

AGENDA ITEM 11.(a)
MEETING DATE November 19, 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>
TBD	Chief of Staff	TBD

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jose Ballesteros	From MESA Coordinator to Director of MESA and High School Programs (Range 43/ Step 2)	11/20/14
Marielle Calara	From HR Executive Coordinator to HR Generalist (Range 33/Step 5)	11/20/14
Donna Laroski	From Senior HR Generalist to Admin IV (Range 14/Step 6)	01/01/15

Short-term/Temporary/Substitute

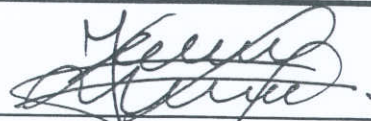
<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Andrew Ashburn	Grounds Technician	General Fund	10/28/14 – 06/30/15	\$14.87 hr.
Patricia Barnes	Cosmetology	General Fund	10/30/14 – 12/15/14	\$58.60 hr.
Angela Buford	Admin Assistant IV	General Fund	09/15/14 – 09/15/14	\$18.90 hr.
Saki Cabrera	Human Services	Perkins	08/01/14 – 05/30/15	\$69.25 hr.
	Specialized Course			
Shawn Carney	AB 86 Project	AB 86	09/01/14 – 05/31/15	\$66.67 hr.
Carlene Coury	AB 86 Project	AB 86	09/01/14 – 05/31/15	\$58.60 hr.
Allen Fleming	Instructional Assistant	Umoja	11/06/14 – 06/30/15	\$14.58 hr.
Jon Harris	Assistant Baseball Coach	General Fund	09/01/14 – 05/25/15	\$16.66 hr.
Myra Kargbo	Prog/Curriculum Dev.	Enrollment Growth	09/01/14 – 06/30/15	\$68.78 hr.

Wade Larson, D.M.

Associate Vice President, Human Resources

November 7, 2014

Date Submitted



JOWEL C. LAGUERRE, Ph.D.

Superintendent-President

November 7, 2014

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 November 19, 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>
Corrine Kirkbride	AB 86 Project	AB 86	09/01/14 – 06/30/15	\$68.78 hr.
Michael Klieman	AB 86 Project	AB 86	09/01/14 – 05/31/15	\$58.59 hr.
Oahn Lam	Facilitator (Open Lab)	General Fund	08/13/14 – 12/16/14	\$61.17 hr.
Karen Lowe	AB 86 Project	AB 86	09/01/14 – 05/31/15	\$66.67 hr.
Paul Mazzarelle	Assist. Swim/Dive Coach	General Fund	01/02/15 – 05/02/15	\$16.66 hr.
Melissa Reeve	AB 86 Project	AB 86	09/01/14 – 05/31/15	\$66.67 hr.
John Sanders	Assist. Men's Basketball Coach	General Fund	10/01/14 – 05/31/15	\$16.66 hr.
Tyren Sillanpaa	Assistant Baseball Coach	General Fund	09/01/14 – 05/25/15	\$16.66 hr.
Dyan Smith	Children's Program Assistant (Short term for afternoon Pre-school)	CSPP	10/16/14 – 05/19/15	\$14.58 hr.
Steven Swanson	Technology Specialist	General Fund	11/20/14 – 02/27/15	\$19.73 hr.
Ann Talamantes-Ristow	Assistant Women's Basketball Coach	General Fund	09/01/14 – 05/25/15	\$16.66 hr.
Jeffrey Young	AB 86 Project	AB 86	09/01/14 – 05/31/15	\$50.53 hr.
Ron Zak	Updating HS Articulation Agreements	CTE Transitions	10/01/14 – 06/30/15	\$66.67 hr.

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Greg Begin	Workshop Presenter	12/9/2014	\$265.00
Sherry Currie-Proctor	Workshop Presenter	10/16/14 - 10/30/14	\$960.00
Sherry Currie-Proctor	Workshop Presenter	10/22/2014	\$240.00
Sherry Currie-Proctor	Workshop Presenter	11/06/14 – 11/18/14	\$720.00
Jacqueline Jones	Workshop Presenter	10/07/14 – 10/17/14	\$480.00
Jacqueline Jones	Workshop Presenter	11/04/14 – 11/21/14	\$480.00
Jacqueline Jones	Workshop Presenter	12/02/14 – 12/19/14	\$480.00
Kerry Pilley	Workshop Presenter	10/20/14 – 10/21/14	\$480.00
Kerry Pilley	Workshop Presenter	11/17/14 – 11/18/14	\$480.00
Kerry Pilley	Workshop Presenter	12/15/14 – 12/16/14	\$480.00
Noel Vargas	Workshop Presenter	10/02/14 – 10/30/14	\$1920.00
Noel Vargas	Workshop Presenter	11/03/14 – 11/17/14	\$960.00
Noel Vargas	Workshop Presenter	12/01/14 – 12/15/14	\$720.00
Tyffany Wanberg	Workshop Presenter	10/06/14 – 10/28/14	\$1440.00
Tyffany Wanberg	Workshop Presenter	11/03/14 – 11/25/14	\$1440.00
Tyffany Wanberg	Workshop Presenter	12/01/14 – 12/10/14	\$720.00

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Corey Battle	Student Services/Athletics	Assist with Men's Basketball Program
DeWayne Cook	Student Services	Assist with Umoja students and program
Melody Nix	School of Liberal Arts	Assist with Art Department

AGENDA ITEM 11.(b)
MEETING DATE November 19, 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>
2B Successful Youth	Tutoring services related to the Workforce Investment Board HYPE Grant	July 1, 2014 – June 30, 2015	Not to exceed \$6,000.00
Belinda Bush	Tutoring services related to the Workforce Investment Board HYPE Grant	July 1, 2014 – June 30, 2015	Not to exceed \$6,000.00
Yanina Cywinska	Speaking Engagements	November 1, 2014 – May 15, 2015	Not to exceed \$1,200.00
Bill Hackwell	Speaker presentation on Cuba	November 18, 2014	Not to exceed \$300.00

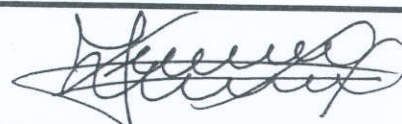
**Human Resources
Wade Larson, Associate Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Nona Cohen-Bowman	Special project	October 24, 2014 – November 15, 2014	Not to exceed \$10,000.00

Yulian I. Ligioso

Vice President, Finance and Administration

November 7, 2014
Date Submitted



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

November 7, 2014
Date Approved

School of Liberal Arts
Neil Glines, Dean

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Kristy Juliano	Musical direction and vocal training for theater production	September 18, 2014 – October 23, 2014	Not to exceed \$1,964.00

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: WARRANT LISTINGS
REQUESTED ACTION: APPROVAL

SUMMARY:

10/06/14	Vendor Payment	2511058182-2511058183	\$9,381.77
10/06/14	Vendor Payment	2511058184-2511058187	\$44,284.07
10/06/14	Vendor Payment	2511058188-2511058193	\$60,683.60
10/06/14	Vendor Payment	2511058194-2511058285	\$305,148.53
10/09/14	Vendor Payment	2511058286-2511058309	\$5,239.50
10/13/14	Vendor Payment	2511058310-2511058396	\$108,985.48
10/14/14	Vendor Payment	2511058397	\$1,464.59
10/20/14	Vendor Payment	2511058398	\$2,863.30
10/20/14	Vendor Payment	2511058399-2511058402	\$51,586.52
10/20/14	Vendor Payment	2511058403-2511058406	\$11,965.41
10/20/14	Vendor Payment	2511058407-2511058408	\$114,242.05
10/20/14	Vendor Payment	2511058409-2511058471	\$98,441.53
10/23/14	Vendor Payment	2511058472-2511058559	\$48,057.70
10/27/14	Vendor Payment	2511058560-2511058562	\$27,114.15

CONTINUED ON NEXT PAGE:

Government Code: Board Policy: 3240 Estimated Fiscal Impact: \$4,041,217.81
ECS 70902 & 81656

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

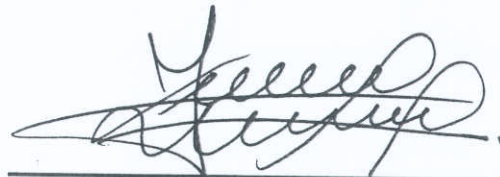
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

November 7, 2014

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 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:

10/27/14	Vendor Payment	2511058563-2511058564	\$1,285.00
10/27/14	Vendor Payment	2511058565-2511058656	\$958,989.80
10/27/14	Vendor Payment	2511058657-2511058719	\$171,740.60
11/03/14	Vendor Payment	2511058720	\$223,948.75
11/03/14	Vendor Payment	2511058721-2511058724	\$901,559.20
11/03/14	Vendor Payment	2511058725-2511058728	\$33,944.83
11/03/14	Vendor Payment	2511058729	\$612,516.00
11/03/14	Vendor Payment	2511058730-2511058798	<u>\$247,775.43</u>
TOTAL			\$4,041,217.81

Copies of the Warrant Listings are available at the following locations: Office of the Superintendent-President and Office of the Vice President of Finance and Administration.

AGENDA ITEM 11.(d)
MEETING DATE November 19, 2014

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT WITH MIYAMOTO
INTERNATIONAL INC., FOR PROFESSIONAL SERVICES
FOR VACAVILLE ANNEX CLASSROOM BUILDING AND
VALLEJO AUTOTECHNOLOGY CENTER SWING SPACE
PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

On July 16, 2014, the Governing Board approved item 10.(h), a contract for Miyamoto International Inc., for structural engineering services for the Vacaville Annex Classroom Building.

This new request will amend the previously approved agreement to include emergency post-earthquake structural evaluation of 1301 Georgia Street Building (Autotechnology Swing Space) in Vallejo. The emergency work was performed following the August 24, 2014 Napa earthquake. Miyamoto performed the work prior to District resuming classes.

The Board is asked to approve this contract amendment to Miyamoto International, Inc. in the amount of \$1,070.

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

Government Code: Board Policy: Estimated Fiscal Impact: \$1,070.00 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

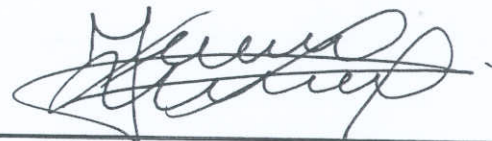
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
VALLEJO CITY UNIFIED SCHOOL DISTRICT AND
SOLANO COMMUNITY COLLEGE DISTRICT

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College District identified as "SCCD" and Vallejo City Unified School District identified as "VCUSD" is being presented to the Governing Board for approval.

This Financial Memorandum of Understanding between "SCCD" and "VCUSD" sets forth the terms under which the partners will work together as a regional consortium to distribute and utilize funds provided by California Career Pathways Trust Grant – AB 86.

The consortium is composed of local educational agencies, community college districts, and business partners. This agreement was entered into by the Partners on March 1, 2014 and ends on June 30, 2017, in anticipation of the receipt of funds from the Grant. The Grant total is \$600,520. These are matching funds to be expended during the next 3 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: \$600,520
CEO 2014-15 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

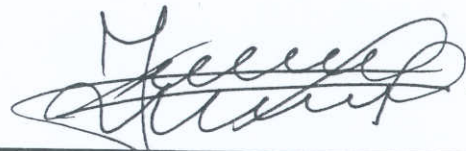
707-864-7195

TELEPHONE NUMBER

Academic Affairs
ORGANIZATION

November 7, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

MEMORANDUM OF UNDERSTANDING

Pursuant to the Vallejo City Unified School Career Pathways Trust Initiative in Vallejo, California

This Memorandum of Understanding describes the overarching agreements, values, policies and operating agreements reached by the Vallejo City Unified School District (VCUSD) Vallejo Careers Pathway Trust (VCPT) Grant Initiative (VCPT) in March 2014. The Vallejo Careers Pathway Trust Grant Initiative will be operated in compliance with the California Department of Education, Career & College Transition Division through the AB 86 California Careers Pathway Trust grant. The Vallejo Careers Pathway Trust Grant Initiative is carried out under CDE, and encourages the coordination of education, industry and community through partnerships among: 1) local educational agencies; 2) post-secondary institutions; 3) regional industry; and 3) community-based organizations, non-profit organizations, and other public or private entities.

Purpose of Memorandum of Understanding

This agreement is entered into in a spirit of cooperation by the partner agencies and organizations to describe how their various institutional resources and funding can be utilized to better serve Vallejo City Unified School District students, parents, and families, through an integrated system of service delivery operated in the Vallejo Careers Pathway Trust Grant Initiative (noted throughout this document as the VCPT) in Vallejo, California. It is understood that the development and implementation of this district-wide system will require mutual trust and teamwork between all agencies and organizations (the partners) to accomplish shared goals.

Overarching Goal and Core Principles of the VCPT

Based on the expectations of the AB 86 California Careers Pathway Trust, the overarching goal of the VCPT is to build robust partnerships between employers, schools, and community colleges in order to better prepare students for the 21st century workplace and improve student transition into postsecondary education, training, and employment.

The VCPT is built on the following evidence-based assumptions and core principles:

1. Students participating in career pathways programs will be more fully prepared for career and college.
2. Collaborative regional or county-wide networks are more likely to build innovative and quality (high-skill, high-wage, and high-growth) career pathways programs that lead to employment or postsecondary education than programs designed by a single institution.
3. Work-based educational and training opportunities will enhance the employment prospects of low and moderate income individuals, and contribute to the stability and economic development of their communities.
4. Integrated academic and technical learning will best prepare students for both postsecondary education and careers in high-skill, high-wage, and high-growth sectors of the economy.

To further the local vision, outcomes and goal of the VCPT, all partners signed herein will:

- Establish or strengthen existing regional collaborative relationships and partnerships between business entities, community organizations, and educational agencies;
- Develop and integrate standards-based academics with a career-relevant, sequenced curriculum following industry-themed pathways that are aligned to high-skill, high-wage, high-growth jobs, or emerging regional economic sectors;
- Provide articulated pathways to postsecondary education aligned with regional economies.
- Leverage and build on any of the following:
 - Existing structures, requirements, and resources of the Carl D. Perkins Career and Technical Education Improvement Act of 2006, California Partnership Academies, and Regional Occupational Centers and Programs (ROCPs) including staff knowledge, community relationships, and course development;
 - Matching resources and in-kind contributions from public, private, and philanthropic sources.
 - The California Community Colleges Economic and Workforce Development Program and its sector strategies and deputy sector navigators.

-
- Participation in the local California Community Colleges Skills Panel.

Program Outcome Measures

The VCPT partners will be held accountable to the following measurable outcomes during the period of the grant.

1. Increase the graduation rate
2. Increase # of students graduating with A-G requirements met
3. Increase # of students passing the CAHSEE (first time)
4. Increase # of internship opportunities
5. Number of participating students enrolled in career pathways
6. Number of students participating in internships, work-based learning, mentor, job shadowing opportunities, work experience and student leadership programs.
7. Number of students in the career pathways program who received a high school diploma
8. Number of students in the career pathways program who received a nationally recognized or state approved career technical education certificate.
9. Number of students who completed one credit-bearing course and/or completed a career pathway within the career pathways programs
10. The number of student in career pathways program who entered employment or training.

Guiding Purpose for VCPT

Functional Integration of Service Delivery

Together, the partners will plan, coordinate, and provide services in an effort to maximize the utilization of resources, and will continuously enhance the integrated Careers Pathway Trust delivery system. This will result in a seamless system where there is no wrong door and everyone who contacts the VCUSD in any manner is considered a "shared customer" based upon the Stanford University research-based Collective Impact Model of 2011.¹ This model involves creation of a centralized infrastructure, a dedicated staff, and a structured process that leads to a common agenda, shared measurement, continuous communication, and mutually reinforcing activities among all participants coordinated by a "backbone" agency. VCUSD will serve as the backbone agency for the VCPTP delivery system.

Each partner will maintain appropriate managerial control over their funded program services delivered on the VCUSD VCPT school sites and responsibility for staff performance. As the work environment transforms to one with multiple partners serving common students within the framework of functionally integrated teams, it is anticipated that functional supervision of VCPT staff will be supported by an independently functioning VCPT Backbone Agency facilitating enhanced VCPT customer service flows, improving outcomes, and coordinating the work of all participating VCUSD VCPT partners.

Enhanced Employer Services

Together, the partners will embrace the researched-based Collective Impact Model developed by Stanford University focusing on youth academic, social and health development and implementation of innovative, integrated VCPT strategies to meet student needs to help VCUSD children meet challenging academic content and achievement standards. Our VCPTP Backbone Agency Team (BAT) will be comprised of VCUSD Board of Directors, VCUSD staff, VCPT Partners, and other private, public, and community-based entities which shall interface with a larger network of Vallejo local and regional community partners to improve academic, health and social welfare outcomes for VCUSD students and parents. This BAT Partner Team will meet quarterly to share information and strategize on how to leverage resources and continuously improve VCPT services.

Consensus Management

¹Kania, John and Mark Kramer. "Collective Impact." *Stanford Social Innovation Review*. Winter, 2011.

Together, the VCPT partners will work closely to ensure that all the needs of our students are met. VCPT partners will make decisions by consensus at all levels of the organization and promote trust, ownership, and teamwork working through the VCUSD VCPT Backbone Agency Team (BAT).

Funding of VCPT Services and Operating Costs

It is agreed that the VCPT program services and activities provided through the VCUSD VCPT Partnership will be funded by VCUSD through the Careers Pathway Trust grant. In-kind and actual shared costs for programs, services, facilities and/or related items among all VCPT partners. In addition, VCPT partners agree to track in-kind and actual shared costs for programs, services, facilities and/or related items among all VCPT partners.

Indemnification and Liability

By executing this MOU, each party agrees to work together to deliver VCUSD VCPT services for VCUSD students and families. However, the parties are not legally "partners" to the extent that term encompasses joint and several liabilities. Each entity under this MOU is responsible for its own employees, representatives, agents, and subcontractors.

Insurance

The Parties agree that the District is not to assume any liability under the California Worker's Compensation Insurance and Safety Act for any [ENTITY] students while said students are on the premises of the District, while performing any duty under the Agreement, or while going to or coming from any of District's facilities. All workers' compensation insurance shall be at the cost of the [ENTITY], and all premiums will be paid by the [ENTITY].

Equal Opportunity and Nondiscrimination Obligations

The partners to this MOU agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran's status, faith based organizations, or on the basis of any other classification protected under state or federal law. The partners to this MOU certify that they are equal opportunity employers, have policies and procedures in place to address these issues, and that such policies and procedures have been given to all employees and posted as required by law.

The partners to this MOU assure that they will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the VCPT grant application.

In the event of any party's noncompliance with the nondiscrimination clause or with any such laws, as determined by an administrative agency of the state or federal government or a court of competent jurisdiction, this MOU may be terminated or suspended and other sanctions may be imposed and remedies invoked.

The partners to this MOU must, upon the request of the California Department of Education (CDE), furnish all necessary documents and records to the CDE for the purposes of investigation to ascertain compliance with the provisions of services.

In addition, all partners must permit access to its books, records, documents or records reflecting the necessary information requested. The parties must furnish such information on reporting forms supplied by CDE or VCUSD.

The VCUSD VCPT partners to this MOU will assure that complaints alleging discrimination on any of the above basis will be processed in accordance with 29 CFR Part 37.76.

Impasse Resolution

In the event that an impasse should arise between the partners regarding the terms and conditions, the performance, or administration of this agreement, the following procedure will be initiated: (1) the VCUSD VCPT partners will document the negotiations and efforts that have taken place to resolve the issue; (2) the VCUSD Superintendent will meet with the local elected officials and/or VCPT partners to resolve the issue; (3) if an agreement cannot be reached, a mediator will be approached to provide assistance in resolving the issue.

Modification Process

Any party to this agreement may request a modification to this agreement. Such requests should be in writing and must be agreed to by all the parties. Modifications to this agreement must be in writing, signed and dated, and entered into with the same degree of formality as that required for entry into the original agreement. If any provision of this agreement is found to be invalid, the remainder of the agreement shall not be affected.

Duration of the Memorandum of Understanding

This agreement will become effective upon signature of all parties to this agreement and shall terminate on June 30, 2017, unless terminated earlier by any of the parties to the agreement. The agreement may be terminated by any of the parties upon 30 days written notice to the other parties. This agreement may be extended on a yearly basis in writing by each party to this agreement.

Scope of the Solano Community College Work for the Vallejo Careers Pathway Trust Initiative

Solano Community College (SCC) agrees to the following:

- a) Identify expert SSC staff that will collaborate with VCUSD faculty, colleges and industry partners to strengthen career pathway programs.
- b) Designate college leadership staff to plan activities to engage industry to: (1) advise our career pathway programs to meet current and emerging industry needs; (2) assist with work-based learning opportunities for students; and (3) participate in monthly meetings to guide and support the career pathway programs.
- c) Ensure SCC faculty and college leadership attend professional development that equips them to deliver effective career pathway programs through collaborative curriculum development, alignment with Common Core, and integrating 21st century competencies into academic and career-relevant instruction.
- d) Provide SSC staff from counseling, matriculation, admissions and records departments to provide services to recruit and support VCUSD students into SCC programs.
- e) Implement college and work readiness skills training in K12 and the community college, including skills such as time management, collaboration, problem-solving, communication and analytic skills.
- f) Collaborate with high school faculty to ensure that course content will prepare students for college level work.
- g) Ensure that SCC senates and disciplinary faculty implement dual enrolment, credit by exam, and other strategies that support the attainment of college credit by high school students before graduation.
- h) Collaborate with the secondary partner(s) to determine which courses will be taught by college faculty, by high school teachers with adjunct status, or by a combination of the two (ensuring the appropriate college-level rigor of courses taught by adjunct faculty) leveraging dual enrollment, credit recognition on e-transcript, and credit-by-exam policies in support thereof;
- i) Create courses, as needed, to add or augment the required postsecondary elements to pathways' programs of study
- j) Comply with all data sharing and tracking requirements of the VCPT grant including quarterly reporting.
- k) Provide dedicated lead staff to work with the VCPT consortium to establish data sharing and tracking processes that can be sustained beyond the end of grant funding (anticipated to be Cal PASS Plus/Launch board)

- l) Ensure that all SCC data requirements and required information are provided and uploaded compliantly with the understanding that VCUSD reserves the right to withhold grant funds until data is provided as established by VCUSD.
- m) Leverage the activities and support of existing research and MIS departments to support the active participation of VCUSD for this grant.
- n) Commit to maximize available funding streams (in addition to grant funding), to support the needs of participating students.

VCPT Resource Sharing Partnership with VCUSD and Solano Community College

The following resources will be allocated to ensure the outcomes of the CCPT grant are met.

Grant Year	CCPT Allocation from VCUSD to SCC	In-Kind Match from SCC
2014-2015 (Year 1)	\$294,840	\$431,838
2015-2016 (Year 2)	\$209,534	\$323,287
2016-2017 (Year 3)	\$96,146	\$138,551

Compensation

Payment for the Work shall be made for all undisputed amounts in installment payments within thirty (30) days after the Contractor submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made.

Signatures

The entire agreement of the parties is contained herein and this agreement complements and does not supercede any and all prior oral agreements and negotiations between the parties relating to the subject matter thereof.

Each signatory thereof certifies that he/she has the legal authority of the governing body of the parties to enter into this agreement, and the parties jointly and separately accept the responsibility for the operation of the Vallejo City Unified School District Full-Service Community Schools Program under this agreement.

<i>Representing</i>	VCUSD VCPT (Chief Local Elected Officials)
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Signature	Superintendent
Dr. Ramona Bishop	Title
Name	Date

<i>Representing</i>	Solano Community College
---------------------	---------------------------------

Signature	Superintendent-President
Jowel C. Laguerre, Ph.D.	Title
Name	Date

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: FACULTY SCHOLARSHIPS FOR COMMUNITY
COLLEGE ENTREPRENEUR PATHWAY TRAINING

REQUESTED ACTION: APPROVAL

SUMMARY:

The agenda item is to approve twenty partial scholarships (\$500 each) for community college faculty across the state to participate in a Community College Entrepreneur Pathway training being conducted on March 5-7, 2015 by the Lyles Center for Innovation and Entrepreneurship at California State University (CSU) Fresno. The three day clinic will provide community college faculty with innovative ways to teach entrepreneurship in the classroom and provide access to curriculum developed by the Lyles Center for Innovation and Entrepreneurship. Completion of the training also facilitates expedited articulation of entrepreneurship courses with CSU, Fresno. Funding for the scholarships will come from professional development funds already allocated in the statewide Small Business Sector Navigator grant and will be matched by funds from the Coleman Foundation.

Government Code: 81655 Board Policy: 3520 Estimated Fiscal Impact: SB1402 Funds \$10,000

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Charles Eason
Small Business Sector Navigator

PRESENTER'S NAME

360 Campus Lane, Suite 201, Fairfield, CA

ADDRESS

707-863-7846

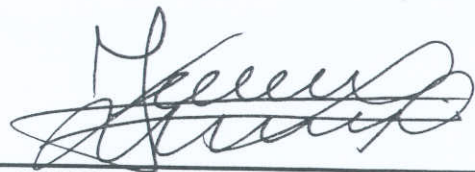
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

November 7, 2014

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

Community College Entrepreneur Pathway

ACADEMICS

PATHWAY TRAINING

The Community College Entrepreneur Pathway supports faculties and their colleges in the delivery of high quality, impactful curricula to students pursuing entrepreneurship. Training, collaboration, articulation and student engagement is core to the success of the Community College Entrepreneur Pathway. Membership in the Community College Entrepreneur Pathway starts with completion of our annual training.

Training - March 5-7, 2015

[Please click here to register](#)

Overview

The Pathway Curricula Training is a three-day clinic for community college faculty providing innovative ways to effectively teach entrepreneurship in the classroom. Filled with rich content, the training includes 12 individual sessions over an exciting three-day period. Leading entrepreneurship educators will demonstrate and also facilitate the cutting-edge curricula. Participants will have numerous opportunities to practice newly-developed skills with hands-on techniques.

Pathway Course Portal

Course curriculum is available through a portal instructors use in their class. The content of the portal includes slides, quizzes, video presentations, web links, gradebook, exercises, projects, student email, alerts, course calendar, and announcements. All portal content is readily customized to meet the needs of the instructor including the addition of their own content. Students register online to the portal providing a rich learning environment both in and outside of the classroom. The content is custom designed for experienced faculty, as well as those who may be teaching entrepreneurship for the first time.

All participants will receive guidance on all course material in the portal to be used for an entire semester or tailored for shorter durations. Participants receive a hard copy of all materials to serve as a teaching resource supplement.

Who Should Attend?

- Community college faculty from any discipline who are preparing to teach entrepreneurship
- Entrepreneurs and businesspeople who will be teaching entrepreneurship courses for the first time
- Community college faculty seeking to acquire creative and innovate entrepreneurship curricula to add to their courses

Training Fee and Scholarships

The program fee for the Community College Entrepreneur Training is \$2,500. This covers all instruction, breakfast and lunch during training days, books and materials, Pathway Membership, and ground transportation to and from the Fresno Airport. Remaining travel expenses are the responsibility of the attendee.

A limited number of scholarships (up to \$1,500) provided by the Coleman Foundation, California Community Colleges Small Business Sector, and Doing What Matters are available on a first-come-first-served basis. Once your application is received, the Lyles Center staff will contact applicants with instructions on payment processing (either partial or full payment based on scholarship award).

Membership Fees

The first annual membership fee is included in the training. Annual fees thereafter are \$1,000 per year. Annual fees include training on all new curricula and its components via WebEx sessions, semester meetings at the Lyles Center and Pathway-supported conferences.

Registration

The three-day Pathway curricula training will take place at the Lyles Center for Innovation and Entrepreneurship on the campus of Fresno State, March 5-7, 2015. Training will begin each day at 9 a.m. and conclude at 5 p.m.

[Please click here to register](#)





Community College Entrepreneur Pathway Training

Online Application

The community College Entrepreneur Pathway Training will be held on the campus of Fresno State at the Lyles Center for Innovation and Entrepreneurship March 5-7, 2015. Training will begin at 9am and conclude at 5pm each day.

Program Fee and Scholarships

The program fee for the Community College Entrepreneur Training is \$2,500. This covers all instruction, breakfast and lunch during training days, books and materials, Pathway Membership, and ground transportation to and from the Fresno Airport. Remaining travel expenses are the responsibility of the attendee.

A limited number of scholarships (up to \$1,500) provided by the Coleman Foundation, California Community Colleges Small Business Sector, and Doing What Matters are available on a first-come-first-served basis. Once your application is received, the Lyles Center staff will contact applicants with instructions on payment processing (either partial or full payment based on scholarship award).

Please fill out and submit the form below to apply. All fields are required, please fill in NA if not applicable.

Contact Information

Name *

First Last

Email *

Office Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Teaching Experience

Do you currently teach at a university, college or other institution or will you be in the next year? *

☒ Yes

☐ No

What Institution? *

For how long? *

Department / Academic Unit *

Community College Entrepreneur
Pathway
5010 N. Woodrow Ave. M/S WC 142
Fresno, CA 93740
P 559.294.2045
© 2014Contact Us

Accessibility
Comment Form
Disclaimer
Diversity and Inclusion
Emergencies
WASC Accreditation



Last Updated Oct 20, 2014

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: FACULTY ENTREPRENEURSHIP CHAMPION
MINIGRANTS

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. The Small Business Sector Navigator grant work plan included issuing a Request for Application (RFA) to fund Faculty Entrepreneurship Champion Mini-grants across the state. Board approval is requested for mini-grant agreements with the following colleges:

<u>College</u>	<u>Amount</u>
American River College	NTE \$5,000
Coastline College	NTE \$5,000
Los Angeles Mission College	NTE \$5,000
Pasadena City College	NTE \$5,000
Saddleback College (Alexander)	NTE \$5,000
Saddleback College (Knapp)	NTE \$5,000
San Diego CCD	NTE \$5,000
Santa Ana College	NTE \$5,000
Shasta College	NTE \$5,000

The grants are provided under separate cover and are available for review in the Office of the Superintendent-President.

Government Code: 81655 Board Policy: 3520 Estimated Fiscal Impact: SB1402 Funds \$45,000

SUPERINTENDENT'S RECOMMENDATION

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Charles Eason
Small Business Sector Navigator

PRESENTER'S NAME

360 Campus Lane, Suite 201, Fairfield, CA

ADDRESS

707-863-7846

TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

November 7, 2014

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION HONORING THE RETIREMENT OF
KEITH W. BROWN

REQUESTED ACTION: APPROVAL

SUMMARY:

Keith W. Brown has served the Solano Community College District with distinction since February 10, 1992, when he began working as an Electronics Technician in the Information Technology Department. Marty has served in various capacities during his career including Electronics Specialist, Telecommunications Network Technician and finally as Telecommunications Network Engineer. He is retiring after 22 years on December 30, 2014.

Best wishes are extended to Keith for a well-deserved retirement, with sincere thanks for his many contributions to Solano Community College.

Government Code: Board Policy: 4240 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

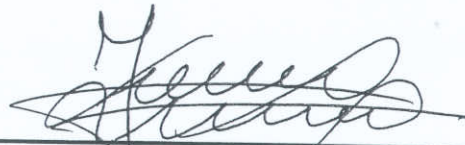
TELEPHONE NUMBER

Administration

ORGANIZATION

November 7, 2014

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
RESOLUTION HONORING

Keith Brown

Whereas, Keith Brown has served the Solano Community College District with distinction for 22 years, since February 1992, when he began working as an Electronics Technician;

Whereas, Keith Brown has served in various capacities during his career, including Electronics Specialist, Telecommunications/Network Technician and Telecommunications/Network Engineer;

Whereas, Keith Brown has always exhibited a sense of pride and professionalism in his work ethic providing the results required;

Whereas, Keith Brown has always been dedicated to providing the highest levels of customer service;

Whereas, Keith Brown strives to ensure that the communication infrastructure that he is responsible for provides the maximum availability to students, faculty, and staff;

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

Whereas, Keith Brown is a loyal and trusted friend to many people inside and outside of the District; and

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

Resolved, That Keith Brown will be greatly missed, and the Governing Board expresses its sincere appreciation for his considerable contributions to the College and wishes him the best in his well-deserved retirement and future endeavors, effective December 30, 2014.

Passed and Adopted, This 19th day of November 2014, by the Governing Board of the Solano Community College District.

Pam Keith, President

A. Marie Young, Vice President

Monica Brown

Sarah E. Chapman, Ph.D.

Denis Honeychurch, J.D

Michael A. Martin

Rosemary Thurston

Naser J. Baig, Student Trustee

AGENDA ITEM 14.(a)
MEETING DATE November 19, 2014

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

TO: Members of the Governing Board

SUBJECT: VETERANS AND MILITARY SERVICE MEMBER
GRADUATION REQUIREMENT WAIVERS,
RESOLUTION NO. 14/15-13

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 14/15-13 supporting veterans and military service members graduation requirement waivers. This resolution was passed by the Solano Community College Academic Senate on May 5th, 2014.

Government Code: *Board Policy:* *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

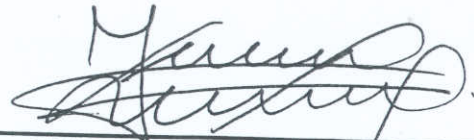
TELEPHONE NUMBER

Administration

ORGANIZATION

November 7, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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1 **SOLANO COMMUNITY COLLEGE DISTRICT**
2 **GOVERNING BOARD**
3 **RESOLUTION VETERAN AND MILITARY SERVICE MEMBER GRADUATION**
4 **WAIVERS**
5 **RESOLUTION NO. 14/15-13**

6 **(Continuing – Page 2)**

7 **WHEREAS**, Solano Community College currently has a policy that waives the General
8 Education Option A Kinesiology graduation requirement for U. S. Air Force personnel that submit
9 official Community College of the Air Force Transcripts. All other service members must obtain
10 “Joint Service Transcript” from the U.S. Government Information System and submit a petition for
11 substitution/waiver to have this requirement waived;

12 **WHEREAS**, Solano Community College requires a petition for substitution/waiver for
13 General Education Option C (CSU GE Breadth) to certify Area E (Lifelong Learning and Self
14 Development);

15 **WHEREAS**, A failure to recognize their basic training as credit for the Kinesiology
16 graduation requirement at Solano Community College violates the Memorandum of Understanding
17 with Department of Defense and Servicemembers Opportunity Colleges Consortium; and

18 **WHEREAS**, Veteran students currently use their GI Bill benefits to meet the requirements
19 for Option A Kinesiology coursework and/or Option C Area E coursework although they have met
20 the requirement through their military service and as such may run out of benefits before completing
21 their educational goal; now therefore be it

22 **RESOLVED**, That the Academic Senate endorses the policy that Solano Community
23 College will accept two (2) exposures of physical activity from the service member’s form DD-214,
24 or active duty personnel’s form DD-295 to satisfy the Kinesiology graduation requirement under
25 Solano Community College’s General Education – Option A, Local District Requirement—Health
26 and Physical Education which states “Two Kinesiology (formerly Physical Education) activity

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING DECEMBER 1, 2014 AS
WORLD AIDS DAY AT SOLANO COMMUNITY
COLLEGE, RESOLUTION NO. 14/15-14

REQUESTED ACTION: APPROVAL

SUMMARY:

The global epidemic of HIV infection and AIDS requires a worldwide effort to increase communication, education and united action to stop the spread of HIV/AIDS. The Joint United Nations Program on HIV/AIDS (UNAIDS) observes December 1 of each year as World AIDS Day, a day to expand and strengthen worldwide efforts to stop the spread of HIV/AIDS. It has become one of the most recognized international health days and a key opportunity to raise awareness, commemorate those who have passed on, and celebrate victories such as increased access to treatment and prevention services.

World AIDS Day is a day dedicated by the international community to raise awareness about HIV and AIDS and provides an opportunity to focus local, national, and international attention on HIV infection and AIDS and to disseminate information on how to prevent the spread of HIV.

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

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Rischa Slade, J.D.
Director, Student Life

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

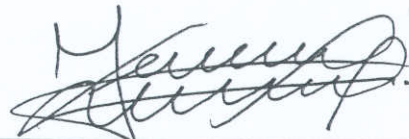
ADDRESS

(707) 863-7839

TELEPHONE NUMBER

Student Services
ORGANIZATION

November 7, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

1 SOLANO COMMUNITY COLLEGE DISTRICT

2 GOVERNING BOARD

3 RESOLUTION DECLARING DECEMBER 1, 2014 AS WORLD AIDS DAY

4 RESOLUTION NO. 14/15-14

5
6 WHEREAS, The global epidemic of HIV infection and AIDS requires a
7 worldwide effort to increase communication, education and united action to stop the
8 spread of HIV/AIDS;

9 WHEREAS, The Joint United Nations Program on HIV/AIDS (UNAIDS)
10 observes December 1 of each year as World AIDS Day, a day to expand and strengthen
11 worldwide efforts to stop the spread of HIV/AIDS;

12 WHEREAS, The UNAIDS estimates that over 35.3 million people worldwide are
13 currently living with HIV/AIDS including 2.5 million children at the end of 2014;

14 WHEREAS, The UNAIDS is encouraging a better understanding of the
15 challenge of HIV/AIDS nationally as it recognizes that the number of people diagnosed
16 with HIV and AIDS in the United States at 1.1 million people, 220,543 living with
17 AIDS in California, and 1,702 AIDS cases in Solano County with 425 living with HIV,
18 and 913 deaths from HIV/AIDS in Solano County as of June 2014;

19 WHEREAS, World AIDS Day provides an opportunity to focus local, national
20 and international attention on HIV infection and AIDS and to disseminate information
21 on how to prevent the spread of HIV; and,

22 WHEREAS, The Solano County 2014 World AIDS Day theme is **Shared**
23 **Responsibility: Strengthening Results for an AIDS-Free Generation**; therefore be it

24 **RESOLVED**, That the Solano Community College District Governing Board
25 does hereby declare December 1, 2014, as World AIDS Day and urges all citizens to
26 take part in activities and observances designed to increase awareness and understanding
27 of HIV/AIDS as a global and local challenge, to take part in the HIV/AIDS prevention
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SOLANO COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD

RESOLUTION DECLARING DECEMBER 1, 2014 AS WORLD AIDS DAY

RESOLUTION NO. 14/15-14

(Continuing – Page 2)

activities and programs, and to join the global effort to prevent the further spread of HIV/AIDS.

PASSED AND ADOPTED, This 19th day of November 2014, by the Governing Board of the Solano Community College District.

PAM KEITH
BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D.
SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

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

REQUESTED ACTION: APPROVAL

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:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Jowel Laguerre, Ph.D.
Superintendent-President

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

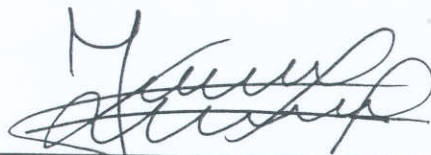
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

CLASSIFIED MANAGEMENT PERFORMANCE APPRAISAL Error! Bookmark not defined.
STATEMENT OF PERFORMANCE/EXPECTATIONS AND GOALS

Performance Appraisal For _____
Solano Community College
(Name) Position

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)

1. (Circle one)
O H S M U

Comments:

2. O H S M U

Comments:

3. O H S M U

Comments:

4. O H S M U

Comments:

5. O H S M U

Comments:

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

Employee's Signature _____ Date _____ Supervisor's Signature _____ Date _____ -32-

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

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

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:

<i>Score</i>	<i>Meaning</i>	<i>Description</i>
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.

AGENDA ITEM 14.(d)
MEETING DATE November 19, 2014

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

TO: Members of the Governing Board

**SUBJECT: SECOND READING - SOLANO COMMUNITY COLLEGE
DISTRICT POLICY AND PROCEDURES, BOARD POLICY
NO. 1096 - DISTRIBUTION OF TICKETS OR PASSES -
NEW**

REQUESTED ACTION: APPROVAL

SUMMARY:

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

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

Approval is requested at this time.

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

SUPERINTENDENT'S RECOMMENDATION:

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

Jowel Laguerre, Ph.D.
Superintendent-President

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

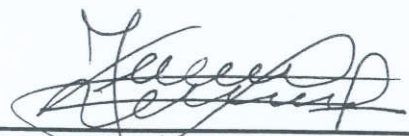
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

November 7, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

DISTRIBUTION OF TICKETS OR PASSES

1096

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 1096

ADOPTED:

XXXXXXXXXXXX

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: LETTER OF ENGAGEMENT WITH VAVRINEK, TRINE,
DAY & CO., LLP (VTD) TO CONDUCT THE FEDERAL
INDIRECT COST CALCULATION

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College (SCC) received its first large federal grant this year: \$199,960 from the National Science Foundation. Receiving this grant makes SCC eligible to apply for a federal indirect cost rate determination. Indirect costs are those costs which are not readily identifiable with a direct grant cost, and include costs like the salaries of administrative staff, facilities costs, office supplies, and some technology and communications costs. Securing an Indirect Cost Rate will allow the College to capture the costs of real administrative work done in support of grant programs. Once granted, this rate can be used for all future federal grants.

Two firms were evaluated to conduct the federal indirect cost calculation. The District recommends to engage the services of Vavrinek, Trine, Day & Co., LLP (VTD) to assist the College in developing an indirect cost plan and prepare the submission for Federal approval.

Board approval is requested at this time.

Government Code: Board Policy: Estimated Fiscal Impact: Not to exceed \$15,000

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

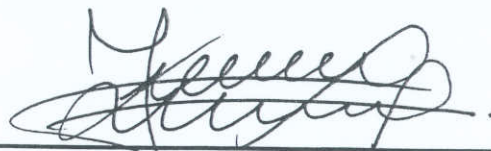
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

November 7, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Vavrinek, Trine, Day & Co., LLP
Certified Public Accountants & Consultants

VALUE THE DIFFERENCE

October 23, 2014

Mr. Patrick Killingsworth
Director of Fiscal Services
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534-3197

Dear Mr. Killingsworth:

Thank you for your interest in contracting with our firm for the Federal Indirect Cost calculation. It was a pleasure to speak with you this today; I look forward to meeting you sometime in the future. For our purposes, this engagement letter serves as a contract for the work requested.

The standards to which VTD will conform are intended to better serve the public interest and to maintain a high degree of integrity, objectivity and independence for both audit work and for non-audit work with government audit clients.

The standard for non-audit services for government audit clients is based on two overarching principles:

- Auditors (VTD) should not perform management functions or make management decisions; and
- Auditors (VTD) should not audit their own work or provide non-audit services in situations where the amounts or services involved are significant / material to the subject matter of the audit.

In lieu of these principles, our available resources and considering your needs, our firm suggests the following way that we can assist you. We will provide you with professional accounting assistance within the engagement scope and on the terms stated below.

OBJECTIVE OF ENGAGEMENT

The College requests assistance in developing an indirect cost plan for Federal approval.

SCOPE OF SERVICES

The work will be non-audit services as defined by Governmental Auditing Standards issued by the Comptroller General of the United States. Our work will not constitute an audit or review of transactions and should not be relied upon as such.

The College is responsible for the appropriate recording and reporting of financial transactions and management decisions. Accordingly, all work will be conducted at your direction or the Vice President of Finance & Administration, to insure that the work meets the College's objectives. Either the VP or the Director will be responsible for review and approval of any work product directly prepared by VTD, including any adjustments to the accounting records that may be proposed by VTD, or reports drafted by VTD during the engagement.

Governmental Auditing Standards require that the College be responsible for the substantive outcomes of VTD work and be in a position in fact and appearance to make an informed judgment on the results of the non-audit services and that the Solano Community College

- Designates a knowledgeable management level individual to be responsible and accountable for overseeing the non-audit services.
- Establishes and monitors the performance of the non-audit services to ensure that it meets managements objectives.
- Makes any decisions that involve management functions related to the non-audit services and accepts full responsibility for such decisions.
- Evaluates the adequacy of the services performed and any findings that result.
- Informs the board of this engagement.

DELIVERABLES

Specific services to be provided follow. Any additional services requested, other than routine advice and training will require an amendment of this agreement.

- VTD will assist the College in developing an indirect cost plan for Federal approval.

During the course of our engagement, you may request that we provide services outside the defined scope of this agreement. For us to consider such services, we require you provide a request in writing to us via the engagement partner. Should we agree to provide the additional services outlined in your written request, we will discuss with you the terms of those services and document those terms in an appropriate form, which may include an amended or separate engagement letter.

STAFFING

The Partner in charge of the engagement will be Caroline Larson. Every effort will be made to delegate work to our accounting staff to minimize the expense to the College and/or meet College deadlines.

Vavrinek, Trine, Day & Co., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It is not anticipated that any of the non-licensee owners will be performing audit services for the agency.

FEES

Fees will be based on the hours worked. Invoices will be submitted monthly and are due upon receipt.

VTD Staff	Hourly Rate October 23, 2014 through December 31, 2015
Partner / Principal	\$220
Consultant / Manager	\$170
Supervisor	\$140
Senior Accountant	\$115
SBS Staff Accountant	\$95
Paraprofessional	\$75

In addition to such payment for personal services, VTD shall be reimbursed for such travel as may be necessary, including expenses for hotels, meals and mileage computed at the Internal Revenue Service (IRS) approved rate per mile.

TERMINATION OF ENGAGEMENT

The engagement may be terminated by either party without cause.

INDEPENDENT CONTRACTOR

We are an independent contractor as defined by Federal and State taxing authorities.

INSURANCE

We maintain current worker compensation and liability insurance policies.

If this letter correctly sets forth your understanding of the terms and objectives of the engagement, please so indicate by signing in the space provided below.

Sincerely,

Caroline A. Larson

VAVRINEK, TRINE, DAY & CO., LLP.

Date:

President or Designee

SOLANO COMMUNITY COLLEGE

Date:

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

TO: Members of the Governing Board

**SUBJECT: COMPENSATION AGREEMENT BETWEEN CITY OF
DIXON AND SOLANO COMMUNITY COLLEGE
DISTRICT FOR SALE OF PARDI MARKET SITE**

REQUESTED ACTION: APPROVAL

SUMMARY:

The City of Dixon's Redevelopment Agency (RDA) was dissolved by State statute on February 1, 2012. This statute, known as ABx1 26 or "the Dissolution Act," calls for the un-winding of redevelopment and the disposition of former redevelopment agency property, such as the Dixon Pardi Market Site (Pardi), located at the southeast corner of A Street and First Street. Pardi has a physical address of 165 East A Street, and is referenced by Assessor Parcel Number 116-061-140.

Dixon intends to purchase Pardi using the attached Compensation Agreement, approved by the California Department of Finance for this transaction. This Compensation Agreement identifies, among others, the purchase price, legal description, and estimated percentage share of the proceeds derived from the sale of Pardi to each Taxing Entity listed on Exhibit A. Solano Community College is identified in Exhibit A. The appraised value of the Pardi Market site is \$140,000. Solano Community College's projected share is \$4,039.98.

Board approval is requested at this time.

Government Code: Board Policy: Estimated Fiscal Impact: Revenue \$4,039.98

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

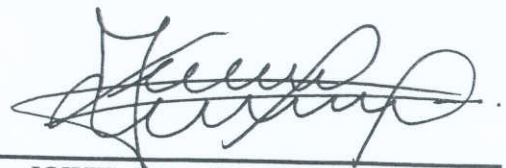
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

November 7, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

"Pardi Site"

COMPENSATION AGREEMENT

This COMPENSATION AGREEMENT (this "**Agreement**") is entered into as of the 1st day of August, 2014 (the "**Effective Date**"), between CITY OF DIXON, a California municipal corporation ("City"), and Solano Community College, the Other Taxing Entity ("OTE") with reference to the following.

RECITALS

- A. The Redevelopment Agency of the City of Dixon (the "Redevelopment Agency") was activated by the City Council of the City of Dixon (the "City Council") as a Redevelopment Agency under the California Community Redevelopment Law (Health & Safety Code Section 33000 et seq.).
- B. On June 28, 2011, the California Legislature enacted, and the Governor signed, Assembly Bill 26 from the 2011-12 First Extraordinary Session of the California Legislature ("ABx1 26") to dissolve all redevelopment agencies in the State of California.
- C. On January 11, 2012, and pursuant to Health and Safety Code Section 34173, the City Council affirmed that the City would act as Successor Agency (the "Successor Agency") for the dissolved Redevelopment Agency, effective February 1, 2012.
- D. On June 27, 2012, the California Legislature enacted, and the Governor signed, Assembly Bill 1484 ("AB 1484"), which, among other things, made certain revisions to certain of the statutes added by ABx1 26.
- E. The Successor Agency is responsible for implementing ABx1 26 and AB 1484.
- F. The Oversight Board of the Successor Agency of the City of Dixon ("Oversight Board") has been established to direct the Successor Agency to take certain actions in connection with the winding down of the affairs of the former Redevelopment Agency.
- G. Pursuant to Health and Safety Code section 34191.5, added by AB 1484, the Successor Agency prepared a Long-Range Property Management Plan ("LRPMP") addressing the disposition and use of the real property of the former Redevelopment Agency (the "Property").
- H. The LRPMP proposed for the Successor Agency to transfer the Property to the City for future development with private commercial lessees who would not be eligible for property tax exemption, thereby ensuring that during the time of City

ownership the other "taxing entities" (as defined in Health and Safety Code section 34171(k)) would receive their proportionate share of future property tax revenue.

- I. In response to a written request by the DOF made in connection with the DOF's review of the LRPMP, the Oversight Board adopted Oversight Board Resolution No. 14-002 on March 11, 2014, directing the Successor Agency to obtain compensation agreements with OTE pursuant to Health and Safety Code section 34180(f) at such time as City sells the Property.
- J. City has sold, or is in escrow to sell, the Property, and now wishes to enter into this Agreement with OTE to pay to OTE its proportionate share of the sales proceeds received, or to be received, by the City, in connection with said sale, as determined pursuant to Health and Safety Code section 34188. The purchase price is \$140,000.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING RECITALS, WHICH ARE INCORPORATED BY THIS REFERENCE, AND THE MUTUAL PROMISES CONTAINED IN THIS AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

AGREEMENT

1. Payment to OTE of Proportionate Sales Proceeds. Within fifteen (15) days after the close of escrow pursuant to which City sells and conveys fee title to the Property, City shall pay to OTE OTE's proportionate share of the sales proceeds received by City in connection with said sale, as determined pursuant to Health and Safety Code section 34188.
2. Time. Time is of the essence of this Agreement.
3. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.
4. Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with, the internal laws of the State of California, without regard to conflict of law principles.
5. Entire Agreement. This Agreement contains the entire agreement between the parties respecting the matters set forth in this Agreement, and supersedes all prior agreements between the parties respecting such matters.

6. Non-liability of City Officials and Employees. No member, director, officer, official, employee, or volunteer of City shall be personally liable to OTE, or any successor in interest, in the event of any default or breach by City or for any amount which may become due to OTE or successor, or on any obligation under the terms of this Agreement.
7. Successors and Assigns. All the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns and legal representatives.
8. No Third Party Beneficiaries. No person or entity other than City and OTE, and the permitted successors and assigns of each of them, shall be authorized to enforce the provisions of this Agreement

The Parties have executed this Agreement on the day and year first written above.

"City"
CITY OF DIXON, a California municipal
Corporation

"OTE"
Solano Community College

By _____

By _____

Name: Jim Lindley

Name: _____

Title: Chief Executive Officer

Title: _____

ATTEST:

ATTEST:

By _____
City Clerk

By _____

Approved as to form:

Approved as to form:

By _____
City Attorney

By _____

EXHIBIT A

City Payments

<u>TAXING AGENCIES</u>	<u>%</u>	<u>PROJECTED DISTRIBUTION</u>
General County	20.894%	29,250.90
ACO Cap Outlay	0.541%	757.54
Mosquito Abatement	0.470%	657.86
Aviation	0.080%	111.72
Recreation	0.136%	189.96
Dixon Resource Conservation	0.177%	247.94
Solano County Water Agency	1.598%	2,237.20
Yolo-Solano Air Pollution Control	0.246%	344.54
City of Dixon	24.469%	34,255.90
Solano Irrigation District	0.720%	1,007.58
Silveyville Cemetery	1.310%	1,833.30
Dixon Public Library	1.149%	1,609.02
Co School Ser Fund Sup	1.073%	1,501.92
Development Center	0.227%	317.66
Solano Comm College M & O	2.886%	4,039.98
Dixon Unified School District M & O	22.973%	32,161.50
Co School Ser Fund Supp	0.114%	159.46
Co Sup - Board of Education	0.349%	488.88
ERAF	20.591%	28,827.26
Total	<u>100%</u>	<u>\$140,000.14</u>

LEGAL DESCRIPTION

THE LAND DESCRIBED HEREIN IS SITUATED IN THE STATE OF CALIFORNIA, COUNTY OF SOLANO, CITY OF DIXON, AND IS DESCRIBED AS FOLLOWS:

LOT 2 AND PORTIONS OF LOTS 3, 4 AND 10 IN BLOCK 2, AS SHOWN ON THE MAP ENTITLED: "PETERS ADDITION TO THE TOWN OF DIXON", FILED IN THE OFFICE OF THE RECORDER OF SOLANO COUNTY, ON MARCH 11, 1872 IN BOOK 1 OF MAPS, AT PAGE 10, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 2; THENCE FROM SAID POINT OF BEGINNING ALONG THE NORTHERLY LINE THEREOF, SOUTH $89^{\circ} 38' 15''$ EAST, 201.08 FEET TO THE NORTHWEST CORNER OF SAID LOT 10; THENCE ALONG THE NORTHERLY LINE OF SAID LOT 10, SOUTH $89^{\circ} 38' 15''$ EAST, 0.27 FEET; THENCE SOUTH $00^{\circ} 39' 51''$ WEST, 100.22 FEET TO THE NORTHEAST CORNER OF THE WESTERLY FIFTY FEET TO SAID LOT 4; THENCE ALONG THE EASTERLY LINE OF SAID WESTERLY FIFTY FEET, SOUTH $00^{\circ} 21' 32''$ WEST, 49.87 FEET; THENCE NORTH $87^{\circ} 43' 35''$ WEST, 16.71 FEET; THENCE SOUTH $89^{\circ} 47' 38''$ WEST, 33.30 FEET; THENCE AT RIGHT ANGLES TO THE EASTERLY LINE OF FIRST STREET, NORTH $89^{\circ} 41' 16''$ WEST, 150.69 FEET TO SAID EASTERLY LINE OF FIRST STREET; THENCE ALONG SAID EASTERLY LINE, NORTH $00^{\circ} 18' 44''$ EAST, 150.00 FEET TO THE POINT OF BEGINNING. THE BASIS OF BEARINGS OF THIS DESCRIPTION IS IDENTICAL WITH THAT OF THAT CERTAIN RECORD OF SURVEY FILED IN THE OFFICE OF SAID RECORDER IN BOOK 23 OF SURVEYS, AT PAGE 5.

A.P.N. 0116-061-140

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONTRACT AWARD TO SWINERTON MANAGEMENT
AND CONSULTING FOR CONSTRUCTION
MANAGEMENT SERVICES FOR THE
AUTOTECHNOLOGY PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for a contract award to Swinerton Management and Consulting for construction management services for the Autotechnology project at the Vallejo Center. A request for qualification and proposal (RFQ/P) was issued by the District for PM/CM services and two rounds of interviews were conducted. Swinerton Management and Consulting was selected as one of the Measure Q Construction Managers.

Contract negotiations are complete and the Governing Board is asked to approve the Swinerton Management and Consulting construction management contract for the Autotechnology Project. The contract includes management of pre-construction and construction services including the development of criteria documents, Design/Build Entity pre-qualification and selection, estimating, on site construction management during construction and final project close-out.

The board is asked to approve a contract for Swinerton Management and Consulting in the amount of \$932,176.

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

<i>Government Code:</i>	<i>Board Policy Estimated:</i>	<i>Fiscal Impact: \$932,176 Measure Q Funds</i>
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7176

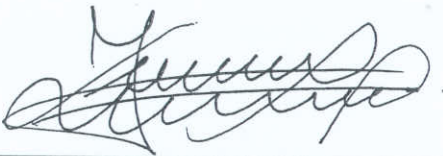
TELEPHONE NUMBER

Administration

ORGANIZATION

November 7, 2014

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONTRACT AWARD TO SWINERTON MANAGEMENT
AND CONSULTING FOR CONSTRUCTION
MANAGEMENT SERVICES FOR THE BIOTECHNOLOGY
PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for a contract award to Swinerton Management and Consulting for construction management services for the Biotechnology project at the Vacaville Center. A request for qualification and proposal (RFQ/P) was issued by the District for PM/CM services and two rounds of interviews were conducted. Swinerton Management and Consulting was selected as one of the Measure Q Construction Managers.

Contract negotiations are complete and the Governing Board is asked to approve the Swinerton Management and Consulting construction management contract for the Biotechnology Project. The contract includes management of pre-construction and construction services including the development of criteria documents, Design/Build Entity pre-qualification and selection, estimating, on site construction management during construction and final project close-out.

The board is asked to approve a contract for Swinerton Management and Consulting in the amount of \$ 1,255,256.

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

Government Code: Board Policy Estimated: Fiscal Impact: \$1,255,256 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

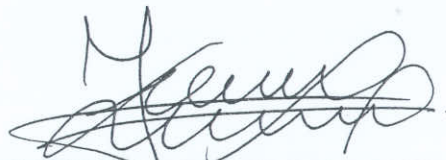
ADDRESS

707 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO WEIDNERCA FOR VACAVILLE
AND VALLEJO CENTERS BUILDING IDENTIFICATION
PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for a contract award to WeidnerCA for the exterior building signage at the Vacaville and Vallejo Centers. The scope of work includes manufacturing and installation of identification signage as approved by board resolution. A Request for Proposal (RFP) was issued to three (3) firms and all three firms submitted a proposal for the work. WeidnerCA submitted the lowest responsible and responsive bid at \$11,241. The other bids were Ellis and Ellis Sign Systems for \$11,499.26 and Martinelli Environmental Graphics for \$16,089.34.

The Board is asked to approve the contract with WeidnerCA to perform this work.

The total contract is in the amount of \$11,241.00.

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

Government Code: Board Policy: Estimated Fiscal Impact: \$11,241 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

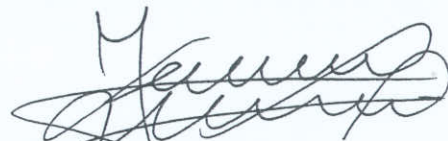
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 14.(j)
MEETING DATE November 19, 2014

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO COMMUNICATION STRATEGIES
FOR TECHNOLOGY DESIGN SERVICES FOR
DISTRICTWIDE INFORMATION TECHNOLOGY
INFRASTRUCTURE PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the approval of a technology design services contract with Communication Strategies for the districtwide information technology infrastructure project.

The scope of work includes preparation of a condition assessment report, development of design criteria, documentation, specific drawings, and specifications that describe the District's criteria for the upgrade of network infrastructure performance. The drawings and specifications will be used to procure a vendor to perform the information technology upgrade.

The Board is asked to approve a contract to Communications Strategies in the amount of \$29,913.00.

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$29,913 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

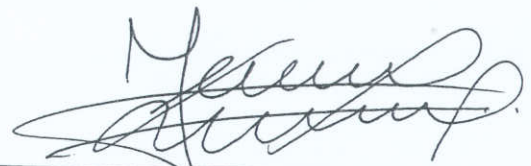
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: BID AWARD TO PROFESSIONAL ASBESTOS AND LEAD SERVICES INC., FOR THE UTILITY INFRASTRUCTURE UPGRADE - HVAC/EMS ENERGY EFFICIENCY PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for award of contract to Professional Asbestos and Lead Services Inc., in the amount of \$197,235 for the Utility Infrastructure Upgrade – HVAC/EMS Project asbestos abatement services.

The scope of work includes the demolition, removal, and mitigation of materials containing asbestos as indicated in approved plans for several building located on the Fairfield campus. The HVAC and EMS systems are being upgraded to increase the efficiency of the systems in Buildings 100, 500, 700, 800, 1400, 1500, 1600, and 1700 and the removal of asbestos is required prior to installation of new ductwork and equipment. Based on the attached bid analysis, Professional Asbestos and Lead Services is the lowest responsive, responsible bidder.

The Board is asked to approve a contract for Professional Asbestos and Lead Services Inc. in the amount of \$197,235.00.

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

Government Code: Board Policy: Estimated Fiscal Impact: \$197,235 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

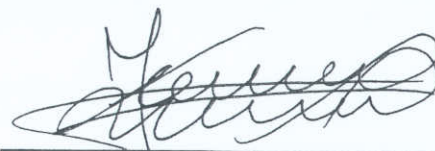
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO CROWN WORLDWIDE
MOVING AND STORAGE FOR MOVING SERVICES FOR
ADMINISTRATION BUILDING RENOVATION
(BUILDING 600) PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for a contract award to Crown World Moving and Storage. The scope of work will include assisting staff with packing boxes, moving boxes, and several pieces of furniture from 360 Campus Lane to Building 600 as part of Administration Building Renovation (Building 600) Project.

A walkthrough of the site was completed on Friday, October 31, 2014, including Chipman, Corovan, Crown, Empire, and Suddath Relocation Companies. Four (4) proposals were received on November 4, 2014 and the lowest responsive, responsible bidder was Crown World Moving and Storage with a price of \$2,521.

The Board is asked to approve a contract to Crown World Moving and Storage in the amount of \$2,521.00.

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

Government Code: Board Policy: Estimated Fiscal Impact: \$2,521 Measure G 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

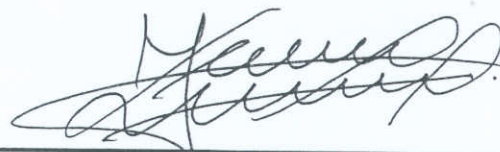
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS INC.,
FOR PROJECT INSPECTOR SERVICES FOR THE
UTILITY INFRASTRUCTURE UPGRADE – HVAC/EMS
ENERGY EFFICIENCY PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the award of contract to Optima Inspections Inc., for monitoring and inspection services for the Utility Infrastructure Upgrade – HVAC/EMS Energy Efficiency project. Optima Inspections Inc., is part of October 15, 2014 Board approved pool of Project Inspectors for the Measure Q Bond Program.

The Consultant will provide construction oversight and project inspection services in accordance with the approved District State Architect (DSA) plans and will ensure code compliance throughout the project.

The board is asked to approve a contract for Optima Inspections Inc., in the amount of \$12,600.00.

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$12,600 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

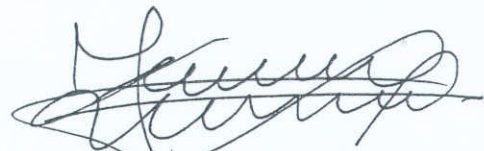
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESILIENCY FUND GRANT AGREEMENT

REQUESTED ACTION: APPROVAL

SUMMARY:

This grant from the Resiliency Fund is for the College Pathways North Bay Network benefitting foster youth enrolled in campus support programs.

The term of this grant shall be from November 1, 2014 through October 31, 2015. Total amount of grant funds requested is \$75,000. This agreement will take effect when signed by the Grantee's authorized representative and a signed original is received by the Resiliency Fund. Approval is requested at this time.

A copy of the Agreement is available for review in the Office of the Superintendent-President.

Government Code: **Board Goals 2.1 Board Policy: 5360**

Estimated Fiscal Impact: \$ 75,000

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

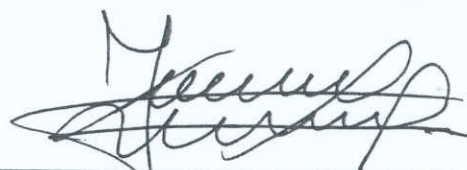
TELEPHONE NUMBER

Administration

ORGANIZATION

November 7, 2014

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

The Resiliency Fund GRANT AGREEMENT

This Grant from the Resiliency Fund is for the purposes described below and is subject to acceptance by Solano Community College Education Foundation (Grantee) of the conditions specified below. This Agreement will take effect when signed by the Grantee's authorized representative and a signed original is received by the Resiliency Fund.

I. GRANTEE IDENTIFICATION

Grantee: Solano Community College Education Foundation
Grant Number: 2014-1096.1

II. GRANT TERMS

Total Grant Amount: \$75,000
Grant Period: 11/1/2014 - 10/31/2015
Grant Purpose: For College Pathways North Bay Network

The Board may approve additional funding for this project after its review of progress made toward the objectives of this grant.

III. GRANTEE REPORTING REQUIREMENTS

Schedule of Reporting Requirements:

Due Date	Report Type
July 1, 2015	Grant Renewal Package
January 1, 2016	Final Narrative & Financial Report

The report requirements are incorporated by reference into this Agreement and are the same as required by the Stuart Foundation. The Resiliency Fund reserves the right, in its reasonable discretion, to amend the requirements from time to time. Grantee is responsible for following the report requirements in effect at the time any required report is made. ***The Resiliency Fund in its sole discretion may postpone or decline to make payments under this Agreement if Grantee fails to meet reporting requirements.***

The schedule of reporting requirements above may be modified, or the grant period listed above extended (refer to Section II), by written (including emailed) correspondence between the Resiliency Fund and Grantee that evidences their mutual agreement to the modification or extension.

IV. GOALS AND OBJECTIVES

Annual Goals:

1. Of the two-hundred and six (206) foster youth enrolled in a campus support program:
 - a. Eight-two percent (82%), one-hundred and sixty-eight (168) foster youth, will receive Chafee, Pell, Cal Grant, BOG Waiver, or other financial aid.
 - b. Eighty-five percent (85%), one-hundred and seventy-five (175) foster youth, will complete a counselor approved student education plan.

- c. Thirty-five percent (35%), seventy-three (73) foster youth whose first course attempted in math was below college-level will successfully complete a remedial math course.
 - d. Forty-one (41%), eighty-five (85) foster youth, whose first course attempted in English was below college-level will successfully complete a remedial English course.
 - e. Twenty-nine percent (29%), fifty-nine (59) foster youth will achieve 30 or more units.
2. Of the one-hundred and seventy-five (175) foster youth enrolled in a community college campus support program, forty percent (40%), seventy (70) foster youth, will achieve a two point zero (2.0) GPA in all attempted courses.
 3. Of the thirty-one (31) foster youth enrolled in a campus support program at a network university, ninety-five percent (95%), twenty-nine (29) foster youth will achieve a grade point average of two point zero (2.0) or higher for the most recent term.
 4. Sixteen (16) foster youth enrolled in a campus support program will complete a degree or certificate program.
 5. Eight (8) foster youth enrolled in a community college campus support program will transfer to a university.

Annual Objectives:

1. By November 1, 2014, develop and operationalize a shared definition of foster youth for the purposes of data collection, as well as aligned data collection methods.
2. By November 15, 2014, provide the Resiliency Fund with foster youth milestone and momentum metrics for the 2012-2013 and 2013-2014 academic years.
3. By June 30, 2015:
 - a. Seventy-four (74) foster youth will attend at least one network outreach activity providing timely preparation and enrollment information. Of these students:
 - i. Fifty percent (50%), (37) foster youth, will enroll in college.
 - ii. Sixty percent (60%), forty-four foster youth, will complete the FAFSA.
 - b. Thirty-four (34) foster youth will participate in a summer bridge program and ninety percent (90%) thirty (30) foster youth, will complete the FAFSA.
 - c. Of the two-hundred and six (206) foster youth enrolled in a campus support program:
 - i. Ninety percent (90%), one-hundred and eighty-five (185) foster youth, will use their priority enrollment.
 - ii. Eighty-five percent (85%), one-hundred and seventy-five (175) foster youth, will have a relevant education plan developed by the end of their first term that addresses both their interests and their ability to earn a living wage.
 - iii. Seventy percent (70%), one-hundred and forty-four (144) foster youth, will utilize peer mentoring, career events, and other support services provided through the campus support program.
 - d. All three (3) campuses will establish Memorandums of Understanding that articulate bi-directional transfer policies and procedures for foster youth.
4. By September 30, 2015:

- a. Ninety percent (90%) of the thirty-four (34) foster youth who participated in a summer bridge program designed to acclimate students to the college experience and enrollment process will enroll in college.
- i. Eighty percent (80%) of the ten (10) foster youth in community college programs that are eligible to transfer will matriculate to a four-year university.

5. By October 31, 2015:

- a. Participate in a minimum of six (6) network meetings.
- b. Participate in a minimum of four (4) technical assistance activities provided by the College Pathways technical assistance provider.

V. IRS DETERMINATION

This Grant is specifically conditioned upon the Grantee's status as an eligible grantee of the Resiliency Fund. The Resiliency Fund has obtained a copy of the Grantee's IRS determination letter evidencing the status of the Grantee as eligible. The Grantee confirms that its IRS classification is current and the organization is unaware of any action or ruling that would cause its determination ruling to be revoked. The Grantee will notify the Resiliency Fund immediately of any change in tax status.

VI. GRANTEE'S FINANCIAL RESPONSIBILITIES

The Resiliency Fund expects the Grantee to maintain complete and accurate records of revenues and expenditures relating to the Grant. We request that financial records be kept for at least four (4) years after completion of the Grant. In the event that the Resiliency Fund is audited by any government agency, it could be necessary, in rare instances, for the Resiliency Fund to examine, audit, or have audited the records of the Grantee insofar as they relate to activities supported by this Grant. Any audit expenses incurred in such a case will be borne by the Resiliency Fund.

VII. EXPENDITURE OF GRANT FUNDS

The Grant is to be used for the purpose(s) stated in this Grant Agreement and attached budget. Grant funds may be spent only in accordance with the terms set forth herein. Grant funds may not be expended for any other purpose without prior approval by the Resiliency Fund. The Grantee agrees to contact the Resiliency Fund to request permission to make any significant changes in the approved attached budget. If the funds have not been completely expended at the end of the Grant period, the Grantee agrees to provide a statement on the balance and a plan for using the remaining funds.

Any references in Grantee's proposed budget to specific named third parties who are projected to receive grants, service fees, or other payments from Grant funds, are understood by the Resiliency Fund to be statements of Grantee's current intent, and the final selection of such third parties and the terms of their agreements with or engagements by Grantee (including the amounts of grants or fees) is within Grantee's discretion and control.

The Grantee agrees that, in carrying out the objectives supported by this Grant, it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

The Grantee shall not use any portion of the Grant in a manner inconsistent with Section 501(c)(3) of the Internal Revenue Code, including a prohibition on using Grant funds to influence the outcome of any specific election of candidates to public office, induce or encourage violations of law or public policy, or cause any private inurement or improper private benefit to occur.

The Grant is not earmarked for use in any attempt to influence legislation within the meaning of Section 501(c)(3) of the Code, and neither the Resiliency Fund nor the Grantee has entered into any agreement, oral or written, to that effect.

The Grantee agrees that it will use the Grant funds in compliance with all applicable anti-terrorist financing and asset control laws and regulations.

VIII. PROCEEDS FROM GRANT-FUNDED ACTIVITIES

In the event all or a portion of the Grant is used to fund activities that generate income to the Grantee, or is used to create intellectual property that generates income to the Grantee, the Grantee hereby agrees to restrict the share of such income fairly allocable to the Grant funding for the same purposes as the Grant.

Subject to any rights of the Grantor under this Agreement, the Grantee will manage any patentable inventions or discoveries that are conceived and reduced to practice, in whole or in part, in the performance of this Grant, or any copyrightable works first created in the direct performance of this Grant, in accordance with the Grantee's policy on patents.

IX. CHANGES IN GRANTEE OPERATIONS

The Grantee agrees to promptly advise the Resiliency Fund about any of the following:

- Change in key personnel of the project or organization
- Change in address or phone number
- Change in the name of the organization
- Any development that significantly affects the operation of the project or the organization

X. USE OF SUBGRANTEES

If the Grantee finds it necessary to re-grant funds in order to carry out the purposes of the Grant, the Grantee retains full discretion and control over the selection process, acting completely independently of the Resiliency Fund. There is no agreement, written or oral, by which the Resiliency Fund may cause the Grantee to choose any particular subgrantee.

XI. PUBLICITY, PUBLICATIONS, AND COMMUNICATION WITH THE MEDIA

The Grantee shall acknowledge and include the Resiliency Fund's name on printed and visual materials that are produced with Resiliency Fund support. The Grantee agrees to discuss plans for such recognition, and provide copies of materials for the Resiliency Fund's records.

If the Grantee plans to issue a press release announcing this grant, the Grantee agrees to contact the Program Officer at least two weeks before the desired announcement date. The Resiliency Fund must provide advance approval of the press release and the date of release. The Resiliency Fund requests an opportunity to review and comment on subsequent press releases that are directly related to the Grant. The Resiliency Fund may make information about this Grant public at any time on its website and as part of press releases, public reports, speeches, newsletters, and other public documents.

XII. INTELLECTUAL PROPERTY

All right, title and interest in and to any materials, inventions or works and any patents, trademarks, copyrights or other intellectual property rights associated therewith created by the Grantee pursuant to this grant shall be owned by the Grantee. The Grantee, however, shall grant to the Resiliency Fund an irrevocable, nonexclusive, royalty free, worldwide license to copy, publish, reproduce, modify, publicly perform, display, distribute directly or indirectly, or otherwise practice such inventions, works or materials pursuant to the Grantee's intellectual property rights for the Resiliency Fund's charitable, non-commercial purposes. The Grantee further shall grant to the Resiliency Fund the right to grant sublicenses under such intellectual property rights in furtherance of the Resiliency Fund's charitable, non-commercial purposes.

XIII. INDEMNIFICATION

The Grantee shall defend, indemnify and hold the Resiliency Fund, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of Grantee's negligence or that of its agents, Grantee's breach of duties under the Grant Agreement, or Grantee's performance under this Grant Agreement.

The Resiliency Fund shall defend, indemnify and hold Grantee, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the Resiliency Fund's negligence or that of its agents, Resiliency Fund's breach of duties under the Grant Agreement, or Resiliency Fund's performance under this Grant Agreement.

XIV. REMEDIES

In the event that the Grantee violates or fails to carry out any provision of this Agreement, including, without limitation, failure to submit reports when due, or if the Grantee dissolves or ceases to operate, the Resiliency Fund in its reasonable discretion may, in addition to any other legal remedies it may have, refuse to make any future grants or installment payments of this Grant to the Grantee, and the Resiliency Fund may demand the immediate return of all or any unexpended portion of the Grant, and any portion of the Grant expended not in compliance with this Agreement, and the Grantee shall immediately comply therewith.

XV. LIMITATION

This Agreement contains the entire Agreement between the parties with respect to the Grant and supersedes any previous oral or written understandings or agreements. It is expressly understood that by making this Grant the Resiliency Fund has no obligation to provide other or additional support to the Grantee for the purposes of this Grant or any other purposes. Neither this Agreement, nor any other oral or written statement or action of the Resiliency Fund (other than a document executed on behalf of the Resiliency Fund specifically purporting to create a binding obligation of the Resiliency Fund) shall be interpreted to create any pledge or binding commitment by the Resiliency Fund to make any future grant to the Grantee.

XVI. REPRESENTATIONS

The Grantee to the best of its knowledge represents that the execution, delivery or performance of this Grant Agreement shall not violate or result in the breach of any prior agreements entered into by the Grantee with any third parties. The Grantee further represents that the Grantee shall not enter into any future agreements that would be in violation of any of the terms of this Grant Agreement.

XVII. ACCEPTANCE OF TERMS AND CONDITIONS

On behalf of the Resiliency Fund, I extend every good wish for the success of this work.

By:

Emily Scott Pottruck
President, The Resiliency Fund

October 30, 2014

I acknowledge that the Grantee has received and retained a copy of this Agreement. The attached terms and conditions have been carefully reviewed and understood, and are hereby accepted and agreed to as of the date specified.

Accepted on behalf of Solano Community College Education Foundation

By:

Signature of Authorized Officer, Director or Trustee

Name:

Title:

Date:

MEETING DATE November 19, 2014

SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD AGENDA ITEM

**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 October and November 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
Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7102

TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

November 7, 2014

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

[Handwritten signature]

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

November 7, 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 October and November 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

- (CP14-116) ACCT 001 Principles of Accounting -Financial - Objectives, Assessments, Content, Textbooks
- (CP14-117) ACCT 002 Principles of Accounting – Managerial - Transferability, Objectives, Assessments, Content, Textbooks
- (CP14-118) ART 060 Exhibition Design - Units, transferability, methods of instruction, catalog description, assessments, assignments, content, textbooks
- (CP14-113) COMM 075B - Sports Broadcasting - Spring Sports
- (CP14-119) DRFT 045 Introduction to Computer-Aided Drafting (CAD) - Sam Code, articulation, lab contact hours, advisory, catalog description, objectives, assessment, content, textbook
- (CP14-120) DRFT 046 Advanced CAD - Transferability, lab contact hours, advisory, prerequisite, remove repeatability, assessment, content, textbook
- (CP14-121) MUSC 005 Music Fundamentals - Articulation, catalog description, objectives, assessment, assignments, content, textbooks
- (CP14-122) MUSC 008 Music Appreciation - Articulation, transferability, catalog description, objectives, assessment, assignments, content, textbook
- (CP14-123) MUSC 009 Wind Ensemble - Articulation, transferability, course advisory, catalog description, objectives, assessment, assignments, content, textbook
- (CP14-124) MUSC 010 Concert Band - Articulation, transferability, advisory, catalog description, objectives, assessment, assignments, content, textbook
- (CP14-125) MUSC 014 Jazz Ensemble - GE, Articulation, transferability, course advisory, catalog description, objectives, assessment, assignments, content, textbooks
- (CP14-132) MUSC 016 Symphony Orchestra - Articulation information, units, contact hours, course advisory, catalog description, assessment, assignments, content, textbook
- (CP14-161) MUSC 015 Stage Band – GE Information, Articulation, Course Advisory, objectives, assessments, assignments, content, textbook
- (CP14-133) MUSC 017 Chamber Orchestra - Articulation, course advisory, catalog description, objectives, assessment, textbook
- (CP14-127) MUSC 020 Choir - Articulation, transferability, methods of instruction, course advisory, repeatability info, catalog description, objectives, assessment, outline, textbook
- (CP14-128) MUSC 021 Chorus - Articulation, transferability, instructional methods, course advisory, catalog description, objectives, assessments, content, textbooks
- (CP14-129) MUSC 024 Master Works Chorale - GE, articulation, transferability, course advisory, catalog description, objectives, assessment, assignments, content, textbooks
- (CP14-135 on 10/18/14 and CP14-168 on 11/19/14) PLSC 001 Introduction to American Government and Politics - Articulation, course advisory, assignments, content, textbook
- (CP14-136 on 10/28/14 and CP 14-167 on 11/19/14) PLSC 002 Introduction to Comparative Government - Articulation, content, course advisory, assignments, content, textbook

NEW COURSES

- (CP14-113) COMM 075B - Sports Broadcasting - Spring Sports
- (CP14-114) COMM 080A - TV Sports Production - Fall Sports
- (CP14-115) COMM 080B - TV Sports Production - Spring Sports
- (CP14-130) JOUR 075 Intermediate Newswriting and Reporting
- (CP14-131) SOCS 053B Civil Rights, Non-Violence, and Race Relations North

DELETED COURSES

ART 046A Portfolio Development – Artistic Inquiry (course number changed to ART 076A)

ART 046B Portfolio Development: Documentation (course number changed to ART 076B)

ART 047A Professional Practices for Artists (course number changed to ART 077A)

ART 047B Art on Site (course number changed to ART 077B)

MODIFIED PROGRAM

(CP14-137) Business Administration A.S.-T

CONSENT ITEMS

ENGL 310A Introductory Reading and Writing Skills – correct typo in contact hours section

Add OCED 070 to the Recommended Electives section of the following associates degrees:

Aeronautics: Airframe Maintenance Technician

Aeronautics: Powerplant Maintenance Technician

Aeronautics: Airframe and Powerplant Maintenance Technician

Auto Body

Auto Tech

Criminal Justice: Law Enforcement

Criminal Justice: Computer Forensics

Criminal Justice: Corrections

Drafting Technician

Survey Technician/Civil Drafting Technician

Fire Technology

Mechatronics

Welding

Theatre

Cosmetology

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REVISED JOB DESCRIPTION
HUMAN RESOURCES GENERALIST
(CONFIDENTIAL – ADMINISTRATIVE LEADERSHIP
GROUP)

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY

The representative duties were revised to include all human resources functions including, but not limited to, classification, compensation and payroll, benefits management, human resource information systems, recordkeeping, compliance, onboarding, training, performance management, leave management, Equal Employment Opportunity compliance, and labor relations.

Approval is requested at this time.

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

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

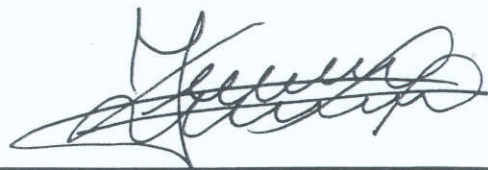
ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES GENERALIST (Confidential)

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

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

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

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

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

REPRESENTATIVE DUTIES:

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

Perform a broad range of complex human resources functions and activities. May be assigned to perform one or more specialty areas within the human resources functions including, but not limited to, classification, compensation and payroll, benefits management, (HR) information systems, recordkeeping, compliance, onboarding, training, performance management, leave management, EEO compliance, and labor relations. Specific representative duties to each area are broadly described as follows:

- *Classification: Conduct job analyses, develop resulting job description, and manage placement within position classification system for all District positions. Modify job descriptions and prepare required documentation for reclassification processes.*
- *Compensation and Payroll: Process new paperwork for full-time and/or part-time employees, input data into data management system, process timesheets and other documents in preparation for payroll, and all other functions related to the payroll processes. Coordinate with Accounting and Finance to ensure accurate payroll data. Develop employment calendars to ensure understanding of expected working requirements. Maintain related documentation for file, employee and others. Calculates employee salary placements and enters related information into relevant information systems.*
- *Benefits Management: Coordinate and manage employee health, welfare and retirement benefits. Communicate with state providers and outside vendors and coordinate information to be provided to new and existing employees regarding benefits. Manage communication program to ensure effective understanding by employees about their benefits.*
- *Human Resources Information System (HRIS): Work within the HRIS program to input, manage and report data relating to payroll and other employee data. Coordinate with other departments and managers to ensure validity and reliability of data. Develop reporting processes to ensure effective data utilization by HR, managers and others throughout the organization. Use a variety of online and manual systems to track and manage applicants and employees throughout the employment lifecycle.*
- *Recordkeeping: Perform a variety of complex duties related to maintenance and management of confidential employee records and District processes. May initiate, maintain and report a variety of general and confidential reports including (but not limited to) adjunct faculty eligibility, part-time employment, pre-employment verification processes, salary analysis, upward mobility, reclassification,*
- *Compliance: Ensure compliance with local, state and federal regulations and guidelines concerning the administration of the human resources functions. May review and recommend changes to District policy and procedure, department procedure, and general practices.*
- *Analysis and Reporting: Conduct a variety of qualitative and quantitative analyses to collect information, identify trends, and determine appropriate changes to improve process and outcome efficiency, effectiveness and timeliness. Prepare various reports for compliance, tracking, management and other purposes. Deliver reports in written and verbal format including the use of visual presentation methodologies to communicate results and information from reports.*

- *Performance Management: Coordinate and administer employee evaluation process. Develop and revise evaluation forms as needed, coordinate evaluation schedules, monitor completion, and track results.*
- *Leave: Coordinate and administer processes associated with employee leave including (but not limited to) vacation, sick leave, personal leave, family medical leave, workers compensation (and return to work), and other related leaves as provided by District policy and local, state and federal law.*
- *General Office: Assist in the day-to-day activities of the office to ensure efficient and effective office operations. Respond to requests from staff and the general public regarding District policies and procedures. Operate a variety of office equipment including, but not limited to, computers, scanners, copiers, etc.*
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: A Bachelor's degree in Human Resources or related field.

EXPERIENCE: AND three years of progressively responsible technical experience involving the implementation of processes; preferably including community college, school district, or other educational agency; and/or experience in a Human Resources Department. Any combination of education or work experience that will meet the professional requirements.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Oral and written communication skills.

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

Computer software (word processing, spreadsheet, database)

ABILITY TO:

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

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

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Be organized and thorough in assigned tasks.

Prepare reports by gathering and organizing data from a variety of sources.
Work confidentially with discretion.
Work efficiently with many interruptions.
Operate a variety of office equipment such as computer terminals, calculators, copiers
and scanning devices.
Make arithmetic calculations quickly and accurately.
Plan and organize work.

CLA/zg:6/14/12

WL:10/31/14

Board approved: 6/20/12
5/15/13

AGENDA ITEM 15.(b)
MEETING DATE November 19, 2014

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

TO: Members of the Governing Board

**SUBJECT: REVISED JOB DESCRIPTION
HUMAN RESOURCES EXECUTIVE ASSISTANT
(CONFIDENTIAL – ADMINISTRATIVE LEADERSHIP
GROUP)**

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY

The representative duties were revised and minimum qualifications were revised to include all support areas of Human Resources. The Human Resources Executive Assistant is the professional entry level classification among the Human Resources Division support staff series. Performance of duties requires a working knowledge of district policies, rules, regulations, the organizational structure, and the ability to maintain confidentiality.

Approval is requested at this time

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

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

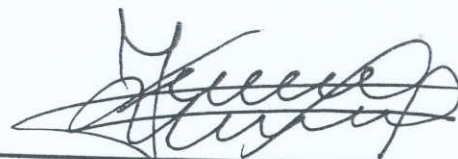
ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES EXECUTIVE ASSISTANT (Confidential)

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

~~Under the direction of the Director of Human Resources, perform a wide variety of complex duties related to managing the District's personnel and labor relations functions; process administrative matters not requiring the immediate attention of the Director.~~

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

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

Human Resources Executive Assistant performs at the professional working level class in the series and is expected to be able to perform varied administrative assignments independently and without detailed guidance or instructions. Para-professional level tasks within a well-defined and limited scope of responsibility, with accountability for performing general and routine tasks.

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

~~Serve as a member of the District's negotiating teams; provide administrative support to the District's negotiating teams during the collective bargaining process; attend meetings, take and transcribe minutes and maintain official records of proceedings.~~

~~Research, develop, type, duplicate and distribute materials related to collective bargaining and labor relations; assure confidentiality of information and materials as appropriate.~~

~~Compile camera-ready materials for collective bargaining contracts; coordinate and oversee the printing and distribution of collective bargaining contracts.~~

~~Explain personnel policies, procedures, rules and regulations.~~

~~Schedules and follows up on physical and psychological examinations and background investigations for employees as needed.~~

~~Assist in the coordination and implementation of the classified reclassification process and procedure.~~

~~Assist in the coordination of Strategic Planning for the College in relation to Institutional Diversity.~~

~~Maintains the District's classified substitute list; processes short term, substitute and student worker payroll memos in accordance with established procedures and timelines.~~

~~Assists the Director in processing ADA requests, collective bargaining grievances and unlawful discrimination complaints.~~

~~Collect, compile, and monitor collective bargaining information as it relates to the State Mandate Report.~~

~~Maintain budget and financial records for the Human Resources Department and Staff Diversity Office; monitor expenditures to assure items are properly charged to correct accounts; recommend budget transfers as needed to the Director of Human Resources.~~

REPRESENTATIVE DUTIES:

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

- *Perform a broad range of administrative duties and functions in support of the Human Resources function. Provide administrative and clerical support to other department members using a variety of office equipment, processes and functions. Organizes and coordinates office and administrative support functions to ensure efficient office operations.*
- *Greet and work with employees and members of the public to assist with their needs. Serve as initial point of contact for the department and performs general reception duties including, but not limited to, answering the telephone, greeting visitors to the department, and providing direction to meet their needs.*
- *Provides broad clerical support. Records notes from meetings, negotiations, and other events and provides clear reports summarizing what took place.*
- *Prepare, file, scan and manage sensitive documents including general and confidential employment information. Prepare consent agendas, reports and other documents in preparation for Board Meetings and other meetings and events held by the District.*

- *Coordinate and process personnel actions of District classified staff and faculty; assist in the planning, organization, and coordination of personnel management systems, including recruitment, selection, employment, leave accounting and the development and maintenance of a personnel record management, storage, and retrieval system.*
- *Apply knowledge of District policies and procedures to employment procedures for initial hires, extensions, title changes, merits, promotions, transfers, terminations, etc.*
- *Prepare a variety of letters and notices relating to initial placement and appointment to a position, payroll memos, and other notifications.*
- *Track and verify all necessary authorizations are in place for employment. Coordinates verification and documentation of pre-employment and ongoing TB testing, fingerprinting, and other background services to ensure proper verification prior to employment.*
- *Assist with proper documentation of personnel changes, new hires, and other personnel actions.*
- *Coordinate notifications and reports of leaves. Verify that vacation and sick leave codes are accurate. Determine procedures, methods, and policy applications regarding leave eligibility and related pay.*
- *Review employee position screens and personal information to verify that information is coded properly and accurately; prepare a variety of reports from related data; make corrections, as necessary.*
- *Update and maintain personnel records; input data and forms into electronic and paper files to ensure that all information is accurately reflected in the database and appropriately represented in paper files.*
- *Provide direction to part-time Human Resources clerical employees.*
- *Complete regular reports as assigned or directed. May include annual, regular and intermittent reporting as needed for department and District functions.*
- *Respond to requests for employment information regarding current and former employees.*
- *Assist in the implementation of new personnel management systems, programs and processes.*
- *Perform other duties as assigned.*

MINIMUM QUALIFICATIONS:

EDUCATION: *An Associate's Degree in Human Resources or related field or equivalent post-high school education.*

EXPERIENCE: *AND two years of progressively responsible clerical and administrative support experience involving the implementation of processes; preferably including community college, school district, or other educational agency; and/or experience in a Human Resources Department. Any combination of education or work experience that will meet the professional requirements.*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Oral and written communication skills.

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

Computer software (word processing, spreadsheet)

ABILITY TO:

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

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

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Be organized and thorough in assigned tasks.

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

Work confidentially with discretion.

Work efficiently with many interruptions.

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

Make arithmetic calculations quickly and accurately.

Plan and organize work.

zg:9/25/91

Specad3.doc

Board approved: 10/16/91

12/17/97

Revised: 4/21/99

WL:10/31/14

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REVISED JOB DESCRIPTION
DIRECTOR OF MESA AND HIGH SCHOOL PROGRAMS
(CONFIDENTIAL – ADMINISTRATIVE LEADERSHIP
GROUP)

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY

The job description was revised to include the additional duties resulting from the high school programs. This position will be placed on Range 43 of the 2013-2014 Administrative Leadership Group Salary Schedule.

Approval is requested at this time.

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

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

360 Campus Lane, 201
Fairfield, CA 94534

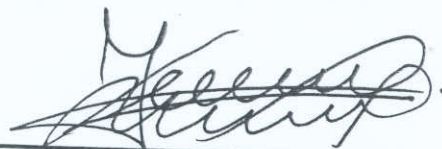
ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

**CLASS TITLE: DIRECTOR OF MESA AND HIGH SCHOOL PROGRAMS
(Administrative Leadership/Supervisory/ Confidential)**

GENERAL RESPONSIBILITIES:

Under the direction of the Dean of the School of Math and Sciences, the Director of MESA and High School Program manages the MESA (Mathematics, Engineering, and Science Achievement) California Community College Program and seeks other STEM grant opportunities.

The Director of MESA and High School Programs serves as a liaison and is responsible for fostering the communication between Solano Community College and neighboring school districts to develop collaborative high school and SCC partnerships, including dual enrollment middle/early college high school programs that allow high school students to earn college credits. The Director will facilitate the development and approval of a Memorandum of Understanding with each K-12 school district. The Director will report to the Vice President of Academic Affairs, who will provide regular updates to the Cabinet.

REPRESENTATIVE DUTIES:

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

1. Prepare and submit the MESA **grant** proposal to restore funding to this program and develop other STEM grant opportunities to improve student recruitment, retention and graduation in STEM disciplines, especially for underrepresented groups.
2. Plan, organize, and manage the daily activities of the MESA Program and other STEM grants; insure all components of the MESA program are in compliance with the MESA grant model.
3. Plan, coordinate and facilitate academic excellence workshops each semester and schedule other workshops to be facilitated by faculty and students.
4. Perform program monitoring, evaluation, and budget management and meet the accountability and reporting requirements.
5. Coordinate and/or supervise all special student services such as, but not limited to, academic counseling, field trips, tutoring, speakers, MESA club, transfer activities, outreach, and new student orientations.
6. Coordinate and schedule MESA and other grant activities in the MESA study center and computer room. Consult with faculty, administrators, and college support staff to insure the success of the MESA program by facilitating and implementing program changes and services.
7. Conduct regular meetings with the faculty sponsors, MESA counselor, and math/science division dean.

8. Compile student records and develop MESA grant applications and prepare annual and other reports as required.
9. Attend quarterly statewide directors meetings and maintain active liaison with regional MESA directors
10. Tutor students and supervise and evaluate assigned staff.
11. Resolve problems and initiate procedures to facilitate the MESA Program.
12. *Serves as the primary contact for Solano Community College (SCC) in developing dual enrollment and middle college/early college programs.*
13. *Facilitate the coordination of Academic and Student Services at the college with the high school components.*
14. *Connect special services at the college with the high school personnel responsible for dual enrollment programs.*
15. *Convene and attend meetings for key stakeholders including school district board and SCC governing board, superintendents, high school teachers and college faculty and staff, community partners, high school parents, students and public and private funders.*
16. *Track programs, resource and public opinion shifts on key K-12 education issues.*
17. *Make public presentations on dual enrollment to a range of stakeholder groups.*
18. *Work with partners to research, plan, fund, and assess program initiatives positive and productive relationships that support SCC's mission, values, and strategic plan, Educational Master Plan, Facilities Master Plan and Student Equity Plan while meeting ~~and~~ school districts' needs. Share plans, budget and assessment of the dual enrollment programs with all stakeholders.*
19. *Attend and participate in various public and private service groups and agencies in the community to enhance and maintain knowledge of the community needs.*
20. *Work with the Vice President of Academic Affairs, administrators, and faculty to facilitate curriculum and schedule planning between high school and college subject areas to reduce redundancy and maximize collaboration.*
21. *Develop Service Area Outcomes for the dual enrollment program. Conduct and disseminate the results of program assessments to inform planning agendas in academic and non-academic program reviews.*
22. *Maintain adequate documentation and records for the high school collaboration programs with SCC.*
23. *Attend conferences and informational meetings to stay abreast of current ideas and practices of high school and community college collaborations.*

Secondary Functions:

Perform job-related duties as assigned.

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

MINIMUM QUALIFICATIONS: A bachelor's degree in a math or science based field such as, but not limited to, biology, chemistry, engineering, mathematics, physics, or science *with at least four years* of grants and management experience.

PREFERRED QUALIFICATIONS: *A Master's degree in a math or science-based field such as, but not limited to, biology, chemistry, engineering, mathematics, physics, or science with at least 1 year of related administrative experience.*

KNOWLEDGE, SKILLS AND ABILITIES:

- *Strong organizational, planning, time management and anticipatory skills.*
- *Outstanding written and verbal communication skills and the ability to take initiative and works as a team.*
- *Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e. word processing, spreadsheet and database management).*
- *Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college and high school students.*
- *Ability to design, implement, measure and refine programs and services.*
- *Maintain an established work schedule.*
- *Multitasking and meeting deadlines and time lines.*
- *Effective interpersonal relations, organization and planning.*
- *Principles and practices of administration, supervision and training.*
- *Prepare clear, concise, and comprehensive verbal and statistical reports.*
- *Work confidentially with discretion.*
- *Modern management techniques and procedures.*

Work Environment:

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

Board approved: 1/15/14

LC/lc

Revised: 11/19/14

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: DISTRICT RECLASSIFICATION ADMINISTRATIVE
ASSISTANT III TO ADMINISTRATIVE ASSISTANT IV –
VACAVILLE CENTER

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

District is reclassifying the Administrative Assistant III at Vacaville Center to Administrative Assistant IV. The Administrative Assistant IV at the Vacaville Center will be responsible for scheduling the Fire Technology courses as well as the Aeronautics courses. This position will also be responsible for the room assignments for the Vacaville Center and the Annex. In addition, the Administrative Assistant IV is responsible for completing Board agenda items for the dean, represents the dean and the district at area meetings when the dean is unavailable.

This is a District initiated reclassification and the process has been vetted through CSEA.

Approval is requested at this time.

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

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

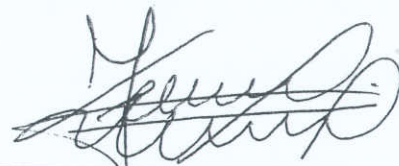
ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2014
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 7, 2014
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: A.G. SPANOS CORPORATION (AGS) REQUESTS FOR
RIGHT OF ENTRY AND PEDESTRIAN ACCESS
EASEMENT TO THE SOLANO COMMUNITY COLLEGE
TRAIL

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

A.G. Spanos Corporation (AGS) is proposing to build a 286-unit apartment complex on a 13-acre site located on Business Center Drive in the City of Fairfield. As part of the construction of the project, they would like to provide pedestrian access from the apartment complex to the Solano Community College trail system. The City of Fairfield has encouraged AGS to reach out to SCC, since the SCC trail connects directly to the Fairfield Linear Park Trail system.

The proposed pedestrian access pathway will connect to the existing college-owned trail north of the project. Exhibit A shows the proposed trail connection location in relationship to the apartment project and the existing SCC trail and facilities. A five-foot wide concrete pathway would be constructed from the apartment site to SCC's existing asphalt trail. In addition, a five-foot wide opening in the existing chain link fence, located along the trail, will be required for the pathway connection (Exhibit B). AGS has agreed to repair or replace the existing chain link fence along SCC's property line. AGS will be responsible for the cost of the pedestrian trail connection improvements.

Board approval is requested for the Right of Entry and Pedestrian Access Easement.

Government Code: _____ *Board Policy:* _____ *Estimated Fiscal Impact:* \$0

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Yulian Ligosio, Vice President
Finance & Administration

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

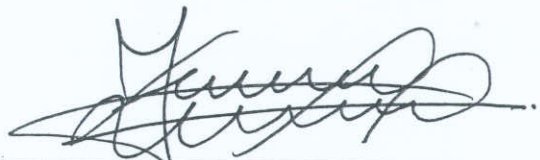
Finance and Administration

ORGANIZATION

November 7, 2014

DATE SUBMITTED TO

SUPERINTENDENT-PRESIDENT



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

November 7, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



A.G. Spanos Companies

September 26, 2014

Mr. Dwight Calloway
Director of Facilities
Solano Community College
4000 Suisun Valley Parkway
Fairfield, CA 94534

Subject: Request to Construct a Pedestrian Access Connection to the Solano Community College Trail – Additional Improvements

Dear Mr. Calloway:

In addition to our previous proposal letter, we agree to the following:

1. Repair or replace the existing chain link fence located along a portion of the SCC property line that is currently damaged. See attached photograph.
2. The opening in the fence for access shall be constructed similar to the opening in the fence between SCC and the adjacent office/business park. See attached photograph.
3. The pathway between the apartment site and the SCC trail shall be constructed of concrete.

If you have any questions, or need any additional information, you can reach me at 209/955-2523.

Sincerely,

A handwritten signature in black ink that reads 'Tom Allen'.

Tom Allen
Vice President

cc: Yulian Ligioso, SCC, VP – Finance & Administration
Jeff Morgan, AGS, Construction Manager

Attachments:

Photograph – Existing Fence to be Repaired or Replaced
Photograph – Opening in Fence at Business Park
Aerial Photo of Apartment Site & Surroundings
Exhibit A - Site Context Map
Exhibit B - Proposed Trail Connection Location
Letter dated 5-28-2014



May 28, 2014

Mr. Dwight Calloway
Director of Facilities
Solano Community College
4000 Suisun Valley Parkway
Fairfield, CA 94534

Subject: Request to Construct a Pedestrian Access Connection to the Solano Community College Trail

Dear Mr. Calloway:

Our company is proposing to build a 286-unit apartment complex on a 13-acre site located on Business Center Drive in the City of Fairfield. We recently submitted a planning application to the City for the project. As part of the construction of the project, we would like to provide pedestrian access from the apartment complex to the Solano Community College trail system. The City of Fairfield has encouraged us to do so, since the SCC trail connects directly to the Fairfield Linear Park Trail system.

We feel the pedestrian access connection would be mutually beneficial. It would provide SCC students and employees, who may live at the apartment project, the opportunity to walk or bike ride to the SCC campus. Also, residents of the apartment complex would be able to access the city-wide Linear Park Trail system.

The proposed pedestrian access pathway will connect to the existing college-owned trail north of our project. **Exhibit A** shows the proposed trail connection location in relationship to the apartment project and the existing SCC trail and facilities. A 5-foot wide asphalt pathway would be constructed from the apartment site to SCC's existing asphalt trail. In addition, a 5-foot wide opening in the existing chain link fence, located along the trail, will be required for the pathway connection (**Exhibit B**). Our company would be responsible for the cost of the pedestrian trail connection improvements.

In order to construct the trail connection, I believe we would need to obtain a *Right of Entry* and *Pedestrian Access Easement* from Solano Community College. If our request is acceptable to the College, please advise the best way for us to proceed forward with the construction. If you have any questions, or need any additional information, you can reach me at (209) 955-2523.

Sincerely,

Tom Allen
Vice President

cc: Erin Beavers, Director of Community Development, City of Fairfield

Attachments:

Exhibit A - Site Context Map

Exhibit B - Proposed Trail Connection Location

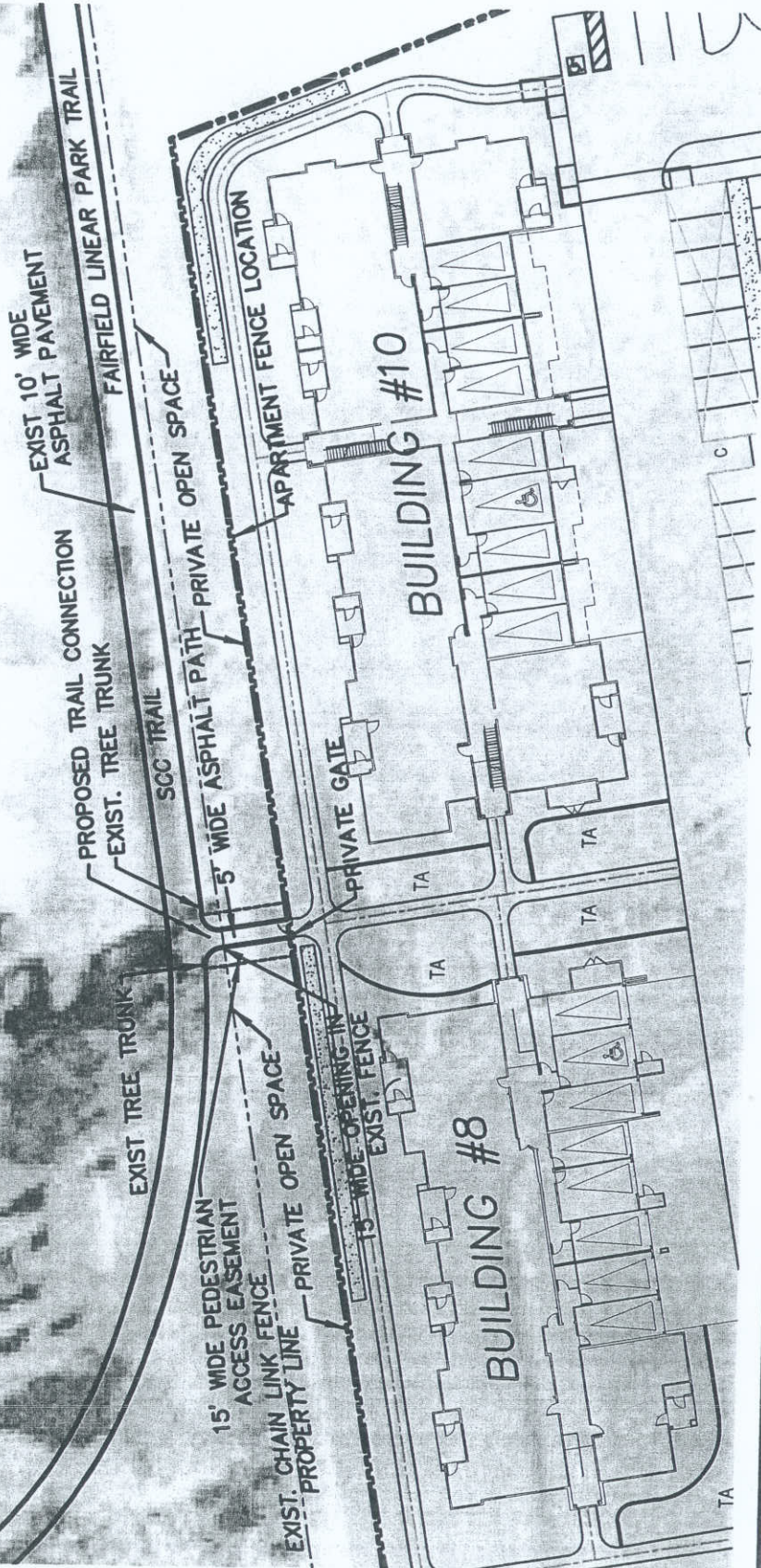


SCALE 1" = 50'

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SCC BASEBALL FIELD

LANDS OF SOLANO COMMUNITY COLLEGE



PROJECT NAME/LOCATION:

EXHIBIT B
PROPOSED TRAIL CONNECTION
GREEN VALLEY APARTMENTS
FAIRFIELD, CA

DESIGNED BY:

PDK

ISSUE DATE:

05/15/14

DRAFTED BY:

PDK

PROJECT NO.:

20140110

CHECKED BY:

AFH II

DWG FILENAME:

PATH EXHIBIT

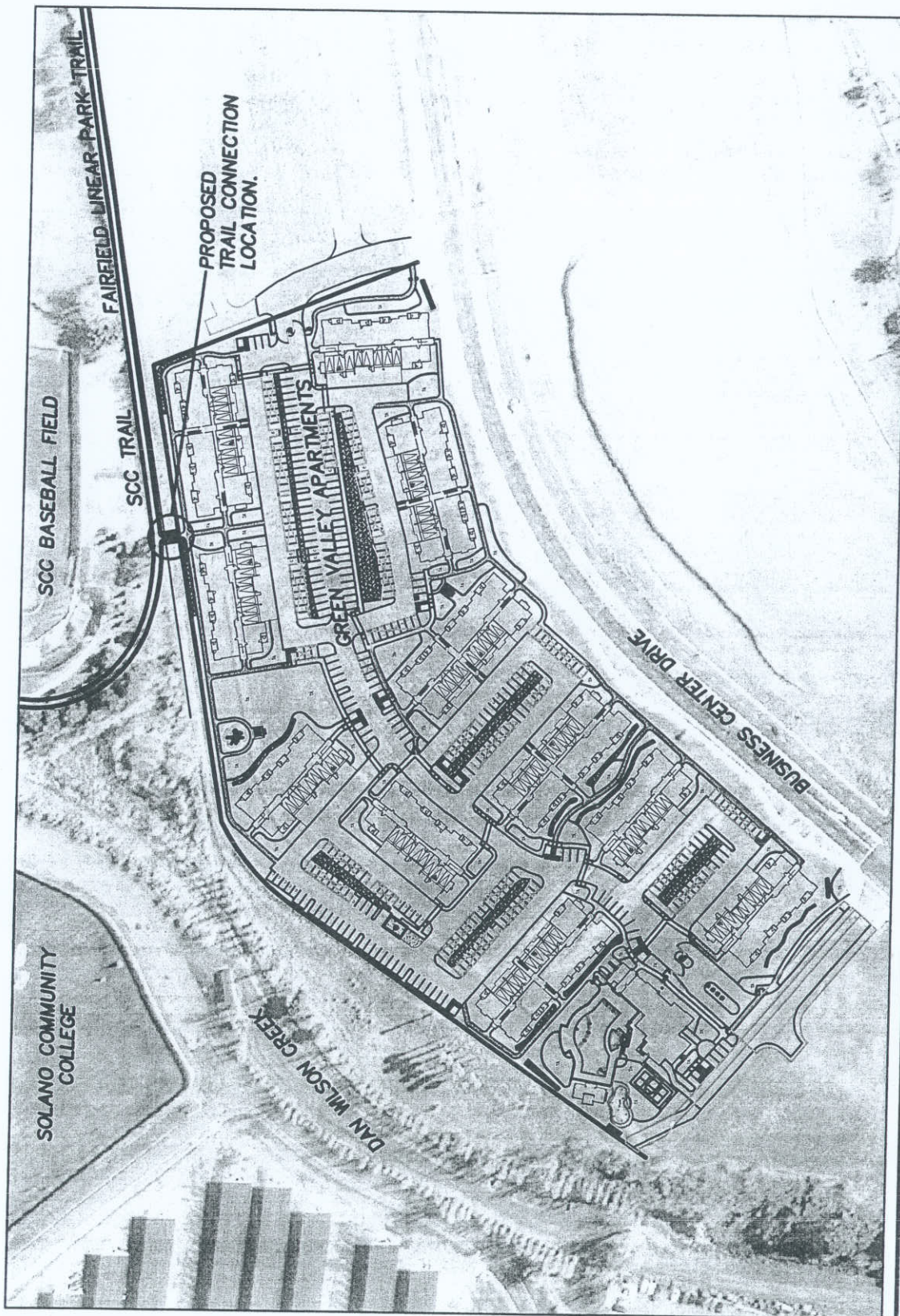


PHILLIPPI ENGINEERING
CIVIL ENGINEERING - LAND SURVEYING
425 MERCHANT STREET
P.O. BOX 6556
VACAVILLE, CA 95688
OFFICE (707) 451-6556
FAX (707) 451-6555



SCALE 1" = 200'

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PROJECT NAME/LOCATION:

EXHIBIT A
SITE CONTEXT MAP
GREEN VALLEY APARTMENTS
FAIRFIELD, CA

DESIGNED BY: PDK

DRAFTED BY: PDK

CHECKED BY: AFH II

ISSUE DATE: 05/15/14

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DWG FILENAME: PATH EXHIBIT



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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: ANNUAL FINANCIAL REPORT – CCFS-311 FOR
FISCAL YEAR 2013-2014

REQUESTED ACTION: INFORMATION

SUMMARY:

Yulian Ligioso, Vice President, Finance and Administration, will present the 2013-2014 Annual Financial and Budget Report–CCFS-311. The report has been filed as required with the California Community Colleges Chancellor's Office. A copy of the report is attached.

A copy may also be obtained in the Office of the Vice President of Finance and Administration, and is available for review online at: http://www.solano.edu/finance_admin/fiscal_reports.php.

Government Code: Board Policy: 3020 Estimated Fiscal Impact: \$ N/A
California Code of Regulations (CCR) 58305(d)

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

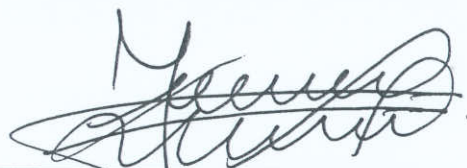
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

November 7, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 16.(b)
MEETING DATE November 19, 2014

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

TO: Members of the Governing Board

SUBJECT: CCFS-311Q FINANCIAL REPORT, FIRST QUARTER,
FISCAL YEAR 2014-2015

REQUESTED ACTION: INFORMATION

SUMMARY:

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. The CCFS-311Q quarterly financial report for the first quarter of FY 2014-2015 is attached for the Board's review and information.

Government Code: *Board Policy: 3020* *Estimated Fiscal Impact: N/A*
California Code of Regulations (CCR) 58305(d)

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

Yulian I. Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707-864-7209

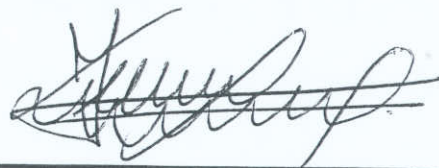
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

November 7, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 7, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

District: (280) SOLANO

CHANGE THE PERIOD

Fiscal Year: 2014-2015

Quarter Ended: (Q1) Sep 30, 2014

Line	Description	Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	45,837,026	47,548,696	46,082,630	46,237,007
A.2	Other Financing Sources (Object 8900)	3,955	5,092	64,672	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	45,840,981	47,553,788	46,147,302	46,237,007
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,214,550	43,981,804	47,107,405	47,181,226
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	128,058	157,885	381,344	430,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	47,342,608	44,139,689	47,488,749	47,611,226
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,501,627	3,414,099	-1,341,447	-1,374,219
D.	Fund Balance, Beginning	5,713,219	2,800,420	6,214,519	4,319,857
D.1	Prior Year Adjustments + (-)	-1,411,172	0	-553,215	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	4,302,047	2,800,420	5,661,304	4,319,857
E.	Fund Balance, Ending (C. + D.2)	2,800,420	6,214,519	4,319,857	2,945,638
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	5.9%	14.1%	9.1%	6.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	8,523	7,056	8,196	8,196
-----	---	-------	-------	-------	-------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		-2,226,084	6,947,336	4,195,220
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	3,433,648	-2,226,084	6,947,336	4,195,220

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	46,237,007	46,237,007	11,145,128	24.1%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	46,237,007	46,237,007	11,145,128	24.1%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,181,226	47,181,226	11,623,745	24.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	430,000	430,000	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	47,611,226	47,611,226	11,623,745	24.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,374,219	-1,374,219	-478,617	
L.	Adjusted Fund Balance, Beginning	4,243,184	4,243,184	4,319,857	
L.1	Fund Balance, Ending (C. + L.2)	2,868,965	2,868,965	3,841,240	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6%	6%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic	Classified
	Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? YES**
Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District accepted an adopted budget with a deficit of \$1,374,000 for fiscal 2014/15. Reserves are adequate to cover the deficit in fiscal year 2014/15.

As the District will not be able to achieve FTES base in fiscal 2014/15, the District will be declaring stability in the current year, with a target of restoring stability FTES in fiscal 2015/16. The District is instituting various initiatives in the current year with the goal of increasing FTES in fiscal 15/16.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD ▼

Fiscal Year: 2014-2015

Quarter Ended: (Q1) Sep 30, 2014

District: (280) SOLANO

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Yulian Ligioso

CBO Phone: 707-864-7209

CBO Signature:

Date Signed: _____

Chief Executive Officer Name: Jowel Laguerre

CEO Signature:

Date Signed: _____

Electronic Cert Date: 11/13/2014

District Contact Person

Name: Patrick Killingsworth

Title: Director of Fiscal Services

Telephone: 707-864-7000

Fax: 707-864-2066

E-Mail: patrick.killingsworth@solano.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:

Christine Atalg (916)327-5772 atalg@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu

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