

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD RESOLUTION HONORING
KAYLA SALAZAR

REQUESTED ACTION: APPROVAL

SUMMARY:

Dr. Jowel Laguerre, Superintendent-President, will present on behalf of the Solano Community College District Governing Board a resolution honoring Ms. Kayla Salazar for her serving faithfully and with distinction as Student Trustee from May 16, 2012 through May 2013.

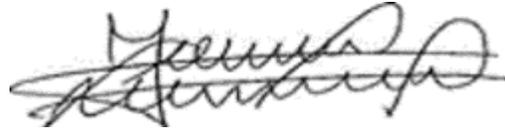
Government Code: Board Policy: 1017 Estimated Fiscal Impact:\$

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

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

(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

April 19, 2013
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

April 19, 2013
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

KAYLA SALAZAR

Whereas, Kayla Salazar served faithfully and with distinction for two semesters on the Solano Community College District Governing Board as Student Trustee from May 16, 2012 through May 2013;

Whereas, Kayla Salazar has overcome numerous barriers to pursue higher education while maintaining a GPA of 3.12;

Whereas, Kayla Salazar has served on the Associated Students of Solano College (ASSC) as a Student Services Senator and Governing Board Representative, and advocated for students by serving on numerous Solano Community College committees, as well as leading the student campaigns to pass Measure Q and Prop 30;

Whereas, Kayla Salazar has presided over many student organizations, including the Society Organization of Latinos (SOL), Inter-Club Council, and a number of student committees; and

Whereas, Kayla Salazar has worked tirelessly to further enhance the educational climate at Solano Community College for our current and future students; now, therefore be it

Resolved, That the Solano Community College District Governing Board hereby expresses sincere appreciation to Kayla Salazar for her student leadership and dedicated service to the District; and be it further

Resolved, That the Solano Community College District Governing Board wishes her well in future educational and career pursuits, and extends sincere thanks for her many contributions to the future of Solano Community College.

Passed and Adopted, This 1st day of May 2013, by the Governing Board of the Solano Community College District.

Sarah E. Chapman, Ph.D., President

Pam Keith, Vice President

Monica Brown

Denis Honeychurch, J.D.

Michael A. Martin

Rosemary Thurston

A. Marie Young

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

TO: Members of the Governing Board
SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES
REQUESTED ACTION: APPROVAL

EMPLOYMENT 2012-2013

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Diane White	Interim Vice President Academic Affairs	07/01/13 – 12/31/2014

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Eileen Amick	Substitute Ex. Assist. – HR	05/14/13 – 06/30/13	\$19.84 hr.
Tonya Kent	Substitute Student Services Customer Service Rep	03/11/13 – 06/30/13	\$15.41 hr.
Antoinette Remlinger	Substitute Student Services Customer Service Rep	03/11/13 – 06/30/13	\$15.41 hr.
Julie Williams	Substitute Student Services Customer Service Rep	03/11/13 – 06/30/13	\$15.41 hr.

GRATUITOUS SERVICE

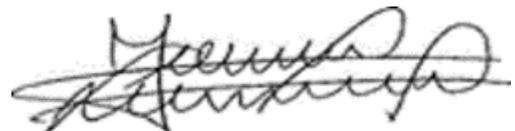
<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
Counseling Office	Tracy Ojakangas	Volunteer Counseling Intern Coordinator

Charo Albarrán

Interim Director, Human Resources

April 19, 2013

Date Submitted



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

April 19, 2013

Date Approved

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Shanna Ballard	Human Resources Generalist	06/07/13

REQUEST FOR UNPAID LEAVE OF ABSENCE

In accordance with Article 14.6 of the CCA/CTA/NEA collective bargaining agreement, Ms. Lisa C. Romero, Nursing Instructor, is requesting Professional Growth Leave for the 2013-14 academic year. Professor Romero will be entering her comprehensive exams in summer 2013 and starting her dissertation in fall 2013. This will enable her to finish her Doctorate.

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

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

PERSONAL SERVICES AGREEMENTS

**Academic Affairs
Diane White, Responsible Manager**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Wil Cason	Provide personal development skill building activities, facilitate bi-weekly support group meetings, and assist Umoja/Harambee students with personal and professional action plans	April 19, 2013- June 30, 2013	Not to exceed \$7,000

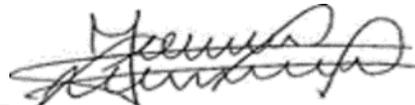
**School of Career Technical Education and Business
Máire Morinec, Responsible Manager**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Nicole Lezin Cole Communications, Inc.	Provide editing and review for SCC's CTE Transition's Web Site	May 2, 2013- June 30, 2013	Not to exceed \$800

Yulian I. Ligioso

Vice President, Finance and Administration

April 19, 2013
Date Submitted



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

April 19, 2013
Date Approved

PERSONAL SERVICES AGREEMENTS (continued:)

Workforce Training and Grants Management
Deborah Mann, Responsible Manager

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Nicole Lezin Cole Communications, Inc.	Provide writing and editing services for the U.S. Department of Labor's Trade Adjustment Assistance, Community College Career Training Initiative, the TAA.	May 2, 2013- June 1, 2013	Not to exceed \$1,000
Eugene Buban	Provide database and testing services for the U.S. Department of Labor's Trade Adjustment Assistance, Community College Career Training Initiative, the TAA, and the SB1070 Community Collaborative Grant.	May 2, 2013- June 30, 2013	Not to exceed \$2,500
Jerry Takigawa	Provide marketing and design services for the U.S. Department of Labor's Trade Adjustment Assistance, Community College Training Initiative, the TAA.	May 2, 2013- June 1, 2013	Not to exceed \$1,500

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SECOND READING - SOLANO COMMUNITY COLLEGE DISTRICT POLICIES, SERIES 1000, 1100, AND SERIES 2000, NEW AND REVISED

REQUESTED ACTION: APPROVAL

SUMMARY:

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

The following new and revised policies have been reviewed by the Superintendent-President's Cabinet and properly vetted through the Shared Governance Council and Board Policies and Procedures Adhoc Subcommittee.

- Policy No. 1085 – Series 1000 – Auditor – New
- Policy No. 1150 – Series 1100 – Building Dedication Plaques – New
- Policy No. 1090 – Series 1000 – Legal Counsel – New
- Policy No. 1095 – Series 1000 – Political Activity – New
- Policy No. 2155 – Series 2000 – Presentation of Initial Collective Bargaining Proposals – New
- Policy No. 2040 – Series 2000 – Superintendent-President Succession - **Revised**

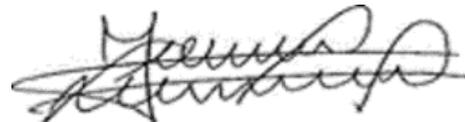
These policies were submitted for information at the April 17, 2013, meeting. Approval is requested at this time.

Government Code: Board Policy: 1000 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

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

707 864-7112

TELEPHONE NUMBER

Administration

ORGANIZATION

April 19, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

April 19, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**AUDITOR
Series 1000**

POLICY NO. 1085

POLICY:

The Board of Trustees shall appoint an auditor or auditing firm to serve as College Auditor and to advise the Board. Such auditors shall conduct the annual audit of all College accounts in accordance with procedures prescribed in the Student Attendance Accounting Manual adopted by the Board of Governors of the California Community Colleges. The auditor shall be available for consultation with the Board or the College administration as needed. The auditor shall be employed after approval by the Board upon the recommendation of the Audit Subcommittee of the Board. The payment of fees for auditing services will be determined by the Board upon appointment.

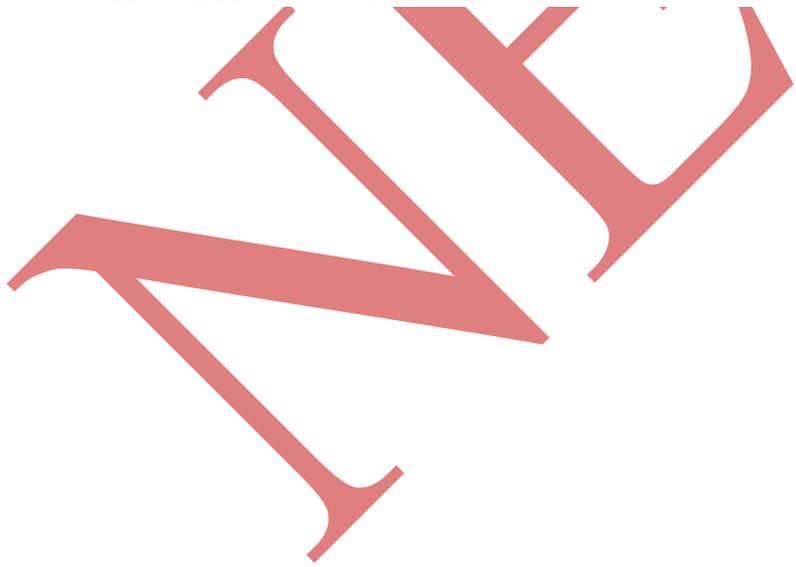
BP 1085

REFERENCES/

AUTHORITIES: Education Code Section 70902

ADOPTED:

XXXXXXXX



**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

BUILDING DEDICATION PLAQUES
Series 1100

POLICY NO. 1150

POLICY: *The Solano Community College District Governing Board recognizes the value of appropriate plaques installed in district facilities as a means of acquainting students and the general public with the history of a particular building. Naming of buildings in honor of individuals who have made substantial contributions to the well-being of the community is seen as a means of honoring such individuals, and as a way to acquaint students and the general public with the outstanding works of others.*

***Building Plaque Location:** Building plaques are to be located on the exterior of the building near the main entrance. The plaque should be sized to complement its surroundings.*

***Names and Dates on Building Plaques:** In keeping with the practice to recognize elected officials and others, the Board wishes to have plaques installed on new construction projects contain the following information:*

- 1. Name of school district*
- 2. Name of building. If the building is named after a person, another plaque containing a brief biography of that person will be hung in an appropriate place.*
- 3. Year of construction (the year in which groundbreaking occurs)*
- 4. Dedication date*
- 5. Names of the following Board members on the Board at the time of dedication as reflected in the Board minutes for:*

President

Vice-president

Members (alphabetical order)

Secretary of the Board (Superintendent/President)

- 6. Names of the following Board members on the Board when related bond construction measure was passed or other funding sources for building construction were received as reflected in Board minutes for:*

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

BUILDING DEDICATION PLAQUES
Series 1100 – Continued:

POLICY NO. 1150

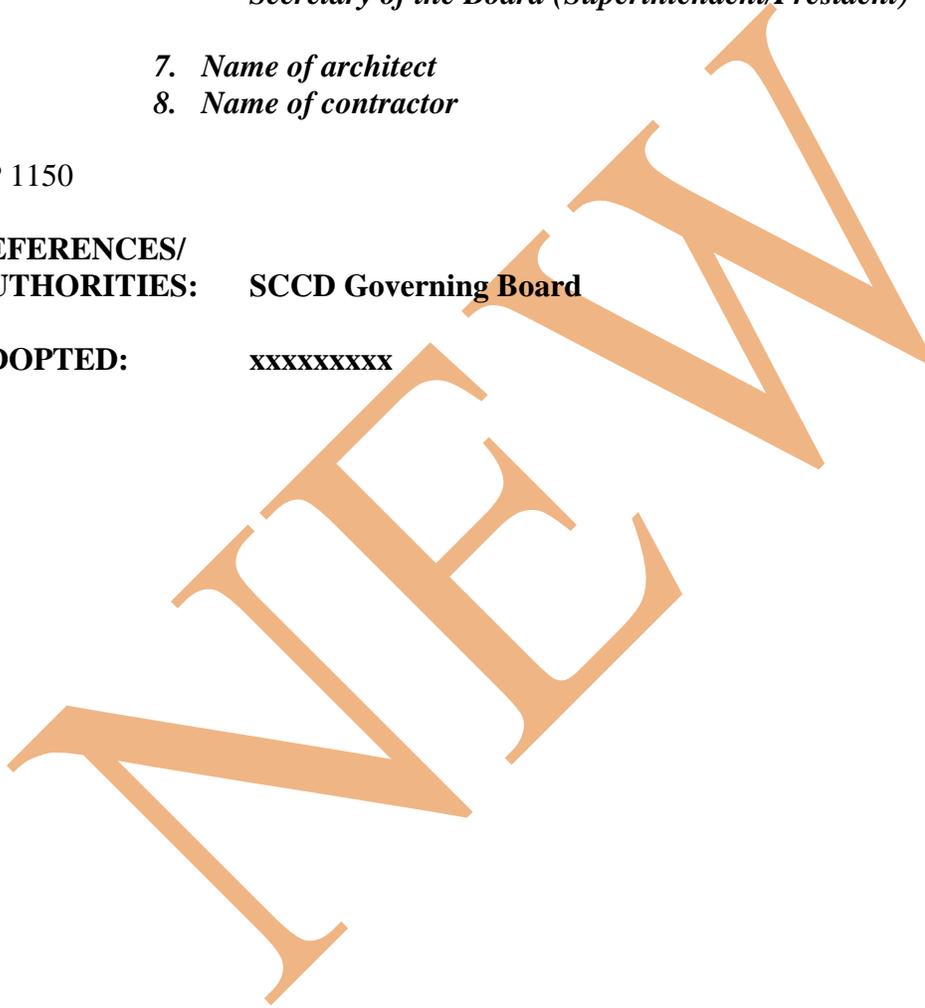
President
Vice-president
Members (alphabetical order)
Secretary of the Board (Superintendent/President)

7. *Name of architect*
8. *Name of contractor*

BP 1150

**REFERENCES/
AUTHORITIES:** **SCCD Governing Board**

ADOPTED: **xxxxxxxxx**



**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**LEGAL COUNSEL
Series 1000**

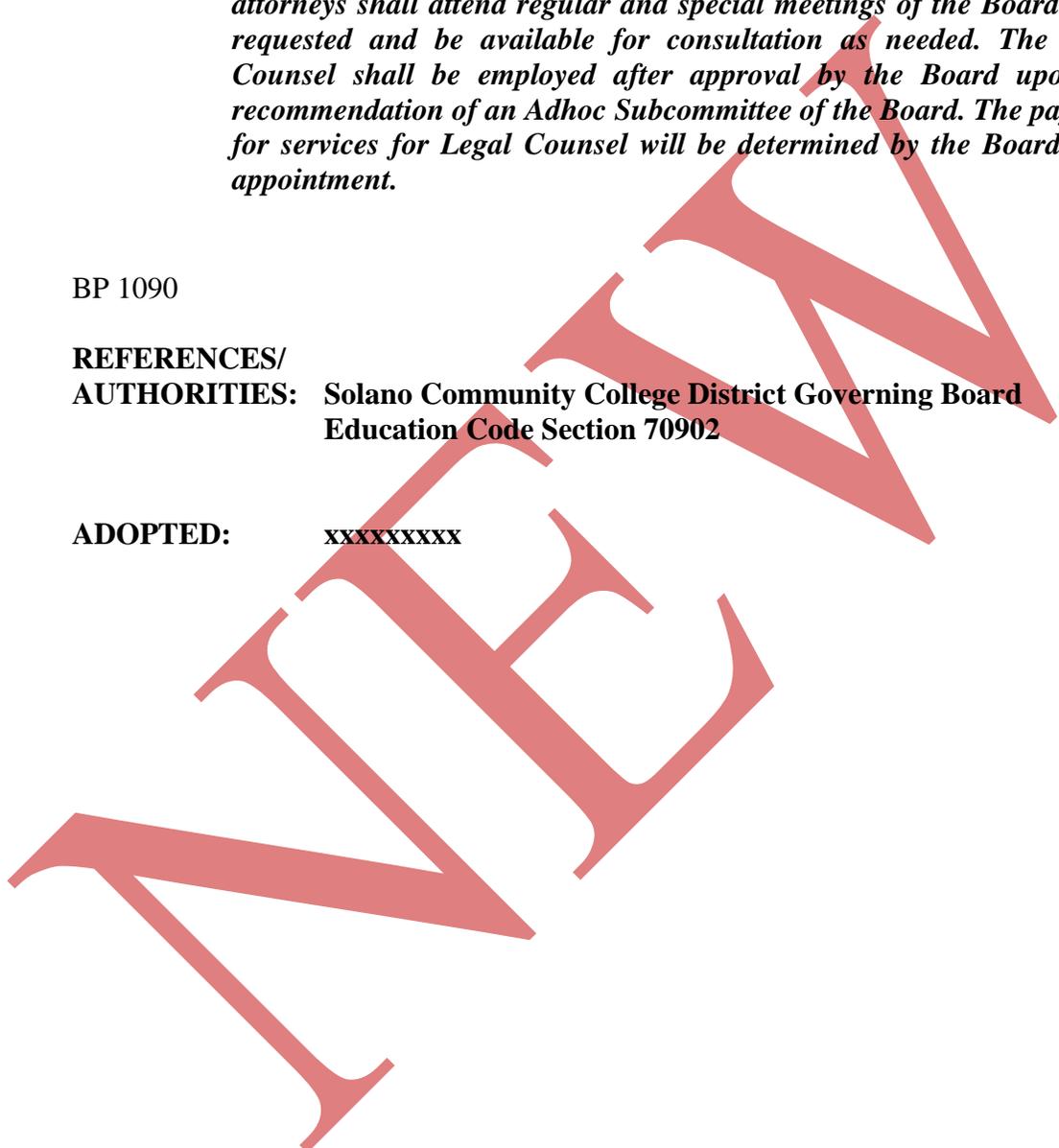
POLICY NO. 1090

POLICY: *The Board of Trustees shall appoint an attorney or attorneys, as needed, to serve as Legal Counsel and to advise the Board. Such attorneys shall attend regular and special meetings of the Board when requested and be available for consultation as needed. The Legal Counsel shall be employed after approval by the Board upon the recommendation of an Adhoc Subcommittee of the Board. The payment for services for Legal Counsel will be determined by the Board upon appointment.*

BP 1090

**REFERENCES/
AUTHORITIES:** Solano Community College District Governing Board
Education Code Section 70902

ADOPTED: xxxxxxxxx



**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

POLITICAL ACTIVITY
Series 1000

POLICY NO. 1095

POLICY: *Members of the Governing Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.*

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Governing Board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

The Superintendent-President, as Secretary of the Board, shall not participate in endorsements or contributions to candidates and shall not use his/her name in connection with campaigns.

BP 1095

REFERENCES/

AUTHORITIES: Education Code Sections 7054; 7056; Government Code 8314

ADOPTED: XXXXXXXXXX

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS
POLICY NO. 2155**

Series 2000

POLICY: *The Superintendent-President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.*

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the following timelines:

- *The district shall follow the timelines prescribed by the rules and regulations of the California Public Employment Relations Board.*

BP 2155

REFERENCES/

AUTHORITIES: Government Code Section 3547

ADOPTED: XXXXXXXXXX

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**~~ACTING SUPERINTENDENT IN ABSENCE OF SUPERINTENDENT~~
SUPERINTENDENT-PRESIDENT SUCCESSION POLICY NO. 2040
Series 2000**

POLICY: ~~In case of an emergency requiring an immediate decision or action at the Superintendent-President level, when the Superintendent-President is absent from the District, the line of authority will be as follows, depending on the presence in the District of the administrators listed:~~

The Board delegates authority to the Superintendent-President to appoint an acting Superintendent-President to serve in his or her absence for short periods of time, not to exceed thirty (30) calendar days at a time.

In the absence of the Superintendent-President and when an acting president has not been named, administrative responsibility shall reside with (in order):

~~Executive Vice President for Instruction and Student Services
Vice President of Finance and Administration~~

- *Chief Instructional Officer*
- *Chief Business Officer*
- *Chief Student Services Officer*
- *Chief Human Resources Officer*
- *Chief Technology Officer*
- *Or by discretion of the Governing Board*

The Board shall appoint an acting Superintendent-President for periods exceeding thirty (30) calendar days.

BP 2040

REFERENCES/

AUTHORITIES: *Education Code Sections 70902(d); 72400;
Title 5 Section 53021(b)*

ADOPTED: xxxxxxxxxx

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SABBATICAL LEAVE REPORT FOR THE ACADEMIC
YEAR 2011-2012

REQUESTED ACTION: INFORMATION

SUMMARY:

The following recipient will give a report on her Sabbatical Leave for the 2011-2012 academic year:

Adrienne Cary - "Oxford University Project and the Accelerating Demand for Technology and Soft Skills in the Global Market"

Government Code Education Code §87767 Board Policy N/A Estimated Fiscal N/A
CTA Contract – Article 11

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Diane White, Interim Vice President
Academic Affairs

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7102

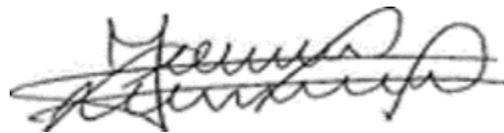
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

April 19, 2013

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

April 19, 2013

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT