



# AGENDA

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## SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Notice of Regular Meeting  
Wednesday, December 18, 2013  
6:30 p.m.

Solano Community College  
Administration Building, Suite 201  
360 Campus Lane (*First Floor–West Lobby*)  
Fairfield, CA 94534-3197

Please Note: SCCD Governing Board Meetings are **recorded** per Government Code Sections 54953.5 and 54953.6 and Education Code Section 72121(a). Recordings shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Section 6250. Members of the public may address the Board on any item within the Board's jurisdiction. Cards which must be completed requesting to address the Board are available at the press table and must be submitted to the Board Secretary at the meeting. Persons addressing items included on the agenda will be heard at the time the item is considered. Persons requesting to address items or subjects that are not on the agenda will be heard under the agenda item, "Comments from Members of the Public." **Except as extended by the Board President or action of the Board, individuals shall be limited to three (3) minutes on any one (1) topic or item. (SCCD Board Policy 1042).** The Board cannot take action on any items not on the agenda unless authorized by law. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on a future agenda. The Board reserves the right to modify the order of business in the manner it deems appropriate. As a courtesy to others, please turn off cell phones or pagers.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**
3. **ROLL CALL**

Sarah E. Chapman, Ph.D., President  
Pam Keith, Vice President  
Monica Brown  
Denis Honeychurch, J.D.  
Michael A. Martin  
Rosemary Thurston  
A. Marie Young  
Latifah Alexander, Student Trustee  
Jowel C. Laguerre, Ph.D., Secretary

**4. APPROVAL OF AGENDA**

**MOMENT OF SILENCE**

Nelson Mandela

July 18, 1918 – December 5, 2013  
Civil Rights Activist, World Leader, Writer

“Education is the most powerful weapon which you can use to change the world.” – *Nelson Mandela*

**5. ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD,**  
Page 1

- (a) Election of Governing Board Officers for the 2013-2014 Year – President, Vice President, and Appointment of Secretary
- (b) Establishment of Dates, Time, and Location of Governing Board Meetings
- (c) Selection of Representative to the Solano County School Boards Association

**6. COMMENTS FROM MEMBERS OF THE PUBLIC**

**7. REPORTS (NO ACTION REQUIRED):**

- (a) Associated Students of Solano College (ASSC)
- (b) Academic Senate
- (c) Shared Governance Council
- (d) Superintendent

- ***Leadership Institute – June 2-4, 2014***  
Facilitated via Teleconference – Dr. Pamila Fisher, ACCT Consultant
- ***Bond Update***
- ***Affordable Care Act Update***
- ***Accreditation Update***

**8. CONSENT AGENDA – ACTION ITEMS**

All matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff or the public request specific items to be discussed and/or removed from the Consent Agenda. Time will be provided before the vote for clarification questions on any item under the Consent Agenda. Clarification questions may be asked without removing an item from the Consent Agenda.

Superintendent-President

- (a) Minutes for the Board Study Session of November 6, 2013, and Regular Meeting of November 20, 2013. Minutes for the Board Study Session held December 4, 2013, will be approved at a future meeting.
- (b) Donation, Page 3

Human Resources

- (c) Employment – 2013-2014; Gratuitous Service; Resignations, Page 4

Finance and Administration

- (d) Warrant Listings, Page 8
- (e) Personal Services Agreements, Page 9
- (f) CCFS-311Q Financial Report, First Quarter FY 2013-2014, Page 10
- (g) Professional Services Amendment to STV/vbn Architects for District Facilities Master Plan Services, Page 14
- (h) First Amendment to Memorandum of Understanding between Solano County Sheriff's Office and Solano Community College Police Department -- Temporary and Special Event Law Enforcement Services, Page 17

Academic and Student Affairs

- (i) Faculty Entrepreneurship Mini-grants, Page 22
- (j) The Children's Network of Solano County Contract, Page 28
- (k) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate; Page 31
- (l) Memorandum of Understanding between Bay Area Clean Water Agencies and Solano Community College District; Page 37
- (m) Clinical Experience Agreement between Solano Community College District and Solano Dialysis Access Center, Vallejo, California, Page 40
- (n) Clinical Experience Agreement between Solano Community College District and Vacaville Convalescent and Rehabilitation Center, Vacaville, California; Page 49
- (o) Clinical Experience Agreement between Solano Community College District and the Department of State Hospitals-Vacaville, Vacaville, California; Page 59

- (p) Letter of Intent, Snap-On Technical Education Partnership and Solano Community College District, Page 68

**9. ITEMS REMOVED FROM CONSENT AGENDA**

**10. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE**

- (a) Solano Community College District Governing Board Resolution Honoring Kathleen Callison, Page 72

**11. NON-CONSENT AGENDA ITEMS – ACTION ITEMS**

Superintendent-President

- (a) Resolution Proclaiming December 1, 2013 as World AIDS Day at Solano Community College, Resolution No. 13/14-07; Page 74
- (b) Resolution Honoring Dr. Martin Luther King, Jr., Holiday, January 20, 2014, Resolution No. 13/14-08; Page 77

Finance and Administration

- (c) Police Records Retention Schedule for Purging and Disposal of Police Reports, Found Property, and Evidence, Resolution No. 13/14-09, Page 81
- (d) Joint Use Agreement between the City of Fairfield and the Solano Community College District for the Use of Specialty Equipment and the Creation of a New Channel 26 Partnership, Page 84
- (e) Contract Award to RGA Environmental Inc., for Hazardous Material Testing and Monitoring for Building 600 Abatement and Selective Demolition Project, Page 98
- (f) Contract Award to Sherrill Engineering Inc. for the Heating, Ventilation, and Cooling (HVAC) System Assessment for Vallejo and Vacaville Centers, Page 110
- (g) Contract Award to Dutra-Cerro-Graden Inc., for Real Estate Services for District Property Purchases and Building Lease, Page 122
- (h) Contract Award to Dovetail Decision Consultants for Furniture and Equipment Coordination Services for Building 600 Renovation Project; Page 133
- (i) Contract Award to TLCD Architecture for Library Building Project State Chancellor's Office Submittal and Program Scope Studies Professional Services, Page 145
- (j) Contract Award to JRDV Architects for the Review of Due Diligence Material to Purchase Property to Support the College Aeronautics Program and to Provide Preliminary Programming, Page 157

- (k) Contract Award to Gates and Associates for Vacaville Center and Annex Crosswalk Connection Landscape Design, Page 173
- (l) Contract Award to School Specialty Education Essentials for Furniture and Equipment Coordination Services for Building 100 Adjunct Faculty Center Project, Page 184
- (m) Contract Award to Compass Energy Solutions for Energy Efficiency Projects Assessment and Scope Development Services, Page 195
- (n) Property Purchase Funding Contract for the New SCCD Aeronautics Hanger at Nut Tree Airport, Page 206
- (o) Property Purchase Contract – 1400, 1401, 1500, 1501 Sonata Drive, Vallejo, CA 94591, Page 219
- (p) Property Purchase Contract - 2000 North Village Parkway, Vacaville, CA 95688, Page 247

Academic and Student Affairs

- (q) Educational Credit Management Corporation (ECMC) Default Prevention Services Agreement; Page 278
- (r) Memorandum of Agreement between Cello International Tennis Academy (CITA), Solano Community College (SCC) and Solano Community College Educational Foundation (SCCEF), Page 288

**12. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN**

Human Resources

- (a) Proposed Revised Job Description Assistant Director, Facilities/Energy Management – Administrative Leadership Group, Page 293
- (b) Proposed Revised Job Description Director of Student Life (Educational Administration) – Administrative Leadership Group, Page 297
- (c) Proposed New Job Description Executive Coordinator-Academic Affairs (Confidential – Administrative Leadership Group, Page 303
- (d) Proposed New Job Description Payroll Analyst (Lead), Page 309
- (e) Proposed New Job Description Payroll Specialist, Page 315
- (f) Proposed New Job Description Senior Accountant, Page 320

**13. INFORMATION ITEMS – NO ACTION REQUIRED**

Human Resources

- (a) Proposed New Job Description Distance Education Specialist, Page 325

Finance and Administration

- (b) Retiree Health Benefits Actuarial Study by Total Compensation Systems, Inc., Page 330

**14. ANNOUNCEMENTS**

**15. ITEMS FROM THE BOARD**

**16. CLOSED SESSION**

Closed Session may be held as authorized by law for matters including, but not limited to conference with labor negotiator, public employment (public employee discipline, dismissal and release); potential litigation, purchase, sale, exchange or lease of real property.

- (a) Conference with Labor Negotiator  
Agency Negotiator: Nona Cohen-Bowman  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
- (c) Conference with Real Property Negotiator  
Property: 1301 Georgia Street, Vallejo, CA 94590  
Negotiating Party: Jowel C. Laguerre, Ph.D.  
Negotiating Parties: Solano Community College District and Leigh Sata  
Under Negotiation: Price and Terms of Payment

**17. RECONVENE REGULAR MEETING**

**18. REPORT OF ACTION TAKEN IN CLOSED SESSION**

**19. ADJOURNMENT**

*Non-confidential materials related to an item on this Agenda submitted to the Board of Trustees after distribution of the agenda packet are available for public inspection in the Office of the Superintendent-President in the Administration Building, 360 Campus Lane, Fairfield, California 94534. Non-confidential materials provided at time of publication are available on the Solano College Web site at [www.solano.edu](http://www.solano.edu) for public inspection.*

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JCL:pb/js

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