

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

**TO: MEMBERS OF THE GOVERNING BOARD**

**SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES**

**REQUESTED ACTION: APPROVAL**

**EMPLOYMENT 2015-2016**

**Regular Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Shawn M. Carney	Interim One Semester FT Emergency Hire Academic Success & Tutor Center Faculty Coordinator	01/08/16

**Short-term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant Name</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Monica Bustos	Off Season Assistant Coach-Volleyball	Volleyball Trust	02/04/16 – 06/30/16	\$16.66 hr.
Sandra A. Moore	Academic Success Center Assistant Coordinator	General Fund	01/12/16 – 05/18/16	\$62.64 hr.

**RESIGNATIONS**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Robin Darcangelo	Associate Dean of Students, Financial Aid, EOPS/CARE and Veterans	02/09/16

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

**Celia Esposito-Noy, Ed.D.**  
 Superintendent-President

January 22, 2016

January 22, 2016

**Date Submitted**

**Date Approved**

## GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Lawrence Spencer	Liberal Arts/Ceramics	Help with Demos and Other Activities
Necole White	Athletics/Basketball	Assist with Women's Basketball Coaching Duties

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

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

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**PERSONAL SERVICES AGREEMENTS**

**Superintendent-President's Office**  
**Celia Esposito-Noy, Superintendent-President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Mary T. Jones	Review of Human Services business processes, facilitation of collective bargaining, and development and presentation of training packages.	February 8, 2016 – June 30, 2016	Not to exceed \$50,000.00

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**Yulian I. Ligioso**

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Vice President, Finance & Administration

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January 28, 2016

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**Date Submitted**

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**CELIA ESPOSITO-NOY, Ed.D.**

Superintendent-President

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January 28, 2016

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**Date Approved**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: GENERAL CHILD CARE AND DEVELOPMENT  
PROGRAM (CCTR) AMENDED AGREEMENT FY 2015-16

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

This amended agreement with the state of California, dated July 1, 2015, designated as number CCTR-5295, General Child Care and Development Program, Project Number 48-7055-00-5, shall be funded at a maximum reimbursable amount of \$261,653.00 rather than \$245,768.00, based upon the 2015 - 2016 budget act.

The Maximum Rate per child day of enrollment payable shall be amended by deleting \$36.10 and inserting \$38.29 in place thereof. Copies of the full agreement are in the Office of the Superintendent/President, Office of Finance and Administration, and the Office of the Director of the Early Learning Center.

**STUDENT SUCCESS IMPACT:**

- Help students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: \_\_\_\_\_

*Ed.Code: 8200 Board Policy: Estimated Fiscal Impact: \$15,885.00 income*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Christie Speck, Director

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7183

**TELEPHONE NUMBER**

Gregory S. Brown, Student Services

**VICE PRESIDENT APPROVAL**

January 22, 2016

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.  
Superintendent-President

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F.Y. 15 - 16**

**Amendment 01**

DATE: July 01, 2015

CONTRACT NUMBER: CCTR-5295

PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS

PROJECT NUMBER: 48-7055-00-5

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES  
Budget Act/Rate Increase

CONTRACTOR'S NAME: SOLANO COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2015 designated as number CCTR-5295 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$245,768.00 and inserting \$261,653.00 in place thereof.

The Maximim Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$36.10 and inserting \$38.29 in place thereof.

**SERVICE REQUIREMENTS**

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 6,808.0 and inserting 6,833.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 191. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

<b>STATE OF CALIFORNIA</b>		<b>CONTRACTOR</b>			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE Contracts, Purchasing and Conference Services		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 15,885	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE			Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 245,768	(OPTIONAL USE) See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 261,653	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE			

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP)  
AMENDED AGREEMENT FY 2015-16

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

This amended agreement with the state of California, dated July 1, 2015, designated as number CSPP-5561, California State Preschool Program, Project Number 48-7055-00-5, shall be funded at a maximum reimbursable amount of \$451,301.00 rather than \$387,540.00, based upon the 2015 - 2016 budget act.

The Maximum Rate per child day of enrollment payable shall be amended by deleting \$36.10 and inserting \$38.29 in place thereof. Copies of the full agreement are in the Office of the Superintendent/President, Office of Finance and Administration, and the Office of the Director of the Early Learning Center.

**STUDENT SUCCESS IMPACT:**

- Help students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: \_\_\_\_\_

*Ed. Code: 8200 Board Policy: Estimated Fiscal Impact: \$63,761 income*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Christie Speck, Director

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7183

**TELEPHONE NUMBER**

Gregory S. Brown, Student Services

**VICE PRESIDENT APPROVAL**

January 22, 2016

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.  
Superintendent-President

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F.Y. 15 - 16**

**Amendment 01**

DATE: July 01, 2015

CONTRACT NUMBER: CSPP-5561

PROGRAM TYPE: CALIFORNIA STATE  
PRESCHOOL PROGRAM

PROJECT NUMBER: 48-7055-00-5

**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**  
Budget Act/Rate Increase

**CONTRACTOR'S NAME: SOLANO COMMUNITY COLLEGE DISTRICT**

This agreement with the State of California dated July 01, 2015 designated as number CSPP-5561 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$387,540.00 and inserting \$415,301.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$36.10 and inserting \$38.53 in place thereof.

**SERVICE REQUIREMENTS**

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 10,735.0 and inserting 10,779.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 191. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE Contracts, Purchasing and Conference Services		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 27,761	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Department of General Services use only			
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 387,540	(OPTIONAL USE) See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 415,301	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE			

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: RESOLUTION PROCLAIMING FEBRUARY 2016 AS  
BLACK HISTORY MONTH AT SOLANO COMMUNITY  
COLLEGE, RESOLUTION NO. 15/16-21

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Resolution No. 15/16-21 proclaiming February 2016 as Black History Month at Solano Community College is presented for approval.

**STUDENT SUCCESS IMPACT:**

- Help students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: To support the Solano Community College mission statement.

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

Rischa Slade, J.D.  
PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534  
ADDRESS

707 863-7839  
TELEPHONE NUMBER

Gregory S. Brown, Student Services  
VICE PRESIDENT APPROVAL

January 22, 2016  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

Celia Esposito-Noy, Ed.D.  
Superintendent-President

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION PROCLAIMING FEBRUARY 2016 AS BLACK**

**HISTORY MONTH AT SOLANO COMMUNITY COLLEGE**

**RESOLUTION NO. 15/16-21**

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

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

**WHEREAS**, in the year 1976, the observance was expanded to Black History Month; and

**WHEREAS**, the theme of this years' celebration is "Hallowed Grounds: Sites of African American Memories" bringing attention to the centennial celebration of the National Park Service and the more than twenty-five sites and the Underground Railroad Network to Freedom that are part of American's hallowed grounds; and

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

**RESOLVED**, that the Solano Community College District Governing Board proclaims February 2016, as Black History Month.

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION PROCLAIMING FEBRUARY 2016 AS BLACK  
HISTORY MONTH AT SOLANO COMMUNITY COLLEGE  
RESOLUTION NO. 15/16-21**

**(Continuing – Page 2)**

**PASSED AND ADOPTED**, This 3<sup>rd</sup> day of February 2016, by the Governing Board of  
Solano Community College District.

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**MICHAEL A. MARTIN  
BOARD PRESIDENT**

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**CELIA ESPOSITO-NOY  
SECRETARY**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

<u>Name</u>	<u>Assignment &amp; Years of Service</u>	<u>Effective</u>
Sharon Muhammed	Early Learning Center Specialist 23 years and 4 months of service at SCC	01/18/2016

**STUDENT SUCCESS IMPACT:**

- Help students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Human Resources

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
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**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**

Wade Larson, D.M., Associate Vice President

**VICE PRESIDENT APPROVAL**

January 22, 2016

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.  
Superintendent-President

January 22, 2016

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: NEW ORGANIZATIONAL CHART FOR MESA TRIO  
 GRANT SUPPORT**

**REQUESTED ACTION:**

**Information**    **OR**     **Approval**  
 **Consent**        **OR**     **Non-Consent**

**SUMMARY:**

Solano Community College has been awarded the TRIO grant. In order to support this initiative, the District has developed a new Organizational Chart with job descriptions. These positions will support the implementation of the TRIO grant initiative. The CSEA and District have reached agreement on adding an Administrative Assistant I half-time position to manage administrative tasks as required by the grant. Also, the District has revised the Director of MESA job description to reflect TRIO responsibilities, as described in the attached job description at a revised salary range of 34. Counselor will be assigned 10 percent to support the grant initiative.

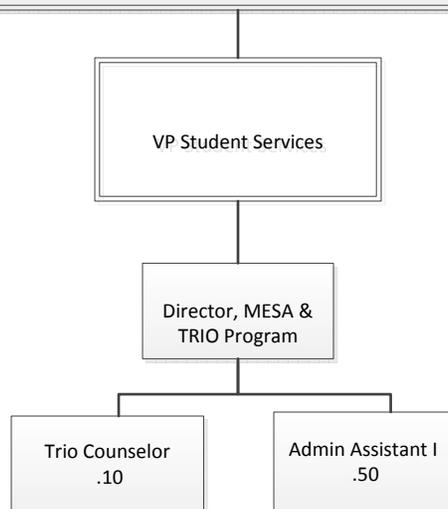
**STUDENT SUCCESS IMPACT:**

- Help students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Human Resources

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	<i>N/A</i>
<b>SUPERINTENDENT'S RECOMMENDATION:</b>		<input type="checkbox"/> <b>APPROVAL</b>	<input type="checkbox"/> <b>DISAPPROVAL</b>
Wade Larson, D.M. Associate Vice President, Human Resources		<input checked="" type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>TABLE</b>
<hr/>			
<b>PRESENTER'S NAME</b>			
4000 Suisun Valley Road Fairfield, CA 94534			
<hr/>			
<b>ADDRESS</b>			
707-864-7263			
<hr/>			
<b>TELEPHONE NUMBER</b>			
Wade Larson, D.M. Associate Vice President		Celia Esposito-Noy, Ed.D. Superintendent-President	
<hr/>		<hr/>	
<b>VICE PRESIDENT APPROVAL</b>		<b>DATE APPROVED BY</b>	
January 22, 2016		SUPERINTENDENT-PRESIDENT	
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<b>DATE SUBMITTED TO</b>		<b>SUPERINTENDENT-PRESIDENT</b>	
January 22, 2016		January 22, 2016	
<hr/>		<hr/>	
<b>DATE SUBMITTED TO</b>		<b>SUPERINTENDENT-PRESIDENT</b>	
January 22, 2016		January 22, 2016	

# Solano Community College

Student Services 2015 - 16



**SOLANO COMMUNITY COLLEGE DISTRICT  
CLASS SPECIFICATION**

**CLASS TITLE: Administrative Assistant I**

**BASIC FUNCTION:** Under direction of an assigned supervisor, perform a variety of secretarial and clerical duties in support of assigned programs and functions; prepare documents and materials using automated equipment.

**DISTINGUISHING CHARACTERISTICS:** Administrative Assistant I incumbents perform responsible secretarial work in support of an assigned supervisor. Administrative Assistant II incumbents perform more complex duties and report to the director of a single program or supports a service. Secretarial duties assigned to the Administrative Assistant I and II may seem similar, but the Administrative Assistant II assignments typically require more judgment and interpretation in a broader range of situations with more alternatives and greater consequence of error. Administrative Assistant III is the advanced level classification in the series. Incumbents assist in managing an office and in coordinating timely communications and paper flow for a division dean, assistant or associate dean, or another assigned administrator. Administrators at this level may supervise large staffs and/or serve large numbers of students.

**REPRESENTATIVE DUTIES:**

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

Perform secretarial and clerical duties related to the supervisor's assigned programs and functions.

Maintain calendars and schedule appointments; assure the timely completion of assignments.

Coordinate communications between supervisor and District administrators, staff, students, the public and others; take and relay messages and information.

Format, type, proofread and distribute correspondence, reports, lists, summaries and other materials pertinent to the assigned area.

Prepare and maintain records and files containing financial, statistical and student information; maintain confidentiality of information as appropriate.

Receive telephone calls and office visitors; provide routine information or refer caller to appropriate personnel.

Schedule and attend meetings and conferences; prepare agendas, take minutes and distribute as appropriate.

Train and provide work direction to student workers and clerical assistants as assigned.

**Secondary Functions:**

Perform job-related duties as assigned.

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

**EDUCATION AND EXPERIENCE:** Graduation from high school including or supplemented by secretarial training and one year of secretarial experience which includes the operation of personal computers or any combination of training, experience and/or education that provides the required knowledge, skills, and abilities.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to effectively present information in person or on the telephone to students, staff or the public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal effectively with problems involving variables in standardized situations.

Ability to learn quickly and apply specific rules, policies and procedures of the program and function to which assigned.

**CERTIFICATES, LICENSES, REGISTRATION:**

None are required for this classification.

**OTHER SKILLS AND ABILITIES:**

Demonstrate knowledge of modern office practices, procedures and equipment, including letter and report writing, record-keeping, receptionist and telephone techniques.

Operate mainframe computer terminals and microcomputers including word processing, data base management and spreadsheet software.

Operate office equipment including copier, calculator, facsimile machine and others.

Operate an electronic keyboard at 55 words per minute.  
Record and transcribe information accurately at an acceptable rate of speed.  
Format, type, proofread and distribute documents and other written materials.  
Meet schedules and timelines.  
Maintain accurate statistical and financial records.  
Plan and organize work.  
Establish and maintain effective and cooperative working relationships with others.  
Work confidentially with discretion.  
Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.  
Work independently with minimal supervision.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. Employees in this classification are frequently required to walk to other campus locations to pick up or deliver materials.

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee regularly is subjected to frequent interruptions and exposed to the risks of computer-generated video radiation. The work environment is moderately noisy.

**Marlys Grodt & Associates - 1993**

SD/zg-3/6/98

Board approved: 6/19/96

Revised: 4/1/98

SOLANO COMMUNITY COLLEGE DISTRICT  
CLASS SPECIFICATIONS

CLASS TITLE: DIRECTOR OF MESA/TRIO PROGRAMS (Administrative  
Leadership/Supervisory/ Confidential)

GENERAL RESPONSIBILITIES: Under the direction of the Vice President of Student Services, the Director of MESA/TRIO Program manages the MESA (Mathematics, Engineering, and Science Achievement)/TRIO California Community College Program and US Department of Education Program seeks other STEM grant opportunities.

The Director will report to the Vice President of Student Services, who will provide regular updates to the leadership team.

REPRESENTATIVE DUTIES:

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

1. Prepare and submit the MESA grant proposal to restore funding to this program and develop other STEM grant opportunities to improve student recruitment, retention and graduation in STEM disciplines, especially for underrepresented groups.
2. Plan, organize, and manage the daily activities of the MESA Program and other STEM grants; insure all components of the MESA program are in compliance with the MESA grant model.
3. Plan, coordinate and facilitate academic excellence workshops each semester and schedule other workshops to be facilitated by faculty and students.
4. Perform program monitoring, evaluation, and budget management and meet the accountability and reporting requirements.
5. Coordinate and/or supervise all special student services such as, but not limited to, academic counseling, field trips, tutoring, speakers, MESA club, transfer activities, outreach, and new student orientations.
6. Coordinate and schedule MESA and other grant activities in the MESA study center and computer room. Consult with faculty, administrators, and college support staff to insure the success of the MESA program by facilitating and implementing program changes and services.
7. Conduct regular meetings with the faculty sponsors, MESA counselor, and math/science division dean.
8. Compile student records and develop MESA grant applications and prepare annual and other reports as required.
9. Attend quarterly statewide directors meetings and maintain active liaison with regional MESA directors
10. Tutor students and supervise and evaluate assigned staff.
11. Resolve problems and initiate procedures to facilitate the MESA Program.
12. Work with partners to research, plan, fund, and assess program initiatives positive and productive relationships that support SCC's mission, values, and strategic plan,

Educational Master Plan, Facilities Master Plan and Student Equity Plan while meeting and school districts' needs. Share plans, budget and assessment of the dual enrollment programs with all stakeholders.

13. Attend and participate in various public and private service groups and agencies in the community to enhance and maintain knowledge of the community needs.

Secondary Functions:

Perform job-related duties as assigned.

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

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

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

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

Work Environment:

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

Board approved: 1/15/14

LC/lc

Revised: 11/19/14

BA: 11/19/14

Revised: 1/21/16 MRC

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

**TO:** **Members of the Governing Board**

**SUBJECT:** **MEASURE Q AND MEASURE G QUARTERLY  
PROGRESS UPDATE REPORTS TO THE GOVERNING  
BOARD**

**REQUESTED ACTION:**

- Information**    **OR**     **Approval**  
 **Consent**        **OR**     **Non-Consent**

**SUMMARY:**

Solano CCD Measure Q & Measure G Quarterly Progress Update Reports are presented for Board information. These reports include an overview of program and project activities for Measure Q and Measure G Bond Programs for the period of October 1, 2015 – December 31, 2015.

The Measure G program is nearing completion. Once the audit is finalized this spring and the remaining fund balance confirmed, staff will bring recommendations for additional Small Capital

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Quarterly Reports provided to the Board of Trustees and the public regarding the use of bond funds.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	<i>\$0</i>
<b>SUPERINTENDENT’S RECOMMENDATION:</b>		<input type="checkbox"/> <b>APPROVAL</b>	<input type="checkbox"/> <b>DISAPPROVAL</b>
		<input checked="" type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>TABLE</b>
Thomas Beckett Interim, Executive Bonds Manager <hr/> <b>PRESENTER’S NAME</b>			
4000 Suisun Valley Road Fairfield, CA 94534 <hr/> <b>ADDRESS</b>		<b>Celia Esposito-Noy, Ed.D.</b> Superintendent-President	
(707) 863-7855 <hr/> <b>TELEPHONE NUMBER</b>			
Yulian Ligioso Vice President, Finance and Administration <hr/> <b>VICE PRESIDENT APPROVAL</b>		January 22, 2016 <hr/> <b>DATE APPROVED BY</b> <b>SUPERINTENDENT-PRESIDENT</b>	
January 22, 2016 <hr/> <b>DATE SUBMITTED TO</b> <b>SUPERINTENDENT-PRESIDENT</b>			

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

**TO: Members of the Governing Board**

**SUBJECT: MEASURE Q AND MEASURE G QUARTERLY  
PROGRESS UPDATE REPORTS TO THE GOVERNING  
BOARD**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

projects to the Board for approval.

Measure Q expenditures during this reporting period were \$6,644,055. Following is the status of major projects as of December 31, 2015:

- Performing Arts Building Renovation at Fairfield: construction started
- Districtwide IT Infrastructure Improvements: construction and equipment procurement in progress
- Biotechnology and Science Building at Vacaville Center: Design Builder in construction document phase
- Autotechnology Building at Vallejo Center: Design Builder in design confirmation phase
- Horticulture Phase 1 at Fairfield: trees removed; construction documents in progress
- Science Building Phase 1 at Fairfield: criteria documents in progress

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: FAIRFIELD CAMPUS NEW SCIENCE BUILDING  
PROPOSED REVISIONS TO PROGRAM SPACES

REQUESTED ACTION:

Information OR  Approval  
 Consent OR  Non-Consent

SUMMARY:

Revisions to the program spaces within the New Science Building at the Fairfield Campus were first presented to the Governing Board at the November 4, 2015 Study Session. Following the study session, Governing Board Members requested additional discussions be held with constituency groups for information and consensus. A series of discussions were held in November and December 2015 with Science faculty and staff representatives. A survey of the School of Mathematics and Science faculty and staff was conducted in December 2015. Those discussions indicated a preference for a more comprehensive approach for inclusion of science instructional space within the New Science Building.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other:

Ed. Code: Board Policy: Estimated Fiscal Impact: Measure Q \$6,000,000

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Thomas Beckett  
Interim, Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Yulian Ligioso

Vice President, Finance and Administration

**VICE PRESIDENT APPROVAL**

January 22, 2016

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy  
Superintendent-President

January 22, 2016

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: FAIRFIELD CAMPUS NEW SCIENCE BUILDING  
PROPOSED REVISIONS TO PROGRAM SPACES**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Governing Board approval of the following program space revisions to the New Science Building will be requested at the regularly scheduled Governing Board Meeting of February 17, 2016:

- Add the Physics/Engineering lab and prep space to the new building from Building 300.
- Provide additional instructional space and improvements for the Astronomy Program within the New Science Building to include: elevator, stairs, rooftop viewing platform and storage area for telescopes and instructional equipment.
- Increase the size of the lecture classroom within the New Science Building space from 50 student stations to approximately 85 student stations.
- Consider flexible design of the Student Activity Center space within the New Science Building to address multiple instructional functions.

The recommended changes will increase the square footage of the new building and could possibly require construction of a partial second story to the building, though a preference for a one story building will be stated in the Design Build RFP. The additional cost of these changes will require a budget increase of approximately \$6,000,000. The proposed project budget increase will be funded from Measure Q Program Reserves and Bond Interest earned.

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

**TO:** Members of the Governing Board

**SUBJECT:** CCFS-311Q FINANCIAL REPORT, SECOND QUARTER,  
FY 2015-2016

**REQUESTED ACTION:**

**Information**    **OR**     **Approval**  
 **Consent**        **OR**         **Non-Consent**

**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 2015-2016 is attached for the Board's review and information.

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: \_\_\_\_\_

<i>Ed. Code:</i>	<i>Board Policy: 3020</i>	<i>Estimated Fiscal Impact:</i>
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**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**

Yulian Ligioso

**VICE PRESIDENT APPROVAL**

January 28, 2016

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.  
Superintendent-President

January 28, 2016

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2015-2016**

**Quarter Ended: (Q2) Dec 31, 2015**

**District: (280) SOLANO**

Your Quarterly Data is ready for certification.  
Please complete the fields below and click on the 'Certify This Quarter' button

**Chief Business Officer**

**CBO Name:**

**CBO Phone:**   
**Use format 999-555-1212**

**CBO Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Chief Executive Officer Name:**

**CEO Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Electronic Cert Date:**

**District Contact Person**

**Name:**

**Title:**

**Telephone:**   
**Use format 999-555-1212**

**Fax:**   
**Use format 999-555-1212**

**E-Mail:**

**Certify This Quarter**

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:  
Christine Atalig (916)327-5772 [catalig@cccco.edu](mailto:catalig@cccco.edu) or Tracy Britten (916)323-6899 [tbritten@cccco.edu](mailto:tbritten@cccco.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: 2015-2016**

**District: (280) SOLANO**

**Quarter Ended: (Q2) Dec 31, 2015**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	47,548,696	46,082,630	47,582,380	54,796,628
A.2	Other Financing Sources (Object 8900)	5,092	64,672	5,998	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	47,553,788	46,147,302	47,588,378	54,796,628
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	43,981,804	47,107,405	48,481,601	51,237,953
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	157,885	381,344	291,246	334,890
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	44,139,689	47,488,749	48,772,847	51,572,843
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	3,414,099	-1,341,447	-1,184,469	3,223,785
D.	<b>Fund Balance, Beginning</b>	2,800,420	6,214,519	4,319,857	3,178,227
D.1	Prior Year Adjustments + (-)	0	-553,215	42,839	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	2,800,420	5,661,304	4,362,696	3,178,227
E.	<b>Fund Balance, Ending (C. + D.2)</b>	6,214,519	4,319,857	3,178,227	6,402,012
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.1%	9.1%	6.5%	12.4%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	7,056	8,196	0	8,576
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

As of the specified quarter ended for each fiscal year			
2012-13	2013-14	2014-15	2015-2016

H.1	Cash, excluding borrowed funds		7,676,878	7,826,179	10,080,313
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	1,015,357	7,676,878	7,826,179	10,080,313

**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)
<b>I.</b>	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	54,796,628	54,796,628	29,724,826	54.2%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	54,796,628	54,796,628	29,724,826	54.2%
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	51,237,953	51,237,953	24,826,057	48.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	334,800	334,800	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	51,572,753	51,572,753	24,826,057	48.1%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	3,223,875	3,223,875	4,898,769	
L	Adjusted Fund Balance, Beginning	3,178,227	3,178,227	3,178,277	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	6,402,102	6,402,102	8,077,046	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.4%	12.4%		

**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	% *	Permanent		Temporary		Total Cost Increase	% *
Total Cost Increase			% *	Total Cost Increase	% *			
<b>a. SALARIES:</b>								
<b>Year 1:</b>								
<b>Year 2:</b>								

	<b>Year 3:</b>								
<b>b. BENEFITS:</b>									
	<b>Year 1:</b>								
	<b>Year 2:</b>								
	<b>Year 3:</b>								

*\* As specified in Collective Bargaining Agreement or other Employment Contract*

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

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

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

**VII. Does the district have significant fiscal problems that must be addressed?** **NO**

**This year?** **NO**

**Next year?** **NO**

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