AGENDA ITEM
MEETING DATE
May 1, 2013

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.

<table>
<thead>
<tr>
<th>Government Code:</th>
<th>Board Policy: 1017</th>
<th>Estimated Fiscal Impact: $</th>
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</thead>
<tbody>
<tr>
<td>SUPERINTENDENT’S RECOMMENDATION:</td>
<td>☒ APPROVAL</td>
<td>☐ DISAPPROVAL</td>
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</tr>
</tbody>
</table>

Jowel C. Laguerre, Ph.D.
Superintendent-President

PRESENTED’S NAME

4000 Suisun Valley Road
Fairfield, CA. 94534

ADDRESS

(707) 864-7112
TELEPHONE NUMBER

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

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

April 19, 2013

PAGE 1
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
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<tbody>
<tr>
<td>Diane White</td>
<td>Interim Vice President</td>
<td>07/01/13 – 12/31/2014</td>
</tr>
<tr>
<td></td>
<td>Academic Affairs</td>
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Short-term/Temporary/Substitute

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Eileen Amick</td>
<td>Substitute Ex. Assist. – HR</td>
<td>05/14/13 – 06/30/13</td>
<td>$19.84/hr.</td>
</tr>
<tr>
<td>Tonya Kent</td>
<td>Substitute Student Services</td>
<td>03/11/13 – 06/30/13</td>
<td>$15.41/hr.</td>
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<tr>
<td>Antoinette Remlinger</td>
<td>Substitute Student Services</td>
<td>03/11/13 – 06/30/13</td>
<td>$15.41/hr.</td>
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<tr>
<td>Julie Williams</td>
<td>Substitute Student Services</td>
<td>03/11/13 – 06/30/13</td>
<td>$15.41/hr.</td>
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<td></td>
<td>Customer Service Rep</td>
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GRATUITOUS SERVICE

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<tr>
<th>School/Department</th>
<th>Name</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Counseling Office</td>
<td>Tracy Ojakangas</td>
<td>Volunteer Counseling Intern Coordinator</td>
</tr>
</tbody>
</table>

Charo Albarrán
Interim Director, Human Resources
April 19, 2013

JOWEL C. LAGUERRE, Ph.D.
Superintendent-President
April 19, 2013
RESIGNATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Shanna Ballard</td>
<td>Human Resources Generalist</td>
<td>06/07/13</td>
</tr>
</tbody>
</table>

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.
AGENDA ITEM 7.(b)
MEETING DATE May 1, 2013

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

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

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

<table>
<thead>
<tr>
<th>Name</th>
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<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Lezin</td>
<td>Provide editing and review for SCC’s CTE Transition’s Web Site</td>
<td>May 2, 2013-June 30, 2013</td>
<td>Not to exceed $800</td>
</tr>
<tr>
<td>Cole Communications, Inc.</td>
<td></td>
<td></td>
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</table>

Yulian I. Ligioso
Vice President, Finance and Administration

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

April 19, 2013 Date Submitted
April 19, 2013 Date Approved
### PERSONAL SERVICES AGREEMENTS (continued:)

**Workforce Training and Grants Management**  
*Deborah Mann, Responsible Manager*

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Lezin</td>
<td>Provide writing and editing services for the U.S. Department of Labor’s Trade Adjustment Assistance, Community College Career Training Initiative, the TAA.</td>
<td>May 2, 2013 - June 1, 2013</td>
<td>Not to exceed $1,000</td>
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<tr>
<td>Eugene Buban</td>
<td>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.</td>
<td>May 2, 2013 - June 30, 2013</td>
<td>Not to exceed $2,500</td>
</tr>
<tr>
<td>Jerry Takigawa</td>
<td>Provide marketing and design services for the U.S. Department of Labor’s Trade Adjustment Assistance, Community College Training Initiative, the TAA.</td>
<td>May 2, 2013 - June 1, 2013</td>
<td>Not to exceed $1,500</td>
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</table>
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.

<table>
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<tr>
<th>Government Code:</th>
<th>Board Policy: 1000</th>
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Jowel C. Laguerre, Ph.D.
Superintendent-President

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

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

ADDRESS

707 864-7112

TELEPHONE NUMBER

April 19, 2013

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

April 19, 2013

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

PAGE 7
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
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:

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: xxxxxxxxxx
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
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: xxxxxxxxxxxx
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
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
AGENDA ITEM
MEETING DATE
May 1, 2013

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”

<table>
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<tr>
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<th>Education Code §87767</th>
<th>Board Policy</th>
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CTA Contract – Article 11

SUPERINTENDENT’S RECOMMENDATION:

☐ APPROVAL
☒ NOT REQUIRED
☐ DISAPPROVAL
☐ 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

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

April 19, 2013