TO: Members of the Governing Board

SUBJECT: AUTHORIZATION OF PAYMENT FOR BOARD MEMBERS' ABSENCE, RESOLUTION NO. 11/12-14

REQUESTED ACTION: APPROVAL

SUMMARY:

According to Board Policy No. 1014, Compensation, Payment of Expenses and Benefits, and Education Code 72024(d), “A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board.” Past Board authorization has limited compensation to two absences per calendar year. The proposed resolution will apply only for absences occurring during the 2012 calendar year.

Government Code: Education Code 72024(d) Board Policy: 1014 Estimated Fiscal Impact: N/A

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

ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

January 6, 2012

DATE APPROVED BY SUPERINTENDENT-PRESIDENT
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

AUTHORIZATION OF PAYMENT FOR BOARD MEMBERS’ ABSENCE

RESOLUTION NO. 11/12-14

WHEREAS, _______________ Governing Board member, found it necessary to be
(Trustee Name)
absent from the ____________________ Governing Board meeting due to his/her
(Board Meeting Date)
attendance at ____________________ for Solano Community College;
(College Function/Conference)

WHEREAS, Education Code 72024(d) states that “A member may be paid for any
meeting when absent if the board by resolution duly adopted and included in its minutes
finds that at the time of the meeting he or she is performing services outside the meeting
for the community college district, he or she was ill or on jury duty, or the absence was due
to a hardship deemed acceptable by the board”; and,

WHEREAS, Past Board authorization limits the compensation to two (2) absences
per calendar year;

NOW THEREFORE, BE IT RESOLVED, That the Solano Community College
District Governing Board affirms that _______________ absence on
(Trustee Name) (Date of Absence)
was of a nature to warrant full payment to him/her for that meeting not to exceed two (2)
absences per calendar year.

PASSED AND ADOPTED, This 18th day of January 2012, by the Governing
Board of the Solano Community College District.

____________________________________
ROSEMARY THURSTON, PRESIDENT

____________________________________
JOWEL C. LAGUERRE, Ph.D., SECRETARY
AGENDA ITEM 8. (c) 
MEETING DATE January 18, 2012

SOLANO COMMUNITY COLLEGE DISTRICT 
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2011-2012

Regular Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be announced</td>
<td>Community Services Officer (VJO) Local 39, Range 5, Part-time</td>
<td>To be determined</td>
</tr>
<tr>
<td>To be announced</td>
<td>Community Services Officer (Vaca) Local 39, Range 5, Part-time</td>
<td>To be determined</td>
</tr>
</tbody>
</table>

Temporary Assignment

Melissa Reeve From 100% English/ESL Instructor To 70% English/ESL Instructor & 30% BSI Coordinator 11/17/11-12/31/11

Change in Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pei-Lin Van’t Hul</td>
<td>From Curriculum Analyst To Research Analyst</td>
<td>1/23/12</td>
</tr>
<tr>
<td>Melissa Reeve</td>
<td>From 100% English/ESL Instructor To 60% English/ESL Instructor &amp; 40% BSI Coordinator</td>
<td>1/1/12-6/30/14</td>
</tr>
</tbody>
</table>

Charo Albarran 
Human Resources Manager 

January 6, 2012 
Date Submitted 

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

January 6, 2012 
Date Approved
<table>
<thead>
<tr>
<th>School/Department</th>
<th>Name</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>Saveena Mann</td>
<td>Assist in lab</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Froehlich</td>
<td>Director of Facilities</td>
<td>February 3, 2012</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Small Business Development Center (SBDC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charles Eason, Responsible Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Robert Lane           | Advising and Training for SBDC                                             | 1/19 – 6/30/12    | $ 40.00 hour
|                       |                                                                            |                   | Not to exceed $ 1,040.00 total |
|                       | Workforce & Economic Development                                           |                   |                         |
|                       | Deborah Mann, Responsible Manager                                         |                   |                         |
| Harriette Heibel      | Facilitate, Water/Wastewater Strategic planning retreat                   | 1/19/12 – 1/25/12 | $ 1,500.00 total       |
| Jonathan Deutsch,     | SB 70 grant curriculum, program development implementation and activities. | 1/19/12-3/1/12    | $ 7,500.00 total       |
| Ph.D                  |                                                                            |                   |                         |
|                       | Student Health Center                                                      |                   |                         |
|                       | Mostafa Ghaus                                                              |                   |                         |
| Dave Eckels           | Annual Calibrate Audiometer & Replace MX-41 Cushions(IFC BTR)              | 12/11 – 6/30/12   | $ 150.00 total         |

Yulian I. Ligioso
Vice President of Finance & Administration

January 6, 2012
Date Submitted

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

January 6, 2012
Date Approved
TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:
It is recommended that the following warrants be approved:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Vendor Number(s)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/5/2011</td>
<td>Vendor Payment</td>
<td>11036341-11036392</td>
<td>$179,493.51</td>
</tr>
<tr>
<td>12/5/2011</td>
<td>Vendor Payment</td>
<td>11036393-11036396</td>
<td>$38,208.81</td>
</tr>
<tr>
<td>12/6/2011</td>
<td>Vendor Payment</td>
<td>11036397</td>
<td>$4,850.00</td>
</tr>
<tr>
<td>12/13/2011</td>
<td>Vendor Payment</td>
<td>11036398-11036166</td>
<td>$17,159.50</td>
</tr>
<tr>
<td>12/13/2011</td>
<td>Vendor Payment</td>
<td>11036467-11036567</td>
<td>$1,426,935.86</td>
</tr>
<tr>
<td>12/13/2011</td>
<td>Vendor Payment</td>
<td>11036568-11036596</td>
<td>$153,444.95</td>
</tr>
<tr>
<td>12/13/2011</td>
<td>Vendor Payment</td>
<td>11036597-11036599</td>
<td>$45,956.64</td>
</tr>
<tr>
<td>12/15/2011</td>
<td>Vendor Payment</td>
<td>11036600-11036674</td>
<td>$178,292.89</td>
</tr>
<tr>
<td>12/15/2011</td>
<td>Vendor Payment</td>
<td>11036675</td>
<td>$9,000.00</td>
</tr>
</tbody>
</table>

$2,053,342.16

Copies of the Warrant Listings are available online at www.solano.edu under Governing Board Attachments and at the following locations: Office of the Superintendent-President, Office of the Vice President of Finance and Administration, and the Library.

---

Government Code: ECS 70902 & 81656

Board Policy 3240

Estimated Fiscal Impact: $1,688,834.69

SUPERINTENDENT'S RECOMMENDATION:

Yulian I. Ligioso, Vice President
Finance and Administration

PRESENTATION NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

SYMBOL: APPROVAL

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

January 6, 2012

DATE APPROVED BY SUPERINTENDENT-PRESIDENT
TO: Members of the Governing Board

SUBJECT: ADDENDUM TO MEMORANDUM OF UNDERSTANDING BETWEEN SOLANO COUNTY OFFICE OF EDUCATION AND SOLANO COMMUNITY COLLEGE DISTRICT

REQUESTED ACTION: APPROVAL

SUMMARY:

This addendum to a previous Memorandum of Understanding (MOU) is between Solano Community College, hereafter identified as “SCCD” and the Solano County Office of Education, hereafter known as “SCOE”. The MOU is in place to provide community collaborative services and activities with Solano County middle and high schools, students and parents, teachers, administrators, and counselors receiving benefit from the SB 70 grants from January 19, 2012 through March 31, 2012.

A copy of the Agreement will be available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of Workforce and Economic Development. Approval of this addendum is requested at this time.

CEO 2011-12 Goals: Improve retention opportunities for students

SUPERINTENDENT'S RECOMMENDATION: [X] APPROVAL [ ] NOT REQUIRED [ ] DISAPPROVAL

Deborah Mann, Director
Workforce and Economic Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

January 6, 2012

DATE APPROVED BY SUPERINTENDENT-PRESIDENT
MEMORANDUM OF UNDERSTANDING

Between Solano County Office of Education and Solano Community College District

This addendum to a previous MEMORANDUM OF UNDERSTANDING is entered into this 19th day of January 2012, by and between Solano County Office of Education, hereinafter referred to as “SCOE”, and Solano Community College, hereinafter referred to as “SCCD”.

Whereas SCOE is an integral partner of SCCD;

And whereas SCCD is in receipt of a Community Collaborative SB70 Grant requiring Career Awareness activities with significant input from and interaction with Solano County grades 7-12 schools;

And whereas SCOE is the conduit for said activity;

SCCD and SCOE have agreed to collaborate as detailed below.

**SCOE Responsibilities:**

COMMUNITY COLLABORATIVE (CC) SB-70
Grant Numbers: 09.140.281 and 09.141.281
MOU Term: 01/19/2012-02/29/12

This Memorandum of Understanding (MOU) addendum is between Solano Community College, hereafter identified as “SCCD” and the Solano County Office of Education, hereafter known as “SCOE”. The MOU is in place to provide Community Collaborative services and activities with Solano County middle and high schools, student and parents, teachers, administrators, and counselors receiving benefit from the SB 70 grants.

### Community Collaborative Grant Activity

1. Ongoing communication and collaboration, including maintaining timelines and providing quarterly reports to SCC.

2. Coordinate SB 70 Water/Wastewater and Entrepreneurship career pathways for Middle and High School teachers and students.

### SCOE Deliverable

1. SCOE will participate, as partners, in collaborative planning and workgroup meetings. Quarterly report for addendum activates is due by February 29, 2012.

2. SCOE will contact middle and high school principals and teachers to determine Water/Wastewater and Entrepreneurship curriculum, equipment and supply needs. All vendor invoices, timesheets, mileage requests, equipment and materials invoices...
SCCD Responsibilities:

- SCCD will provide $20,000 to SCOE for grant activities including equipment, supplies, materials and transportation.
- SCCD will provide agendas, staff, and facilities for regular grant meetings.
- SCCD will complete and submit all grant reports to the California Community College Chancellor's Office.
- SCCD will provide industry partners and faculty for grant activities

Term:

The term of this agreement shall be from January 19, 2012 through March 31, 2012. This agreement may be extended or increased with an addendum.

The signatures below indicate agreement to the foregoing terms dated this 19th day of January, 2012.

**Solano County Office of Education:**

Leticia Allen  
Associate Superintendent  
Business and Finance  
Solano County Office of Education

Janet Harden  
Assistant Superintendent  
Human Resources/Workforce Development  
Solano County Office of Education

**Solano Community College:**

Dr. Jowel Laguerre  
Superintendent-President  
Solano Community College

Deborah Mann  
Director  
Workforce & Economic Development  
Solano Community College
TO: Members of the Governing Board

SUBJECT: ADOPTION OF THE PROPOSAL FOR REDISTRICTING 2012

REQUESTED ACTION: APPROVAL

SUMMARY:

The Governing Board at its September 21, 2011, meeting approved an agreement between Solano Community College District (SCCD) and the Community College League of California (CCLC) utilizing the League’s Redistricting Program in order to evaluate the needs of the District in regard to its Trustee election process.

At the meeting held October 5, 2011, staff from the CCLC, together with the consultant, gave a redistricting update. On October 19, 2011, Messrs. Paul Mitchell and Chris Chaffee from Redistricting Partners presented map options regarding Trustee area lines. Feedback from subsequent meetings has been incorporated into the map being presented, which was approved at the December 7, 2011, Board meeting. Redistricting public forums were held on January 11, 2012, at the Vacaville and Vallejo Centers, and on the Fairfield campus.

A copy of the map has been available for review on the Solano Community College Web site at www.solano.edu. A hard copy is available for review in the Office of the Superintendent-President.

The 2012 Redistricting Map is being presented for adoption at this time.

---

Government Code: 53060  Board Policy: 1008  Estimated Fiscal Impact: Not to Exceed $35,000

SUPERINTENDENT’S RECOMMENDATION:

Jowel Laguerre, Ph.D.
Superintendent-President

PRESENTERS NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7112

TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

January 6, 2012
TO: Members of the Governing Board

SUBJECT: EXTENSION OF AGREEMENT WITH KITCHELL CEM, INC., FOR CONSTRUCTION MANAGEMENT SERVICES

REQUESTED ACTION: APPROVAL

SUMMARY:

The following service contract is expired and proposed to be extended:

- **Kitchell Construction Management Services:** This was originally a 2003 agreement with three subsequent contract extensions, the most recent of which expired on 12/31/11.
- As the number of active projects decreased, staffing was gradually reduced to the Program Manager and a Project Engineer (plus an Administrative Assistant) toward the end of 2010. In the spring of 2011, the Project Engineer was replaced by a Project Manager when four new projects were begun.
- For 2012, staffing is planned to remain at that level -- the Program Manager, a Project Manager, and an Administrative Assistant.
- Kitchell CEM has agreed to a small hourly rate fee decrease for their 2012 services.
- A copy of Contract Amendment #4 and a summary of fee computations is attached.

Staff will be at the meeting to answer any questions from the Governing Board.
## EXHIBIT "B"

### Kitchell Construction Management - Labor Breakdown

**Solano CCD Measure G Program Management - 2012**

<table>
<thead>
<tr>
<th>Number of Labor Hours per Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lester Young</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>1.920</td>
</tr>
<tr>
<td>Mary Lancaster</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>1.920</td>
</tr>
</tbody>
</table>

### Proposed Contract Extension Costs

<table>
<thead>
<tr>
<th>Proposed Contract Extension Costs</th>
<th>Total Hours</th>
<th>Rate</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lester Young</td>
<td>1.920</td>
<td>$142.00</td>
<td>$272,640</td>
</tr>
<tr>
<td>Tohn Smith</td>
<td>1.920</td>
<td>$130.00</td>
<td>$249,600</td>
</tr>
<tr>
<td>Mary Lancaster</td>
<td>1.920</td>
<td>$45.00</td>
<td>$86,400</td>
</tr>
</tbody>
</table>

Reimbursable Materials Allowance: 12 $200.00 $2,400

**Total Add Service Request**

$611,040

**Notes:**

1.) Kitchell monthly hours of 160 are based on the assumption of a 40 hour work week.
Amendment No. 4  
January 18, 2012

THE SOLANO COMMUNITY COLLEGE DISTRICT & KITCHELL CEM, INC.  
FOR BOND PROGRAM PLANNING and MANAGEMENT SERVICES

Amendment to the Agreement between Solano Community College District and Kitchell CEM, Inc., approved by the Board of Trustees on September 4th, 2003.

Solano Community College District and Kitchell agree as follows:

A.1. Section 4.2 Program Management Fee for Basic Services: The Owner will pay Kitchell an additional not to exceed maximum fee of $611,040.00 (Six Hundred Eleven Thousand, Forty Dollars). Owner will make payments for the fees monthly, based on the revised exhibit “B”. The revised agreement shall remain in effect until December 31, 2012.

A.2. Section 4.3 Additional Services: Exhibit “B” shall be replaced by Revised Exhibit “B”.

A.3 Section 4.4 Program Manager Billings to District: Exhibit “B” shall be replaced by Revised Exhibit “B”.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have executed this Amendment effective on the date first above written.

Date:______________________________________________
Russell A. Fox, President  
Kitchell CEM, Inc.

Date:______________________________________________
Yulian I. Ligioso, CPA  
Vice President, Finance & Administration  
Solano Community College District
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: APPROVE APPOINTMENT TO MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC), RESOLUTION NO. 11/12-15

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 11/12-15, to appoint one citizen to fill one vacancy on the Measure G Citizens’ Bond Oversight Committee (CBOC).

Proposition 39 mandates the existence, purpose, duties, membership and meeting standards of the oversight committee which are contained in its adopted Bylaws. The District has one vacancy from a business organization.

A Board subcommittee comprised of Trustees Rosemary Thurston, Chair; James Claffey, and A. Marie Young, reviewed applications submitted by interested citizens. After consideration of the candidates’ qualifications, the Board Subcommittee will make its recommendation.

---

Government Code: ECS 15278  Board Policy: 3390  Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION: ☑ APPROVAL ☐ NOT REQUIRED ☐ DISAPPROVAL

Yulian I. Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME
4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS
707-864-7209

TELEPHONE NUMBER

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

JOVEL C. LAGUIERRE, Ph.D.
Superintendent-President

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

January 6, 2012
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION TO APPOINT MEMBER TO THE
MEASURE G CITIZENS’ BOND OVERSIGHT COMMITTEE

RESOLUTION NO. 11/12-15

WHEREAS, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 02/03–32 at its February 19, 2003, establishing the Measure G Citizens’ Bond Oversight Committee (CBOC) and approval of its Bylaws;

WHEREAS, The CBOC Bylaws contains the purpose, duties, meeting and reporting requirements, and membership and term conditions of the committee;

WHEREAS, The CBOC is comprised of nine members representing several constituent groups from throughout the District’s service region and it is necessary at this time to appoint one new member (from a business organization); and,

WHEREAS, Individuals submitted an application and a subcommittee of the Governing Board reviewed and considered their qualifications; now therefore be it

RESOLVED, In accordance with the Bylaws, the Governing Board will make the appointment based on the recommendation from the Board Subcommittee.

PASSED AND ADOPTED This 18th day of January 2012, by the Governing Board of the Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PROPOSED AGREEMENT WITH ACCOUNTEMPS DBA ROBERT HALF INTERNATIONAL, INC.

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to contract with Accountemps dba Robert Half International, Inc., a specialized temporary staffing company for accounting, finance and bookkeeping professionals. Due to the retirement of the former Accountant in the Fiscal Services office and while the position is being recruited, it is necessary to backfill with an experienced Accounting professional to maintain operational work flow District categorical accounts. The agreement for services is scheduled to begin January 9, through April 30, 2012. Total contract amount not to exceed $30,000.

Attached is a copy of the agreement.

Government Code: N/A  Board Policy: 3225  Estimated Fiscal Impact: $30,000 General Fund

SUPERINTENDENT'S RECOMMENDATION: ☑ APPROVAL ☐ NOT REQUIRED ☐ DISAPPROVAL

Yulian L. Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA  94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Administration

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

January 6, 2012

DATE APPROVED BY SUPERINTENDENT-PRESIDENT
Preferred Partner Agreement for Temporary Services

This Preferred Partner Agreement for Temporary Services (the "Agreement") governs transactions by which you retain the Services of Robert Half International Inc., doing business through the Division ("RHI"), to assist Solano Community College ("you" or "your") in meeting its staffing needs.

Part 1 - General

1.1 Definitions
   "Branch" means the RHI branch located at the address identified on page 2 of this Agreement.
   "Division" means the Robert Half Technology division of RHI.
   "Services" means the provision of services by the RHI temporary employee to you.

1.2 Agreement Structure
   Additional terms for the Services are included in Exhibit A, which is attached to this Agreement. RHI also provides additional terms for Services in documents called "job arrangement letters" which are also part of this Agreement. All transactions under this Agreement will have a job arrangement letter, which will be sent to you when RHI provides Services to you. In order to initiate Services, you will provide RHI with notice (e.g., via telephone, e-mail, facsimile or mail) describing the Services you need in reasonable detail. RHI will promptly reply to such request and indicate whether RHI will or will not provide the requested Services. If RHI elects to provide the requested Services, RHI will send you a job arrangement letter.

   If there is a conflict among the terms in the various documents, those of this Agreement prevail over those of a job arrangement letter.

   You accept the terms in a job arrangement letter by your approval of the RHI temporary employee’s weekly timesheet or electronic time record.

   Services become subject to this Agreement when RHI accepts your order by 1) sending you a job arrangement letter, or 2) providing the Services.

1.3 Charges and Payment
   Amounts are due and payable as RHI specifies in Exhibit A, including the fees payable for directly hiring RHI’s temporary employees and the fees payable if a temporary employee works overtime, e.g., In excess of 40 hours per week. You agree to pay accordingly, including any late payment fee.

1.4 Changes to the Agreement Terms
   For a change to be valid, both parties must sign it. Additional or different terms in any written communication from you (such as a purchase order) are void.

1.5 Limitation of Liability
   Circumstances may arise where, because of a default on RHI’s part or other liability, you are entitled to recover damages from RHI. Regardless of the basis on which you are entitled to claim damages from RHI (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), RHI’s liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid to RHI for the Services that are the subject of the claim.

   Items for Which RHI is Not Liable
   Under no circumstances is RHI liable for special, incidental or indirect damages or for any consequential damages (including lost profits, business, revenue, goodwill, or anticipated savings), even if informed of the possibility.

1.6 General Principles of Our Relationship
   a. Each party will maintain workers' compensation insurance, commercial liability insurance and employer's liability insurance.
   b. RHI will be responsible, to the extent applicable, for any workers' compensation insurance, federal, state and local withholding and unemployment taxes, social security, state disability insurance or other payroll charges for its temporary employees.
   c. In the event that any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement remain in full force and effect.

1.7 Agreement Term
   This Agreement will continue for a period of one year after the last date listed below, unless terminated earlier. Either party may terminate this Agreement on thirty days' written notice to the other.

   Either party may terminate this Agreement if the other does not comply with any of its terms, provided the one who is not complying is given written notice and reasonable time to comply.

   Any terms of this Agreement which by their nature extend beyond the Agreement termination remain in effect until fulfilled, including the payment obligations set forth in Section 1.3 above, and apply to each party's respective successors and assigns.

© Robert Half International Inc. 2010. All rights reserved.
1.8 **Warranties**
EXCEPT AS SET FORTH IN EXHIBIT A, RHI MAKES NO EXPRESS OR IMPLIED WARRANTIES REGARDING THE SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF QUALITY, PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

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**Part 2: Services**

2.1 RHI usually checks references only by asking specific questions to select past employers with regard to skills and work history before RHI places an individual on his or her first assignment. RHI has not engaged in any verification process other than this initial reference check (e.g., RHI has not screened for drug use, administered a medical exam or conducted a criminal background or credit check).

2.2 You agree that you are responsible for supervising RHI's temporary employees. You will not permit or require an RHI temporary employee (i) to perform Services outside of the scope of his or her assignment; (ii) to sign contracts or statements (including SEC documents); (iii) to make any final decisions regarding system design, software development or the acquisition of hardware or software; (iv) to make any management decisions; (v) to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables; or (vi) to operate machinery (other than office machines) or automotive equipment.

2.3 You agree that you will provide safe working conditions. If any assignment under this Agreement is for work to be performed under a government contract or subcontract, you will notify RHI immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if RHI is legally required to initiate E-Verify verification procedures for any RHI temporary employee assigned to you.

2.4 You agree that you are responsible for reporting any claim to RHI in writing during or within ninety (90) days after the termination of the applicable assignment. RHI will not be responsible for any claim related to any Services unless you have reported such claim in writing to RHI within ninety (90) days after termination of the applicable assignment.

2.5 You agree that you are responsible for implementing and maintaining usual, customary and appropriate internal procedures and controls (including accounting, information technology, proprietary information, creative designs and trade secret safeguard[s]) for your company. You agree that you are fully responsible for, and that RHI will not be responsible for, any injuries, claims, damages or losses that may result from your failure to comply with the foregoing.

2.6 The temporary employee will execute any confidentiality agreement that you may require. You are responsible for obtaining the temporary employee's signature. You agree to hold in confidence the identity of any RHI temporary employee and the temporary employee's resume, social security number and other legally protected personal information, and you agree to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.

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This Agreement is only applicable to, and the only RHI branch and division obligated under this Agreement are, the Division of the Branch. This Agreement and its job arrangement letter(s) are the complete agreement regarding these transactions, and replace any prior oral or written communications between the Branch and you regarding these transactions.

By signing below, both parties agree to the terms of this Agreement. Once signed, 1) any reproduction of this Agreement or job arrangement letter made by reliable means (for example, photocopier or facsimile) is considered an original and 2) all Services ordered under this Agreement are subject to it.

---

**Agreed to:**

Solano Community College District

By: [Authorized signature]

Name (type or print): Dr. Jowel Laguere, PhD

Superintendent-President of SCCD

Date: 1/6/2012

Customer address: 4000 Suisun Valley Road, Fairfield, CA 94534

---

**Agreed to:**

Robert Half International Inc.

By: [Authorized signature]

Name (type or print): Tiffany Mickens

Branch Manager of RHI in Fairfield, CA

Date: January 6th, 2012

Branch address: 5030 Business Center Drive, Fairfield, CA 94534

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After signing, please return a copy of this Agreement to the RHI "Branch address" shown above.

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An Equal Opportunity Employer (4/10)
RHI's temporary employees are assigned to you under the following additional terms:

1. Guarantee - RHI guarantees your satisfaction with the Services of RHI's temporary employee by extending to you a three-day (24 hours) guarantee period. If, for any reason, you are dissatisfied with the temporary employee assigned to you, RHI will not charge for the first twenty-four hours worked, provided that you allow RHI to replace the temporary employee. Unless you contact RHI before the end of the first twenty-four hour guarantee period, you agree that the RHI temporary employee is satisfactory.

2. Time Sheet - RHI's temporary employees will present a time sheet or an electronic time record to you or your representative for verification and approval at the end of each week. RHI will bill you weekly for the total hours worked; RHI's Invoices are due upon receipt, including applicable sales and service taxes of which are payable by you. In the event that you fail to pay the Invoices when due, you agree to pay all of RHI's costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, RHI may, at its option, charge interest on any overdue amounts at a rate of the lesser of 1% per month or the highest rate allowed by applicable law from the date the amount first became due.

3. 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.

4. Hiring the Person Referred to You - After you evaluate the performance and potential of RHI's temporary employee on the job, you may wish to employ this person directly. In such event, you agree to pay a conversion fee. The conversion fee is payable if you hire RHI's temporary employee 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 the temporary employee assigned to you is hired by a subsidiary or other related company or business as a result of your referral of the temporary employee to that company.

The conversion fee will equal the applicable percentage below multiplied by the temporary employee's aggregate annual compensation, including bonuses:

<table>
<thead>
<tr>
<th>Hours Worked by Employee – Billed and Paid</th>
<th>Applicable Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>640+</td>
<td>Zero fee conversion</td>
</tr>
</tbody>
</table>

The conversion fee will be owed and invoiced upon your hiring of RHI's temporary employee, and payment is due upon receipt of the invoice. The same calculation will be used if you convert RHI's temporary employee on a part-time basis using the full-time equivalent salary.

5. RHI shall charge the bill rates described below for the corresponding functional roles. Bill rates for all other functional roles shall be determined on a case by case basis.

<table>
<thead>
<tr>
<th>Functional Roles / Job Title</th>
<th>Up To Hourly Bill Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Accountant</td>
<td>$44.13</td>
</tr>
</tbody>
</table>
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING JANUARY 2012 AS NATIONAL STALKING AWARENESS MONTH AT SOLANO COMMUNITY COLLEGE, RESOLUTION NO. 11/12-16

REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming January 2012 as National Stalking Awareness Month at Solano Community College is presented for approval.

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

SUPERINTENDENT'S RECOMMENDATION: ☑ APPROVAL ☐ NOT REQUIRED ☐ TABLE

Mostafa Ghouse, Director
Student Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7168

TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

January 6, 2012

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

-20-
WHEREAS, In a one-year period, an estimated 3,400,000 people in the United States reported being stalked, and 75 percent of victims are stalked by someone who is not a stranger;

WHEREAS, Eighty-one (81) percent of women, who are stalked by an intimate partner, are also physically assaulted by that partner, and 76 percent of women, who are killed by an intimate partner, were also stalked by that intimate partner;

WHEREAS, Eleven (11) percent reported having been stalked for more than five years and one-fourth of victims reported having been stalked almost every day;

WHEREAS, One in four victims reported that stalkers had used technology, such as e-mail or instant messaging, to follow and harass them, and one in thirteen (13) said stalkers had used electronic devices to intrude on their lives;

WHEREAS, Stalking victims are forced to take drastic measures to protect themselves, such as changing jobs, obtaining protection orders, relocating, and changing their identities;

WHEREAS, One in seven victims moved in an effort to escape their stalker;

WHEREAS, Approximately 130,000 victims reported having been fired or asked to leave their job because of the stalking, and about one in eight lost time from work because they feared for their safety or were taking steps, such as seeking a restraining order, to protect themselves;

WHEREAS, According to the Stalking Resource Center, 13% of college women were stalked during one six- to nine-month period. Eighty percent (80%) of campus stalking victims knew their stalkers. Three in ten college women reported being injured emotionally or psychologically from being stalked.

WHEREAS, Less than half of victims report stalking to police and only seven percent contacted a victim service provider, shelter, or hotline;
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING JANUARY 2012 AS
NATIONAL STALKING AWARENESS MONTH
AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. RESOLUTION NO. 11/12-16

(Continuing – Page 2)

WHEREAS, Stalking is a crime that cuts across race, age, culture, gender, sexual
orientation, physical and mental ability, and economic status;

WHEREAS, Stalking is a crime under Federal law and under the laws of all 50 States,
the United States Territories, the District of Columbia, and the Uniform Code of Military
Justice;

WHEREAS, There are national organizations, local victim service organizations,
prosecutors’ offices, and law enforcement agencies that stand ready to assist stalking victims
and who are working diligently to craft competent, thorough, and innovative responses to
stalking;

WHEREAS, There is a need to enhance the criminal justice system’s response to
stalking and stalking victims, including aggressive investigation and prosecution, and increase
the availability of victim services across the country tailored to meet the needs of stalking
victims;

WHEREAS, The year 2012 marks 12 years in which the Stalking Resource Center has
increased national awareness of stalking and enhanced local responses to stalking victims
through training over 35,000 law enforcement, prosecutors, victim service providers, and other
community stakeholders, and provided assistance to jurisdictions working to enhance their
stalking laws; and

WHEREAS, January 2012 would be an appropriate month to designate as “National
Stalking Awareness Month,” now therefore be it
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING JANUARY 2012 AS
NATIONAL STALKING AWARENESS MONTH
AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. RESOLUTION NO. 11/12-16

(Continuing – Page 3)

RESOLVED, That Solano Community College:

(1) Supports the designation of “National Stalking Awareness Month” to educate the people of the United States about stalking.

(2) Encourages the people of the United States to applaud the efforts of the many victim service providers, law enforcement, prosecutors, national and community organizations, and private sector supporters for their efforts in promoting awareness about stalking.

(3) Encourages policymakers, criminal justice officials, victim service and social service agencies, colleges and universities, nonprofits, and others to recognize the need to increase awareness of stalking and the availability of services for stalking victims.

(4) Urges national and community organizations, businesses in the private sector, and the media to promote awareness of the crime of stalking through “National Stalking Awareness Month.”

PASSED AND ADOPTED, This 18th day of January 2012, by the Governing Board of Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY
TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING FEBRUARY 2012 AS CAREER AND TECHNICAL EDUCATION MONTH AT SOLANO COMMUNITY COLLEGE, RESOLUTION NO. 11/12-17

REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming February 2012, with the 2012 theme CTE: Careers Through Education, as Career Technical Education Month at Solano Community College is presented for approval.

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

SUPERINTENDENT'S RECOMMENDATION:  

☑ APPROVAL  ☐ NOT REQUIRED  ☐ DISAPPROVAL

Maire Morinec, Dean
Career Technical Education and Business

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7155

TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

January 6, 2012

JOWEL C. LAGUERRE, Ph.D.
Superintendent-President
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING FEBRUARY 2012 AS CAREER TECHNICAL
EDUCATION MONTH AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. 11/12-17

WHEREAS, February 2012 has been designated Career and Technical Education (CTE) Month in recognition of the programs and instructors that prepare our nation’s secondary and postsecondary students for a wide range of careers, particularly in those fields predicted by the U.S. Bureau of Labor Statistics to be among the fastest growing occupations within the next decade such as healthcare and emerging occupations such as renewable energy and energy efficiency;

WHEREAS, Investing in CTE yields big returns to the community by producing a well-educated and skilled workforce that can effectively compete in the global economy, equipped for the profound economic and technological developments of our world that are rapidly exhibited in the structure and nature of work, thereby placing new and additional responsibilities on our educational system and requiring workers to be trained in skilled professions with CTE; and

WHEREAS, CTE plays a crucial role in a strong, well-educated workforce, fosters productivity in business and industry, contributes to America’s leadership in the international marketplace, and offers individuals lifelong opportunities to learn new skills, providing them with career choices and potential job satisfaction;

RESOLVED, That the Solano Community College District Governing Board proclaims February 2012 as Career and Technical Education Month and supports the ever-increasing cooperative efforts of career and technical educations, business and industry to stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade.
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING FEBRUARY 2012 AS CAREER TECHNICAL
EDUCATION MONTH AT SOLANO COMMUNITY COLLEGE

RÉSOLUTION NO. 11/12-17

(CONTINUED – Page 2)

PASSED AND ADOPTED, This 18th day of January 2012, by the Governing Board of
Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY
TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING FEBRUARY 2012 AS BLACK HISTORY MONTH AT SOLANO COMMUNITY COLLEGE, RESOLUTION NO. 11/12-18

REQUESTED ACTION: APPROVAL

SUMMARY:
A resolution proclaiming February 2012 as Black History Month at Solano Community College is presented for approval.

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

SUPERINTENDENT’S RECOMMENDATION: ☑ APPROVAL ☐ NOT REQUIRED ☐ DISAPPROVAL ☐ TABLE

Mostafa Ghouse
Director, Student Development
PRESENTER’S NAME
4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS
707 864-7168
TELEPHONE NUMBER

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

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

January 6, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

January 6, 2012
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING FEBRUARY 2012 AS
BLACK HISTORY MONTH AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. 11/12-18

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

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;

WHEREAS, In the year 1976, the observance was expanded to Black History Month;

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 15th 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; and

WHEREAS, All of these events and historic visionary leaders such as Frederick
Douglass, Thurgood Marshall, and Dr. Martin Luther King, Jr., blazed a trail for freedom,
equality, and opportunity and symbolize why Black History Month is celebrated;

RESOLVED, That the Solano Community College District Governing Board proclaims
February 2012 as Black History Month.
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING FEBRUARY 2012 AS
BLACK HISTORY MONTH AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. 11/12-18

(CONTINUED – Page 2)

PASSED AND ADOPTED This 18th day of January 2012, by the Governing Board of Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY
TO: Members of the Governing Board

SUBJECT: SECOND READING – REVIEW OF STUDENT SERVICES POLICIES, SERIES 5000

REQUESTED ACTION: APPROVAL

SUMMARY:

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies. Student Services has completed a comprehensive review of college policies, procedures, and Community College League of California (CCLC) updates.

Student Services policies are being presented for Governing Board information and approval. Student Services procedures are being presented to the Governing Board for information only.

The policies and procedures are provided under separate cover, and copies are available in the Offices of the Superintendent-President and Executive Vice President of Academic and Student Affairs.