

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
2017
BOARD MATERIAL PREPARATION SCHEDULE**

(The 1st meeting of each month is a Study Session)

BOARD MEETING	BOARD MEETING DATE	AGENDA ITEMS DUE TO VP OFFICE	AGENDA INFORMATION SUP-PRES. DUE - NOON	AGENDA AVAILBLE TO PUBLIC & POST DATE
Regular Business	01/18/17	01/04/17	01/06/17	01/13/17
Study Session	02/01/17	01/18/17	01/20/17	01/27/17
Regular Business	02/15/17	02/01/17	02/03/17	02/10/17
Study Session	03/01/17	02/15/17	02/15/17	02/17/17
Regular Business	03/15/17	03/01/17	03/03/17	03/10/17
Study Session	04/05/17	03/22/17	03/24/17	03/31/17
Regular Business	04/19/17	04/05/17	04/07/17	04/14/17
Study Session	05/03/17	04/19/17	04/21/17	04/28/17
Regular Business	05/17/17	05/03/17	05/05/17	05/12/17
Study Session	06/07/17	05/24/17	05/26/17	06/02/17
Regular Business	06/21/17	06/07/17	06/09/17	06/16/17
Regular Business	07/19/17	07/05/17	07/07/17	07/14/17
Study Session	08/02/17	07/19/17	07/21/17	07/28/17
Regular Business	08/16/17	08/02/17	08/04/17	08/11/17
Study Session	09/06/17	08/23/17	08/25/17	09/01/17
Regular Business	09/20/17	09/06/17	09/08/17	09/15/17
Study Session	10/04/17	09/20/17	09/22/17	09/29/17
Regular Business	10/18/17	10/04/17	10/06/17	10/13/17
Study Session	11/01/17	10/18/17	10/20/17	10/27/17
Regular Business	11/15/17	11/01/17	11/03/17	11/10/17
Study Session	12/06/17	11/15/17	11/17/17	12/01/17
Regular Business	12/20/17	12/06/17	12/08/17	12/15/17

PLEASE NOTE: There will be a limited amount of consent or action items at Study Sessions. Please plan accordingly. Preparation dates are subject to change. Board Retreats will be scheduled as needed.

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2016-2017

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Myron Hord	Change from Interim Assistant Director Facilities (Range 42/Step 2) to Assistant Director Facilities (Range 42/Step 3)	12/08/16

Out of Class

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Dawna Murphy	Accountant 50% and Account Specialist II 50%	07/01/16 – 06/30/17	\$497.46/month \$5,969.52 Total

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Alexander Apaka	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Colin Banks	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.

Mary Jones
Human Resources

November 18, 2016

Date Submitted

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

November 18, 2016

Date Approved

Short-term/Temporary/Substitute (Cont.)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Jason Barker	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Anna Betancourt	Veterans Affairs Coordinator Substitute	Student Equity	11/28/16 – 02/28/17	\$19.73 hr.
Chris Bishop	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Stephan Bowman	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Steven Bristow	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Steve Coleman	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Karen Cook	Drafting Workshops	CTE Transitions Funds	11/01/16 – 06/30/17	\$69.05 hr.
Frank Drayton	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Matthew Fields	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Jessica Fleshman	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
James Franceschi	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Zachary Glankler	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Sheperd Harper	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Sarah Hoenicke	Teaching Apprentice- English	Transformation Grant	10/06/16 – 06/01/17	\$21.00 hr.

Short-term/Temporary/Substitute (Cont.)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Jarrold Infante	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
John Jansen	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
John Jurado	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Ron Karlen	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Drew Kostal	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Matthew Lage	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Justin Lomas	Assistant Coach-Swim & Dive	General Fund	01/13/17 – 05/31/17	\$16.66 hr.
Brad Lopez	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Gary Mahlberg	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Todd “Brian” Moore	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
John Muraoka	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Brian Nelson	Temporary Special Projects-TV Studio Assistant	Perkins Fund	12/08/16 – 06/30/17	\$25.00 hr.
Melvin Self	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Randy Shafer	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.

Short-term/Temporary/Substitute (Cont.)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Mindy Simpson	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Jack Snyder	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.
Emily Wade	Registration Aide	EOPS/Care Program	12/08/16 – 06/30/17	\$15.00 hr.
Michael Zichichi	Journey Level Assistant-Special Projects	General Fund	01/09/17 – 06/30/17	\$25.00 hr.

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Helen Virginia Guleff	Interim Management-Vice President, Academic Affairs	01/04/17
Jeffrey Young	Full-time Faculty-Counseling	12/16/17

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Lloyd Bond	Tutoring-Student Services	Tutoring in various subjects and referrals to other services

**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

**Student Services
Gregory Brown, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Bernadette Aldrich	Photography, team program design for Men’s Basketball team program, two seasons. (2016-17 and 2017-18)	December 8, 2016 – June 30, 2017 July 1, 2017 – March 31, 2017	Not to exceed \$300.00
Dyemond Mitchell	Scorekeeper for Women’s Basketball Tournament	December 9, 2016 – December 11, 2016	Not to exceed \$400.00
Leah Whatley	Statistician for Women’s Basketball Tournament (Two seasons, 2016-17 and 2017-18)	December 9, 2016 – June 30, 2017 July 1, 2017 – December 31, 2017	Not to exceed \$800.00

Yulian I. Ligioso
Vice President, Finance & Administration

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

November 21, 2016
Date Submitted

November 21, 2016
Date Approved

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

TO: **Members of the Governing Board**
SUBJECT: **SABBATICAL LEAVE ACADEMIC YEAR 2017-2018**

REQUESTED ACTION:

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

SUMMARY:

The Sabbatical Leave Committee recommends that the following instructors be granted Sabbatical Leave for the 2017-2018 academic year:

- Karen Cook (Fall 2017)
- LaNae Jaimez (Spring 2018)
- Melissa Reeve (Spring 2018)

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i> 87767	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i> \$120,750
SUPERINTENDENT’S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE
Virginia Guleff, Interim Vice President Academic Affairs		
PRESENTER’S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS		
(707) 864-7102		
TELEPHONE NUMBER		
Virginia Guleff, Interim Vice President Academic Affairs		
VICE PRESIDENT APPROVAL		
November 18, 2016		
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		
Celia Esposito-Noy, Ed.D. Superintendent-President		
November 18, 2016		
DATE APPROVED BY SUPERINTENDENT-PRESIDENT		

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RECOMMENDATION FOR SOLANO COMMUNITY COLLEGE DISTRICT PROCEDURE CHANGE: FEES (BP5080)

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Solano Community College District Procedure 5080 states:

- F. Health Fee Refund
The Health fee is refundable if all classes are dropped prior to the start of the term.
- G. Student Center Fee Refund
The Student Center fee is refundable if all classes are dropped prior to the start of the term.

CONTINUED ON THE 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: _____

<i>Ed. Code:</i>	<i>Board Policy: 5080</i>	<i>Estimated Fiscal Impact: N/A</i>
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- APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Gregory S. Brown
Vice President, Student Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7173

TELEPHONE NUMBER

Gregory S. Brown, Student Services

VICE PRESIDENT APPROVAL

November 18, 2016

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

November 18, 2016

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: RECOMMENDATION FOR SOLANO COMMUNITY
COLLEGE DISTRICT PROCEDURE CHANGE: FEES
(BP5080)**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Board approval is requested to change paragraphs F and G to the following, in addition to adding a paragraph H:

F. Health Fee Refund

The Health fee is refundable if all classes are dropped prior to the deadline for refund of the Enrollment Fee.

G. Student Center Fee Refund

The Student Center fee is refundable if all classes are dropped prior to the deadline for refund of the Enrollment Fee.

H. Student Transportation Fee Refund

The Student Transportation fee is refundable if all classes are dropped prior to the deadline for refund of the Enrollment Fee.

The recommendation for changes to Solano Community College District Procedure 5080 are being presented for information only and will be presented for Board approval at the next Board Meeting.

SOLANO COMMUNITY COLLEGE DISTRICT

FEES

5080

POLICY:

The Board authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs and updated as needed on the college Website.

Enrollment Fee: Education Code Section 76300

Each student shall be charged a fee for enrolling in credit courses as required by law.

Auditing Fees: Education Code Section 76370

Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee: Education Code Section 76355

The District shall charge each student a fee of \$13.00 during Spring/Fall terms and \$5.00 during Summer terms for health supervision and services.

Parking Fee: Education Code Section 76360

Students shall be required to pay a fee, in an amount not to exceed \$20.00 per Spring/Fall terms and \$6.00 per Summer terms for parking services.

To encourage ridesharing, a student may request, by certifying in writing at the time of payment of the fee, and be eligible for a waiver of parking fees if he or she regularly has two or more passengers commuting with him or her. Students seeking this waiver should contact the Student Development Office.

SOLANO COMMUNITY COLLEGE DISTRICT

FEES

5080

Instructional Materials: Education Code Section 76365; Title 5 Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities: Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Transcript Fees: Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent President is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. Rush process transcripts (same day) are assessed a fee of \$7.50 each. Regular process transcripts (ready within ten (10) business days) are assessed a fee of \$2.00 each.

REFERENCES/

AUTHORITY: California Education Code, Sections 66025.3, 70902(b)(9), 76223, 76355, 76360, 76365, 76395, 76370, 76300, et seq.; Title 5, Section 51012, 59400, et seq.; California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ADOPTED: December 3, 1986

REVISED: February 7, 2001; November 1, 2006; January 18, 2012

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

FEES

Policy #5080

I. REQUIRED FEES

- A. Enrollment Fee – Each student shall be charged a fee as set forth by the Legislature of the State of California for enrolling in credit courses (Education Code Section 76300; Title 5 Sections 58500 and 58509).
- B. Nonresident tuition – Nonresident students shall be charged nonresident tuition for all units enrolled. Permissive exemptions may be made on a case-by-case basis as deemed appropriate by the Vice President of Finance and Administration and Executive Vice President of Academic and Student Affairs or their designees, when compliant with state law (Education Code Sections 76140 and 76140.5).

I. OPTIONAL FEES

- A. The Superintendent-President, or designee, shall present to the Governing Board for approval optional fees for services or other fees authorized by law.
- B. Instructional Material Fees-Students may be required to provide instructional and other materials fees required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the College.

III. COLLECTION AND REFUND OF FEES

All fees are processed electronically. Upon a student's status changing in a manner that results in a credit balance, a refund will be generated and a check mailed to the student. All students, resident and non-resident, are responsible for the payment of Enrollment Fees. Non-resident students are also responsible for the payment of Non-resident Tuition.

A. Enrollment Fee-Full Term Courses

Through the second week of instruction, 100% of the Community College Enrollment Fee will be refunded. Refunds will not be approved after the second week of instruction.

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

FEES

Policy #5080

B. Enrollment Fee-Short Term Courses and Summer Session Courses

Through 10% of a course, which is calculated using the number of course meetings, 100% of the Community College Enrollment Fee will be refunded.

C. Non Resident Tuition Refunds

Nonresident Tuition is refunded to students who drop classes by the Last Day to Drop for Refund which is roughly 10% of a class.

D. Parking Fee Refund

The Parking Fee is refundable through the second week of instruction for fall and spring terms and through the first week of instruction for summer term. Requests for parking fee refunds require submission of the parking decal which must be returned to the Office of Admissions and Records by the stated deadlines.

E. Photo ID Fee Refund

The Photo I.D. Fee is refundable if the I.D. has not been issued to the student. The student must submit a Request for Refund form with the original no later than the Last Date to Enroll.

F. Health Fee Refund

The Health fee is refundable if all classes are dropped prior to the start of the term.

G. Student Center Fee Refund

The Student Center fee is refundable if all classes are dropped prior to the start of the term.

Governing Board Review: January 18, 2012

California School Employees Association
Solano Community College, Chapter 211
December 7, 2016

CSEA hereby submits the following initial proposal for the 2017-2020 contract.

CSEA Proposal Summary: CSEA seeks to implement the “me too” agreement effective 7/1/16 and further, CSEA opens the following articles for successor negotiations for an agreement from 7/1/17 through 6/20/20.

Article 9 Pay and Allowances:

- Seek an ongoing formula that provides reasonable COLA increases.

Article 11 Health and Welfare Benefits:

- Seek health care and retirement benefits that are consistent with community standards.

Article 15 Professional Growth, Training/Educational Study:

- Maximize training and advancement opportunities for our members.

Article 18 Classification and Reclassification:

- Seek a fair, more efficient classification assessment system.

Article 20 Discipline and Dismissal:

- Final and binding arbitration for a fair and just due process.

Article 27 Grievances:

- Final and binding arbitration for a fair and just problem solving method.

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

TO: **Members of the Governing Board**

SUBJECT: **SOLANO COMMUNITY COLLEGE DISTRICT STUDENT
TRANSPORTATION FEE**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Solano Community College District to require that all Solano Community College students pay a transportation fee for the purpose of providing reduced (50% off) transit fares for students starting in the Spring of 2017. The Student Transportation fee that will allow SCC students to purchase bus passes from all three agencies serving Solano County. The ASSC supported this fee with the hope that this discount will encourage more students to attend SCC. This fee is refundable if all classes are dropped prior to the deadline for refund of the Enrollment Fee.

The Student Transportation fee is being presented for information only and will be presented for Board approval on December 21, 2016.

STUDENT SUCCESS IMPACT:

- Help 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:</i>	<i>Estimated Fiscal Impact: N/A</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Gregory S. Brown
Vice President, Student Services

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7173

TELEPHONE NUMBER

Gregory S. Brown, Student Services

VICE PRESIDENT APPROVAL

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

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

TRANSPORTATION FEE – Fall 2016 Election

“Shall the Solano Community College District Board of Trustees require that all Solano Community College students pay a transportation fee for the purpose of providing reduced (50% off) transit fares for students for the semesters from Spring 2017 through Fall 2019?”

Vote “YES” if you are in favor of the Transportation Fee
Vote “NO” if you are opposed to the Transportation Fee

If students approve this measure by a simple majority (50 percent plus 1 of those voting), the fee will be implemented as follows:

Full Time Students: taking 12+ units would pay \$10 per semester - \$20.00 per year
PT Students: taking 6.5-11.5 units would pay \$8.00 per semester - \$16.00 per year
PT Students: taking 3.5-6 units would pay \$4.00 per semester - \$8.00 per year
PT Students: taking 0.5-3 units would pay \$1.50 per semester - \$3.00 per year

The implementation of this fee would begin Spring of 2017