

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

TO: Members of the Governing Board

SUBJECT: MEASURE Q EQUITY, INCLUSION AND OUTREACH
GUIDELINES FOR CONTRACTORS

REQUESTED ACTION: INFORMATION

SUMMARY:

Solano County and the City of Winters will benefit not only from upgrades to the educational facilities and expansion of access to education afforded by Measure Q, but also through contracting and purchasing opportunities that the bond will produce. To this end, District staff proposes to establish Measure Q **equity, inclusion and outreach** guidelines for contracting, which embody our core values as an institution. This will be accomplished through implementation of a Small, Local, and Diverse Business Program (SLDBE Program).

The program is innovative and inclusionary; promoting diversity in contracting and procurement by extending Measure Q Bond Program opportunities to Solano County small businesses, minority-owned business, women-owned businesses and those owned by disabled veterans. Those businesses will be provided with opportunities as prime contractors, sub-contractors and material suppliers. The program is coordinated with the previously approved Project Labor Agreement (PLA), executed with the Napa-Solano Trades Council.

A full copy of the program document is available online at:
<http://www.solano.edu/measureq/planning.php>.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$0 Measure Q Funds</i>
SUPERINTENDENT'S RECOMMENDATION:		<input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534


ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: MEMBERS OF THE GOVERNING BOARD

**SUBJECT: CCFS-311Q FINANCIAL REPORT, SECOND QUARTER,
FY 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 second quarter of FY 2014-2015 is attached for the Board's review and information.

Government Code: (CCR) 58310 Board Policy: 3020 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

Yulian Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

District: (280) SOLANO

CHANGE THE PERIOD
Fiscal Year: 2014-2015
Quarter Ended: (Q2) Dec 31, 2014

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Yulian Ligosio

CBO Phone: 707-864-7209

CBO Signature:

Date Signed:

Chief Executive Officer Name: Jowel Laguerre

CEO Signature:

Date Signed:

Electronic Cert Date: 02/15/2015

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 Atalig (916)327-5772 atalig@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu
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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD ▾

Fiscal Year: 2014-2015

Quarter Ended: (Q2) Dec 31, 2014

District: (280) SOLANO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
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
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III. 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			1,015,357	7,676,878	7,826,179
H.2	Cash, borrowed funds only			0	0	0
H.3	Total Cash (H.1 + H.2)		5,891,756	1,015,357	7,676,878	7,826,179

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	26,356,333	57%
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	26,356,333	57%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	47,181,226	47,181,226	24,061,631	51%
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	24,061,631	50.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,374,219	-1,374,219	2,294,702	
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	6,614,559	
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) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						

[illegible]

* 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.)?

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?

	Yes	No	Don't know
1. This year?	71%	25%	4%
2. Next year?	71%	25%	4%

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

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CITIZENS BOND OVERSIGHT COMMITTEE (CBOC)
ANNUAL REPORT TO THE GOVERNING BOARD

REQUESTED ACTION: INFORMATION

SUMMARY:

The Citizens Bond Oversight Committee (CBOC) is pleased to present its 2013 – 2014 Annual Report for Measure G and Q Bond Programs. The CBOC is charged with reporting the progress annually to the public. This report includes 2013 – 2014 program and project activities for Measure G and Q Bond Programs. It provides an overview of both programs, including a snapshot of project designs, construction activity, and a financial summary. This report is presented for Board information.

The report covers Measure G & Q Bond Program activity between July 1, 2013 and June 30, 2014.

The report is available online and can be found at <http://www.solano.edu/measureq/cboc.php>

Government Code: N/A

Board Policy:

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL

☐ DISAPPROVAL

☒ NOT REQUIRED

☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

March 6, 2015

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PROPOSED RESTRUCTURING OF ADMISSIONS AND RECORDS

REQUESTED ACTION: INFORMATION

SUMMARY

The Student Services Department has undertaken an extensive review and evaluation of Admissions and Records, including its functions and priorities to align with student needs. It was confirmed that the following organization will be most conducive to the success and function of the department. It provides Student Services with the infrastructure to make the changes needed to build the necessary support mechanism for the success of Solano Community College as an organization.

Attached is the proposed restructuring of Admission and Records for your information.

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

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

March 6, 2015
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

Student Services 2015 – 16



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>
Mike Ferski	Maintenance Engineer (Range 18/Step2)	04/01/15
Andrew McGee	Automotive Lab Technician (Range 12/Step 4)	02/23/15

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
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Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Doreen Alfaro	AH Media Specialist	Student Success and Support Program	01/17/15 – 06/30/15	\$20.65 hr.
Shawn Carney	ASC Faculty	Equity Funds	01/12/15 – 05/21/15	\$66.67 hr.
Katherine Cartwright	Student Services Generalist	Student Success and Support Program	02/17/15 – 06/25/15	\$18.10 hr.
Deborah Fischer	Administrative Assistant I	General Fund	02/23/15 – 05/22/15	\$15.88 hr.
Ferdinanda Florence	First Year Experience Work	First Year Experience Funding Through Strategic Proposal	01/01/15 – 06/30/15	\$66.67 hr.
Dagmar Kuta	Office Assistant	General Fund	03/10/15 – 06/30/15	\$10.60 hr.

Wade Larson, D.M.

Associate Vice President, Human Resources

March 6, 2015

Date Submitted


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

March 6, 2015

Date Approved

Short-term/Temporary/Substitute – continued:

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Clitdell Long	Administrative Assistant III Math Sub	General Fund	03/16/15 – 06/01/15	\$18.10 hr.
Sarah McKinnon	First Year Experience Work	First Year Experience Funding Through Strategic Proposal	01/01/15 – 06/30/15	\$54.56 hr.
Antoinette Remlinger	Registration Aide	General Fund	01/01/15 – 06/30/15	\$11.00 hr.
Michael David Rose	Custodian	General Fund	02/05/15 – 06/30/15	\$ 13.62 hr.

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Shondra Avery	Workshop Presenter	03/05/15 – 03/26/15	\$720.00
Deborah Barlow	Piano Accompanist	02/16/15 – 03/16/15	\$437.50
Deborah Barlow	Piano accompanist	03/16/15 – 04/16/15	\$437.50
Deborah Barlow	Piano accompanist	04/16/15 – 05/16/15	\$437.50
Sherry Currie-Proctor	Workshop Presenter	03/05/15 – 03/25/15	\$1100.00
John Jansen	Journey Level Assistant for Fire Academy	01/01/15 – 06/30/15	\$25.00 hr.
Jacqueline Jones	Workshop Presenter	03/09/15 – 03/20/15	\$1350.00
Kerry Pilley	Workshop Presenter	03/10/15 – 03/20/15	\$1080.00
Darcia Tipton	Set Designer and Props for Fall 2015 Play	01/06/15 – 01/16/15	\$720.00
Jacqueline Jones	Workshop Presenter	02/03/15 – 02/20/15	\$720.00
Kerry Pilley	Workshop Presenter	01/13/15 – 01/20/15	\$720.00
Kerry Pilley	Workshop Presenter	02/10/15 – 02/20/15	\$720.00
Darcia Tipton	Set designer and props for Fall 2015 Play	12/16/14 – 03/20/15	\$2000.00
Rebecca Valentino	Costume Designer for Spring 2015 Play	12/16/14 – 03/20/15	\$2000.00
Noel Vargas	Workshop Presenter	03/10/15 – 03/18/15	\$1050.00
Tyffany Wanberg	Workshop Presenter	03/11/15 – 03/26/15	\$1230.00

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Alicia Chavez	Children's Program	Parent Volunteer
Ziyn He	Technology	Web Development
Andrew Segovia	Liberal Arts	Production Assistance As Needed

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Connie Adams	Administrative Assistant I	03/04/15
Barbara Fountain	Associate Dean Admissions, Assessment and Scheduling	04/03/15

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ADJUNCT/OVERLOAD FACULTY LIST

REQUESTED ACTION: APPROVAL

SUMMARY

Attached is the Spring 2015 adjunct/overload faculty list. Board approval is requested at this time.

Government Code: 87482 Board Policy: 4005 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, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7286

TELEPHONE NUMBER

Administration

ORGANIZATION

March 12, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 12, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

ADJUNCT/OVERLOAD FACULTY

2015 Spring Semester

* Indicates Full-Time Faculty

FACULTY	PT	COURSE		
			Krueger, Lori E	BIO
Beckham, Shannon		ACCT	Magsaysay, Maria Victoria Mendoza	BIO
Butler, Rebecca J		ACCT	Molnar, Margherita	* BIO
Hubbard, Leslie V	*	ACCT	Moore, Rennee A	* BIO
Knox, Katherine R		ACCT	Muick, Pamela C	BIO
Mayes, Brooks R	*	AERO	Nosce, Lily B	BIO
Spoelstra, Kevin J	*	AERO	Paschal, Robert B	* BIO
Cross, Lauren E		ANTH	Re, Edward B	* BIO
Gravely, Steven R		ANTH	Riddell, Bruce A	BIO
Raposa, Tim S		ANTH	Silva, Michael E	BIO
Taylor-Hill, Lauren M	*	ANTH	Smith, Michelle L	* BIO
Wilson, Nicole A		ANTH	Staffero, Linda	BIO
Brunner, Theresa Lynn		ART	Summers, Philip J	* BIO
Florence, Ferdinanda P	*	ART	Thomas, Gene M	* BIO
Grebmeier, Linda G		ART	Word, James M	* BIO
Guyer, Rodney L		ART	Young, Maria Cristina	* BIO
Lancet, Marc K	*	ART	Asemota, Victor O	BIOT
Lorenz, Jeanne M	*	ART	Reina, Laura	BIOT
Pandone, Marc V	*	ART	Alums, Rhuenette L	BUS
Reinertson, Lisa A		ART	Bolton, Alison	BUS
Rubenstein, Abigail J		ART	Dudman, Matthew	BUS
Smith, Rachel A	*	ART	Slaton, La Vonne D	* BUS
Delos, Kate L		ART	Watkins, Stephen Thomas	BUS
Berryhill, Katie J		ASTR	Watkins, Thomas D	* BUS
Gregg, Michael D	*	ASTR	Ayala, Anthony P	* CDFS
Smith, Randy W		ASTR	Bussewitz, Barry A	CDFS
Gumina, Joseph P		ATEC	Chiabotti, Dianna	CDFS
Hidy, Paul D	*	ATEC	Cowee, Marion H	* CDFS
Marshall, Ricky E		ATEC	Means, Joan	CDFS
Borchert, Matthew J	*	ATHL	Nazarenko, Sydney	CDFS
Nagle, John J	*	ATHL	Obegi, Amy C	* CDFS
Pearson-Bloom, Theresa L	*	ATHL	Smith, Sheila C	CDFS
Stover, Scott E	*	ATHL	Smith, Tasha R	* CDFS
Ulrich, Daniel J	*	AUTB	Verarde, Christie	CDFS
Aptekar, Rachel		BIO	Arnaiz, Damian O	CHEM
Bautista, Erwin A		BIO	Balsley, Samuel L	CHEM
Clark, Katherine		BIO	Basaran, Vasfi	CHEM
Decker, Noah P		BIO	Calef, Daniel F	CHEM
Dekloe, James D	*	BIO	Conrad, Kathleen M	* CHEM
Farahnak, Fereydoon		BIO	Ducoing, Christine G	* CHEM
Gerhart, Karen L		BIO	Gelfand, Volodymyr	CHEM
Hefner-Gravink, Ann L		BIO	Grant, Patrick G	CHEM
Itaya, Patricia W	*	BIO	Hawkes, Wayne Chris	CHEM

ADJUNCT/OVERLOAD FACULTY

2015 Spring Semester

* Indicates Full-Time Faculty

Higashi, John M	*	CHEM	Phalen, Darren W		COMM
Kaur, Kiran	*	CHEM	Poff, Greg B	*	COMM
Lam, Oanh P		CHEM	Trujillo, Christina N		COMM
Montanez, Robert L		CHEM	Turney, Nicholas S		COMM
Santiago, Maria E	*	CHEM	Whitesell, Janene C	*	COMM
Sharma, Neeta		CHEM	McDonald, Cheryl A	*	COSM
Spillner, Charles J	*	CHEM	Silva-Attianese, Belinda T	*	COSM
Subramanian, Mani N		CHEM	Hernandez-Neil, Priscilla R	*	COUN
Yandulov, Dmitry V		CHEM	Springer, Steven C	*	COUN
Geyer, Anna L		CINA	Tucker, Brenda T	*	COUN
Kielwasser, Alfred P		CINA	Anderson, James	*	COUN
Mazak, Scott		CINA	Arie-Donch, Robin	*	COUN
McIver, Ian		CINA	Cittadino, Nicholas J	*	COUN
Smith-Rowsey, Daniel G		CINA	McDaniels, Marcie B	*	COUN
Wadenius, Adam P		CINA	Christiansen, Abba	*	COUN
Anderson, Kevin L	*	CIS	Dauffenbach, Amy E	*	COUN
Berrett, Mark W	*	CIS	Flatland, Marianne	*	COUN
Callison, Kathleen J		CIS	Greene, Amanda L		COUN
Cary, Adrienne	*	CIS	Gumlia, Mary J	*	COUN
Chen, Zhen		CIS	Lacount, Rebecca A	*	COUN
Fracisco, Marylou H	*	CIS	Orosco-Woolworth, Narisa K		COUN
Lee, William Grant		CIS	Ramos, Kimberly Ruth		COUN
McCarthy, Jeanette E		CIS	Roe, Candace T	*	COUN
Schwarz, Bill F		CIS	Struntz, Wolfgang D		COUN
Strickland, Joanne L		CIS	Tolliver, Ella M		COUN
Taylor, Mark	*	CIS	Wallace, Joan L		COUN
Urrutia, John T	*	CIS	White, Tracie L		COUN
Wylie, Earl T		CIS	Young, Jeffrey Guy		COUN
Wynn, Andrea L		CIS	Apostal, Angela T	*	COUN
Goodwin, Michael W	*	CJ	Kelly, Linda A		COUN
Kolbe, Kevin T		CJ	Sta Maria, Kamber M	*	COUN
Nordin, Sarah P	*	CJ	Moreno, Erma B	*	COUN
Valenzuela, Joe		CJ	Pavao, Barbara J	*	COUN
Dawson, Steven J		CJ	Carney, Shawn M		DRFT
Goldberg, Edward T		CJ	Cook, Karen S	*	DRFT
Oare, John		CJ	Jourgensen, Cynthia L		DRFT
Twitchell, Keith I		CJ	Maghoney, Laura	*	ECON
Winistorfer, Richard		CJ	Clement, Susan E	*	EMT
Beasley, Angela E		COMM	Jansen, John E		EMT
Dwiggins-Beeler, Rachel A		COMM	Zimmerman, John E		EMT
East, Evangeline	*	COMM	Zuniga, James J		EMT
Perez, John D		COMM	Modrich, Michael A		EMT
Petero, Ana P	*	COMM	Anderson, Isabel M	*	ENGL

ADJUNCT/OVERLOAD FACULTY

2015 Spring Semester

* Indicates Full-Time Faculty

Ashton, Christine		ENGL	Lutz, Melanie P	*	ENGR
Blair, Emily	*	ENGL	Klieman, Michael R		ESL
Boerner, Howard C	*	ENGL	Marianetti, Noel J		ESL
Brookshire, Guy Benjamin		ENGL	Reeve, Melissa M	*	ESL
Carmichael, Elisabeth A		ENGL	Turner, Patricia		ESL
Cobene, Harold L	*	ENGL	Lawson, Donna M		ESL
Coury, Carlene		ENGL	Mac Kenzie, Richard E	*	FIRE
Crocker, Garrett Matthew		ENGL	Miller, Les W		FIRE
Davis, Todd S		ENGL	Preciado, Brian J		FIRE
Demartini, Dawna L		ENGL	Webster, Vincent A		FIRE
Engelbrecht, Arthur J		ENGL	Marlow-Munoz, Lorna S	*	FREN
Estes, Colleen H		ENGL	Knettle, John		GEOG
Farmer, Erin D	*	ENGL	Widemann, Danielle C	*	GEOG
Federle, Steven J		ENGL	Feighner, Mark A	*	GEOL
Giambastiani, Lisa K	*	ENGL	McGuire, John P		GEOL
Gunby, Melissa S		ENGL	Brown, Curtiss R	*	HED
Harmon, Carly L		ENGL	Marks, Kevin W	*	HED
Hernandez, Barbara Elisabeth		ENGL	Williams, Darla R	*	HED
Hudson, Kathryn E		ENGL	Arce, Michelle	*	HIST
Jackson, James		ENGL	Byrn, Karl J		HIST
Jacobsen, Ann P		ENGL	Codina, Salvador	*	HIST
Johanna, Natosi A		ENGL	Collins, Christopher J		HIST
Johnson, Astra		ENGL	Crandall-Bear, Dale	*	HIST
Juarez, Larissa		ENGL	Gompert, Gena E		HIST
Keyser, Glenn J		ENGL	Hutton, Shennan L		HIST
Konecny, Nancy G	*	ENGL	Perrone, Nickolas M		HIST
Long, James B		ENGL	Purdie, Rachel		HIST
Lowe, Karen W		ENGL	Ritacca, Elisabeth Joy		HIST
McBride, Christopher M	*	ENGL	Diehl, Sandra	*	HORT
McKinnon, Sarah N	*	ENGL	Williams, Kenneth W	*	HORT
Ozbirinci, Purnur G		ENGL	Piper-Jefferson, Veronica A		HUM/SVS
Redeaux, Zenobia Ann		ENGL	Brumfield, Bruce		IT
Ryan, Kelly		ENGL	Coburn, Frederick R		IT
Schneider, Tracy L	*	ENGL	Dorger, Samanda M		JOUR
Schouten, Jonathan W	*	ENGL	Saveri, Gabrielle I		JOUR
Scott, Joshua R	*	ENGL	Burnsed, Frank Floyd	*	KINE
Smith, Jeffrey R		ENGL	Cain, Ginger L	*	KINE
Souza, Michael A		ENGL	Cardinal, Jeffrey S	*	KINE
Stanley, Robert D		ENGL	Do Amor, Sisleide Lima		KINE
Swindle, Renee		ENGL	Parrish, Scott L	*	KINE
Wright, Richard A		ENGL	Romero, Daniel Isiah		KINE
Wyly, Michael J	*	ENGL	Sumner, Alena K		KINE
Young, Cicely		ENGL	Tanaka, James H		KINE

ADJUNCT/OVERLOAD FACULTY

2015 Spring Semester

* Indicates Full-Time Faculty

Beaulieu, John P		LAB	Podkolzina, Svetlana	*	MATH
Dawson, Laurie		LAB	Rhoads, Genele G	*	MATH
Goldstein, Ronda S		LAB	Robertson, Randall J	*	MATH
Carter, Quentin R	*	LIB	Rodriguez, Hector		MATH
Nelson, Frances J		LIB	Rutaganira, Thomas F		MATH
Prime, Lynn F		LIB	Scheu, Loretta Anita		MATH
Duane, Erin E	*	LIB	Schmall, Calvin		MATH
Fink, Mark A		LIB	Scott, Glenn P		MATH
Fuller, Ruth	*	LIB	Scott, Robert H		MATH
Luce, Katherine V		LIB	Sengmany, Kheck	*	MATH
Rotenberg, Sandra D	*	LIB	Sheehan, Pamela R		MATH
Scolari, Jennifer F		LIB	Shimabuku, Ashley		MATH
Smith, Lani P		LIB	Smith, Jennifer L		MATH
Tedone, Diana C		LIB	Soria Martin, Domingo G		MATH
Thomas, Lia S		LIB	Sturgeon, Lawrence E		MATH
Aguayo Vazquez, Jennifer		MATH	Valch, Mary A		MATH
Allen, Darryl G	*	MATH	Villatoro, Barbara R	*	MATH
Allen, Matthew Dale		MATH	Wai, Newton Y		MATH
Bischof, Otto B		MATH	Watson, Michael A		MATH
Brewer, Kevin	*	MATH	Zhiv, Dmitriy		MATH
Conrad, Joseph F	*	MATH	Garnier, Michael J		MGMT
Donovan, Sarah M	*	MATH	Ogden, Carl H		MGMT
Esteve, Carlos M	*	MATH	Cain, Peter		MKT
Fioritto, Christopher J		MATH	Soileau, Robert D		MT
Fuchs, Ekaterina D		MATH	Acosta, Tim		MUSC
Gregory, Sean A		MATH	Ambalal, Monica F		MUSC
Grube, Thomas E	*	MATH	Auman, Julie D		MUSC
Gunther, Susanna E	*	MATH	Galen, Ronald J		MUSC
Harrow, Ronald A		MATH	Holland, Stephen L		MUSC
Immel, Scott A		MATH	Juliano, Kristy L	*	MUSC
Jian, Alan S	*	MATH	McLean, Matt		MUSC
Johnson, Tracey F		MATH	Mikolajcik, Walter		MUSC
Jones, Michieal L		MATH	Pitzulo, Vincent C		MUSC
Kaeser, Richard A		MATH	Reilly, Michael		MUSC
Kirkbride, Corrine R	*	MATH	Smith, Derek B		MUSC
Lantzy, Henry V		MATH	Thompson, Steven D		MUSC
Lombard, Robert M		MATH	Wesley, Andrew M		MUSC
Lum, Rebecca		MATH	Yumae, Teresa M	*	MUSC
Martinelli, Willie J	*	MATH	Adams, Dorene L		NURS
Matthews, Shaw H		MATH	Averett, Joyce E		NURS
Melkonyan, Gegham		MATH	Burgess, D. Glenn	*	NURS
Mircheva, Marion		MATH	Craig, Erin L	*	NURS
North, Marissa		MATH	Cyr, Catherine E	*	NURS

ADJUNCT/OVERLOAD FACULTY

2015 Spring Semester

* Indicates Full-Time Faculty

Daniel, Carolyn F		NURS	Hannan, Zachary	*	PSYC
Dorcy, Margaret		NURS	Alvarado, Thea S		SOC
Enemmuo, Vitalis	*	NURS	Campbell, Jody L		SOC
Fields, Tracy L	*	NURS	Harris, Richard		SOC
Freed, Elizabeth A		NURS	Johnson, Tonmar	*	SOC
Johnson, Tracy A		NURS	Padilla, Lindsay M	*	SOC
Kargbo, Myra L	*	NURS	Hickman, Bryan		SOC
Kiss, Julia	*	NURS	Livingston, Richard O		SOC
Macalino, Marivic		NURS	McCord, Karen M	*	SOC
Medina, Micaela		NURS	Moore, Sandra Alena		SOC
Melter, Catherine L		NURS	Abel-Quintero, Margaret M	*	SPAN
Ozsu, Valerie J	*	NURS	Avila-Tuttle, Gabriela		SPAN
Starbuck, Brenda M		NURS	Coronado, Victor A		SPAN
Stevens, Vesta		NURS	De La Osalas, Maria R		SPAN
Bourdon, Ingeborg A	*	NUTR	Jacobo, Isaías	*	SPAN
Gabbard, Mary B		NUTR	Llana, Janet M		SPAN
Sytsma, Robin L	*	NUTR	Paeng, Seong J		SPAN
Berrett, Debra	*	OFF/MGT	Pirott, Laura E	*	SPAN
Carpenter, Dawn M		OFF/MGT	Bullis, Eric G	*	THEA
Dorough, Debbie L		OFF/MGT	Delorenzo, Joseph A		THEA
Orr, Stephen R		PHIL	Long, Darsen B	*	THEA
Pelletti, Michael A		PHIL	McBride, Dyan C		THEA
Roggli, Kurt W		PHIL	Spindt, Carla M		THEA
Craven, Elizabeth K		PHOT	Valentino, Rebecca A		THEA
Lukehart, Tracy L		PHOT	Parrish, Stephanie S		TUTR
Mariani, Richard C		PHOT	Vinet, Emile		TV
Pfizer, Markus T		PHOT	Antoo, Adrian M		WATR
Williamson, Stephanie S		PHOT	Chesler, P Gail		WATR
Zak, Ronald A	*	PHOT	Danielson, Richard E		WATR
Zidek, Albert F		PHOT	Davisson, Chad A		WATR
Macmullen, James T		PHYS	Dominguez, Steven		WATR
Bundenthal, Thomas	*	PLSC	Fuller, Levi		WATR
Powell, Joel J	*	PLSC	Gill, Daniel D		WATR
Pyle, David B		PLSC	Gumber, Rajinder S		WATR
Wilson, Felipe L		PLSC	Keener, Roger		WATR
Bolz, C. Sabine	*	PSYC	Smith, James F		WATR
Cabrera, Saki	*	PSYC	Zafer, Michael A		WATR
Daprato, Robert M	*	PSYC	Zolfarelli, Paul J		WATR
Gotch-Posta, Mary L	*	PSYC	Kissinger, Jeffrey L	*	WELD
Jaimez, Theresa L	*	PSYC	Lake, David Allen		WELD
Lindsay, Andriea N		PSYC	Lance, Jason Robert		WELD
Procsal, Amanda D		PSYC			

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

TO: Members of the Governing Board

SUBJECT: REVISED JOB DESCRIPTION, DIRECTOR OF
ENROLLMENT SERVICES

REQUESTED ACTION: APPROVAL

SUMMARY

In conjunction with the proposed restructuring of the Admissions and Records Department, the following job description is presented for your consideration and approval. The attached job description modifies the current Outreach and Public Relations Manager job description to become Director of Enrollment Services.

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

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration
ORGANIZATION

March 12, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 12, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION (JOB DESCRIPTION)

CLASS TITLE: DIRECTOR OF ENROLLMENT SERVICES

BASIC FUNCTION: Under the general supervision of the Dean or Vice President of Student Services, the incumbent will plan, coordinate, perform and evaluate outreach and recruitment services and partnerships in support of enrollment management goals and plans. Incumbent oversees and manages all functions, personnel and resources associated with recruitment and enrollment of students.

DISTINGUISHING CHARACTERISTICS: This position has primary responsibility for a comprehensive recruitment and enrollment plan with the purpose of increasing student enrollment at the college. Work is performed under general work guidelines established by the Dean/Vice President of Student Services and daily activities require the use of initiative and significant independent judgment, particularly when dealing with members of the public. Successful performance requires possession of program coordination skills and the professional written and oral communications skills required of a highly visible position in the community.

REPRESENTATIVE DUTIES:

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

- Oversee outreach and recruitment, marketing, enrollment management, applicant management, assessment testing and orientation, processing functions, external organization management, international student admissions, and other admissions and matriculation processes.
- Plan, organize, control, and direct a variety of enrollment services, including but not limited to Student Success and Support Program (SSSP), formerly known as matriculation, activities related to admissions, including orientation and assessment testing.
- Work closely with College programs that provide programs-specific outreach in order to develop comprehensive and coordinated outreach plans and recruitment activities that result in the reduction of duplicative efforts.
- Coordinate events and outreach activities with area high schools, middle schools and elementary schools which bring superintendents, principals and school staff together for dialog on mutual interests.
- Manage a complex Enterprise Resource Planning (ERP) system for purposes of student enrollment. Provide leadership for the development and implementation of an automated admissions system in conjunction with the Information Technology Department.

- Develop goals and objectives relating to student recruitment and enrollment.
- Direct the process of admitting students, including the determination of California residency, and the maintenance of accurate, current student demographic information.
- Prepare accurate and timely reports mandated by state and federal agencies; develop and maintain appropriate enrollment accounting procedures.
- ~~Direct the evaluation and certification of individual student records related to eligibility for the Associate of Arts or Science degree and Certificate of Achievement, transfer to other education institutions, Veterans Affairs, and benefits from various government agencies or programs. Delete~~
- Coordinate the overall management and submission of reports required by Federal, State, and local agencies. Manage and monitor processes that ensure compliance with state law in the area of admissions; review State and local policy and recommend changes as appropriate.
- Participate in the search and selection process for all assigned staff; supervise, train and evaluate staff under his/her direction.
- Administer the program for the admission of concurrently enrolled high school students.
- Provide leadership in enrollment development efforts for multiple campuses.
- Develop and provide equitable enrollment services at main campus and Centers.
- ~~Provide leadership in providing equitable enrollment services and recruitment/outreach enrollment development efforts at multiple campuses.~~
- Direct the gathering, reporting and analysis of student enrollment statistics, college FTES information, including preparation of enrollment projections and related research studies.
- Prepare reports as needed for presentation to the Governing Board.
- Receive, assess, and resolve student complaints regarding Admissions.
- Analyze, recommend and evaluate enrollment/registration modes (mail, in-person, telephone, web, new technology.)
- Resolve complex enrollment programs identified by instructional deans, faculty, staff and students; provide training as needed.
- ~~Notify faculty and staff regarding policy and procedures for recording and reporting grades and attendance. Delete~~

- Review the college catalog, class schedule, and college website and schedule information as it relates to all aspects of orientation, scheduling, assessment, and admissions, and make necessary revisions; develop and update publications in area of assignment.
- Coordinate with the counseling department and representatives of high schools and other agencies and institutions to provide information on admissions, and registration requirements; participate in activities for potential students.
- Establish and maintain liaisons with other community colleges, four-year colleges and other professional organizations to coordinate policies and procedures on admissions and transfer of students. Attend meetings, conferences, seminars and other professional venues such as web seminars to keep informed of policy changes. Ensure delivery of program services to the college community.
- Establish deadlines and reporting requirement dates as required by state law and local policy, and systematically distribute such information to all segments of the campus.
- Prepare recommendations for and manage the annual budget for the enrollment and admissions function.
- Serve on and/or chair district/college committees as required or assigned.
- Conduct special studies, serve on special assignment and generate reports as required or assigned; perform related duties as required or assigned.
- Work closely with Vice President of Academic Affairs, Registrar, deans, faculty and other related groups to coordinate fall, spring and summer scheduling and enrollment efforts and related staff assignments.
- Work with college staff, school administrators and faculty to plan, coordinate and implement the outreach program to general high school, middle school and elementary school populations both locally, nationally and internationally, including events such as high school visitations, campus tours, career days, programs for specific disciplines and countywide administrators events.
- Survey participants to obtain feedback, analyzes results and makes recommendations to improve or enhance future events.
- Plan a master calendar of outreach activities to the general high school, middle school and elementary school population.
- Prepare promotional materials, correspondence, reports, applications, minutes and other written materials related to high school outreach and high school articulation.

- Interact with College departments and programs in order to coordinate outreach efforts; recruits faculty, staff and college students to represent College programs and services for outreach events and activities.
- Maintain a master calendar of general outreach activities, working in collaboration with programs that provide outreach to special populations, and publicizes calendar to campus personnel.
- Provide direct Student Success and Support Program (SSSP) services to students including, but not limited to application workshops and orientation sessions and (i.e., application workshops).
- Train and direct the work of temporary and student workers.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Demonstrate skill in respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Knowledge of matriculation practices.
- Applicable laws, codes, ~~and~~ regulations, policies and procedures related to community college admissions, including Title 5 and California Education Code;
- Practices, methods, and procedures involved in developing, implementing and conducting effective enrollment services ~~public relations, strategic communications, marketing and awareness activities.~~
- ~~Public relations practices, procedures, techniques, and terminology.~~
Policies, goals and objective of the District operations, programs and activities.
- ~~Principles, practices and techniques involved in the research, organization, composition and design of news releases, newsletters and informational materials.~~
- Thorough knowledge of the Family Education Rights and Privacy Act (FERPA) regulations.
- Methods of collecting and organizing data and information.
- Budget preparation and control.
- Principles, practices and techniques utilized in media relations;
- Principles, practices and techniques used in marketing, branding, and direct marketing and communication as used within the recruitment and enrollment functions;
- Basic college curricula;
- Principles and practices of administration, supervision, and training, including techniques in supervision;
- Modern automated record-keeping systems;
- Application processes;

- Computer software applications including desktop publishing equipment and software, spreadsheet, database and word processing programs;
- Record-keeping and report preparation techniques.
- Public Speaking Techniques
- Principles and practices of administration, supervision and training;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- District organization, operations, policies and procedures of assigned program and activities;
- Interpersonal skills using tact, patience and courtesy;
- Budget preparation and control.

ABILITY TO:

- Develop, implement and conduct public relations, strategic communications, marketing and awareness activities to enhance community understanding of District's objectives, services and activities.
- Compose, develop and prepare communication for dissemination via speeches, correspondence, talking points, announcements and other oral or written communications for the College President.
- Prepare and deliver oral and written presentations.
- Meet and confer with personnel, administrators, students and the public to obtain and determine information for publication and promotion relating to enrollment.
- Meet and confer with faculty regarding promotion of their courses and programs.
- Learn District organization, operations, policies and objectives.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records and prepare reports.
- Plan and organize work, working independently with little direction and meeting schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Apply marketing and communication principles to achieve program goals and objectives pertaining to recruitment and enrollment.
- Work within complex, integrated ERP systems.
- Develop, revise and implement policies, procedures and guidelines related to assigned functions.
- Train, supervise and evaluate personnel.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions to assure institutional compliance.
- Analyze situations accurately and adopt an effective course of action.
- Coordinate activities with Information Technology Services operation.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's Degree or higher from an accredited college/university in communications, journalism, marketing, public relations, business or related field.

EXPERIENCE: Two years responsibility in enrollment, recruitment and/or outreach program support, including one year as a coordinator or lead capacity.

PREFERRED QUALIFICATIONS:

Master's Degree or higher from an accredited college/university in a related field

KNOWLEDGE/EXPERIENCE: Experience and expertise in the use of Banner ERP systems.

Board approved: 9/19/2012

Revised: 3/12/15 SL/ra

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REVISED JOB DESCRIPTION, DIRECTOR OF RECORDS
AND REGISTRATION

REQUESTED ACTION: APPROVAL

SUMMARY

In conjunction with the proposed restructuring of the Admissions and Records Department, the following job description is presented for your consideration and approval. The attached job description modifies the current Associate Dean of Admissions and Records job description to become Director of Records and Registration.

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

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration
ORGANIZATION

March 12, 2015
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

March 12, 2015
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

CLASS TITLE: DIRECTOR OF RECORDS AND REGISTRATION

BASIC FUNCTION:

Under the general supervision of the Dean/Vice President of Student Services, the Director of Records/Registrar serves as the College registrar, plans and directs all procedures relating to registration and award verifications; develops and implements processes that support the Records offices; consults with and advises district administration, ~~division~~ academic deans, and faculty regarding state regulations and district policies, including records access policy and procedures; and serves as the official records officer, coordinates the key resources of the college associated with attendance accounting, registration, research and related data.

The incumbent will have a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies requiring tact and excellent communication skills, and may perform other related duties as required.

DUTIES AND RESPONSIBILITIES

- Plan, organize, control, and direct a variety of programs, projects, and activities related to the records and registration program, including curriculum management, records management, degree completion, compliance management, records and registration services and customer support, and other Registrar office processes and activities.
- Serve as Custodian of Records. Coordinate and develop policies and procedures to protect the confidentiality of student records.
- Implement college policies, including retention and destruction of student records, student residency determination, grading, credit by examination, student evaluation of academic records and transcripts, probation and dismissal, and issuance of diplomas.
- Manage a complex Enterprise Resource Planning (ERP) system regarding assigned functions including registration, recording and reporting of student records, including but not limited to attendance, grades, and certification of eligibility for degrees and certificates.
- Provide leadership and technical expertise for the development and implementation of an automated records system in conjunction with the Director of Enrollment Services and the Information Technology Department.
- Develop goals and objectives of the office of Records and the Registrar.
- Oversee the collection and maintenance of rosters and grades from faculty, and review petitions for changes of grade.

- Prepare accurate and timely attendance accounting and other reports mandated by state and federal agencies; develop and maintain appropriate accounting procedures; interpret state attendance accounting procedures, and coordinate college attendance accounting with the offices of Information Technology, Academic Affairs, and Fiscal Services.
- Direct the evaluation and certification of individual student records related to eligibility for the Associate of Arts or Science degree and Certificate of Achievement, transfer to other education institutions, Veterans Affairs, and benefits from various government agencies or programs.
- Coordinate the overall management and submission of reports required by Federal, State, and local agencies, including apportionment, student demographic, and degree information; and coordinate the reporting of apportionment related information to the Chancellor's Office of the California Community Colleges. Manage and monitor processes that ensure compliance with state law in the area of apportionment and student record keeping; review State and local policy and recommend changes as appropriate.
- Participate in the search and selection process for all assigned staff; supervise, train and evaluate staff under his/her direction. Develop work and vacation schedules to assure appropriate staffing levels and workloads.
- Coordinate District-wide applicable training at multiple campuses on policies, procedures, system upgrades, general registration processes, to ensure consistency of services and the delivery of equitable services to online and Center students.
- Prepare reports as needed for presentation to the Governing Board.
- Oversee adjudication of student petitions and appeals for waiver of college rules and regulations. Receive, assess, and resolve student complaints regarding records and registration.
- Notify faculty and staff regarding policy and procedures for recording and reporting grades and attendance.
- Review the college catalog and schedule information as it relates to all aspects of scheduling, registration and records, and make necessary revisions; develop and update publications in area of assignment.
- Coordinate with the Enrollment Services office, the counseling department, and representatives of high schools and other agencies and institutions to provide information on registration requirements; ~~participate in activities for potential students.~~
- Establish and maintain liaisons with other community colleges, four-year colleges and other professional organizations to coordinate policies and procedures on admissions, registration, and transfer of students. Attend meetings, conferences, seminars and other

professional venues such as web seminars to keep informed of policy changes. Ensure delivery of program services to the college community.

- Establish deadlines, academic calendar dates, and reporting requirement dates as required by state law and local policy, and systematically distribute such information to all segments of the campus.
- Maintain current and accurate records and registration program segment of the College Catalog, Schedule of Classes, college website, and college publications.
- Interpret and implement federal and state regulations regarding assigned areas; maintain current knowledge of regulations; development and implement policies and procedures to comply with changes in regulations, law, and college needs.
- Coordinate internal and external audits with the District's auditor to ensure full compliance with registration, residency, concurrent enrollment, and student accounts.
- Prepare recommendations for, and manage the annual budget for the Registrar and Records Office, Assessment, Scheduling and other areas within scope of assignment.
- Serve on and/or chair district/college committees as required or assigned.
- Conduct special studies, serve on special assignment and generate reports as required or assigned; perform related duties as required or assigned.
- Work closely with Vice President of Academic Affairs, Instruction, Director of Enrollment Services, deans, faculty and other related groups to coordinate fall, spring and summer scheduling efforts and related staff assignments.
- Direct preparation of college catalog; directs preparation and maintenance of all college course and program data, including submission of required reports to the California Community College system office; ensures that college curriculum data in the college catalog~~ue~~, course schedules and other publications is accurate and consistent.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Demonstrate skill in respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Policies, procedures, functions and organization of a college Records Office.

- Applicable laws, codes and regulations, policies and procedures including Title 5 and California Education Code;
- Capabilities and applications of data processing systems (ERP) as applied to records functions, inclusive of online registration and electronic document imaging;
- Computer operations, systems, and related software programs;
- Basic college curricula;
- Principles and practices of administration, supervision, and training, including techniques in supervision;
- Graduation and transfer requirements;
- Modern automated record-keeping systems;
- Application processes;
- Computer software applications including spreadsheet, database and word processing programs;
- Principles and practices of administration, supervision and training;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- District organization, operations, policies and procedures of assigned program and activities;
- Interpersonal skills using tact, patience and courtesy;
- Budget preparation and control.

ABILITY TO:

- Work within complex, integrated ERP systems.
- Plan, organize, coordinate and control the activities and functions of the Records Office.
- Direct the College's registration and records maintenance functions.
- Develop, revise and implement policies, procedures and guidelines related to assigned functions.
- Train, supervise and evaluate personnel.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions to assure institutional compliance.
- Analyze situations accurately and adopt an effective course of action.
- Coordinate activities with Information Technology Services operation.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- A bachelor's degree from an accredited college or university is required. Three years experience as a Director or Registrar, or an Admissions Officer with a college or three years of comparable experience in a supervisory or management capacity or any equivalent

combination of training and experience whereby an individual has attained the above knowledge and abilities.

EXPERIENCE: Two years of experience with significant responsibility in college records and/or as a Registrar required. Prior management experience required.

PREFERRED QUALIFICATIONS:

EDUCATION: Master's Degree or higher from an accredited college/university in a related field.

KNOWLEDGE/EXPERIENCE: Experience and expertise in the use of Banner ERP systems.

LW/zg

Board approved: 8/19/09

Revised 8/20/13

Revised 3/12/15 SL/ra

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

TO: Members of the Governing Board

SUBJECT: JOB DESCRIPTION, WORKFORCE GRANTS
COORDINATOR (ALG)

REQUESTED ACTION: APPROVAL

SUMMARY

As part of the reorganization of Workforce Development and Continuing Education which was board approved on December 17, 2014, attached is the new Workforce Grants Coordinator job description. This is a categorically-funded position.

The Workforce Grants Coordinator will be placed on Range 35 of the 2014-2015 ALG Salary Schedule.

Position Control# M00083

Board 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, Suite 201
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TELEPHONE NUMBER

Administration

ORGANIZATION

March 12, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 12, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COUNTY COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION

CLASS TITLE: WORKFORCE GRANTS COORDINATOR

BASIC FUNCTION: Under the direction and supervision of the Dean of Workforce & Economic Development/Solano Business Development Center (SBDC) the Coordinator will support and implement multiple grants.

DISTINGUISHING CHARACTERISTICS: This position will be funded with categorical funds.

REPRESENTATIVE DUTIES:

- Support grants implementation and activities.
- Plan, organize and coordinate grant program activities.
- Manage grant data including grant goals, activities, budgets, expenditures, outcomes and meetings.
- Support outreach to middle and high schools, Partnership Academies, Career Technical Education (CTE) Transitions, SBDC, Solano County Office of Education (SCOE), Solano Workforce Investment Board and other community based organizations, and SCC faculty, Fiscal Office, Research & Development, Grants Resource and Development, Career & Employment Services as well as other education and community partners.
- Attend appropriate local and regional grant related meetings.
- Analyze regional economic and workforce trends using various data sources, including the Centers of Excellence, Education Development Center, O-Net, On-line, State of California Labor Market Information, industry input and other data as identified.
- Prepare all grants fiscal and narrative reports for review/submission.
- Assist grant partners in securing additional instructional materials and technology for middle and high school CTE Classrooms, inclusive of SCC grant related programs.
- Assure that SCOE curriculum and materials integrate and articulate with SCC programs.
- Write and edit clear, accurate and effective reports.
- Read, interpret, apply and explain rules, regulation, policies and procedures.
- Meet schedules and deadlines.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Workforce Development and CTE Programs.
- Grant writing techniques and approaches.
- Research Skills.

- Principals and techniques of budgeting, report and contract writing.
- Record keeping methods.
- Basic public relations methods and principles.
- Respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

ABILITY TO:

- Administer and coordinate multiple grants.
- Develop and monitor grant contracts.
- Write complex documents using clear and concise English.
- Communicate effectively in oral and written form.
- Read and comprehend local, state, and federal regulations, guidelines and legislation related to grant activities.

MINIMUM QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Bachelor's degree from an accredited institution and evidence of successful experience in coordinating multiple Workforce Grants, monitoring grant fiscal and reporting.

PREFERRED QUALIFICATIONS

Master's Degree and three years of workforce grant experience

SL/ra

AGENDA ITEM 12.(g)
MEETING DATE March 18, 2015

**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

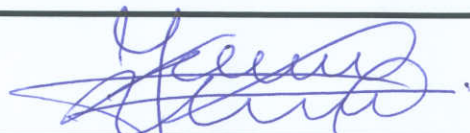
**Academic Affairs
Leslie Minor, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Charlie Appelstein	Present at Foster & Kinship Care Education Solano Training Conference	March 14, 2015	Not to exceed \$725.00
Tom Camerato	SBDC training/ counseling	February 1, 2015 – June 30, 2015	Revised not to exceed \$4,000.00
Derek Clark	Present at FKCE Solano Training Conference	March 15, 2015	Not to exceed \$1,500.00
Peggy Cohen- Thompson	SBDC training/ counseling	February 1, 2015 – June 30, 2015	Not to exceed \$4,000.00
Cole Communications	Provide editing, review and updates of SCC Biotech website	March 20, 2015 – December 31, 2015	Not to exceed \$3,500.00
Demetrious Dargan	Present at FKCE Solano Training Conference	March 13, 2015 – March 14, 2015	Not to exceed \$1,000.00
Gemba Quality Consulting	SBDC training/ counseling	February 1, 2015 – June 30, 2015	Not to exceed \$2,500.00
Ali Ghandchi	SBDC training/ counseling	February 1, 2015 – June 30, 2015	Revised not to exceed \$1,000.00
Global Insight Productions, LLC	Present at FKCE Solano Training Conference	March 12, 2015 – March 15, 2015	Not to exceed \$3,500.00

Yulian I. Ligioso

Vice President, Finance and Administration

March 6, 2015
Date Submitted



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

March 6, 2015
Date Approved

Academic Affairs (Cont'd)
Leslie Minor, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Ken Hein	Lighting design for Rhinoceros Spring 2015 play	December 16, 2014 – March 20, 2015	Not to exceed \$2,000.00
James Kagan	Present at FKCE Solano Training Conference	March 13, 2015 – March 15, 2015	Not to exceed \$2,500.00
Rose Laugtug	Present at FKCE Solano Training Conference	March 12, 2015 – March 15, 2015	Not to exceed \$1,260.00
Kelly Napolitano	Stage Manager for Rhinoceros Spring 2015 play	December 16, 2014 – March 20, 2015	Not to exceed \$1,500.00
Pat O'Brien	Present at FKCE Solano Training Conference	March 13, 2015 – March 14, 2015	Not to exceed \$1,500.00
Jill Oyoung	SBDC training/ counseling	February 1, 2015 – June 30, 2015	Revised not to exceed \$1,000.00
Rhonda Roman	Photography services for SCC Brand Campaign and Biotech Program website	March 20, 2015 – December 31, 2015	Not to exceed \$1,500.00
Randall Shores	SBDC training/ counseling	February 1, 2015 – June 30, 2015	Revised not to exceed \$1,500.00
John Spiers	Provide training Webinars for SBDC	February 1, 2015 – June 30, 2015	Not to exceed \$500.00
Roger Studebaker	SBDC training/ counseling	February 1, 2015 – June 30, 2015	Revised not to exceed \$2,000.00
Takigawa Design	Provide web site design services for SCC Brand Campaign and Biotech Program	March 20, 2015 – December 31, 2015	Not to exceed \$10,500.00
Thomas Watkins	Provide training and business advising services to SBDC	February 1, 2015 – June 30, 2015	Not to exceed \$5,000.00
Patrice Williams	Provide training and business advising services to SBDC	February 1, 2015 – June 30, 2015	Not to exceed \$3,000.00
Tony Yadon	Present at FKCE Solano Training Conference	March 12, 2015 – March 13, 2015	Not to exceed \$560.00

Campus Police
Eric Thelen, Chief of Police

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
George Vien	Attend administrative hearings for parking citations on behalf of SCCPD	January 1, 2015 – December 31, 2015	Not to exceed \$2,400.00

Student Services
Shirley Lewis, Chief Student Services Officer

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Le Keisha Bellamy	Tutoring services related to the Workforce Investment Board HYPE Grant	July 1, 2014 – June 30, 2015	Revised not to exceed \$8,421.00
Kevin Chester	Assistant Swim/Dive Coach	January 1, 2015 – May 31, 2015	Not to exceed \$500.00
Ashley Eliasson	Assistant Softball Coach	January 1, 2015 – May 31, 2015	Not to exceed \$1,500.00
Guy L. Holmes	Tutoring services related to the Workforce Investment Board HYPE Grant	July 1, 2014 – June 30, 2015	Revised not to exceed \$8,900.00
Joseph Koller	Assistant Women's Soccer Coach	February 1, 2015 – May 31, 2015	Not to exceed \$500.00
Regina Levy	Tutoring services related to the Workforce Investment Board HYPE Grant	July 1, 2014 – June 30, 2015	Revised not to exceed \$7,663.00
Edward Marks	Tutoring services related to the Workforce Investment Board HYPE Grant	July 1, 2014 – June 30, 2015	Revised not to exceed \$9,300.00
Lorraine Merrida-Roos	Co-manage the Workforce Investment Board HYPE Grant	July 1, 2014 – June 30, 2015	Revised not to exceed \$22,000.00
Brittany Smith	Provide Financial Aid services and resource options to students at Solano Community College	January 1, 2015 – June 30, 2015	Not to exceed \$18,000.00

AGENDA ITEM 12.(h)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO MADI ARCHITECTS FOR
ARCHITECTURAL SERVICES FOR BUILDINGS 1800A
AND 1900 ROOF REPLACEMENT PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the contract award to Madi Architects to provide full architectural services for the replacement of the roofs on Buildings 1800A and 1900 as part of the District's State Scheduled Maintenance. The scope of work includes architectural drawings, construction documents, specifications for project bid phase, construction administration and project close-out.

The Board is asked to approve a contract to Madi Architects in the amount of \$20,030.00

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

Government Code: N/A

Board Policy:

*Estimated Fiscal Impact: \$20,030 State
Scheduled Maintenance Funds*

SUPERINTENDENT'S RECOMMENDATION:

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

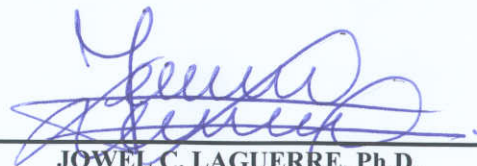
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(i)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO J.R. WAGNER INC., FOR
PRESSURE AND FIRE FLOW READINGS CONSULTING
SERVICES FOR VACAVILLE CLASSROOM BUILDING**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the award of a professional services contract to provide pressure and fire flow readings from the Vacaville Classroom Building (Vacaville Annex) fire hydrant. The scope of work includes measuring static, providing California Division of State Architect office and local fire authority required residual pressures and flow rate readings from the Vacaville Annex fire hydrant.

The Board is asked to approve a contract to J.R. Wagner, Inc. in the amount of \$700.00

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$700 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

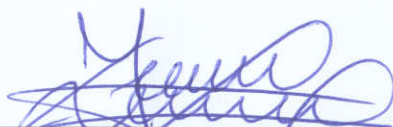
(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(j)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO CA ARCHITECTS FOR
ARCHITECTURAL SERVICES FOR PERFORMING ARTS
BUILDING (B1200 RENOVATION) SWING SPACE
PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for award of architectural services contract to CA Architects to provide planning and design services for the Performing Arts Building (B1200 Renovation) Swing Space Project. The scope of work includes providing architectural and engineering design services needed to implement the swing space plan for the Performance Arts Building programs during B1200 construction.

The Board is asked to approve a contract to CA Architects in the amount of \$72,980.00.

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$72,980 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Parkway
Fairfield, CA 94534

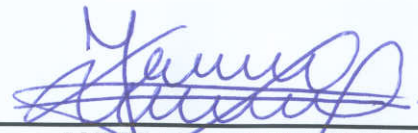
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(k)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO PAE CONSULTING
ENGINEERINGS INC., FOR CONSULTING SERVICES
FOR SMALL CAPITAL PROJECTS - BUILDING 100 DATA
CENTER**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the award of a professional services contract to PAE Consulting Engineers, Inc., to provide an emergency assessment of Building 100 Data Center HVAC system. The scope of work includes site visits, review of existing conditions and documents, and design recommendations to address required remedial work in order to improve air conditioning/circulation and back-up systems in the event of an emergency.

The Board is asked to approve a contract to PAE Consulting Engineers, Inc. in the amount of \$5,000.00

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$5,000 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

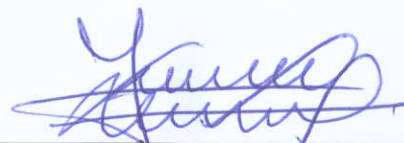
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM
MEETING DATE

12.(1)
March 18, 2015

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

TO: Members of the Governing Board

SUBJECT: NOTICE OF COMPLETION FOR VACAVILLE AND
VALLEJO CENTERS BUILDING ID SIGNAGE PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the Notice of Completion for a small capital project – Vacaville and Vallejo Centers Building ID Signage Project. On November 19, 2014 Weidner CA was selected to provide and install building ID signage for the Vacaville and Vallejo Center buildings. The work on this project is complete, and at this time the District gives notice and certifies that:

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

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

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

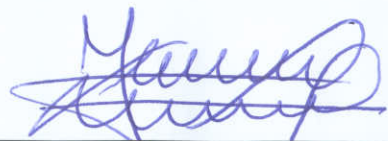
ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RECORDING REQUESTED BY:

When recorded mail to:

Leigh Sata, Executive Bonds Manager
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

Notice of Completion

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

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

1. The undersigned is an owner or agent of an owner of the estate or interest stated below.
2. The name of the owner is Solano Community College District.
3. The address of the owner is 4000 Suisun Valley Road, Fairfield, CA 94534.
4. The nature of the estate or interest is: Solano Community College District in fee.
5. The name and addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:

NAMES

ADDRESSES

6. Work of modernization on the property hereinafter described was completed on: March 18, 2015
7. The Project Name & Number are Vacaville and Vallejo Centers Building Identification Project
8. DSA Number (if applicable) N/A
9. The contractor for such work of modernization is Weidner CA
10. The name of the contractor's Surety Co. is Warren G. Bender Co.
11. The date of contract between the contractor and the above owner is November 19, 2014
12. The street address of said properties are 2001 North Village Parkway, Vacaville, CA 95688 and 545 Columbus Parkway, Vallejo, CA 94591.
13. APN # Vacaville – 0133-180-160, Vallejo – 0081-800-340
14. The property on which said work of modernization was completed is in the City of Vacaville and Vallejo, County of Solano, State of California, and is described as follows: Solano Community College District Facilities (2001 North Village Parkway, Vacaville, CA 95688 and 545 Columbus Parkway, Vallejo, CA 94591), manufacture and installation of identification signage.

Date

Signature of Owner
Solano Community College District

Verification

I, undersigned, say:

I am Executive Bonds Manager

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

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

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

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

AGENDA ITEM 12.(m)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT TO JOSEPH GUMINA FOR
EQUIPMENT PLANNING SERVICES FOR VALLEJO
AUTOTECHNOLOGY SWING SPACE PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to amend the previously approved consultant agreement with Joseph Gumina for equipment planning services for the Vallejo Autotechnology Swing Space Project. This contract amendment includes consultant's scope of work needed for completion of additional Autotechnology tool specifications and identification to meet NATEF Accreditation standards.

The Board is asked to approve a contract amendment to Joe Gumina in the amount of \$1,500.00.

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

Government Code: Board Policy: Estimated Fiscal Impact: \$1,500 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
DATE SUBMITTED TO



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AMENDMENT TO HENLEY ARCHITECTS &
ASSOCIATES FOR ARCHITECTURAL SERVICES FOR
BUILDING 600 (ADMINISTRATION) RENOVATION
PROJECT**

REQUESTED ACTION: **APPROVAL**

SUMMARY:

Board approval is requested to amend the previously approved architectural services agreement with Henley Architects & Associates for Building 600 (Administration) Renovation project. The original contract was executed on October 14, 2010. This contract amendment will include additional time required for completion of value engineering, design and construction administration services associated with a new sidewalk and gate.

The Board is asked to approve a contract amendment to Henley Architects & Associates in the amount of \$28,483.00.

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$28,483 Measure G Funds

SUPERINTENDENT'S RECOMMENDATION:

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

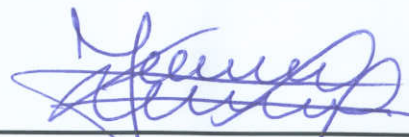
TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(o)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT TO MATRISCOPE
ENGINEERING LABORATORIES INC., FOR SPECIAL
INSPECTIONS AND LAB TESTING SERVICES FOR
BUILDING 600 (ADMINISTRATION) RENOVATION
PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to amend the previously approved contract with Matriscope Engineering Laboratories Inc., for special inspections and lab testing services for the Building 600 (Administration) Renovation Project. The original contract was executed on April 2, 2014. This new amendment includes additional services required by Department of State Architect (DSA) to provide inspection and testing of steel erection and attachments for the new Board Room addition. The Consultant performed on-site and off-site testing and provided the test results to DSA for code compliance.

The Board is asked to approve a contract amendment to Matriscope Engineering Laboratories Inc., in the amount of \$1,184.00.

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

Government Code: Board Policy: Estimated Fiscal Impact: \$1,184 Measure G Funds

SUPERINTENDENT'S RECOMMENDATION:

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
DATE SUBMITTED TO



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

March 6, 2015
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: MEASURE Q DESIGN-BUILD STIPEND FOR THE
AUTOTECHNOLOGY PROJECT AT VALLEJO

REQUESTED ACTION: APPROVAL

SUMMARY:

A "stipend" is an integral part of the Design-Build procurement process. Three (3) "Design-Build Entities" (DBEs) will compete for the right to design and construct the project through a Request for Proposal (RFP) process. Over a two month period, DBEs will participate in an intense design process, including meetings with the District team, reviewing the "criteria documents" prepared by the Criteria Architects, preparing a design based on those documents, pricing the design, and submitting the design and a guaranteed maximum price to the District. The DBE deemed most responsive to the RFP (highest value) will receive the contract award. The two unsuccessful competitors will be compensated by means of a "stipend" for their work on the project.

Board approval is requested for the issuance of a stipend to the two unsuccessful participants in the (RFP) process for the Autotechnology Building Project. The recommended stipend is \$20,000 for each of the two unsuccessful firms, for a total of \$40,000, which represents approximately .16% of the construction cost for each firm.

CONTINUED ON NEXT PAGE

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$40,000</i>	<i>Measure Q Funds</i>
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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

4000 Suisun Valley Road
Fairfield, CA 94534

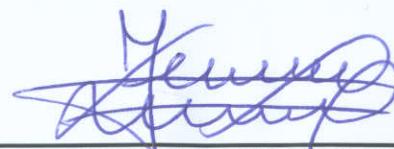
ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q DESIGN-BUILD STIPEND FOR THE
AUTOTECHNOLOGY PROJECT AT VALLEJO**

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

The amount of the proposed stipend payments for each of the two unsuccessful firms is comparable to stipend payments issued by other districts and government agencies.

Advantages of the stipend include:

- The District owns the intellectual property submitted in the RFP and may use those ideas in the final design;
- The stipend insures a positive relationship with the Design and Construction community, benefitting the District over the long term;
- The cost of the Criteria Architect's work plus the stipend is less than the cost of a typical Building Programming and Schematic Design phase;
- The work product will equal what is typically delivered in the Building Programming and Schematic Design phase;
- The Design-Build process will shorten the project delivery by at least four months, saving the District in "escalation" costs.

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

TO: Members of the Governing Board

SUBJECT: MEASURE Q DESIGN-BUILD STIPEND FOR THE
BIOTECHNOLOGY/ SCIENCE PROJECT AT VACAVILLE

REQUESTED ACTION: APPROVAL

SUMMARY:

A "stipend" is an integral part of the Design-Build procurement process. Three (3) "Design-Build Entities" (DBEs) will compete for the right to design and construct the project through a Request for Proposal (RFP) process. Over a two month period, DBEs will participate in an intense design process, including meetings with the District team, reviewing the "criteria documents" prepared by the Criteria Architects, preparing a design based on those documents, pricing the design, and submitting the design and a guaranteed maximum price to the District. The DBE deemed most responsive to the RFP (highest value) will receive the contract award. The two unsuccessful competitors will be compensated by means of a "stipend" for their work on the project.

Board approval is requested for the issuance of a stipend to the two unsuccessful participants in the (RFP) process for the Biotechnology/Science Building Project. The recommended stipend is \$30,000 for each of the two unsuccessful firms, for a total of \$60,000, which represents approximately .12% of the construction cost for each firm.

CONTINUED ON NEXT PAGE

Government Code: Board Policy: Estimated Fiscal Impact: \$60,000 Measure Q Funds

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q DESIGN-BUILD STIPEND FOR THE
BIOTECHNOLOGY/ SCIENCE PROJECT AT VACAVILLE**

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

The amount of the proposed stipend payments for each of the two unsuccessful firms is comparable to stipend payments issued by other districts and government agencies.

Advantages of the stipend include:

- The District owns the intellectual property submitted in the RFP and may use those ideas in the final design;
- The stipend insures a positive relationship with the Design and Construction community, benefitting the District over the long term;
- The cost of the Criteria Architect's work plus the stipend is less than the cost of a typical Building Programming and Schematic Design phase;
- The work product will equal what is typically delivered in the Building Programming and Schematic Design phase;
- The Design-Build process will shorten the project delivery by at least four months, saving the District in "escalation" costs.

AGENDA ITEM 12.(r)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
STREET LAW, INC. AND SOLANO COMMUNITY
COLLEGE TO TEACH A LAW-BASED CIVICS
PROGRAM**

REQUESTED ACTION: APPROVAL

SUMMARY:

This purpose of the MOU is to establish clear expectations between the parties relative to a grant that Street Law, Inc. has received from the S.D. Bechtel, Jr. Foundation. Through the grant, Street Law is working with community colleges in the Bay Area to implement its new law-based civics program before May 31, 2015. The goal of this program is to increase and improve civic engagement and democratic practice among community college youth enrolled in the law-based civics program. Street Law will send a check for \$5,000.00 to the community college once the performance conditions set forth below have been agreed to and both parties have signed the MOU.

The Board is requested to approve this agreement at this time.

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

SUPERINTENDENT'S RECOMMENDATION:

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

Diane White
Vice President of Student Success

PRESENTER'S NAME

4000 Suisun Valley Road,
Fairfield, CA 94534

ADDRESS

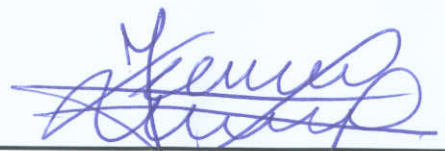
707-864-4000

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is between Street Law, Inc., Silver Spring, Maryland and Solano Community College ("community college"). The purpose of the MOU is to establish clear expectations between the parties relative to a grant that Street Law, Inc. has received from the S.D. Bechtel, Jr. Foundation.

Through the grant, Street Law is working with community colleges in the Bay Area to implement its new law-based civics program before May 31st, 2015. The goal of this program is to increase and improve civic engagement and democratic practice among community college youth enrolled in the law-based civics program.

Street Law will send a check for \$5,000.00 dollars ("sub award") to the community college once the performance conditions set forth below have been agreed to and both parties have signed this MOU.

1. The community college will offer an approved, credit bearing law-based civics course ("course") before May 31st, 2015.
2. The community college agrees not to cancel this course after receipt of sub award. If the course is cancelled, the community college agrees to promptly return this sub-award to Street Law.
3. A small faculty team from the community college (2 – 3 persons, including the professors who will teach the course) will attend a faculty development seminar provided by Street Law in San Francisco at a time most convenient to the participating colleges and to Street Law. There will be no registration or materials fee for the participating teams from the four sub award funded colleges.
4. The faculty member teaching the law-based civics course will distribute the end of course survey to students at the end of the semester, collect the anonymous surveys, and return them to Street Law which is aggregating general data on the Street Law program. Data from specific colleges will only be made available to that college.
5. While individual faculty members retain complete academic freedom in terms of what content is taught and how it is taught, participating faculty and Street Law agree to collaborate to offer reasonable community-based experiential learning opportunities to students in this law-based civics class. The community-based experiential learning component is of particular interest to the Bechtel Foundation.

Agreed to this ____ day of _____, 2014.

Lee Arbetman, Executive Director

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



SOLANO COMMUNITY
COLLEGE
Course Syllabus

**Political Science 016 - The American Legal System
(3 units)**

Instructor	Professor Joel J. Powell, J.D.
Office	Building 700, Office #718
Office Hours	Mon, Wed, Fri 12pm - 1pm Tues, Thurs 9am - 12:30pm
Email / Phone	Joel.Powell@Solano.edu / 707.864.7000 ext. 4303



SOLANO COMMUNITY
COLLEGE
Course Syllabus

POLITICAL SCIENCE 016 - THE AMERICAN LEGAL SYSTEM



Course Overview

This course will introduce students to the principles and themes of the American Legal System emphasizing principles related to policy development, equality, ethics, social justice, legal, philosophical and sociological considerations. Particular attention will be given to the evolution of legal concepts in response to the changing political and social environment. The American judicial system will be analyzed to include discussions of civil and criminal procedure, torts,

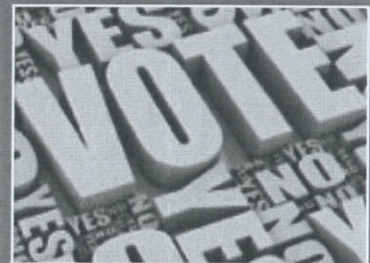
contracts in addition to current legal issues facing the country. The course will explore fundamental questions related to what the law actually is, and the role of various government agencies within the law, in addition to understanding concepts of policy development, equality, and ethics and how each of these areas are personally and universally defined in our legal system.

Expected Student Learning Outcomes

Ultimately this course will introduce the student to various aspects of theory and practical application of the American legal system. To that end, upon completion of this course students will have achieved competency in the following areas:

- Identify foundational principles and historical mechanisms that undergird the fabric of the American legal system
- Analysis of the role law and the legal system play within governmental systems
- A detailed understanding and defined concept of social justice and its relationship to democracy
- Articulate and describe the various theories on judicial decision making and why justices employ these various models in addition to their importance in securing the independence of the justices
- Identify and analyze contemporary issues related to criminal and civil law, and the application of legal concepts to those issues
- critically examine judicial opinions identifying problems, and the rationales employed to address issues
- Understand and articulate political reasoning which form the basis of judicial policy development
- Describe and detail the core process and structure of the legal system and the roles of various participants in the system
- Structure and present developed arguments based on the application of legal rules to factual situations
- Investigate the role of ethical decision making and the conflicts existing between ethical and legal decision making.

Moving from Theory to Application



This course goes beyond rote memorization and challenges the student to apply theoretical principles to various political & legal circumstances to develop a greater understanding and appreciation of the American legal system.

Assignments, Participation, Course Expectations and Policies

This course is designed to be driven by a collective of "ACTIVE LEARNERS". In addition to lectures, students will learn by doing, becoming active participants in class discussions, practical application exercises, multimedia presentations, case studies, group work, and out of class field trips. Additionally, guest speakers will make presentations and students will be responsible for completing assignments, written essays, memorandums, case briefs, and examinations.

Assignments are due in accordance with the reading and assignment schedule for the course. All assignments must be type written and submitted during class unless otherwise stated by the Instructor. NO LATE WORK WILL BE ACCEPTED FOR GRADED CREDIT except in the case of an excused absence. Extra credit when available will be capped at an aggregate total of 5% of the available points for the course.

As participation is an integral portion of this course, value-added actions and behaviors that positively contribute to your participation grade include:

- asking questions
- answering questions
- providing commentary relating to material in the text, discussions, etc.
- responding to something another student says (including answering a question asked by a student)
- constructively disagreeing with something in the text or said in class by the Instructor or another student

Debate and discussion are always encouraged during class. Topics covered in this course are controversial by nature and may impact students personally. In order to foster an environment that is conducive for the exchange of ideas and not hostile to any comments or expressed beliefs students must:

- ensure comments never attack the personality of another student
- not record class discussions without prior permission
- raise their hand to be recognized during class and listen attentively when not speaking
- not be afraid to disagree with their fellow classmates, but must be willing to do so in a manner that is respectful and challenges the idea but not the person
- have an open mind - real learning occurs during the exchange of ideas

Additionally, the overall classroom environment is enhanced when everyone seeks to avoid certain actions and behaviors like:

- not listening when comments and/or information are being presented
- pretending to be listening while texting, facebook, instagramming, snapchatting, etc. or surfing online (Please note, the use of laptops and cell phones are not permitted during class)
- disrespecting others in class

If you're nervous about speaking in front of others, or concerned that your comments aren't as sophisticated as the comments made by others -- DON'T BE! The discussion is greatly enhanced when:

- Everyone contributes (different perspectives are what allow real learning to take place. Not contributing deprives the class of your important perspective)
- Reading Assignments are completed (completing the reading allows time to digest the content, and consider questions and points of interest so when you attend class you're better equipped to contribute)
- Students stop worrying what others will think of their comments (if you have a question, it's likely that 2/3rds of the class have the same question. Don't let fear of being exposed as a person who doesn't know the answer, prevent you from asking the question. Everyone taking the class is there to learn.

Assignment Weights

Course grades will be based on the following areas:

Graded Item	Course Weight
Assignments	15%
Participation	15%
Midterms (2)	20%
Trial / Memo Project	30%
Final Examination	20%

Mid-Term/Final Exams: Two (2) midterm examination consisting of a combination of essay and multiple choice and/or "fill in the blank"-type questions will be administered. Each exam is worth 10% of the final grade for an aggregate value of 20% of the course grade. The Final Exam will also be worth 20% of final grade. Additional information regarding the substantive content of the exam will be provided later in the Semester.

Grade Scale

A - 90% - 100%

B - 80% - 89%

C - 70% - 79%

D - 60% - 69%

F - 59% and Below

Textbooks

Street Law: Understanding Law and Legal Issues, McGraw-Hill Companies, Copyright 2012
ISBN: 978-0-07-662405-8

Additional Primary Reading Sources will be utilized for this course and made available to students throughout the semester.

Attendance and Absences

Regular attendance is an obligation assumed by every student at the time of registration. Students should make every effort to attend all classes throughout the semester. Absences totaling 20 percent of the contact hours (3 class periods) will be subject to being dropped from the class or having their overall grade lowered. Please review Solano Community College Board Policy 5020 for additional information regarding attendance and absence policies.

Course Notes

It is **STRONGLY RECOMMENDED** that students not try and short cut or circumvent the learning process taking place in class and through the use of assignments. **Resist the temptation or urge to simply search the internet for an answer or “Google” a rule of law.** Similar to flipping to the end of a book to see “how the story ends” while you may discover the conclusion you will be oblivious as to how the resolution was achieved. Therefore the mental gymnastics performed in class and outside of class serve the purpose of preparing you to be a better analyst in general and specifically for the examinations. If you attempt to circumvent this process you will only be handicapping yourself when an examination is given. The process may seem tedious and you might struggle somewhat, but that is to be expected and it certainly will assist in the development of your ability to decipher the cases and reasoning of the court.

Academic Honesty / Student Conduct

Students will be held to the Solano Community College (SCC) honor code for completion of all projects and assignments for this course. Most assignments will allow or require collaborative efforts however should the specifications of certain assignments so indicate, students must refrain from collaborating with others for the purpose of completing and submitting an assignment. Plagiarism, cheating, fabrication, aiding and abetting dishonesty, and forgery are examples of dishonest conduct that could result in an official reprimand by the college. Please see the following links for more information regarding Academic Honesty and Solano College policy regarding student conduct and responsibilities.

http://www.solano.edu/student_handbook/responsibilities.php

http://www.solano.edu/student_service/conduct.php

SCC Institutional Learning Outcomes (ILOs)

Upon completion of Solano Community College's General Education program, a student will demonstrate competency in the following areas:

I. Communication

Students will communicate effectively, which means the ability to:

A. Read – Students will be able to comprehend and interpret: various types of written information in (1) expository prose and imaginative literature (including essays, short fiction and novels), (2) documentation such as manuals, reports, and graphs.

B. Write – Students demonstrate the ability to:

- ¥ Communicate thoughts, ideas, information, and messages in writing
- ¥ Compose and create documents such as manuals and graphs as well as formal academic essays, observing rules of grammar, punctuation and spelling, and using the language, style, and format appropriate to academic and professional settings
- ¥ Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar

C. Listen – Students will be able to receive, attend to, interpret, and respond appropriately to (1) verbal, and/or (2) nonverbal messages

D. Speak and Converse – Students have the ability to:

- ¥ Organize ideas and communicate verbal or non-verbal messages appropriate to the audience and the situation
- ¥ Participate in conversations, discussions, and group activities
- ¥ Speak clearly and ask appropriate questions

II. Critical Thinking and Information Competency

Thinking critically is characterized by the ability to perform:

A. Analysis – demonstrated by the ability to:

- ¥ Apply appropriate rules and principles to new situations
- ¥ Discover rules and apply them in the problem solving process

- ¥ Draw logical conclusions based on close observation and analysis of information
- ¥ Differentiate among facts, influences, opinions, assumptions, and conclusions

B. Computation – demonstrated by the ability to:

- ¥ Use basic numerical concepts
- ¥ Use tables, graphs, charts, and diagrams to explain concepts
- ¥ Use basic geometrical shapes

C. Research – demonstrated by the ability to:

- ¥ State a research question, problem, or issue
- ¥ Use discipline appropriate information tools to locate and retrieve relevant information efficiently
- ¥ Analyze and evaluate information for appropriateness, relevance, and accuracy
- ¥ Synthesize, evaluate, and communicate information using a variety of information technologies
- ¥ Recognize the ethical and legal issues surrounding information and information technologies • Demonstrate understanding of academic integrity and honesty

D. Problem Solving – demonstrated by the ability to:

- ¥ Recognize whether a problem exists
- ¥ Identify components of the problem or issue
- ¥ Create a plan of action to respond to and/or resolve the issue appropriately
- ¥ Monitor, evaluate, and revise as necessary

III. Global Awareness

Students will demonstrate a measurable understanding and appreciation of the world including its:

A. Scientific Complexities – Students demonstrate an understanding of:

- ¥ The scientific method and its application in experiments
- ¥ How experiments work
- ¥ The major differences between social, natural and physical sciences

B. Social Diversity and Civics – Students demonstrate ability to:

- ¥ Communicate with people from a variety of backgrounds
- ¥ Understand different cultural beliefs and behaviors
- ¥ Recognize important social and political issues in their own community

C. Artistic Variety – Students have been exposed to:

- ¥ The visual and performing arts of one or more cultures
- ¥ Analytical techniques for understanding the meaning in the arts, and/or
- ¥ Hands-on experience with creative endeavors

IV. Personal Responsibility & Professional Development

A. Self-Management and Self-Awareness – The student is able to:

- ¥ Accurately assess his/her own knowledge, skills, and abilities
- ¥ Motivate self and set realistic short and long-term goals
- ¥ Accept that assessment is important to success
- ¥ Respond appropriately to challenging situations

B. Social and Physical Wellness – Students make an appropriate effort to:

- ¥ Manage personal health and well being
- ¥ Demonstrate appropriate social skills in group settings

C. Workplace Skills – Students understand how to:

- ¥ Be dependable, reliable, and accountable
- ¥ Meet deadlines and complete tasks

Lecture Calendar

Monday August 11 -	Tuesday August 12 -	Wednesday August 13 -	Thursday August 14 - Course Introduction	Friday August 15 -
Monday August 18 -	Tuesday August 19 - What is the Law?	Wednesday August 20 -	Thursday August 21 - What is the Law?	Friday August 22 -
Friday August 25 -	Tuesday August 26 - Legal Agencies	Wednesday August 27 -	Thursday August 28 Legal Agencies	Friday August 29
Monday Sept 1 - NO CLASS LABOR DAY	Tuesday Sept 2 - CENSUS DATE Court Structure and Actors with the ALS	Wednesday Sept 3 -	Thursday Sept 4 - Court Structure and Actors with the ALS	Friday Sept 5
Monday Sept 8 -	Tuesday Sept 9 - Section Wrap Up & Midterm Review	Wednesday Sept 10 -	Thursday Sept 11- MIDTERM # 1	Friday Sept 12
Monday Sept 15	Tuesday Sept 16 - Intentional Tortious Acts	Wednesday Sept 17 -	Thursday Sept 18 - Intentional Tortious Acts	Friday Sept 19
Monday Sept 22 -	Tuesday Sept 23- Intentional Tortious Acts	Wednesday Sept 24 -	Thursday Sept 25 - Defenses to Intentional Tortious Acts	Friday Sept 26 -
Monday Sept 29 -	Tuesday Sept 30 - Negligence	Wednesday Oct 1 -	Thursday Oct 2 Negligence	Friday Oct 3
Monday Oct 6 -	Tuesday Oct 7 - Defenses to Negligence	Wednesday Oct 8 -	Thursday Oct 9 - Strict Liability and Products Liability	Friday Oct 10 -
Monday Oct 13 -	Tuesday Oct 14 - Civil Trial Process	Wednesday Oct 15 -	Thursday Oct 16 - Civil Trial Process	Friday Oct 17
Monday Oct 20	Tuesday Oct 21 Midterm Review	Wednesday Oct 22	Thursday Oct 23 Midterm # 2	Friday Oct 24
Monday Oct 27 -	Tuesday Oct 28 - Criminal Law	Wednesday Oct 29 -	Thursday Oct 30 - Criminal Law	Friday Oct 31
Monday Nov 3 -	Tuesday Nov 4 - Criminal Law	Wednesday Nov 5-	Thursday Nov 6 - Defenses to Crimes	Friday Nov 7
Monday Nov 10	Tuesday Nov 11 - NO CLASS VETERANS DAY	Wednesday Nov 12 -	Thursday Nov 13 - Criminal Process, Trials and Juveniles	Friday Nov 14
Monday Nov 17 -	Tuesday Nov 18 - Contract Law	Wednesday Nov 19 -	Thursday Nov 20 - Property Law and Housing Provisions	Friday Nov 21 -
Monday Nov 24 - Research Presentations	Tuesday Nov 25 - NO CLASS THANKSGIVING	Wednesday Nov 26 - NO CLASS THANKSGIVING	Thursday Nov 27 NO CLASS THANKSGIVING	Friday Nov 28 NO CLASS THANKSGIVING

Monday Dec 1 In class Project Date	Tuesday Dec 2 - In class Project Date	Wednesday Dec 3 -	Thursday Dec 4 - Community Property and Family Law	Friday Dec 5 -
Monday Dec 8 -	Tuesday Dec 9 - Final Review	Wednesday Dec 10 -	Thursday Dec 11 -	Friday Dec 12 -
Monday Dec 13 -	Tuesday Dec 14 -	Wednesday Dec 15 -	Thursday Dec 16 Final Exam PLSC 16 (1:30 - 3:30)	Friday Dec 17

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO DOVETAIL FOR FURNITURE,
FIXTURES AND EQUIPMENT CONSULTING SERVICES
FOR THE BIOTECHNOLOGY & SCIENCE BUILDING
PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the award of consulting services contract to Dovetail to provide planning and coordination services for furniture, fixtures and equipment procurement, coordination and implementation for the new Biotechnology and Science Building. The consultant will also validate that the specified technical equipment is inclusive and that furniture and equipment is aligned with Program Level Furniture, Fixtures and Equipment Standards. The consultant's scope of work also includes meetings with faculty and other user group participants, detailed specifications for bidding, coordinating the bidding process, tracking, procurement and installation.

The Board is asked to approve a contract to Dovetail in the amount of \$109,800.

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

Government Code: Board Policy: Estimated Fiscal Impact: \$109,800 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Parkway, Building 600
Fairfield, CA 94534

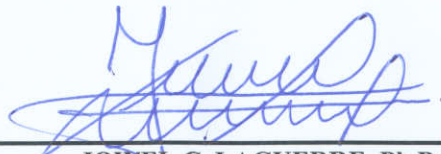
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO MAINTENANCE DESIGN
GROUP FOR CONSULTING SERVICES FOR THE
AUTOTECHNOLOGY BUILDING PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for contract award to Maintenance Design Group to provide consulting services associated with equipment planning, specifications, procurement and installation of equipment for the Autotechnology Building Project.

The Board is asked to approve a contract to Maintenance Design Group in the amount of \$69,200.00

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

Government Code: Board Policy: Estimated Fiscal Impact: \$69,200 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Parkway
Fairfield, CA 94534

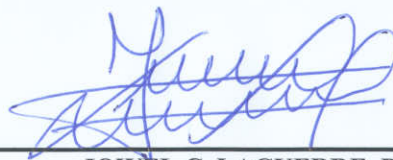
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(u)
MEETING DATE March 18, 2015

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

TO: MEMBERS OF THE GOVERNING BOARD

**SUBJECT: PROPOSED AGREEMENT WITH ACOUNTEMPS, A
ROBERT HALF COMPANY**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to contract with Accountemps, a Robert Half Company. Accountemps specializes in providing accounting, financial, and administrative staffing solutions. A temporary "Senior Accountant" is required to backfill a vacant position while the District hiring process for the Accounting Manager position is carried out. The agreement is through June 30, 2015, or until the position is filled, whichever comes sooner. Total contract amount not to exceed \$50,000.

Attached is a copy of the agreement.

Government Code: N/A Board Policy: 3225 Estimated Fiscal Impact: \$50,000

SUPERINTENDENT'S RECOMMENDATION:

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

Yulian Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

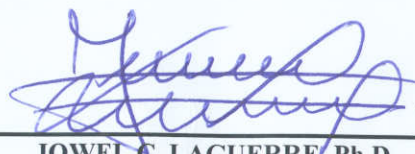
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *Accountemps*. Our professional is assigned to you under the following General Conditions of Assignment and the enclosed Terms of Payment.

Scope of Background Inquiries	We usually check references by asking specific questions to select past employers with regard to qualifications and work history. These types of checks are generally done the first time we place that individual on an assignment. We do not recheck references after this initial placement process has been completed. There are substantial legal restrictions on the use and communication of various types of personnel-related information. We have not screened for drug use, administered a medical exam, conducted a criminal background check, or engaged in any verification process other than these reference checks. You should conduct such additional or more recent reference inquiries of past employers or verify such other items as you deem appropriate for the position. If you would like to obtain further background information about the professional, we would be glad to refer you to third party agencies who have agreed to perform additional background checks for our clients at a competitive price. If you choose to directly employ one of our professionals, we are willing to provide you with the results of any reference checks that we have performed, to the extent permitted by law.
Client's Responsibility	<p>Supervision of our professional's work is your responsibility. Our professional is only authorized to perform work within the scope of the assignment.</p> <p>Since <i>Accountemps</i> is not a professional accounting firm, it is expressly understood that our professionals are not authorized to render an opinion on behalf of <i>Accountemps</i> or on your behalf on financial statements, nor are our professionals authorized to sign the name of <i>Accountemps</i> on any document or to sign their own names on financial statements or tax returns.</p> <p>It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures.</p> <p>Under no circumstances will you permit our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables. It is understood that you have full responsibility for providing safe working conditions, as required by law, including ensuring that safety plans exist for and safety related training is provided to our professional working on your premises. If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional assigned to you.</p> <p>It is understood that we will not authorize our professional to operate machinery (other than office machines) or automotive equipment. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing.</p> <p>It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will <i>Accountemps</i> be responsible for any claim related to work performed unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.</p>
Confidentiality	<p>Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature.</p> <p>You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.</p>
Employment Taxes and Withholdings	<i>Accountemps</i> will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.
Insurance	In addition to workers' compensation insurance, we also maintain commercial liability insurance and employer's liability insurance.
No Contrary Agreements	These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.

Job Order: 00590-109570

Date: 12-19-2014

TERMS OF PAYMENT

Thank you for your confidence in *Accountemps*. Our professional for the assignment of a Staff Accountant is Beverley Sloley. The assignment will start on 12-19-2014. As verbally agreed or otherwise communicated, we will invoice your firm at the rate of \$63.00 per hour. Should you wish to use our professional for other assignments, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call *Accountemps* for any changes in the assignment. We request a minimum thirty (30) days notice prior to ending any assignment.

Our professional is assigned to you under the following Terms of Payment:

Guarantee	<i>Accountemps</i> guarantees your satisfaction with our professional's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with the professional assigned to you, <i>Accountemps</i> will not charge for the first eight hours worked, provided that <i>Accountemps</i> replaces the individual assigned. Unless you contact us before the end of the first eight hours guarantee period, you agree that our professional assigned is satisfactory.
Time Sheet	Our professional will submit either an electronic time record or a time sheet for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our assigned professional is on a weekly basis, and you will be billed weekly for the total hours worked, including time spent completing, revising, and/or resubmitting a time sheet or electronic time record during business hours, and we ask that you respect those guidelines. Because <i>Accountemps</i> invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.
Overtime	If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.
Hiring the Person Referred to You	<p>After you evaluate the performance and potential of our professional on the job, you may wish to employ this person directly. Our professionals represent our inventory of skilled employees and in the event you wish them converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional assigned to you, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional assigned to you is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer.</p> <p>The conversion fee will equal 35% of the professional's aggregate annual compensation, including bonuses.</p> <p>The conversion fee will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.</p>
General Conditions	<p><i>Accountemps</i> may increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the increase in our rates. Any increase in our rates will be prospective, starting as of the effective date <i>Accountemps</i> specifies.</p> <p>Our professional is also assigned to you under the General Conditions of Assignment, a copy of which has been provided. We reserve the right to re-assign our professional.</p>

Job Order: 00590-109570

Date: 12-19-2014

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

02/09/15	Vendor Payment	2511060402-2511060403	\$48,522.11
02/09/15	Vendor Payment	2511060404-2511060406	\$61,404.36
02/09/15	Vendor Payment	2511060407	\$1,869.98
02/09/15	Vendor Payment	2511060408-2511060494	\$152,038.76
02/10/15	Vendor Payment	2511060495-2511060598	\$22,580.65
02/17/15	Vendor Payment	2511060599	\$15,412.50
02/17/15	Vendor Payment	2511060600-2511060664	\$120,188.57
02/23/15	Vendor Payment	2511060665-2511060667	\$24,284.66
02/23/15	Vendor Payment	2511060668-2511060669	\$36,256.86
02/23/15	Vendor Payment	2511060670-2511060672	\$31,974.42
02/23/15	Vendor Payment	2511060673-2511060732	\$242,351.21
02/24/15	Vendor Payment	2511060733-2511060796	\$183,902.94
02/25/15	Vendor Payment	2511060797-2511060882	\$19,207.70
03/02/15	Vendor Payment	2511060883-2511060884	\$11,700.00
03/02/15	Vendor Payment	2511060885-2511060886	\$18,154.07

CONTINUED ON NEXT PAGE:

Government Code: ECS 70902 & 81656 Board Policy: 3240 Estimated Fiscal Impact: \$2,241,456.13

SUPERINTENDENT'S RECOMMENDATION:

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

Yulian Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

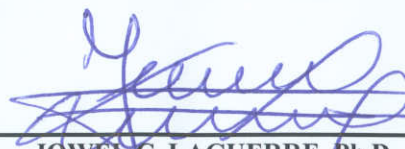
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

March 6, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(v)
MEETING DATE March 18, 2015

**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:

03/02/15	Vendor Payment	2511060887-2511060893	\$95,974.78
03/02/15	Vendor Payment	2511060894-2511060896	\$404,161.88
03/02/15	Vendor Payment	2511060897-2511060993	<u>\$751,470.68</u>
TOTAL			\$2,241,456.13

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 14.(a)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION IN SUPPORT OF CHANGES TO
COMMUNITY COLLEGE FUNDING TO INCLUDE
DIFFERENTIAL FUNDING FOR HIGH COST CAREER
TECHNICAL EDUCATION PROGRAMS
RESOLUTION NO. 14/15-27**

REQUESTED ACTION: APPROVAL

SUMMARY

Cabrillo College recently passed a resolution to support a new funding formula for career technical education programs. Community college boards across the State are offering their support for new funding formulas for the high cost of vocational classes. Solano Community College has been asked to offer support through resolution, and collectively, these resolutions will be forwarded to the Chancellor's Office for consideration.

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

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7112

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION IN SUPPORT OF CHANGES TO COMMUNITY COLLEGE FUNDING
TO INCLUDE DIFFERENTIAL FUNDING FOR HIGH COST CAREER TECHNICAL
EDUCATION PROGRAMS**

RESOLUTION NO. 14/15-27

Whereas, California Community Colleges have built extensive depth and breadth of educational programs over the past 50 years that provide for certificated and degree employment, responding to the educational needs of their respective communities, and contributing to a skilled workforce that in turn, provides the economic vitality necessary for the next few decades and delivers upon the national and state mandates for a qualified workforce;

Whereas, 2013-14 Assembly bill (AB977) requested that the CCC Chancellor convene a group of experts in Career Technical Education, business, or industry to research ways to address issues related to implementing differential funding for credit bearing, high cost, high-demand courses at the community colleges;

Whereas, for the community colleges, credit courses are currently funded at \$4,636 per full-time equivalent student (FTES), non-credit courses are funded at \$2,788 per FTES, and 'enhanced non-credit' courses are funded at \$3,283 per FTES;

Whereas, many of Cabrillo College's Career Technical Education (CTE) programs receive less in FTES funding than they cost to operate with some healthcare related programs funded at only one-quarter to one-half of their actual operating costs;

Whereas, a recent report by the Institute for Higher Education Leadership Policy found that California's current funding structure creates a fiscal disincentive to support high cost programs;

Whereas, the California Community Colleges System Strategic Plan 2013 update states in Strategic Goal C: "Partnerships for Economic and Workforce Development strengthen the Colleges' capacity to respond to current and emerging labor market needs and to prepare students for a global economy;

Whereas, the Donahoe Higher Education Act states: "A primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement," and further states "The California Community Colleges shall, as a primary mission, offer academic and vocational instruction at the lower division level; now, therefore be it

Resolved, that the Solano Community College District requests additional support of high cost, high demand career technical education programs through differential funding that can allay the increased cost of performing the services necessary for a college student to earn a certificate or degree; and which can allay the high cost due to mandated low teacher to student ratios, high equipment and maintenance costs. Solano College supports legislation that would secure differential funding for necessary career technical education demand.

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION IN SUPPORT OF CHANGES TO COMMUNITY COLLEGE FUNDING
TO INCLUDE DIFFERENTIAL FUNDING FOR HIGH COST CAREER TECHNICAL
EDUCATION PROGRAMS**

**RESOLUTION NO. 14/15-27
(Continued page 2)**

PASSED AND ADOPTED, By the Governing Board of the Solano Community College District this 18th day of March 2015, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

**A. MARIE YOUNG
BOARD PRESIDENT**

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

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

TO: Members of the Governing Board

SUBJECT: CHANGE ORDERS - NO. 01 (DEDUCTIVE) TO MIKE BROWN ELECTRIC AND NO. 04 TO SUNPOWER CORPORATION FOR UTILITY INFRASTRUCTURE UPGRADE (ENERGY) PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for two (2) Change Orders for the Utility Infrastructure Upgrade (Energy) Project.

- Deductive Change Order No. 01 to Mike Brown Electric. The utility connection for this project was contracted to Mike Brown Electric and was not performed per schedule so the District assigned the work to another qualified vendor.
- Change Order No. 04, to SunPower Corporation to complete the work for Mike Brown Electric.

Summaries for each change order are attached. The result of this change to the overall project is \$0.00. The scope of work was simply moved from one vendor to another.

Amounts for each project are as follows:

CONTINUED ON NEXT PAGE

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

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

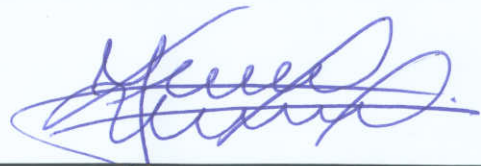
(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: CHANGE ORDERS - NO. 01 (DEDUCTIVE) TO MIKE BROWN ELECTRIC AND NO. 04 TO SUNPOWER CORPORATION FOR UTILITY INFRASTRUCTURE UPGRADE (ENERGY) PROJE

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

Revised contract figures for each change order are as follows:

Change Order No.01 - Mike Brown Electric:

Contract Award Amount	\$ 177,325.00
Prior Change Orders	\$ 0.00
Change Order No. 01	\$ (2,277.02)
Total Change Orders	\$ (2,277.02)

Revised Contract Amount \$ 175,047.98

Change Order No.04 - SunPower:

Contract Award Amount	\$ 11,700,000.00
Prior Change Orders	\$ 873,312.00
Change Order No. 04	\$ 2,277.02
Total Change Orders	\$ 875,589.02

Revised Contract Amount \$ 12,575,589.02



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

KITCHELL CEM

Change Order # 1
 Project No.: 14-011
 Date: 2/24/2015

DSA File No. : 48-C1
 DSA Number: 02-112894

Project: Utility Infrastructure Upgrade (Energy) Project Architect: ATI
 4000 Suisun Valley Road 3860 Blackhawk Rd, Ste 100
 Fairfield CA 94534 Danville, CA 94526

To: Mike Brown Electric Co.
 561-A Mecantile Drive
 Cotati, CA 94931

The Contract is Changed as Follows:			
Item #		Amount	Days Added
01	(SunPower PCO 19)- Deductive Change Order to cover costs for SunPower to perform Cadwelding of existing #4 BC conductors to 12 toal fence posts. Costs are being deducted from Mike Brown Electric's Contract which is resulting in an overall net change of \$0.00 to this project.	\$ (2,277.02)	0

TOTAL COST OF CHANGE ORDER \$ (2,277.02)

Original Contract Sum:	\$	177,325.00
Total change By Previous Change Orders:	\$	-
Contract Sum Prior to This Change Order:	\$	177,325.00
Original Contract Sum will be Increased by This Change Order:	\$	(2,277.02)
The New Contract Sum Including This Change Order Will Be:	\$	175,047.98

The Contract Completion Date is:	4/15/2015
Contract Time Will be Changed by This Change Order:	0
The date of substantial completion as of the of this change order is:	4/1/2015

ARCHITECT: _____
 ATI
 3860 Blackhawk Rd, Ste 100
 Danville, CA 94526

CONTRACTOR: _____
 Arnold Gonzalez
 Project Manager
 Mike Brown Electric Co.

Date:

OWNER: _____
 Leigh Sata
 Executive Bonds Manager
 Solano Community College District

Date:



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

KITCHELL CEM

Change Order # 4
 Project No.: 14-011
 Date: 2/24/2015

DSA File No. : 48-C1
 DSA Number: 02-112894

Project: Utility Infrastructure Upgrade (Energy) Project Architect: ATI
 4000 Suisun Valley Road 3860 Blackhawk Rd, Ste 100
 Fairfield CA 94534 Danville, CA 94526

To: SunPower Corporation, Systems
 1414 Harbour Way South Ste. 1901
 Richmond, CA 94804

The Contract is Changed as Follows:			
Item #		Amount	Days Added
01	(PCO 19)- Cadweld existing #4 BC conductors to 12 total fence posts. Costs are being deducted from Mike Brown Electric's Contract in the amount of \$2,277.02. This is resulting in overall net change of \$0.00 to this project.	\$ 2,277.02	0

TOTAL COST OF CHANGE ORDER \$ 2,277.02

Original Contract Sum:	\$ 11,700,000.00
Total change By Previous Change Orders:	\$ 873,312.00
Contract Sum Prior to This Change Order:	\$ 12,573,312.00
Original Contract Sum will be Increased by This Change Order:	\$ 2,277.02
The New Contract Sum Including This Change Order Will Be:	\$ 12,575,589.02

The Contract Completion Date is: 4/15/2015
 Contract Time Will be Changed by This Change Order: 0
 The date of substantial completion as of the of this change order is: 4/1/2015

ARCHITECT: _____
 ATI
 3860 Blackhawk Rd, Ste 100
 Danville, CA 94526

CONTRACTOR: _____
 Armando Gomez
 Project Manager
 SunPower Corporation, Systems

Date:

OWNER: _____
 Leigh Sata
 Executive Bonds Manager
 Solano Community College District

Date:

AGENDA ITEM 14.(c)
MEETING DATE March 18, 2015

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

TO: Members of the Governing Board

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

REQUESTED ACTION: APPROVAL

SUMMARY:

During the spring semester in the month of February 2015, 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**

Leslie Minor, Vice President
Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7102

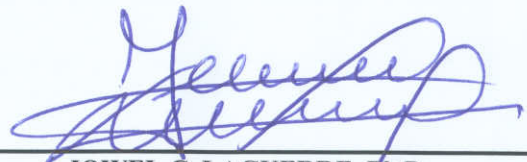
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

February 27, 2014

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

February 27, 2014

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the spring semester in the month of February 2015, 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

Course	Modifications	Class Max
(CP15-10) FIRE 050 Principles of Emergency Services	Catalog description, objectives, assignments, content, textbook (Curriculum Review)	30
(CP15-11) FIRE 051 Fire Behavior & Combustion	Objectives, methods of instruction, assignments, content, textbook (Curriculum Review)	30
(CP15-12) FIRE 053 Fire Prevention Applications	Title, Objectives, Assignments, Content, Textbook (Curriculum Review)	30
(CP15-13) FIRE 054 Fire Protection Systems	Objectives, Assignments, content, textbooks (Curriculum Review)	30
(CP15-14) FIRE 056 Building Construction as it Relates to the Fire Service	Title, catalog description, objectives, assignments, content, textbooks (Curriculum Review)	45
(CP15-24) ENGR 017 Introduction to Electrical Engineering	Change corequisite to a prerequisite with concurrency	30
(CP15-25) HS 054 Introduction to Group Process	Course number, prerequisite, textbooks	35
(CP15-26) AERO 055 Aviation Maintenance Technician General II	Objectives, Assessment, Textbooks (Curriculum Review)	24
(CP15-27) AERO 102 Airframe Maintenance I	TOP Code, Course Advisory, Objectives, Assessments, Textbooks (Curriculum Review)	24
(CP15-28) AERO 103 Aviation Maintenance Technician General II	Course Advisory, Objectives, Assessments, Textbooks (Curriculum Review)	24
(CP15-29) AERO 105 Airframe Maintenance II	TOP Code, Objectives, Assessments, Textbook (Curriculum Review)	24
(CP15-30) AERO 106 Powerplant Maintenance	Course Advisory, Catalog Description, Assessments, Textbooks (Curriculum Review)	24
(CP15-31) AERO 107 Powerplant Maintenance II	TOP Code, Course Advisory, Assessments, Textbooks (Curriculum Review)	24
(CP15-32) AERO 118 FAA Airframe Test Review and Qualification	Contact hours, Course Advisory, Catalog description Objectives, Assessments, Textbooks (Curriculum Review)	24
(CP15-33) AERO 119 FAA Powerplant Test Review and Qualification	Contact Hours, Course Advisory, Catalog description Assessments, Textbooks (Curriculum Review)	24
(CP15-34) AERO 150 FAA Special Projects – Airframe Enhancement	Objectives, Assessments, Catalog description Textbooks (Curriculum Review)	24

(CP15-35) AERO 151 FAA Special Projects – Powerplant Enhancement	Objectives, Assessments, Catalog description Textbooks (Curriculum Review)	24
(CP15-38) CDFS 040 Family Relationships	Add DE, Methods of Evaluation, Textbook, Articulation	35

NEW COURSES

Course	Class Max
(CP15-22) KINE 055A Sports Medicine – Athletic Training Fall Sports	30
(CP15-37) KINE 008D Advanced Tennis	30

Modified Programs

(CP15-43) Human Services – A.A. Degree – course sequence and courses

(CP15-44) Human Services – Certificate of Achievement – course sequence and courses

New Programs

(CP15-41) Computer Aided Drafting – Job Direct Certificate

(CP15-42) Soft Skills for Technicians – Job Direct Certificate

Consent Items

Change MUSC 001 title from Beginning Theory I to Theory 1

Change MUSC 002 title from Beginning Theory II to Theory 2

Change MUSC 003 title from Advanced Theory I to Theory 3

Change MUSC 004 title from Advanced Theory I to Theory 4

Add the following statement to the catalog description for each of the following variable unit courses:

Students may take this course up to the maximum number of units over multiple semesters.

ART 066B Travel Study - Topics in Art History
 BIO 047 Independent Study
 BIO 099 Biology Honors: Dissection
 BUS 099 Business Honors
 BUS 181 Business Mathematics
 CDFS 099 Early Childhood Education Honors
 CIS 049 Computer and Information Science Honors
 CJ 090 Vocational Work Experience - Law Enforcement
 CJ 091 Vocational Work Experience - Corrections
 DRFT 092 Special Problems
 ENGL 049 English Honors
 ENGL 310 Writing Skills Lab
 MUSC 060 Sound Recording Lab
 NURT 012 Evaluating Current Topics in Nutrition
 PHOT 051 Photography Laboratory
 PHOT 099 Photography Honors
 PHOT 155 Professional Photography: Travel Photography
 PLSC 049 Political Science Honors
 PSYC 049 Psychology Honors
 SOC 049 Sociology Honors
 SOCS 049 Social Science Honors
 SPAN 049 Spanish Honors
 TV 099 Telecommunications Honors

AGENDA ITEM 14.(d)
MEETING DATE March 18, 2015

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

TO: **Members of the Governing Board**

SUBJECT: **RESOLUTION HONORING TERRI PEARSON-BLOOM**

REQUESTED ACTION: **APPROVAL**

SUMMARY

Terri Pearson-Bloom is an outstanding head coach completing her 15th season with the Solano Community College Women's Softball Team. This resolution is in recognition of her many years of dedication and service, and reaching the milestone of 400 wins as head coach.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
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SUPERINTENDENT'S RECOMMENDATION:

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

Shirley Lewis, J.D.
Chief Student Services Officer

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

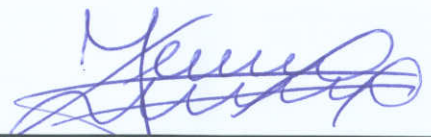
(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

March 6, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

March 6, 2015

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

Terri Pearson-Bloom

Whereas, Terri Pearson-Bloom is an outstanding head coach completing her 15th season with the Solano Community College Women's Softball team.

Whereas, Terri Pearson-Bloom previously served as an assistant coach at St. Mary's College and the University of Tennessee and head coach with the Virginia Roadsters of the Women's Professional Softball League;

Whereas, Terri Pearson-Bloom continues to make academics a priority and Solano Softball continues to be ranked in the top 25 nationally in overall team GPA with numerous players having earned NFCA Academic All-Americans honors, the most prestigious academic award in college softball;

Whereas, Terri Pearson-Bloom's former Falcons have played at NCAA Division I, II and NAIA colleges throughout the US including; Arizona State, CSU Fullerton, CSU Sacramento, CSU East Bay, Sonoma State, Jacksonville State, Oregon Tech, Lee University, and Oklahoma Baptist;

Whereas, Terri Pearson-Bloom excelled in softball as a student-athlete at Cal State Northridge where she helped to lead her team to three appearances in the College World Series;

Whereas, Terri Pearson-Bloom reached a landmark 400 wins as head coach on March 3, 2015 with the teams' win over Delta College; and

Whereas, Terri Pearson-Bloom'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 Terri Pearson-Bloom is recognized for her stellar career with Solano Community College, and the Governing Board expresses its sincere appreciation for her considerable contribution to the College.

Passed and Adopted, This 18th day of March 2015, by the Governing Board of the Solano Community College District.

A. Marie Young, President

Michael A. Martin, Vice President

Monica Brown

Sarah E. Chapman, Ph.D.

Denis Honeychurch, J.D

Pam Keith

Rosemary Thurston

Naser J. Baig, Student Trustee