team, and contracting team to track submittals, RFIs, bulletins and other standard construction documentation. Invoicing and the ability to interface with the District's Banner system were identified as desired features.

The program management team performed due diligence with other community college districts and evaluated three options. After meeting face to face and viewing online demonstrations of this (and one other) program, the team determined that EADoc LLC will provide the most appropriate and cost effective software platform for the Measure Q program.

This contract will allow the consultant to begin the data gathering and implementation phase. The scope includes meetings with District stakeholders and members of the program management team. Subsequent scopes of work are included in the Kitchell CEM program management contract with the District retaining all rights to content.

The contract is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: Board Policy: Estimated Fiscal Impact: \$17,000 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

(707) 864-7855

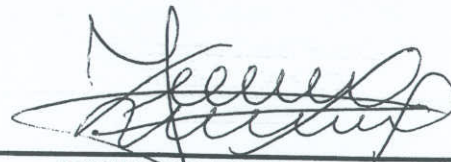
TELEPHONE NUMBER

Administration

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 13.(I)
MEETING DATE October 15, 2013

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO PREMIER CHEMICAL
ENVIRONMENTAL SOLUTIONS FOR VACAVILLE AND
VALLEJO CENTERS**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the contract award to Premier Chemical Environmental Solutions (PCES) to provide environmental consulting for the Vallejo and Vacaville Centers. PCES will amend the existing emergency response plan to address new challenges created by the (Bond funded) installation of the solar photovoltaic systems at each campus.

The amended plan will be provided to emergency rescue personnel to better prepare them in the event of an emergency. This is a requirement of the California Health and Safety Code – Chapter 6.95. PCES is a previously approved District vendor that currently provides these services to the District's Facilities team at all three campuses.

The total contract is in the amount of \$ 17,600.00.

The contract is available online at <http://www.solano.edu/measureq/planning.php>.

Government Code: Board Policy: Estimated Fiscal Impact: \$17,600 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

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

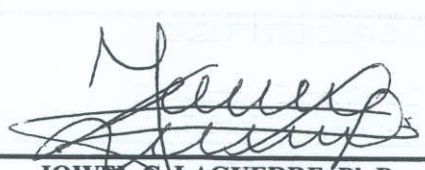
Leigh Sata
Executive Bonds Manager
PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534
ADDRESS

(707) 863-7855
TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


JOWEL CALAGUERRE, Ph.D.
Superintendent-President

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: FACULTY ENTREPRENEURSHIP MINI-GRANTS

REQUESTED ACTION: APPROVAL

SUMMARY:

The Chancellor's Office selected Solano Community College to host the statewide Small Business Sector Navigator Grant which is a statewide leadership position that coordinates small business programs at the 112 community colleges across the state. Part of the Small Business Sector Navigator Grant work plan included issuing a Request for Application (RFA) to fund ten \$5,000 Faculty Entrepreneurship Champion Mini-grants across the state. Board approval is requested for the first three of these mini-grant agreements with the following grantees:

<u>College</u>	<u>Faculty Project Director</u>	<u>Amount</u>
San Joaquin Delta College	Martha Villarreal	NTE \$5,000
Fresno City College	Janel Carrigan	NTE \$5,000
San Bernardino CCD	Bruce Underwood	NTE \$5,000

Government Code: 81655 Board Policy: 3520 Estimated Fiscal Impact: SB1402 Funds \$15,000

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Charles Eason
Small Business Sector Navigator

PRESENTER'S NAME

360 Campus Lane, Suite 201,
Fairfield, CA 94534

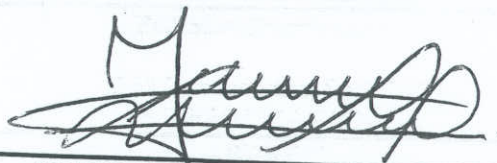
ADDRESS

707-863-7846

TELEPHONE NUMBER

Academic Affairs
ORGANIZATION

October 3, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

October 3, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**GRANT SUB-AGREEMENT BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT
AND
FRESNO CITY COLLEGE**

This Grant Sub-Agreement (hereinafter "**Agreement**") is entered into between Solano Community College District (hereinafter "**SCCD**") and Fresno City College (hereinafter "**SUBCONTRACTOR**").

WHEREAS, SCCD was awarded a "Small Business Sector Navigator" Grant #14- 151-010 (hereinafter "**Grant**"), from the California Community Colleges Chancellor's Office, Division of Workforce and Economic Development, to disseminate funds to community colleges to implement the "Faculty Entrepreneurship Champion Mini-grant Project" (hereinafter "**Project**"), for faculty sponsored projects related to small business and entrepreneurship per the Request for Applications (RFA) issued August 28, 2014.

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the Grant, and

WHEREAS, **SCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **SCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

To provide **PROJECT** services per the **SUBCONTRACTOR**'s approved RFA work plan proposal (Exhibit B) by compensating faculty and the college for the creation of courses, certificates, associate degrees and/or programs that will advance and blend Entrepreneurship Education and Career Technical Education programs.

2. **Period of Performance**

The period of performance for this Agreement shall be from October 16, 2014 through June 30, 2015.

3. **Total Cost**

The total cost to **SCCD** for performance of this Agreement shall not exceed Five Thousand Dollars (\$5,000). **SUBCONTRACTOR** shall submit a quarterly invoice of expenditures for reimbursement to **SCCD**.

4. **Reporting**

SUBCONTRACTOR is responsible for completion and submission of a Final Summary Report using the template provided in Exhibit A on or before by July 15, 2015.

5. **Expenditure of Grant Funds.**

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or disallowment of Grant funds.

6. **Record Keeping**

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

7. Audit

SUBCONTRACTOR agrees that **SCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **SCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

8. Mutual Indemnification

Both parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

9. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Charles Eason
Small Business Sector Navigator
Solano Community College
360 Campus Lane, Suite 200
Fairfield, CA 94534
(707) 863-7846
charles.eason@solano.edu

Janel Carrigan
Fresno City College
1101 E University Ave
Fresno, CA 93741
(559) 288-9449
janel.carrigan@fresnocitycollege.edu

ARTICLE II

1. Legal Terms and Conditions

Both **SCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Request for Proposal and two subsequent responses to Requests for Information. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes.

This Agreement represents the entire understanding between **SCCD** and **SUBCONTRACTOR** with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

Solano Community College District

Fresno City College

By: _____

By: _____

Name: Jowel C. Laguerre, Ph.D.

Name: _____

Title: Superintendent/President

Title: _____

Date: _____

Date: _____

Exhibit A. 2014-15 Faculty Entrepreneurship Champion Mini-Grant Final Report Template

Submit by email, no later than July 15, 2015 to charles.eason@solano.edu

College: _____

Measurable Outcomes – Curriculum

- A. Use the tables below to list individual classes and or programs you have developed in accordance with your Workplan and which have been approved by your curriculum committee and your board.

New course title(s) and discipline/number(s)	Units	Any unique aspects of courses (for example, placed in Gen Ed requirements for AA)

Attach verification of completion (such as a copy of board minutes listing approval).

Revised course title(s) and discipline/number(s)	Units	Any unique aspects of courses (for ex. Placed in Gen Ed requirements for AA)

Attach verification of completion (such as a copy of board minutes listing approval).

Program(s)	Total units	List of required courses: title, course discipline and number, and units

Attach verification of completion (such as a copy of board minutes listing approval).

Measurable Outcomes – Non-Curriculum Related Activities

- B. Use the table below to list activities you have developed in accordance with your Workplan and which have been completed.

Activity	Workplan Objective #	Outcome(s)

Attach evidence such as, but not limited to; summary of conference experiences (limit to 75 words or less), meeting minutes, workshop agendas, or competition announcements.

- C. List anecdotal information regarding the success of your efforts (for example – enrollments, campus support, community participation, or increased visibility of program).
- D. Are there any extenuating circumstances that prevented you from completing all objectives and activities identified on your workplan?
- E. Describe your three greatest challenges in the development of the above courses, programs, and or activities:
- 1.
 - 2.
 - 3.
- F. Describe your three greatest successes in the development of the above courses, programs, and or activities:
- 1.
 - 2.
 - 3.

Anything else you wish to add?

Faculty Champion, mini-grant recipient: _____ Date: _____

Exhibit A
Mini-Grant Request for Applications (RFA)

District: State Center Community College
College: Fresno City College
Project Performance Period: 10/16/2014 to 06/30/2015

FACULTY BUSINESS/ENTREPRENEURSHIP CHAMPION MINI-GRANT WORKPLAN

Objective 1: Embed/Infuse small business/entrepreneurship curriculum into existing Career Technical Education (CTE) classes and programs by integrating HP LIFE contextualized modules.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
Complete "Teaching with HP LIFE e-Learning", an 8-12 hour mini- course created by HP and New Media Consortium (NMC) to support teachers' professional development, and to help integrate HP Life e-training into the classroom. This new course is presented on the New Media Consortium's online learning initiative, The NMC Academy.	Outline a content/lesson plan (or concept map) that integrates HP LIFE e-Learning content into the face-to-face, hybrid, and online environment	November 2014	Janel Carrigan
Participate in HP LIFE Faculty Discussion Forums	Collaborate with other community college faculty to gather and share information and experience with HP LIFE modules from an educator's perspective.	November 2014- June 2015	Janel Carrigan
Successfully complete 25 HP LIFE Modules	Certificates of Completion	Dec 2014 – Feb 2015	Janel Carrigan
Identify course(s) to adapt	Course(s) selected	March 2015	Janel Carrigan
Adapt HP LIFE for the classroom/hybrid setting.	Create lesson plan (semester-long class schedule with related HP LIFE courses) for selected course(s)	April – May 2015	Janel Carrigan
Finalize lesson plans	Lesson plans completed	June 2015	Janel Carrigan

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

TO: Members of the Governing Board

SUBJECT: SERVICE CONTRACT WITH PAUL CHENG FOR
INTERNATIONAL STUDENT MARKETING AND
RECRUITMENT

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

Board approval is requested to enter into a service agreement with Paul Cheng to provide direct international student marketing and recruitment primarily, but not limited to Asia on behalf of the Solano Community College District.

- Promote SCC in Asia, primarily, but not limited to, in China, Vietnam, Malaysia Indonesia, Korea for the purposes of student recruitment.
- Engage in direct marketing activities, such as, attending fairs and conducting seminars, visit embassies, educational institutions, agent events, and other relevant recruitment activities.

The contract term is October 2, 2014 through October 1, 2015, unless terminated prior with five-day advanced written notice from SCCD. Payments shall not exceed \$40,000. This contract has been vetted by legal counsel.

A copy of the contract will be provided to the Board under separate cover.

Government Code: N/A Board Policy: N/A Estimated Fiscal Impact: \$40,000

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

Shemila Johnson, Manager
Outreach and Public Relations

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7000 ext. 4693

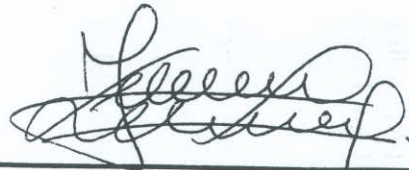
TELEPHONE NUMBER

Student Services

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 14.(b)
MEETING DATE October 15, 2014

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY
COLLEGE DISTRICT AND LIEBERT CASSIDY
WHITMORE FOR INVESTIGATIVE SERVICES**

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY

This agreement is entered into between Liebert Cassidy Whitmore, A Professional Corporation and Solano Community College (SCCD). Liebert Cassidy Whitmore will utilize its skills, training and professional judgment in employment law to provide SCCD with investigative services as requested by SCCD or otherwise required by law.

This agreement may be terminated by either party upon thirty days written notice.

Government Code:

Board Policy:

*Estimated Fiscal Impact: Not to
Exceed \$10,000*

SUPERINTENDENT'S RECOMMENDATION:

☐ **APPROVAL**

☐ **DISAPPROVAL**

☒ **NOT REQUIRED**

☐ **TABLE**

Wade Larson, D.M.
Associate Vice President, Human Resources

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7263

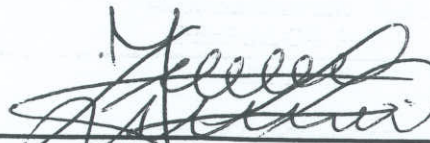
TELEPHONE NUMBER

Administration

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGREEMENT FOR INVESTIGATIVE SERVICES

This Agreement is entered into between the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation ("Contractor"), and the SOLANO COMMUNITY COLLEGE DISTRICT ("Client").

1. Contractor's Services

As licensed attorneys, Contractor will be utilizing its skills, training and professional judgment in employment law to provide Client with investigative services, including any preparation and witness time in hearings, depositions and trial, as requested by Client or otherwise required by law.

2. Fees, Costs, Expenses

Client agrees to pay Contractor the sums billed monthly for time spent by Contractor in providing the services, including reasonable travel time.

The current range of hourly rates for Contractor time is from One Hundred Ninety to Two Hundred Ninety Five Dollars (\$190.00 - \$295.00) for attorneys and One Hundred Ten to One Hundred Fifty Dollars (\$110.00 - 150.00) for time of paraprofessional staff. Contractor reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Contractor will provide Client with written notification of any adjustment in the range of rates. Attorneys and paraprofessional staff bill their time in minimum units of one-tenth of an hour.

Client agrees to reimburse Contractor for necessary costs and expenses, incurred by Contractor on behalf of Client. Contractor bills photocopying charges at Fifteen Cents (\$.15) per page and facsimile charges at Fifty Cents (\$.50) per page. A Public Agency Fee Schedule is attached to this Agreement.

Payment by Client against monthly billings is due upon receipt of statements, and is considered delinquent if payment is not received within thirty (30) days of the date of the invoice.

3. Indemnification

Client will indemnify and hold harmless Contractor, its employees and agents, from and against all claims, suits or causes of action arising out of any complaint brought against Contractor during or as a result of the investigation of the complaints alleged in this matter. Client will also provide legal representation for Contractor and any of its employees and agents together with Client if, during any litigation relating to the investigation or matters being investigated, Contractor or any of its employees or agents providing services under this contract are sued, deposed, or otherwise required to provide information or testimony concerning services under this contract. This provision does not apply if Contractor engages in negligence, willful and/or malicious conduct in the course of its investigation.

4. Arbitration of Professional Liability or Other Claims

Disputes. If a dispute between Client and Contractor arises over fees charged for services, the controversy will be submitted to binding arbitration in accordance with the rules of the California State Bar Fee Arbitration Program, set forth in California Business and Professions Code, sections 6200 through 6206. The arbitrator or arbitration panel shall have the authority to award to the prevailing party attorneys' fees, costs and interest incurred. Any arbitration award may be served by mail upon either side and personal service shall not be required.

If a dispute arises between Client and Contractor over any other aspect of the attorney-client relationship, including, without limitation, a claim for breach of professional duty, that dispute will also be resolved by arbitration. It is understood that any dispute as to any alleged breach of professional duty (that is, as to whether any legal services rendered under this agreement were allegedly unnecessary, unauthorized, omitted entirely, or were improperly, negligently or incompetently rendered) will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. **Both parties to this agreement, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of arbitration.** Each party is to bear its own attorney's fees and costs.

5. File Retention

After our services conclude, Contractor will, upon Client's request, deliver the file for the matter to Client, along with any funds or property of Client's in our possession. If Client requests the file for the matter, Contractor will retain a copy of the file at the Client's expense. If Client does not request the file for this matter, we will retain it for a period of seven (7) years after this matter is closed. If Client does not request delivery of the file for this matter before the end of the seven (7) year period, we will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to Client. At any point during the seven (7) year period, Client may request delivery of the file.

6. Assignment

This Agreement is not assignable without the written consent of Client.

7. Independent Contractor

It is understood and agreed that Contractor, while engaged in performing the terms of this Agreement, is an independent contractor and not an employee of Client.

8. Authority

The signators to this Agreement represent that they hold the positions set forth below their signatures, and that they are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

9. Term

This Agreement is effective September 30, 2014, ongoing and may be modified by mutual agreement of the parties. This agreement shall be terminable by either party upon thirty (30) days written notice.

LIEBERT CASSIDY WHITMORE,
A Professional Corporation

SOLANO COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

I. PUBLIC AGENCY FEE SCHEDULE

Hourly Rates (As of Agreement Effective Date)

Partners	\$295.00
Of Counsel	\$275.00
Associates	\$190.00 - \$255.00
Paraprofessionals	\$110.00 - \$150.00

II. COST SCHEDULE

1. Photocopies	\$0.15 per copy
2. Facsimile Transmittal	\$0.50 per page

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT WITH TURBODATA

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

The Solano Community College Police Department (SCCPD) issues approximately 10,000 parking citations annually with a potential of \$200,000 (minimum) in revenue each year. The objective of parking enforcement is to encourage compliance to District policies as well as Education and Vehicle Codes.

Parking citations are handwritten or issued via a large handheld device. Both methods are outdated, can increase the potential for entry error, and requires office staff labor to process at several levels, along with postage to and from the SCCPD.

TurboDATA has no startup cost, is Web-based, and will eliminate all paper processes and mailings from the SCCPD. turboDATA uses a Samsung construction grade smartphone handheld device that will also function as a phone, high-definition camera, push-to-talk radio, global positioning system (GPS), with license plate reader software. Seven devices are requested by the SCCPD.

The annual equipment and operating costs are approximately \$17,000.00 with a revenue offset of 100% from parking enforcement generated fees and fines.

*Government Code: Ed Code 76360 Board Policy: 3395 Estimated Fiscal Impact: \$17,000
Vehicle Code Section 21113*

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Eric Thelen,
Chief of Police

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7000 ext. 7224

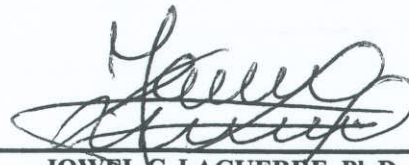
TELEPHONE NUMBER

Campus Police

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Budgetary Cost Proposal
For
Parking Citation Processing Services

Solano Community College

Submitted: September 12, 2014

1. BASIC PROCESSING SERVICES**Annual Issuance 10,000 citations or less****DATA ENTRY (AUTOMATED) \$0.80 per citation**

- Online entry of automated citation files from ticket writers
- Citations must have bar-coded citation number information

DATA ENTRY (MANUAL) Additional \$0.20 per citation

- Online entry of manual citations
- Online update of payment/disposition information

Annual Minimum for Basic Processing Service Fees \$4,200 per year

- Due to seasonal issuance, we will calculate this fee annually. If the annual basic processing service fees are less than \$4,200 (\$350x12), a fee will be added in the 12th month to bring the basic processing service fees to \$4,200

ONE-TIME STARTUP COST FOR PROCESSING waived

- Includes: citation evaluation, database creation, loading officer names/badge numbers into database, loading violation codes into database, loading customized delinquent notice verbiage into database, Client training regarding TDS' processes and coordination with DMV to create Parking Client Reporting Code for retrieving names and addresses of registered owners as well as placing and releasing registration holds.
- Fine amounts must be in whole dollars
- Conversion of data from Current Vendor or In-house System Included

Basic Processing Services include all of the following:**PAYMENT PROCESSING**

- Payment processing for all payments received by mail

DMV INTERFACE

- DMV online interface for retrieval of registered owner names/addresses
- DMV online interface for placing and releasing registration holds
- DMV Payment File processed monthly with complete reporting of activities

WEEKLY/MONTHLY REPORTING

- Weekly/monthly habitual offender reporting for booting or towing
- Weekly/monthly statistical and managerial reports

BANK DEPOSITS

- Daily bank deposits into your account (major banks only)
- Daily reconciliation of deposits

COURIER SERVICE

- Daily pick up of mail at a P O Box established by TDS
- All other correspondence will be mailed to and from TDS

ONLINE INQUIRY ACCESS FOR THE PUBLIC (pticket.com)

- Internet access 24/7 that allows the public to view the status of their outstanding citations
- Information on; payment options, contesting, proof of correction for registration/license plate violations
- All notification dates, delinquent dates, late fees, violation descriptions and total amount due for each license.

2. NOTICE PROCESSING SERVICES.....\$0.80 per notice mailed
Includes Postage

- Forms, printing, and weekly First Class mailing of delinquent notices
- Customized verbiage for payment and contesting instructions
- Second delinquent notices for leased and rented vehicles
- Second delinquent notices for partial payments and bounced checks
- Second delinquent notices for vehicle ownership and address changes
- Initial Review Result Letters, Administrative Hearing Letters
- Other correspondence as required

3. CUSTOMER SERVICE - TOLL-FREE PHONE # included

- Toll-free # staffed between the hours of 8:00 am and 5:00 pm, Mon. thru Fri
- Trained representatives can answer questions specific to your agency
- Customer service provided in English and Spanish

4. PTICKET.COM AND INTERACTIVE VOICE RESPONSE SYSTEM (IVR) included

- IVR and WEB system available to the public 24 hours a day, 7 days a week
- Systems provide status of citation, amount due, due date, contesting status, etc.

5. OUT-OF-STATE PROCESSING30% of amount collected

- Regularly scheduled out-of-state DMV inquiries for names/addresses of registered owners
- No charge for citations paid before first notice mailing

6. ADMINISTRATIVE ADJUDICATION PROCESSING.\$2.50 per appeal

- Entering and tracking all correspondence
- Preparation of paperwork for Initial Review by Client
- Preparation of hearing paperwork for hearing examiner
- Decision letters and hearing notification letters will be mailed at the Notice Rate
- Scheduling of all in-person hearing requests
- Monthly reporting of outstanding Review Requests and Hearing Requests

7. PAPERLESS APPEALS (eAppeals & Scanning).....included with
Adjudication Processing

- All appeals are stored online, including mailed-in appeals
- Pending appeals are organized by request date
- Decision Codes online in drop-down list
- Never lose appeal documents — originals are available for court requests
- Officer photos from *ticketPRO* handhelds are linked to all appeals
- **GREEN** Solution

8. Initial Review Decisions (Optional) \$2.00 per decision

- TDS will conduct first level initial reviews of eligible contested citations
- Decisions will be made based on Agency provided criteria
- Decisions will be tracked by user and viewable online for Agency
- TDS will contact Agency for any field investigations or other needed information

9. ONLINE+ – PER WORKSTATIONwaived for 1st workstation
Then \$40 per month per workstation

- Secure Internet based access to your database.
- Each customer is required to provide all necessary hardware (PC with Internet access)
- TDS will provide customers' IT personnel with assistance as needed for initial setup and configuration, required software and ongoing support.

10. CREDIT CARD PAYMENT PROCESSING – INTERNET No Fee to Agency

- Customized delinquent notices with the Visa/MasterCard/Discover logo
- Violator ability to pay via credit card 24 hours per day, 7 days a week
- Immediate approval and updating of payment information to the client's database
- **\$3.95 per citation** is charged to the violator at time of payment to cover web services and merchant fees

11. SPECIAL COLLECTIONS (Innovative Collection Services) 30% of the amount collected

- Two notifications via first class mail prior to notification to credit reporting agency
- No notice processing fee for the notification letters
- Payment processing with daily deposits, monthly reporting

12. FRANCHISE TAX BOARD OFFSET PROGRAM \$2.50 per letter mailed + 15% of amount collected

- Combining citations by license number for total amount due
- Eliminating Corporate Names
- Retrieving SSN by name from 3rd party
- Combining accounts by SSN
- Mailing required FTB letter in advance of placing accounts at FTB
- No charge for notice processing fee
- Processing payments generated by FTB process
- Receiving phone calls generated by FTB process
- All systems and operational procedures required for the FTB process
- Complete reporting

13. BANK MANAGEMENT (Optional) \$50 per month plus bank fees/charges

- Process all parking deposits into a separate account setup for Agency
- Handle any NSF checks
- Process any required Refund checks; A **\$5.00 fee per refund check** will be billed to Agency
- Write and send monthly surcharge check to the county based on reporting
- Write a check to TDS for services rendered
- Reconcile the account monthly
- Provide monthly reconciliation of all activities in the account
- Write a check to Agency monthly for the balance of the funds

14. COST INCREASES

Postal Rate Increase Offset: If postal rates increase during the term of this agreement, any per notice fee paid to TDS shall be raised immediately to offset the effect of the postal rate increase

CPI Increase: TDS' compensation shall be subject to an annual adjustment based on the CPI (Urban Wage).

**Prices valid through
December 31, 2014**

15. ticketPRO Magic Purchase and Lease Options

Magic w/Samsung Galaxy Rugby PRO: The Rugby Pro is the most rugged smartphone option we offer with the toughest glass screen, waterproof design and added shock resistance built in. It is a proven performer in reliability.

Item & Description	Purchase Hardware Option	Lease Option* (3-year term)
A. TicketPRO Magic Rugby PRO/Printer system Smartphone ticketwriter with thermal printer // 4.0" Color touch-screen // Rugged and Waterproof MIL-STD-810G certified // GPS mapping // Color Photos // Multiple Chalking Options // Meter, Permit, Scofflaw Alerts // Data shared to all units // Car Charger //Includes heavy-duty case	\$1200 each	\$100/mo./unit
B. Installation and Configuration of ticketPRO Magic software TicketPRO Magic smartphone software // ticketPRO Magic server and database // Custom agency configuration // Delivery and on-site training	\$100 each	Included
C. Software Maintenance & Support TicketPRO Magic software and ticketPRO Server software // Remote servicing and updates // Fast phone and email support for Agency requests	\$25/mo./unit	Included
D. 4G Data Plan w/Comprehensive Phone Coverage Covers smartphone // Hot-Swap Replacement // \$150 deductible replacement coverage for lost, damaged or stolen (twice per unit in a 12 month period) Features made available with 4G access: Live citation transfer to citation system // License Plate Recognition // Real-time Data Share between units // Real-Time alerts, plate lookups, permit lookups // Live Chalk Xchange and alerts // Violator Quick Pay // Custom Live Integration // Unlimited Voice & Txt // RemoteConnect servicing	\$35/mo./unit	\$35/mo./unit
E. Enhance Push-to-Talk Radio/Dispatch (minimum 5) Single or Group talk//PC based Dispatch (PC provided by Agency)	\$10/mo./unit Optional	\$10/mo./unit Optional
F. Citations and Envelopes (quantity 10,000 each) Waterproof, heat-proof, tear-proof poly-thermal citations (100 per roll) Matching pre-addressed envelopes for payment	Citations: \$800 Envelopes: \$525	Citations: \$800 Envelopes: \$525

*Sales tax not included. Ending lease before full term may result in early termination fees.

**Prices valid through
December 31, 2014**

Magic w/Samsung Galaxy S4 Active: The S4 Active is a new addition to the ticketPRO line. It offers a larger screen size.

Item & Description	Purchase Hardware Option	Lease Option* (3-year term)
A. TicketPRO Magic Galaxy S4 Active/Printer system Smartphone ticketwriter with thermal printer // 5.0" Color touch-screen // GPS mapping // Color Photos // Multiple Chalking Options // Meter, Permit, Scofflaw Alerts // Data shared to all units // Car Charger //Includes heavy-duty case	\$1350 each	\$110/mo./unit
B. Installation and Configuration of ticketPRO Magic software TicketPRO Magic smartphone software // ticketPRO Magic server and database // Custom agency configuration // Delivery and on-site training	\$100 each	Included
C. Software Maintenance & Support TicketPRO Magic software and ticketPRO Server software // Remote servicing and updates // Fast phone and email support for Agency requests	\$25/mo./unit	Included
D. 4G Data Plan w/Comprehensive Phone Coverage Covers smartphone // Hot-Swap Replacement // \$250 deductible replacement coverage for lost, damaged or stolen (twice per unit in a 12 month period) Features made available with 4G access: Live citation transfer to citation system // License Plate Recognition // Real-time Data Share between units // Real-Time alerts, plate lookups, permit lookups // Live Chalk Xchange and alerts // Violator Quick Pay // Custom Live Integration // Unlimited Voice & Txt // RemoteConnect servicing	\$35/mo./unit	\$35/mo./unit
E. Enhance Push-to-Talk Radio/Dispatch (minimum 5) Single or Group talk//PC based Dispatch (PC provided by Agency)	\$10/mo./unit Optional	\$10/mo./unit Optional
F. Citations and Envelopes (quantity 10,000 each) Waterproof, heat-proof, tear-proof poly-thermal citations (100 per roll) Matching pre-addressed envelopes for payment	Citations: \$800 Envelopes: \$525	Citations: \$800 Envelopes: \$525

*Sales tax not included. Ending lease before full term may result in early termination fees.

**Prices valid through
December 31, 2014**

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

TO: Members of the Governing Board

**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
CONTRA COSTA COUNTY OFFICE OF EDUCATION
AND SOLANO COMMUNITY COLLEGE DISTRICT**

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

An agreement between Solano Community College District identified as "SCCD" and Contra Costa County Office of Education identified as "CCCOE" is being presented to the Governing Board for approval.

This Financial Memorandum of Understanding between "SCCD" and "CCCOE" representing the Diablo Gateway to Innovation (DGI) will set forth the terms under which the Partners will work together as a regional consortium.

The (DGI) is composed of local educational agencies, community college districts, and business partners. "SCCD" will partner with Benicia High School. The agreement was entered into by the Partners on July 1, 2014 and ends on June 30, 2019, in anticipation of the receipt of the funds from the Grant. The Grant total is \$136,000. These are matching funds to be expended during the next 4 years.

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

Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$136,000
CEO 2013-14 Goals: #5

SUPERINTENDENT'S RECOMMENDATION:

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

Deborah Mann, Director
Workforce Training and Grants Management

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

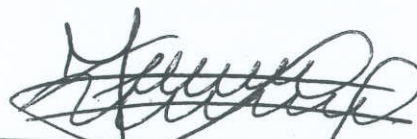
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**Contra Costa County Office of Education
California Career Pathways Trust
Memorandum of Understanding - Revised**

The California Legislature passed and the Governor signed into law Assembly Bill (AB) 86, Chapter 48, Statutes of 2013, creating the California Career Pathways Trust (CPT).

The CPT must identify an agency/fiscal agent which will receive and administer the grant funds and submit the required reports to account for the use of grant funds and will be responsible for the performance of any services provided through funds awarded under this grant by the partners, consultants, or other organizations. The Contra Costa County Office of Education is pleased to serve as the CPT fiscal agent.

1 PARTIES

The **Solano Community College (Partner)** and the **Contra Costa County Office of Education (CCCOE)** hereby agree to the following:

2 TERM

The effective date of this Memorandum of Understanding (MOU) is July 1, 2014, and ending June 30, 2019, unless sooner terminated as provided herein.

3 TERMINATION

This MOU may be terminated by either party upon thirty (30) days advance written notice thereof to the other party and may be canceled immediately by written mutual consent.

4 SERVICES AND OBLIGATIONS

CCCOE and Partner shall comply with the required elements established for the California Career Pathways Trust as indicated in Assembly Bill 86, Chapter 48, Statutes of 2013.

A. Partner's Obligations

1. General Obligations

Increase the number of students with access to standards-based academic curricula integrated with career-relevant sequenced curricula aligned with high-skill, high wage, high growth jobs in our region

Increase the connectivity between employers and the classroom through a developmentally appropriate sequence of work based learning activities that increase in depth and complexity throughout the student's academic career

Build intentional and collaborative support and transitions for students to help them move in a direct path from secondary to post-secondary enrollment

2. Requirements for Communication and Reporting

The Partner shall be required to submit an itemized invoice, and fiscal and progress reports.

The reports shall include detailed description of significant outcomes of the project. Descriptions of activities should be related only to the tasks and scope of the project.

The Partner shall provide yearly progress reports and data to the CCCOE to enable timely and complete submission to the state. CCCOE is required to submit yearly progress reports and one end of project report to show (1) student momentum points, (2) program outcomes measures, and (3) program deliverables are being met. The fiscal agent/applicant for the partnership/consortium is responsible for submitting all data required by the CDE

3. Reporting Timeline and Monitoring

The Partner must meet program deliverables on an annual basis to qualify for scheduled payments. Listed below are deliverables to be provided by the Partner to the CCCOE by June 30 of each program year:

Year 1 (2014–15):

- Identify staff member responsible for data submission
- Meet data collection requirements
- Input student data
- Track student progress and activities
- Process student outcome data
- Year End Progress Report
- Year End Expense Report

Year 2 (2015–16):

- Input student data
- Track student progress and activities
- Process student outcome data
- Year End Progress Report
- Year End Expense Report

Year 3 (2016–17):

- Input student data
- Track student progress
- Process student outcome data
- Year End Progress Report
- Year End Expense Report

Year 4 (2017–18):

- Input student data
- Track student progress
- Process student outcome data
- Year End Progress Report
- Year End Expense Report
- End of Project Report

4. Partner Reporting Requirements to the California Department of Education

The Partner shall submit reports for the California Department of Education to the CCCOE as follows:

Due Date	Item
<i>July 1, 2014</i>	<i>Grant Award Notification Signed by Grantees</i>
August 31, 2015	2014–15 PY Expenditure Report and Progress Report
August 31, 2016	2015–16 PY Expenditure Report and Progress Report
August 31, 2017	2016–17 PY Expenditure Report and Progress Report
August 31, 2018	2017–18 PY Final Expenditure and End of Project Report

5. Document Retention

The Partner shall retain fiscal and progress reports documents for a minimum period of three (3) years after completion of activities for which funds are used. The Partner must make these documents available for inspection and copying by authorized representatives for the CCCOE.

5 ALLOWABLE COSTS AND PAYMENT

A. Schedule of Payments

The CCCOE shall pay the Partner according to Exhibit A—Budget and Payment Schedule.

B. Payments Withheld

The CCCOE may withhold payment on or offset against an invoice or a portion thereof in an amount and to such extent as may be reasonably necessary to protect CCCOE from failure to meet the requirements of the CPT and or this MOU.

6 INDEMNIFICATION

Each party agrees to defend, indemnify, and hold harmless the other party (or parties) and its officers, agents, employees against all claims, demands, actions, costs (including attorneys' fees) and liability arising from or related to, and in proportion to, the negligence, willful

misconduct, or omission of the other party (or parties), its officers, agents or employees in connect with or arising from or out of the performance of this MOU.

7 COMPLIANCE WITH LAWS AND CERTIFICATIONS

The Partner shall fully comply with all laws, regulations, and other legal requirements applicable to CPT and this MOU. Applicable documents are referenced in Exhibit B of this MOU.

8 FINANCIAL RECORDS, AND NOTICE

The Partner shall keep accurate and complete accounting records concerning performance of the MOU in accordance with state guidelines, and generally recognized accounting principles and practices consistently applied. The Partner must make these documents available for inspection and copying by authorized representatives for the CCCOE.

9 AMENDMENTS

This MOU may be modified or amended by a written document executed by the parties hereto.

10 ENTIRE AGREEMENT

This MOU contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind any of the parties hereto.

11 CHOICE OF LAW AND PERSONAL JURISDICTION

a. This MOU is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.

b. Any action relating to this MOU must be instituted and prosecuted in the courts of Contra Costa County, State of California.

12 WORKERS COMPENSATION

Partner must provide worker's compensation insurance coverage for its employees.

13 NO THIRD-PARTY BENEFICIARIES

Nothing in this MOU may be construed to create, and the parties do not intend to create, any rights in third parties.

14 **EXECUTED**

PARTNER ACCEPTS AND AGREES:

Signature: _____

Print Name: _____

Title: _____

Date: _____

CCCOE ACCEPTS AND AGREES:

Signature: _____

Print Name: _____

Title: _____ County Superintendent of Schools _____

Date: _____

Diablo Gateways to Innovation CPT Consortium Budget

EXHIBIT A

	# of New Pathways	Allocation per pathway	# of Existing Pathways	Allocation per pathway	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Solano Comm. College	0	\$0	1	\$136,000	\$68,000	\$47,600	\$20,400	\$0	\$0	\$136,000

EXHIBIT B: APPLICABLE LAW, REGULATIONS, GUIDELINES AND POLICIES

PARTNER shall comply with General Assurances 2014-15, California Department of Education, to the extent applicable.

Assurances relevant to the Career Pathways Trust:

- Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 4 (commencing with §30) of Division I of Title 5, *California Code of Regulations (CCR)*
- Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the LEA (local educational agency) will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the *Education Code (EC)*, as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
- Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
- Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
- Programs and services for individuals with disabilities are in compliance with the disability laws. (PL 105-17; 34 *Code of Federal Regulations (CFR)* 300, 303; and Section 504 of the Rehabilitation Act of 1973)
- All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
- The local educational agency (LEA) will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (*CCR T5, §4202*)
- The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (*34 CFR 76.722, 76.730, 76.731, 76.734, 76.760; 34 CFR 80.42*)
- The local governing board has adopted written procedures to ensure prompt response to complaints within 60 days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, appropriate private school officials or representatives, and other interested parties. (*CCR T5, §4600 et seq.*)
- The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of *34 CFR Part 82*.
- The LEA has complied with the certification requirements under *34 CFR Part 85* regarding debarment, suspension and other requirements for a drug-free workplace. (*34 CFR Part 85*)

- The LEA provides reasonable opportunity for public comment on the application and considers such comment. (20 USC §7846(a)(7); 20 USC, §1118(b)(4); PL 107-110, §1118(b)(4))
- Programs and services are and will be in compliance with Section 8355 of the California Government Code and the Drug-Free Workplace Act of 1988, and implemented at CFR Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.
- The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (EC §45344(a))
- The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846 (a)(3)(B))

Assurances to the Extent Applicable:

- When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 United States Code (USC) §6321(b)(1); PL 107-110 §1120A(b)(1))
- The LEA will provide the certification on constitutionally protected prayer that is required by PL 107-110, §9524 and 20 USC §7904.
- The LEA will participate in the Smarter Balanced Assessment Consortium program. (20 USC §6316(a)(1)(A-D); PL 107-110, §1116(a)(1)(A-D); EC §60640, et seq.)
- The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of EC Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e) to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)

Other Assurances:

- The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (USC, Fourteenth Amendment; Calif. Constitution, art. 1, §7; Gov.C §§11135-11138; 42 USC §2000d; CCR T5, §3934)
- Schoolsite councils have developed and approved a Single Plan for Student Achievement (SPSA) for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (EC §64001)

- The LEA administers all funds and property related to programs funded through the Consolidated Application. (20 USC §6320(d)(1); PL 107-110, §1120(d)(1))
 - Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (*EC* §§62002, 52034(I), 52035(e)(I), 54101; *CCR* T5, §§3944, 3946)
 - Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (*CCR* T5, §3942)
 - At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (*EC* §63001; *CCR* T5, §3944(a)(b))
 - State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (*EC* §48438) Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.
- Public Law 101-336 - American with Disabilities Act (ADA) of 1990 (42 USC 12101 et seq.)
 - Public Law 105-17 - Individuals with Disabilities Education Act (IDEA)
 - Title VII of Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991
 - 34 CFR 82 – Restrictions on Lobbying
 - 34 CFR 85 – Government-wide Debarment and Suspension (Nonprocurement)
 - 34 CFR 86 – Drug and Alcohol Abuse Prevention
 - CA Code of Regulations, Title II, Chapter 5, Section 11105, Non-discrimination Clause
 - California Code of Regulations Title II Subchapter I (CA Department of Personnel Administration Regulations)
 - California Code of Regulations, Title 2, Division 6 (sections 18109-18997). California Fair Political Practices Commission - Political Reform Act of 2002
 - CA Education Code Section 45125.1 - Fingerprinting and Background Checks
 - California Government Code Sec. 54950 et seq. (Ralph M. Brown Act)
 - California Public Contract Code Sections 10410 and 10411 – Conflict of interest with current and former state employees
 - California Department of Education (CDE)/CDD Funding Terms and Conditions and Program Requirements for Child Development Programs
 - Any and All Other Appropriate and Required Laws, Regulations, Policies and Procedures for Career Pathway Trust Programs.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: ASSOCIATED STUDENTS OF SOLANO COLLEGE (ASSC)
2014-2015 BUDGET

REQUESTED ACTION: INFORMATION

SUMMARY

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

The ASSC 2014/2015 budget will be presented by Casey Bess, President of the Associated Students of Solano College.

Government Code: ECS 76063-76065 Board Policy: 5515 Estimated Fiscal Impact:

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

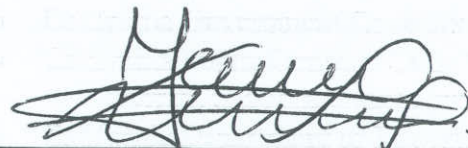
Rischa Slade, J.D.
Director, Student Life
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707 863-7839
TELEPHONE NUMBER

Student Services
ORGANIZATION

October 3, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

October 3, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

ASSC BUDGET 2013-2014 & 2014-2015

REVENUE		Approved 2013-14 Budget		2013-14 Actuals		Approved 2014-15 Budget	
Income							
8820 Contrib, Gifts, Grants & Endowments							
Inactive Clubs Funds							
Special Events Income		500.00		0.00			
8820 Contrib, Gifts, Grants & Endowments Total		500.00		0.00		500.00	
8840 Sales & Commissions				586.13		500.00	
Event Admission							
Vending Soft Drinks		3,000.00		0.00		200.00	
Vending Snacks		12,000.00		8,552.66		9,000.00	
Vending/Canteen Vacaville Center		500.00		9,981.30		10,000.00	
Vending Vallejo Center		0.00		1,909.76		2,000.00	
Vending Vallejo Center		0.00				200.00	
8840 Sales & Commissions Totals		4,250.00		20,440.72		21,400.00	
88603 Interest /Savings		1,200.00		915.77		1,000.00	
8982 Bookstore Donation							
8885 Other Student Fees (ID Cards)							
8899 Other Local		14,000.00		13,035.00		14,000.00	
Vendor Income				2,435.30		2,400.00	
Other Revenue / Pepsi				1,630.00		2,000.00	
Other Revenue /Canteen							
Other Revenue							
8899 Other Local Totals				420.00		500.00	
Total Income		5,000.00		4,485.30		4,900.00	
TOTAL REVENUE		63,200.00		79,465.92		61,800.00	
		271,233.19		214,804.92		197,139.00	
EXPENSES		Approved 2013-14 Budget		2013-14 Actuals		Approved 2014-15 Budget	
2000-3000 Student Salaries/Benefits							
4400 Instr'l Supplies & Materials		11,000.00		2,362.58		2,500.00	
Instr'l Supplies & Materials - Food (Admin)							
Instr'l Supplies & Materials - Food (Sponsored/Spec Events)				135.34		200.00	
				0.00		50.00	

ASSC BUDGET 2013-2014 & 2014-2015

4400 Instr'l Supplies & Materials Totals	Approved 2013-14 Budget	2013-14 Actuals	Approved 2014-15 Budget
4500 Noninstrut Supplies & Materials	4,000.00	135.34	250.00
Office Supplies (Admin) - Office Depot		11,761.19	1,000.00
Office Supplies (Sponsored/Spec Events)		1,577.32	1,500.00
Office Supplies (ID Cards)		508.03	500.00
Office Supplies (Student Recruitment)		0.00	250.00
Office Supplies (Student Development) - Camera		0.00	
4500 Noninstructional Supplies & Materials Totals		269.72	
4600 Printing & Copying	4,000.00	14,116.26	3,250.00
Printing & Copying (Sponsored/Spec Events)		425.75	500.00
Copier Supplies		122.85	100.00
4600 Printing & Copying Totals		805.60	900.00
5110 Personal Services/Consultants	300.00	1,354.20	1,500.00
5210 Travel & Conference	1,900.00	875.00	1,000.00
Conference Reimbursement			
Executive Board Travel	9,500.00		
GA Registration (Monterey)	5,000.00		
GA Meals/Lodging (Monterey)		1,930.00	
GA Conference Reimbursement/nt/mileage (Monterey)		1,846.27	
CCCSAA Lodging (Sacramento)		210.98	
CCCSAA Registration (Sacramento)		1,088.70	
SSCCC Lodging (Los Angeles)		2,890.00	
SSCCC Meals (Los Angeles)		762.60	
ASSC Fall Retreat		398.05	
Professional Development - SDO Staff		912.49	
Payment for Conference Non-Attendance		1,791.92	
5210 Travel & Conference Totals		3,390.00	
5220 Mileage Reimbursement	14,500.00	15,221.01	16,000.00
5240 On/Off Campus Events	300.00	100.21	200.00
5300 Membership Dues		1,958.35	7,000.00
5610 Rentals/Leases (Copier)	500.00	500.00	500.00
5620 Repair & Maintenance (ID Printer Warr)	100.00	1,297.00	1,300.00
5740 Election Costs	7,500.00	1,495.00	1,500.00
	200.00	93.91	500.00

ASSC BUDGET 2013-2014 & 2014-2015			
	Approved 2013-14 Budget	2013-14 Actuals	Approved 2014-15 Budget
5795 Donation Funds			
Student Ambassador Program			
General Donations	5,000.00		
Capital Improvements Donations	2,000.00		
Club Seed Money	2,500.00		
Inter-Club Council Appreciation Luncheon		1,999.80	2,000.00
Departmental Funding Requests	500.00	267.52	500.00
Club Funding Requests		6,940.00	12,000.00
Phone Bank Stipend/Outreach		9,618.05	10,000.00
5795 Donation Funds Totals		732.00	
5799 Other Operational Costs	10,000.00	19,557.37	24,500.00
5810 Bank Service Charges	100.00	0.00	
	2,600.00	2,802.00	2,802.00
6120 Site Improvement - Campus Enrichment Plan			
6410 Office Equipment	5,000.00		
733501 Library Donation	500.00	1,495.00	2,000.00
792009 Sports Medicine Athletic Trainer Trust	5,000.00		
733502 Contribution to PE Gen Fund - Banquet	750.00	750.00	
733502 Contribution to Athletic Training	750.00	1,000.00	
733502 Special Trust Totals			
733503 Club Funds Assistance	1,500.00	1,000.00	
7520 Student Scholarships	7,500.00	7,232.35	
SCC Scholarship foundation - Endowment			
ASSC Pepsi Scholarship	500.00		
7520 Student Scholarships Totals	2,000.00	no longer in place	
7600 Other Student Aid	2,500.00	0.00	
ASSC Emergency Book Loan - Vendor Income			
ASSC Emergency Book Loan - Fin. Aid Book	2,300.00		
Students Helping Students Book Grants	2,300.00	3,886.47	5,000.00
7600 Other Student Aid Totals	2,400.00	3,090.73	10,000.00
TOTAL EXPENDITURES	7,000.00	6,977.20	15,000.00
	86,000.00	79,322.78	76,552.00
CONTINGENT RESERVE			
7900 Reserve for Contingency			
TOTAL BUDGET FUND	185,233.19	135,339.00	135,339.00
	271,233.19	214,218.79	197,139.00

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO KITCHELL CEM FOR
MEASURE Q PROGRAM AND DESIGN MANAGEMENT

REQUESTED ACTION: INFORMATION

SUMMARY:

On August 21, 2013, the Governing Board approved item 13 (d), the "Measure Q Recommended [Operating] Structure." The structure included an in-house team hired to manage the bond, as well as invoicing and purchasing. The structure also envisioned a consulting program manager hired to manage specific projects.

A request for qualification and proposal (RFQ/P) was issued, and a subsequent interview was conducted of the five most qualified teams. The panel recommended three teams for a second interview and Kitchell CEM was selected to become the Measure Q Program and Design Manager. The two other finalists were selected to become Construction Managers.

On May 7, 2014, the Governing Board approved item 9.(c), "Program Management Selection" which included a short form "start-up" contract for \$360,000 to allow Kitchell CEM to begin work while negotiation of a long form contract was ongoing.

CONTINUED ON NEXT PAGE

Government Code: Board Policy: Fiscal Impact: \$ 6,376,735.00 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

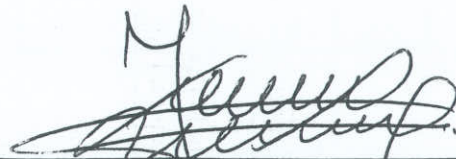
Leigh Sata
Executive Bonds Manager
PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534
ADDRESS

707 864-7176
TELEPHONE NUMBER

Administration
ORGANIZATION

October 3, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

October 3, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO KITCHELL CEM FOR
MEASURE Q PROGRAM AND DESIGN MANAGEMENT**

REQUESTED ACTION: INFORMATION

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

Contract negotiations are complete and the Governing Board is asked to approve the Measure Q Program and Design Management contract for Kitchell CEM. The contract duration is four (4) years and has the following features:

1. Program Start Up – this phase includes the creation and implementation of a program procedures manual, appropriate financial control and approval mechanisms, a bond spending plan and overall program schedule, and other activities as appropriate.
2. Program and Design Management Services – this phase includes ongoing program and design management services for the duration of the first set of projects as set forth in the Board approved facilities master plan. Specific activities include design management of architects and engineers, the creation of professional service vendor “pools,” multiple RFQ and RFP solicitations from the professional service community, overall coordination of the program and the various consultants, contract negotiation, FFE and move management oversight, and other activities as appropriate.
3. EADoc Document Control System – the contract includes the cost of EADoc, a construction management system that enables all members of the team to communicate effectively with each other and provide document control, tracking and management for the District. The system will provide standard report that will be customized for the District’s various constituents. The system is provided to the District without mark up by Kitchell and the content within the system remains the property of the District.
4. Pre-Planning Phase – the contract includes a stipulated sum for services that supported the District’s early projects, including management of the District Energy Infrastructure Project (Solar Photovoltaics and ESCO program), the Autotechnology Building Swing Space project, Small projects at B-100, 200 and 400, and small infrastructure projects at the two Centers. In all cases, the District received value for the work performed and could not have managed the work without Kitchell’s support.

At this time, the Governing Board is asked to approve the contract for Kitchell CEM for program and design management services in the amount of \$ **6,376,735.00**. The contract subsumes the previously approved short form contract and includes a credit to the District.

The contract is available online at <http://www.solano.edu/measureq/planning.php>.

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

TO: Members of the Governing Board

SUBJECT: FIRST READING - SOLANO COMMUNITY COLLEGE
DISTRICT POLICY AND PROCEDURES - SERIES 4000 –
BOARD POLICY NO. 4800 - REVISED (IN PART)

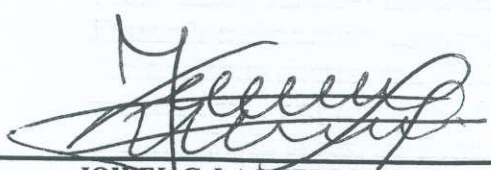
REQUESTED ACTION: INFORMATION

SUMMARY:

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

This revised Board policy has been vetted through the Shared Governance Council, Superintendent-President's Cabinet, and reviewed by the Board Policies and Procedures Adhoc Subcommittee.

- Board Policy No. 4800 – Appendix C (Replacement) and Appendix E (New)

Government Code:	Board Policy:	Estimated Fiscal Impact: \$ N/A
SUPERINTENDENT'S RECOMMENDATION:		<input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> TABLE
Jowel Laguerre, Ph.D. Superintendent-President		
PRESENTER'S NAME		
360 Campus Lane, Suite 201 Fairfield, CA 94534		
ADDRESS		
707 864-7112		
TELEPHONE NUMBER		
Administration		
ORGANIZATION		
October 3, 2014		
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		
		 JOWEL C. LAGUERRE, Ph.D. Superintendent-President
		October 3, 2014 DATE APPROVED BY SUPERINTENDENT-PRESIDENT

CLASSIFIED MANAGEMENT PERFORMANCE APPRAISAL
STATEMENT OF PERFORMANCE/EXPECTATIONS AND GOALS

Solano Community College

Performance Appraisal For _____ Position
(Name)

Instructions: This section is to be completed by the employee in consultation with his or her supervisor and is due **JULY 1**. Development of performance goals and performance appraisal is based upon class specifications/job description and should include department and district goals.

Performance Goals for non-evaluation year

PERFORMANCE GOALS

RESULTS/OUTCOMES/ACHIEVEMENTS

Employee's Signature _____ Date _____ Supervisor's
Signature _____ Date _____

Performance Appraisal For _____ Position
(Name)

Instructions: This section is to be completed by the employee in consultation with his or her supervisor and is due **JULY 1**. Development of performance goals and performance appraisal is based upon class specifications/job description and should include department and district goals.

Performance Goals for evaluation year

To be reviewed by February 28.

Employee's Signature _____ Date _____ Supervisor's
Signature _____ Date _____

Performance Appraisal For _____ Position _____
(Name)

Instructions: This section is to be completed by the supervisor and is due to the employee by **JUNE 1** of the evaluation year. Based on each major job category in the job description, please circle the letter which best describes the employee's performance. The development of job categories are to be based on the class specifications/job description, the District goals, the department goals, and the individual performance goals. These job categories are to be developed in consultation with the employee at the time the performance goals are determined and are due by **JULY 1** of the evaluation year.

- O** Outstanding Performance. Performance is of exceptional quantity and/or quality and is completed in accordance with established schedules or deadlines.
- H** Highly Effective Performance. Performance is of above average or excellent quality and is usually completed in accordance with established schedules or deadlines.
- S** Satisfactory Performance. Performance is of good quality and is usually completed in accordance with established schedules or deadlines.
- M** Marginal Performance. Performance is minimally acceptable but needs improvement.
- U** Unsatisfactory Performance. Performance is not adequate for the position.

Major Job Categories (from class specifications/job description)

(Circle one)
O H S M U

1.
Comments:

O H S M U

2.
Comments:

O H S M U

3.
Comments:

O H S M U

4.
Comments:

O H S M U

5.
Comments:

Additional major job categories or significant responsibilities may be added on a separate sheet.

Employee's Signature _____ Date _____ Supervisor's
Signature _____ Date _____

Performance Appraisal For _____ Position

(Name)

OVERALL RATING

Please check appropriate box for the overall rating of the employee's performance.

☐ Outstanding Performance

SUGGESTIONS FOR USE OF RATING CRITERIA:

Half or more of the major job category ratings should be "Outstanding;" no more than one rating should be below "Highly Effective."

☐ Highly Effective Performance

Half or more of the major job category ratings should be "Highly Effective" or "Outstanding;" no more than one rating should be below "Satisfactory."

☐ Satisfactory Performance

Half or more of the major job category ratings are "Satisfactory" or higher; no more than one-fourth of the ratings should be "Marginal." The employee and supervisor will develop and attach a performance improvement plan for any major job categories which are rated "Marginal."

☐ Marginal Performance

More than one-fourth of the major job category ratings are "Marginal" or below. The employee and supervisor will develop and attach a performance improvement plan for the major job categories which are rated "Marginal" or below.

☐ Unsatisfactory Performance

More than one-fourth of the major job category ratings are "Unsatisfactory." The employee and supervisor will develop and attach a performance improvement plan for all major job categories which are rated "Marginal" or below.

Additional comments may be attached and signed on a separate sheet of paper.

Supervisor's Comments:

Employee's Comments:

This performance appraisal has been discussed with the employee. His/her signature does not necessarily imply that he/she is in agreement with the evaluation.

Employee's Signature _____ Date _____ Supervisor's
Signature _____ Date _____

CLASSIFIED MANAGEMENT PERFORMANCE APPRAISAL
STATEMENT OF PERFORMANCE/EXPECTATIONS AND GOALS

Solano Community College

Performance Appraisal For _____ Position _____
(Name)

Instructions: This section is to be completed by the employee in consultation with his or her supervisor and is due **JULY 1**. Development of performance goals and performance appraisal is based upon class specifications/job description and should include department and district goals.

Performance Goals for non-evaluation year

PERFORMANCE GOALS

RESULTS/OUTCOMES/ACHIEVEMENTS

Employee's Signature _____ Date _____ Supervisor's
Signature _____ Date _____

Performance Appraisal For _____ Position
(Name)

Instructions: This section is to be completed by the employee in consultation with his or her supervisor and is due **JULY 1**. Development of performance goals and performance appraisal is based upon class specifications/job description and should include department and district goals.

Performance Goals for evaluation year

To be reviewed by February 28.

Employee's Signature _____ Date _____ Supervisor's
Signature _____ Date _____

Performance Appraisal For _____ Position _____
(Name)

Instructions: This section is to be completed by the supervisor and is due to the employee by **JUNE 1** of the evaluation year. Based on each major job category in the job description, please circle the letter which best describes the employee's performance. The development of job categories are to be based on the class specifications/job description, the District goals, the department goals, and the individual performance goals. These job categories are to be developed in consultation with the employee at the time the performance goals are determined and are due by **JULY 1** of the evaluation year.

- O** Outstanding Performance. Performance is of exceptional quantity and/or quality and is completed in accordance with established schedules or deadlines.
- H** Highly Effective Performance. Performance is of above average or excellent quality and is usually completed in accordance with established schedules or deadlines.
- S** Satisfactory Performance. Performance is of good quality and is usually completed in accordance with established schedules or deadlines.
- M** Marginal Performance. Performance is minimally acceptable but needs improvement.
- U** Unsatisfactory Performance. Performance is not adequate for the position.

Major Job Categories (from class specifications/job description)

(Circle one)
O H S M U

1.
Comments:

2.
Comments:

3.
Comments:

4.
Comments:

5.
Comments:

O H S M U

O H S M U

O H S M U

O H S M U

Additional major job categories or significant responsibilities may be added on a separate sheet.

Employee's Signature _____ Date _____ Supervisor's
Signature _____ Date _____

Performance Appraisal For _____ Position
(Name)

OVERALL RATING

Please check appropriate box for the **overall rating** of the employee's performance.

☐ Outstanding Performance

SUGGESTIONS FOR USE OF RATING CRITERIA:

Half or more of the major job category ratings should be "Outstanding;" no more than one rating should be below "Highly Effective."

☐ Highly Effective Performance

Half or more of the major job category ratings should be "Highly Effective" or "Outstanding;" no more than one rating should be below "Satisfactory."

☐ Satisfactory Performance

Half or more of the major job category ratings are "Satisfactory" or higher; no more than one-fourth of the ratings should be "Marginal." The employee and supervisor will develop and attach a performance improvement plan for any major job categories which are rated "Marginal."

☐ Marginal Performance

More than one-fourth of the major job category ratings are "Marginal" or below. The employee and supervisor will develop and attach a performance improvement plan for the major job categories which are rated "Marginal" or below.

☐ Unsatisfactory Performance

More than one-fourth of the major job category ratings are "Unsatisfactory." The employee and supervisor will develop and attach a performance improvement plan for all major job categories which are rated "Marginal" or below.

Additional comments may be attached and signed on a separate sheet of paper.

Supervisor's Comments:

Employee's Comments:

This performance appraisal has been discussed with the employee. His/her signature does not necessarily imply that he/she is in agreement with the evaluation.

Employee's Signature _____ Date _____ Supervisor's
Signature _____ Date _____

SOLANO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EMPLOYEES (Continued)

4800

ALG PERFORMANCE APPRAISAL

APPENDIX C

Employee
Evaluated by

Job Title
Evaluation Date

Instructions:

Effective evaluation of job performance is an on-going process. Annually each manager or supervisor provides a summary of progress toward meeting job expectations and last year's goals. This form is to be used for annual evaluations, and at other times during the year when formal feedback is needed.

Part I – Goals from last year or last evaluation period

Rate the progress made on each of the goals established at the beginning of the period. Also include any new goals established during the evaluation period and note any modifications to the original goals.

Part II – Job Success Factors

These include key responsibilities and basic competencies related to the job as well as those agreed by ALG. Rate each factor based on performance during the period identified above. Also include in this section an overall rating for the employee

Part III – Goals for this coming year or evaluation period

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department and the campus.

Part IV – Professional Development Plan

Enter any actions that will be taken by the employee or manager/supervisor to support the goals indicated in Part III above, or specific job success factors in Part II. The plan may include career growth, job mastery, or actions to correct performance.

Part V – Final Comments

Both the employee and the supervisor can add final comments related to performance and/or the evaluation process.

Rating Scale:

Score	Meaning	Description
5	Exceptional	Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or District objectives. This rating is achievable by any employee though given infrequently.
4	Exceeds expectations	Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.
3	Meets expectations	Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.
2	Improvement needed	Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be outlined in Section 4, including timelines, and monitored to measure progress.
1	Unsatisfactory	Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. In Section 4, a plan to correct performance, including timelines, must be outlined and monitored to measure progress.

Part I – Goals from last year or last evaluation period

<i>Goal</i>	<i>Rating (1-5)</i>	<i>Comments</i>
-------------	---------------------	-----------------

Part II – Job Success Factors

Rate how well the employee performs key responsibilities as articulated by ALG consensus and in the employee job description. Include employee success factors by reference to an attached copy of the job description, or paraphrase from the job description.

ALG Success Factors

<i>Key Responsibilities</i>	<i>Rating (1-5)</i>	<i>Comments</i>
<i>SAO Development and Assessment</i>		
<i>Plan development and implementation</i>		

Employee Success Factors

<i>Key Responsibilities</i>	<i>Rating (1-5)</i>	<i>Comments</i>
-----------------------------	---------------------	-----------------

Considering ratings against goals and job success factors please provide an overall rating

Overall Rating(1-5)

Part III – Goals for this coming year or evaluation period

Progress toward meeting these goals will be reviewed at the time of the next evaluation.

Goal

Measure of Success

Part IV – Professional Development Plan

Part V - Final Comments

Employee

Supervisor

Signatures

Employee

Date

My signature confirms that this evaluation has been discussed with me and I have received a copy of this evaluation. My signature does not necessarily indicate agreement with the evaluation.

Manager/Supervisor

Date

The employee being evaluated is to receive a copy of the completed evaluation form and the signed original shall be placed in the personnel file.

3SOLANO COMMUNITY COLLEGE DISTRICT

APPENDIX E

ADMINISTRATIVE EMPLOYEES (Continued)

4800

APPLICANT REIMBURSEMENT

A. Eligibility and Maximum Reimbursement Amount

1. *If funding is available the District will reimburse the travel expenses of eligible candidates invited to second (2nd) interviews for regular management positions, up to the limits allowed. (If the candidate is recommended for hire and declines the offer, reimbursement will not be allowed.)*
2. *The maximum reimbursement amount per interview for any candidate for all allowable expenses shall not exceed five hundred dollars (\$500). The total reimbursement for any candidate, regardless of the number of interviews, shall not exceed one thousand dollars (\$1,000).*
3. *Expenses for travel from outside a 150 – mile radius of the District is eligible for reimbursement.*
4. *Authorization for reimbursement must be granted by the Human Resources Department, as applicable, prior to the expenses being incurred.*

B. Allowable Transportation Expenses

1. Common Carrier: *Reimbursement is authorized for round-trip economy or coach fare.*
2. Private Automobile: *Reimbursement for travel by privately owned automobile is authorized at the rate based on prevailing Internal Revenue Service (IRS) regulations.*
3. Local Transportation Expenses
 - a. *Reimbursement may be claimed for local rental car expense, shuttle fares, taxi fares, and parking fees.*
 - b. *Reimbursement for local rental car expense is authorized for up to two days, not to exceed forty dollars (\$40) per day.*

APPENDIX E

ADMINISTRATIVE EMPLOYEES (Continued)

4800

APPLICANT REIMBURSEMENT

- c. *The maximum reimbursement for all local transportation expenses shall not exceed eighty dollars (\$80).*

C. *Allowable Lodging Expenses*

1. *Reimbursement for local lodging expense is authorized for one night, not to exceed one hundred dollars (\$100).*
2. *No reimbursement will be made for non-commercial lodging in a private dwelling.*

The maximum reimbursement amount per interview for any candidate for all allowable expenses shall not exceed five hundred (\$500). The total reimbursement for any candidate, regardless of the number of interviews, shall not exceed one thousand dollars (\$1,000).

Receipts are required to be mailed back to the Human Resources Department as applicable within one week after the interview.

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

TO: Members of the Governing Board

**SUBJECT: FIRST READING - SOLANO COMMUNITY COLLEGE
DISTRICT POLICY AND PROCEDURES, BOARD POLICY
NO. TBD - DISTRIBUTION OF TICKETS OR PASSES -
NEW**

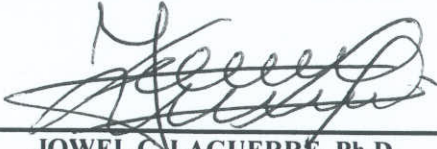
REQUESTED ACTION: INFORMATION

SUMMARY:

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

The revised policy and procedures have been reviewed through the Board Policies and Procedures Adhoc Subcommittee and are being presented for information. They have been vetted through the Shared Governance Council and Superintendent-President's Cabinet. Approval will be requested at the next regular meeting of the Board.

- Policy No. TBD – Distribution of Tickets or Passes - New
- Board Procedure No. TBD – Distribution of Tickets or Passes - New

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$ N/A</i>
SUPERINTENDENT'S RECOMMENDATION:	<input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> TABLE
Jowel Laguerre, Ph.D. Superintendent-President		
PRESENTER'S NAME		
360 Campus Lane, Suite 201 Fairfield, CA 94534		
ADDRESS		
707 864-7112		
TELEPHONE NUMBER		
Administration		
ORGANIZATION		
October 3, 2014		
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		
		
	JOWEL C. LAGUERRE, Ph.D. Superintendent-President	
	October 3, 2014	
	DATE APPROVED BY SUPERINTENDENT-PRESIDENT	

SOLANO COMMUNITY COLLEGE DISTRICT

DISTRIBUTION OF TICKETS OR PASSES

TBD

POLICY:

From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District's mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

*REFERENCES/
AUTHORITY:*

Title 2, Section 18944.1

BP TBD

ADOPTED:

XXXXXXXXXX

NEW

SOLANO COMMUNITY COLLEGE DISTRICT

DISTRIBUTION OF TICKETS OR PASSES

TBD

PROCEDURES

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

*When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the gift reporting provision of Policy 1019 titled *Conflict of Interest* so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its Web site as set forth below.*

For each ticket or pass distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPC) Form 802. The District will post these completed forms on its Web site.

REFERENCES/

AUTHORITY: Title 2, Section 18944.

BPRC 1

REVIEWED: XXXXXXXXX

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: HUMAN RESOURCES REORGANIZATION

REQUESTED ACTION: INFORMATION

SUMMARY

Over the past few months, the Human Resources Department has undertaken an extensive review and evaluation of its functions and priorities. Upon the arrival of Dr. Larson as the Associate Vice President of Human Resources, it was confirmed that the following organization will be most conducive to the success of the H.R. function and department for the organization. It provides H.R. with the infrastructure to make the changes needed to build the necessary support mechanism for the success of Solano Community College as an organization.

Attached is an organizational chart for the Human Resources Department.

Government Code: Board Policy: Estimated Fiscal Impact: None

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

Wade Larson, D.M.
Associate Vice President, Human Resources

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

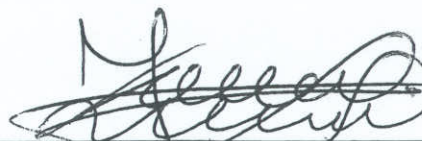
ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration
ORGANIZATION

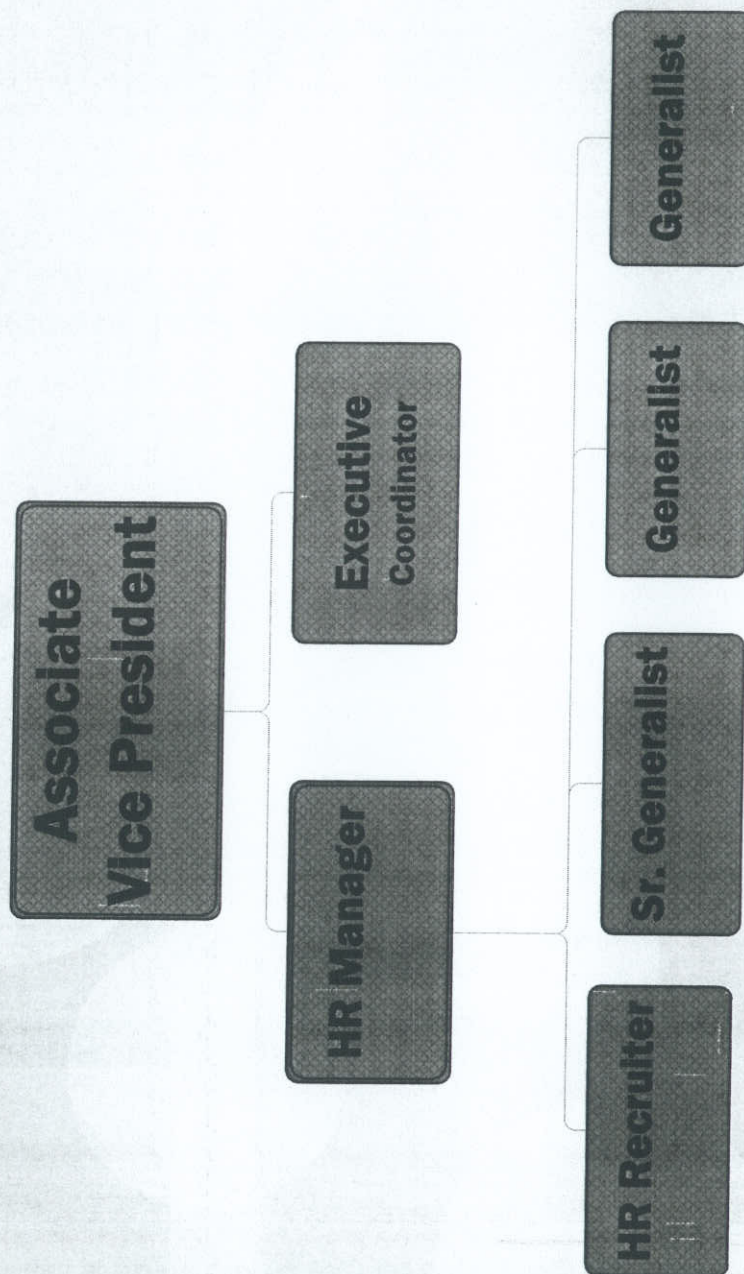
October 3, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 3, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

Human Resources Reorganizational Flow Chart 2014



**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 – THIRD QUARTER 2014

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 July, August, and September 2014. 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.

Government Code:	Board Policy: 1016	Estimated Fiscal Impact: \$	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

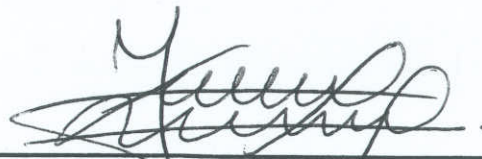
TELEPHONE NUMBER

Administration

ORGANIZATION

October 3, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 3, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Solano Community College District Governing Board
Board's Leadership: How Do We Rate Checklist

Name (Optional) SEVEN ELECTED OFFICIALS PARTICIPATED Date October 15, 2014

Please check the applicable boxes in Sections A and B.

Section A: **Rated by:** ☒ Trustee ☐ CEO

Section B: **Quarter/Date Rated**

(October/November/December) January _____ (April/May/June) _____
 (January/February/March) April _____ (July/August/September) Third Quarter

INSTRUCTIONS:

Use this checklist to check your perception of the Board's leadership this quarter. Be as objective as you can. You will receive this checklist in your Board packet each quarter. Please complete and submit it to the Board Secretary at the appropriate Board meeting. **NOTE:** "We" refers to 100% of the Board, e.g., 7 out of 7. If you are aware of one or more Board member/s not in compliance with their duties and/or responsibilities as a Board member, per the question asked, circle "No" as your answer.

Section C: Circle your answer to each area question in the columns to the right.

AREAS	QUESTIONS	ANSWERS	
1.	Have we created an environment in which the CEO has the power to lead the College?	Yes 6	No 1
2.	Have we delegated authority to the CEO to lead and administer?	Yes 7	No
3.	Are we keeping the CEO informed, adhering to the rule of "no surprises"?	Yes 6	No 1
4.	Are we honoring the CEO as the point of contact for the institution?	Yes 6	No 1
5.	Do we fully consider information and recommendations offered by the CEO?	Yes 7	No
6.	Are we supporting professional development for the CEO?	Yes 7	No
7.	Are we adhering to the standards of Board ethics?	Yes 6	No 1
8.	Are we ensuring that the CEO has the resources needed to do the job?	Yes 7	No
9.	Do we respect and support the CEO?	Yes 6	No 1
10.	Does the CEO always ask the Board to make major decisions with advance preparation?	Yes 5	No 2
11.	Do we alert the CEO and Board President about our concerns prior to going public with them?	Yes 7	No
12.	Do all Board members receive the same communications from the CEO?	Yes 5	No 2
13.	Do we make it a practice to share information and questions with other Board members and the CEO?	Yes 5	No 2

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 5	No 2
15.	Do we help the CEO in being effective by not making unnecessary demands on him or her?	Yes 6	No 1
16.	Do we provide guidance, support, dialogue, information, and feedback to our CEO?	Yes 6	No 1
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 6	No 1
19.	Is the Board sensitive to the concerns of students and employees while maintaining impartiality and support for the CEO?	Yes 6	No 1
20.	Do we honor the professionalism of College staff by allowing them to perform their duties?	Yes 6	No 1
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 6	No 1
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 6	No 1
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 6	No 1
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 4	*No 2
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 7	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 6	No 1
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 5	No 2

*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 87

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: We have asked tough questions.

One Trustee Responded: Gave stronger direction to President. Item #26. Retreat cleared the air on many issues between the Board and some Trustees. I think we gave the tools to the President to mentor and discipline staff.

One Trustee Responded: 6, 8, 17

One Trustee Responded: Good interactions at Board Retreat.

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

One Trustee Responded: Keep on top of what is going on at the College.

One Trustee Responded: Communication between all Board members and the President.

One Trustee Responded: 3, 4, 9, 13, 14, 15

One Trustee Responded: Board interaction is deteriorating.

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

☐ **4 Effective:** 90 or above
☐ **Average:** 66 – 75

☐ **2 Good:** 78 – 87
☐ **1 Below Average:** Under 66

87 AVERAGE (GOOD)

- D. Has our Board been an effective leader this quarter? YES – 6; NO - 1 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.)**