AGENDA ITEM 6.(a)
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: MEASURE Q EQUITY, INCLUSION AND OUTREACH GUIDELINES FOR CONTRACTORS

REQUESTED ACTION: INFORMATION

SUMMARY:
Solano County and the City of Winters will benefit not only from upgrades to the educational facilities and expansion of access to education afforded by Measure Q, but also through contracting and purchasing opportunities that the bond will produce. To this end, District staff proposes to establish Measure Q equity, inclusion and outreach guidelines for contracting, which embody our core values as an institution. This will be accomplished through implementation of a Small, Local, and Diverse Business Program (SLDBE Program).

The program is innovative and inclusionary; promoting diversity in contracting and procurement by extending Measure Q Bond Program opportunities to Solano County small businesses, minority-owned business, women-owned businesses and those owned by disabled veterans. Those businesses will be provided with opportunities as prime contractors, sub-contractors and material suppliers. The program is coordinated with the previously approved Project Labor Agreement (PLA), executed with the Napa-Solano Trades Council.

A full copy of the program document is available online at: http://www.solano.edu/measureq/planning.php.

<table>
<thead>
<tr>
<th>Government Code:</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: $0 Measure Q Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ APPROVAL □ DISAPPROVAL □ NOT REQUIRED □ TABLE</td>
</tr>
</tbody>
</table>

SUPERINTENDENT'S RECOMMENDATION:
Leigh Sata
Executive Bonds Manager

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

ADDRESS
(707) 864-7176

TELEPHONE NUMBER
Administration

ORGANIZATION
March 6, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY SUPERINTENDENT-PRESIDENT
March 6, 2015
AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. The CCFS-311Q quarterly financial report for the second quarter of FY 2014-2015 is attached for the Board’s review and information.
California Community Colleges  
Chancellor's Office

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

District: (280) SOLANO

Your Quarterly Data is Certified for this quarter.

Chief Business Officer  
CBO Name: Yulian Ligioso  
CBO Phone: 707-864-7209

CBO Signature: ___________________________  
Date Signed: ___________________________

Chief Executive Officer Name: Jowel Laguerre

CEO Signature: ___________________________  
Date Signed: ___________________________

Electronic Cert Date: 02/15/2015

District Contact Person  
Name: Patrick Killingsworth  
Title: Director of Fiscal Services  
Telephone: 707-864-7000  
Fax: 707-864-2066  
E-Mail: patrick.killingsworth@solano.edu

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4554  
Sacramento, California 95814-6511

Send questions to: Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu  
© 2007 State of California. All Rights Reserved.

https://misweb.cccco.edu/cc311Q/certify.aspx  
2/15/2015
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

District: (280) SOLANO

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>45,837,026</td>
<td>47,548,696</td>
<td>46,082,630</td>
<td>46,237,007</td>
</tr>
<tr>
<td>A.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>3,955</td>
<td>5,092</td>
<td>64,672</td>
<td>0</td>
</tr>
<tr>
<td>A.3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>45,840,981</td>
<td>47,553,788</td>
<td>46,147,302</td>
<td>46,237,007</td>
</tr>
<tr>
<td>B.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>47,214,550</td>
<td>43,981,804</td>
<td>47,107,405</td>
<td>47,181,226</td>
</tr>
<tr>
<td>B.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>128,058</td>
<td>157,885</td>
<td>381,344</td>
<td>430,000</td>
</tr>
<tr>
<td>B.3</td>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>47,342,608</td>
<td>44,139,689</td>
<td>47,488,749</td>
<td>47,611,226</td>
</tr>
<tr>
<td>C.</td>
<td>Revenues Over(Under) Expenditures (A.3 - B.3)</td>
<td>-1,501,627</td>
<td>3,414,099</td>
<td>-1,341,447</td>
<td>-1,374,219</td>
</tr>
<tr>
<td>D.</td>
<td>Fund Balance, Beginning</td>
<td>5,713,219</td>
<td>2,800,420</td>
<td>6,214,519</td>
<td>4,319,857</td>
</tr>
<tr>
<td>D.1</td>
<td>Prior Year Adjustments + (-)</td>
<td>-1,411,172</td>
<td>0</td>
<td>-553,215</td>
<td>0</td>
</tr>
<tr>
<td>D.2</td>
<td>Adjusted Fund Balance, Beginning (D + D.1)</td>
<td>4,302,047</td>
<td>2,800,420</td>
<td>5,661,304</td>
<td>4,319,857</td>
</tr>
<tr>
<td>E.</td>
<td>Fund Balance, Ending (C. + D.2)</td>
<td>2,800,420</td>
<td>6,214,519</td>
<td>4,319,857</td>
<td>2,945,638</td>
</tr>
<tr>
<td>F.1</td>
<td>Percentage of GF Fund Balance to GF Expenditures (E. / B.3)</td>
<td>5.9%</td>
<td>14.1%</td>
<td>9.1%</td>
<td>6.2%</td>
</tr>
<tr>
<td>II.</td>
<td>Annualized Attendance FTES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.1</td>
<td>Annualized FTES (excluding apprentice and non-resident)</td>
<td>8,523</td>
<td>7,056</td>
<td>8,196</td>
<td>8,196</td>
</tr>
<tr>
<td>III.</td>
<td>Total General Fund Cash Balance (Unrestricted and Restricted)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

https://misweb.cccco.edu/cc311Q/view.aspx

2/15/2015
<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/COL. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>46,237,007</td>
<td>46,237,007</td>
<td>26,356,333</td>
<td>57%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>46,237,007</td>
<td>46,237,007</td>
<td>26,356,333</td>
<td>57%</td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>47,181,226</td>
<td>47,181,226</td>
<td>24,061,631</td>
<td>51%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>430,000</td>
<td>430,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>47,611,226</td>
<td>47,611,226</td>
<td>24,061,631</td>
<td>50.5%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td>-1,374,219</td>
<td>-1,374,219</td>
<td>2,294,702</td>
<td>67%</td>
</tr>
<tr>
<td>L.1</td>
<td>Adjusted Fund Balance, Beginning</td>
<td>4,243,184</td>
<td>4,243,184</td>
<td>4,319,857</td>
<td>65.8%</td>
</tr>
<tr>
<td>M</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td>6%</td>
<td>6%</td>
<td>6%</td>
<td>6%</td>
</tr>
</tbody>
</table>

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: *(If multi-year settlement, provide information for all years covered.)*

<table>
<thead>
<tr>
<th>Contract Period Settled (Specify) YYYY-YY</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
</tr>
<tr>
<td>a. SALARIES:</td>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
View Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

b. BENEFITS:

<table>
<thead>
<tr>
<th>Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? YES

This year? YES

Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District adopted a budget with a deficit of $1,374,000 for fiscal 2014/15. Reserves are adequate to cover the budgeted deficit in fiscal year 2014/15.

As the District will not be able to achieve FTES base in fiscal 2014/15, the District will be declaring stability in the current year, with a target of restoring stability FTES in fiscal 2015/16. The District is instituting various initiatives in the current year with the goal of increasing FTES in fiscal 15/16.
AGENDA ITEM 6.(c) 
MEETING DATE March 18, 2015 

SOLANO COMMUNITY COLLEGE DISTRICT 
GOVERNING BOARD AGENDA ITEM 

TO: Members of the Governing Board 

SUBJECT: CITIZENS BOND OVERSIGHT COMMITTEE (CBOC) ANNUAL REPORT TO THE GOVERNING BOARD 

REQUESTED ACTION: INFORMATION 

SUMMARY: 

The Citizens Bond Oversight Committee (CBOC) is pleased to present its 2013 – 2014 Annual Report for Measure G and Q Bond Programs. The CBOC is charged with reporting the progress annually to the public. This report includes 2013 – 2014 program and project activities for Measure G and Q Bond Programs. It provides an overview of both programs, including a snapshot of project designs, construction activity, and a financial summary. This report is presented for Board information. 

The report covers Measure G & Q Bond Program activity between July 1, 2013 and June 30, 2014. 

The report is available online and can be found at http://www.solano.edu/measureq/cbock.php 

<table>
<thead>
<tr>
<th>Government Code: N/A</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT'S RECOMMENDATION:</td>
<td>☑️ NOT REQUIRED</td>
<td>☑️ APPROVAL</td>
</tr>
</tbody>
</table>

Leigh Sata  
Executive Bonds Manager 

4000 Suisun Valley Road  
Fairfield, CA 94534 

ADDRESS 

(707) 863-7855 

TELEPHONE NUMBER 

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

March 6, 2015 

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT 

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT 

March 6, 2015
TO: Members of the Governing Board

SUBJECT: PROPOSED RESTRUCTURING OF ADMISSIONS AND RECORDS

REQUESTED ACTION: INFORMATION

SUMMARY

The Student Services Department has undertaken an extensive review and evaluation of Admissions and Records, including its functions and priorities to align with student needs. It was confirmed that the following organization will be most conducive to the success and function of the department. It provides Student Services with the infrastructure to make the changes needed to build the necessary support mechanism for the success of Solano Community College as an organization.

Attached is the proposed restructuring of Admission and Records for your information.

Government Code: 88001, 88009, 880013
Board Policy: 4720
Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION: □ APPROVAL □ DISAPPROVAL
☑ NOT REQUIRED □ TABLE

Wade Larson, D.M.
Associate Vice President, Human Resources

PRESENTOR'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

March 6, 2015
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2014-2015

Regular Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Ferski</td>
<td>Maintenance Engineer (Range 18/Step2)</td>
<td>04/01/15</td>
</tr>
<tr>
<td>Andrew McGee</td>
<td>Automotive Lab Technician (Range 12/Step 4)</td>
<td>02/23/15</td>
</tr>
</tbody>
</table>

Change in Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
</tr>
</thead>
</table>

Short-term/Temporary/Substitute

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Fund/Grant Name</th>
<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doreen Alfaro</td>
<td>AH Media Specialist</td>
<td>Student Success and Support Program</td>
<td>01/17/15 – 06/30/15</td>
<td>$20.65 hr.</td>
</tr>
<tr>
<td>Shawn Carney</td>
<td>ASC Faculty</td>
<td>Equity Funds</td>
<td>01/12/15 – 05/21/15</td>
<td>$66.67 hr.</td>
</tr>
<tr>
<td>Katherine Cartwright</td>
<td>Student Services</td>
<td>Student Success and Support Program</td>
<td>02/17/15 – 06/25/15</td>
<td>$18.10 hr.</td>
</tr>
<tr>
<td>Deborah Fischer</td>
<td>Administrative Assistant I</td>
<td>General Fund</td>
<td>02/23/15 – 05/22/15</td>
<td>$15.88 hr.</td>
</tr>
<tr>
<td>Ferdinanda</td>
<td>First Year Experience Work</td>
<td>First Year Experience Funding Through Strategic Proposal</td>
<td>01/01/15 – 06/30/15</td>
<td>$66.67 hr.</td>
</tr>
<tr>
<td>Florence</td>
<td>Work</td>
<td>General Fund</td>
<td>03/10/15 – 06/30/15</td>
<td>$10.60 hr.</td>
</tr>
<tr>
<td>Dagmar Kuta</td>
<td>Office Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Wade Larson, D.M.
Associate Vice President, Human Resources

March 6, 2015
Date Submitted

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

March 6, 2015
Date Approved
SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
Governing Board Meeting
March 18, 2015
Page 2

Short-term/Temporary/Substitute – continued:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Fund/Grant Name</th>
<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clidell Long</td>
<td>Administrative</td>
<td>General Fund</td>
<td>03/16/15 – 06/15</td>
<td>$18.10 hr.</td>
</tr>
<tr>
<td></td>
<td>Assistant III Math Sub</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah McKinnon</td>
<td>First Year Experience</td>
<td>First Year Experience Funding</td>
<td>01/01/15 – 06/15</td>
<td>$54.56 hr.</td>
</tr>
<tr>
<td></td>
<td>Work</td>
<td>Through Strategic Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antoinette Remlinger</td>
<td>Registration Aide</td>
<td>General Fund</td>
<td>01/01/15 – 06/15</td>
<td>$11.00 hr.</td>
</tr>
<tr>
<td>Michael David Rose</td>
<td>Custodian</td>
<td>General Fund</td>
<td>02/05/15 – 06/15</td>
<td>$13.62 hr.</td>
</tr>
</tbody>
</table>

Professional Experts

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shondra Avery</td>
<td>Workshop Presenter</td>
<td>03/05/15 – 03/26/15</td>
<td>$720.00</td>
</tr>
<tr>
<td>Deborah Barlow</td>
<td>Piano Accompanist</td>
<td>02/16/15 – 03/16/15</td>
<td>$437.50</td>
</tr>
<tr>
<td>Deborah Barlow</td>
<td>Piano accompanist</td>
<td>03/16/15 – 04/16/15</td>
<td>$437.50</td>
</tr>
<tr>
<td>Deborah Barlow</td>
<td>Piano accompanist</td>
<td>04/16/15 – 05/16/15</td>
<td>$437.50</td>
</tr>
<tr>
<td>Sherry Currie-Proctor</td>
<td>Workshop Presenter</td>
<td>03/05/15 – 03/25/15</td>
<td>$1100.00</td>
</tr>
<tr>
<td>John Jansen</td>
<td>Journey Level Assistant for Fire Academy</td>
<td>01/01/15 – 06/30/15</td>
<td>$25.00 hr.</td>
</tr>
<tr>
<td>Jacqueline Jones</td>
<td>Workshop Presenter</td>
<td>03/09/15 – 03/20/15</td>
<td>$1350.00</td>
</tr>
<tr>
<td>Kerry Pilley</td>
<td>Workshop Presenter</td>
<td>03/10/15 – 03/20/15</td>
<td>$1080.00</td>
</tr>
<tr>
<td>Darcia Tipton</td>
<td>Set Designer and Props for Fall 2015 Play</td>
<td>01/06/15 – 01/16/15</td>
<td>$720.00</td>
</tr>
<tr>
<td>Jacqueline Jones</td>
<td>Workshop Presenter</td>
<td>02/03/15 – 02/20/15</td>
<td>$720.00</td>
</tr>
<tr>
<td>Kerry Pilley</td>
<td>Workshop Presenter</td>
<td>01/13/15 – 01/20/15</td>
<td>$720.00</td>
</tr>
<tr>
<td>Kerry Pilley</td>
<td>Workshop Presenter</td>
<td>02/10/15 – 02/20/15</td>
<td>$720.00</td>
</tr>
<tr>
<td>Darcia Tipton</td>
<td>Set designer and props for Fall 2015 Play</td>
<td>12/16/14 – 03/20/15</td>
<td>$2000.00</td>
</tr>
<tr>
<td>Rebecca Valentino</td>
<td>Costume Designer for Spring 2015 Play</td>
<td>12/16/14 – 03/20/15</td>
<td>$2000.00</td>
</tr>
<tr>
<td>Noel Vargas</td>
<td>Workshop Presenter</td>
<td>03/10/15 – 03/18/15</td>
<td>$1050.00</td>
</tr>
<tr>
<td>Tyffany Wanberg</td>
<td>Workshop Presenter</td>
<td>03/11/15 – 03/26/15</td>
<td>$1230.00</td>
</tr>
</tbody>
</table>

GRATUITOUS SERVICE

<table>
<thead>
<tr>
<th>Name</th>
<th>School/Department</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Chavez</td>
<td>Children’s Program</td>
<td>Parent Volunteer</td>
</tr>
<tr>
<td>Ziyun He</td>
<td>Technology</td>
<td>Web Development</td>
</tr>
<tr>
<td>Andrew Segovia</td>
<td>Liberal Arts</td>
<td>Production Assistance As Needed</td>
</tr>
</tbody>
</table>

RESIGNATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connie Adams</td>
<td>Administrative Assistant I</td>
<td>03/04/15</td>
</tr>
<tr>
<td>Barbara Fountain</td>
<td>Associate Dean Admissions, Assessment and Scheduling</td>
<td>04/03/15</td>
</tr>
</tbody>
</table>
TO: Members of the Governing Board

SUBJECT: ADJUNCT/OVERLOAD FACULTY LIST

REQUESTED ACTION: APPROVAL

SUMMARY

Attached is the Spring 2015 adjunct/overload faculty list. Board approval is requested at this time.

Government Code: 87482  
Board Policy: 4005  
Estimated Fiscal Impact: Unknown

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

Wade Larson, D.M.  
Associate Vice President, Human Resources

PRESENTER’S NAME

360 Campus Lane, Suite 201  
Fairfield, CA 94534

ADDRESS

707 864-7286

TELEPHONE NUMBER

Administration  

ORGANIZATION

March 12, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

March 12, 2015

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

-12-
<table>
<thead>
<tr>
<th>FACULTY</th>
<th>PT</th>
<th>COURSE</th>
<th>COURSE</th>
<th>FACULTY</th>
<th>PT</th>
<th>COURSE</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beckham, Shannon</td>
<td></td>
<td>ACCT</td>
<td></td>
<td>Magsaysay, Maria Victoria</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Butler, Rebecca J</td>
<td></td>
<td>ACCT</td>
<td></td>
<td>Mendoza, Maria Victoria</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hubbard, Leslie V</td>
<td></td>
<td>ACCT</td>
<td></td>
<td>Molnar, Margaret</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knox, Katherine R</td>
<td></td>
<td>ACCT</td>
<td></td>
<td>Moore, Rennee A</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mayes, Brooks R</td>
<td></td>
<td>AERO</td>
<td></td>
<td>Muick, Pamela C</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoelstra, Kevin J</td>
<td></td>
<td>AERO</td>
<td></td>
<td>Nosce, Lily B</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross, Lauren E</td>
<td></td>
<td>ANTH</td>
<td></td>
<td>Paschal, Robert B</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gravely, Steven R</td>
<td></td>
<td>ANTH</td>
<td></td>
<td>Re, Edward B</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raposa, Tim S</td>
<td></td>
<td>ANTH</td>
<td></td>
<td>Riddell, Bruce A</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taylor-Hill, Lauren M</td>
<td></td>
<td>ANTH</td>
<td></td>
<td>Silva, Michael E</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson, Nicole A</td>
<td></td>
<td>ANTH</td>
<td></td>
<td>Smith, Michelle L</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brunner, Theresa Lynn</td>
<td></td>
<td>ART</td>
<td></td>
<td>Staffaro, Linda</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Florence, Ferdinanda P</td>
<td>BIO</td>
<td>ART</td>
<td></td>
<td>Summers, Philip J</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grebmeier, Linda G</td>
<td></td>
<td>ART</td>
<td></td>
<td>Thomas, Gene M</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guyer, Rodney L</td>
<td></td>
<td>ART</td>
<td></td>
<td>Word, James M</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lancet, Marc K</td>
<td></td>
<td>ART</td>
<td></td>
<td>Young, Maria Cristina</td>
<td>BIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loren, Jeanne M</td>
<td></td>
<td>ART</td>
<td></td>
<td>Asemota, Victor O</td>
<td>BIOT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pandone, Marc V</td>
<td></td>
<td>ART</td>
<td></td>
<td>Reina, Laura</td>
<td>BIOT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reinertson, Lisa A</td>
<td></td>
<td>ART</td>
<td></td>
<td>Alums, Rhuenette L</td>
<td>BUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubenstein, Abigail J</td>
<td></td>
<td>ART</td>
<td></td>
<td>Bolton, Alison</td>
<td>BUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Rachel A</td>
<td></td>
<td>ART</td>
<td></td>
<td>Dudman, Matthew</td>
<td>BUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delos, Kate L</td>
<td></td>
<td>ART</td>
<td></td>
<td>Slaton, La Vonne D</td>
<td>BUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berryhill, Katie J</td>
<td></td>
<td>ASTR</td>
<td></td>
<td>Watkins, Stephen Thomas</td>
<td>BUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gregg, Michael D</td>
<td></td>
<td>ASTR</td>
<td></td>
<td>Watkins, Thomas D</td>
<td>BUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Randy W</td>
<td></td>
<td>ASTR</td>
<td></td>
<td>Ayala, Anthony P</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gumina, Joseph P</td>
<td></td>
<td>ATEC</td>
<td></td>
<td>Bussewitz, Barry A</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hidy, Paul D</td>
<td></td>
<td>ATEC</td>
<td></td>
<td>Chiabotti, Dianna</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marshall, Ricky E</td>
<td></td>
<td>ATEC</td>
<td></td>
<td>Cowee, Marion H</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borchert, Matthew J</td>
<td></td>
<td>ATHL</td>
<td></td>
<td>Means, Joan</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nagle, John J</td>
<td></td>
<td>ATHL</td>
<td></td>
<td>Nazarenko, Sydney</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearson-Bloom, Theresa L</td>
<td></td>
<td>ATHL</td>
<td></td>
<td>Obegi, Amy C</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stover, Scott E</td>
<td></td>
<td>ATHL</td>
<td></td>
<td>Smith, Sheila C</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ulrich, Daniel J</td>
<td></td>
<td>AUTB</td>
<td></td>
<td>Smith, Tasha R</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aptekar, Rachel</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Verarde, Christie</td>
<td>CDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bautista, Erwin A</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Arnaiz, Damian O</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clark, Katherine</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Balsley, Samuel L</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decker, Noah P</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Basaran, Vasfi</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dekloe, James D</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Calef, Daniel F</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farahnak, Fereydoon</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Conrad, Kathleen M</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerhart, Karen L</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Ducoing, Christine G</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hefner-Gravin, Ann L</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Gelfand, Volodymyr</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itaya, Patricia W</td>
<td></td>
<td>BIO</td>
<td></td>
<td>Grant, Patrick G</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO</td>
<td></td>
<td>Hawkes, Wayne Chris</td>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ADJUNCT/OVERLOAD FACULTY
2015 Spring Semester
* Indicates Full-Time Faculty

Higashi, John M * CHEM
Kaur, Kiran * CHEM
Lam, Oanh P CHEM
Montanez, Robert L CHEM
Santiago, Maria E * CHEM
Sharma, Neeta CHEM
Spillner, Charles J * CHEM
Subramanian, Mani N CHEM
Yandulov, Dmitry V CHEM
Geyer, Anna L CINA
Kielwasser, Alfred P CINA
Mazak, Scott CINA
McIver, Ian CINA
Smith-Rowsey, Daniel G CINA
Wadenius, Adam P CINA
Anderson, Kevin L + CIS
Berrett, Mark W + CIS
Callison, Kathleen J CIS
Cary, Adrienne * CIS
Chen, Zhen CIS
Francisco, Marylou H * CIS
Lee, William Grant CIS
McCarthy, Jeanette E CIS
Schwarz, Bill F CIS
Strickland, Joanne L CIS
Taylor, Mark * CIS
Urrutia, John T * CIS
Wylie, Earl T CIS
Wynn, Andrea L CIS
Goodwin, Michael W * CJ
Kolbe, Kevin T CJ
Nordin, Sarah P * CJ
Valenzuela, Joe CJ
Dawson, Steven J CJ
Goldberg, Edward T CJ
Oare, John CJ
Twitchell, Keith I CJ
Winistorfer, Richard CJ
Beasley, Angela E COMM
Dwiggins-Beeler, Rachel A COMM
East, Evangeline * COMM
Perez, John D COMM
Petero, Ana P * COMM
Phalen, Darren W COMM
Poff, Greg B COMM
Trujillo, Christina N COMM
Turney, Nicholas S COMM
Whitesell, Janene C COMM
McDonald, Cheryl A COMM
Silva-Attianese, Belinda T COMM
Hernandez-Neil, Priscilla R COMM
Springer, Steven C COMM
Tucker, Brenda T COMM
Anderson, James COMM
Arie-Donch, Robin COMM
Cittadino, Nicholas J COMM
McDaniels, Marcie B COMM
Christiansen, Abla COMM
Dauffenbach, Amy E COMM
Flatland, Marianne COMM
Greene, Amanda L COMM
Gumlia, Mary J COMM
Lacount, Rebecca A COMM
Orosco-Woolworth, Narisa K COMM
Ramos, Kimberly Ruth COMM
Roe, Candace T COMM
Struntz, Wolfgang D COMM
Tolliver, Ella M COMM
Wallace, Joan L COMM
White, Tracie L COMM
Young, Jeffrey Guy COMM
Apostal, Angela T COMM
Kelly, Linda A COMM
Sta Maria, Kamber M COMM
Moreno, Erma B COMM
Pavao, Barbara J COMM
Carney, Shawn M DRFT
Cook, Karen S DRFT
Jourgensen, Cynthia L DRFT
Maghensen, Laura ECON
Clement, Susan E EMT
Jansen, John E EMT
Zimmerman, John E EMT
Zuniga, James J EMT
Modrich, Michael A EMT
Anderson, Isabel M EMT

-14-
Page 2 of 5
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>*</th>
<th>Name</th>
<th>Department</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashton, Christine</td>
<td>ENGL</td>
<td></td>
<td>Lutz, Melanie P</td>
<td>ENGR</td>
<td></td>
</tr>
<tr>
<td>Blair, Emily</td>
<td>ENGL</td>
<td></td>
<td>Klieman, Michael R</td>
<td>ESL</td>
<td></td>
</tr>
<tr>
<td>Boerner, Howard C</td>
<td>ENGL</td>
<td></td>
<td>Marianetti, Noel J</td>
<td>ESL</td>
<td></td>
</tr>
<tr>
<td>Brookshire, Guy Benjamin</td>
<td>ENGL</td>
<td></td>
<td>Reeve, Melissa M</td>
<td>ESL</td>
<td></td>
</tr>
<tr>
<td>Carmichael, Elisabeth A</td>
<td>ENGL</td>
<td></td>
<td>Turner, Patricia</td>
<td>ESL</td>
<td></td>
</tr>
<tr>
<td>Cobene, Harold L</td>
<td>ENGL</td>
<td></td>
<td>Lawson, Donna M</td>
<td>ESL</td>
<td></td>
</tr>
<tr>
<td>Coury, Carlene</td>
<td>ENGL</td>
<td></td>
<td>Mac Kenzie, Richard E</td>
<td>FIRE</td>
<td></td>
</tr>
<tr>
<td>Croker, Garrett Matthew</td>
<td>ENGL</td>
<td></td>
<td>Miller, Les W</td>
<td>FIRE</td>
<td></td>
</tr>
<tr>
<td>Davis, Todd S</td>
<td>ENGL</td>
<td></td>
<td>Preciado, Brian J</td>
<td>FIRE</td>
<td></td>
</tr>
<tr>
<td>Demartini, Dawna L</td>
<td>ENGL</td>
<td></td>
<td>Webster, Vincent A</td>
<td>FIRE</td>
<td></td>
</tr>
<tr>
<td>Engelbrecht, Arthur J</td>
<td>ENGL</td>
<td></td>
<td>Marlow-Munoz, Lorna S</td>
<td>FREN</td>
<td></td>
</tr>
<tr>
<td>Estes, Colleen H</td>
<td>ENGL</td>
<td></td>
<td>Knettle, John</td>
<td>GEOG</td>
<td></td>
</tr>
<tr>
<td>Farmer, Erin D</td>
<td>ENGL</td>
<td></td>
<td>Widemann, Daniella C</td>
<td>GEOG</td>
<td></td>
</tr>
<tr>
<td>Federle, Steven J</td>
<td>ENGL</td>
<td></td>
<td>Feighner, Mark A</td>
<td>GEOL</td>
<td></td>
</tr>
<tr>
<td>Giambastiani, Lisa K</td>
<td>ENGL</td>
<td></td>
<td>McGuire, John P</td>
<td>GEOL</td>
<td></td>
</tr>
<tr>
<td>Gunby, Melissa S</td>
<td>ENGL</td>
<td></td>
<td>Brown, Curtiss R</td>
<td>HED</td>
<td></td>
</tr>
<tr>
<td>Harmon, Carly L</td>
<td>ENGL</td>
<td></td>
<td>Marks, Kevin W</td>
<td>HED</td>
<td></td>
</tr>
<tr>
<td>Hernandez, Barbara Elisabeth</td>
<td>ENGL</td>
<td></td>
<td>Williams, Darla R</td>
<td>HED</td>
<td></td>
</tr>
<tr>
<td>Hudson, Kathryn E</td>
<td>ENGL</td>
<td></td>
<td>Arce, Michelle</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Jackson, James</td>
<td>ENGL</td>
<td></td>
<td>Byrn, Karl J</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Jacobsen, Ann P</td>
<td>ENGL</td>
<td></td>
<td>Codina, Salvador</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Johanna, Natosi A</td>
<td>ENGL</td>
<td></td>
<td>Collins, Christopher J</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Johnson, Astra</td>
<td>ENGL</td>
<td></td>
<td>Crandall-Bear, Dale</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Juarez, Larissa</td>
<td>ENGL</td>
<td></td>
<td>Gompert, Gena E</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Keyser, Glenn J</td>
<td>ENGL</td>
<td></td>
<td>Hutton, Shennan L</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Konecny, Nancy G</td>
<td>ENGL</td>
<td></td>
<td>Perrone, Nickolas M</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Long, James B</td>
<td>ENGL</td>
<td></td>
<td>Purdie, Rachel</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>Lowe, Karen W</td>
<td>ENGL</td>
<td></td>
<td>Ritacca, Elisabeth Joy</td>
<td>HIST</td>
<td></td>
</tr>
<tr>
<td>McBride, Christopher M</td>
<td>ENGL</td>
<td></td>
<td>Diehl, Sandra</td>
<td>HORT</td>
<td></td>
</tr>
<tr>
<td>McKinnon, Sarah N</td>
<td>ENGL</td>
<td></td>
<td>Williams, Kenneth W</td>
<td>HORT</td>
<td></td>
</tr>
<tr>
<td>Ozbirinci, Purnur G</td>
<td>ENGL</td>
<td></td>
<td>Piper-Jefferson, Veronica A</td>
<td>HUM/SVS</td>
<td></td>
</tr>
<tr>
<td>Redeaux, Zenobia Ann</td>
<td>ENGL</td>
<td></td>
<td>Brumfield, Bruce</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>Ryan, Kelly</td>
<td>ENGL</td>
<td></td>
<td>Coburn, Frederick R</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>Schneider, Tracy L</td>
<td>ENGL</td>
<td></td>
<td>Dorger, Samantha M</td>
<td>JOUR</td>
<td></td>
</tr>
<tr>
<td>Schouten, Jonathan W</td>
<td>ENGL</td>
<td></td>
<td>Saveri, Gabrielle I</td>
<td>JOUR</td>
<td></td>
</tr>
<tr>
<td>Scott, Joshua R</td>
<td>ENGL</td>
<td></td>
<td>Burnsed, Frank Floyd</td>
<td>KINE</td>
<td></td>
</tr>
<tr>
<td>Smith, Jeffrey R</td>
<td>ENGL</td>
<td></td>
<td>Cain, Ginger L</td>
<td>KINE</td>
<td></td>
</tr>
<tr>
<td>Souza, Michael A</td>
<td>ENGL</td>
<td></td>
<td>Cardinal, Jeffrey S</td>
<td>KINE</td>
<td></td>
</tr>
<tr>
<td>Stanley, Robert D</td>
<td>ENGL</td>
<td></td>
<td>Do Amor, Sisleide Lima</td>
<td>KINE</td>
<td></td>
</tr>
<tr>
<td>Swindle, Renee</td>
<td>ENGL</td>
<td></td>
<td>Parrish, Scott L</td>
<td>KINE</td>
<td></td>
</tr>
<tr>
<td>Wright, Richard A</td>
<td>ENGL</td>
<td></td>
<td>Romero, Daniel Isaiah</td>
<td>KINE</td>
<td></td>
</tr>
<tr>
<td>Wyly, Michael J</td>
<td>ENGL</td>
<td></td>
<td>Sumner, Alena K</td>
<td>KINE</td>
<td></td>
</tr>
<tr>
<td>Young, Cicely</td>
<td>ENGL</td>
<td></td>
<td>Tanaka, James H</td>
<td>KINE</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
<td>First Name</td>
<td>Last Name</td>
<td>Field</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>-----------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Beaulieu, John P</td>
<td>LAB</td>
<td>Podkolzina</td>
<td>Svetlana</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Dawson, Laurie</td>
<td>LAB</td>
<td>Rhoads,</td>
<td>Genele G</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Goldstein, Ronda S</td>
<td>LAB</td>
<td>Robertson,</td>
<td>Randall J</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Carter, Quentin R</td>
<td>LIB</td>
<td>Rodriguez,</td>
<td>Hector</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Nelson, Frances J</td>
<td>LIB</td>
<td>Rutaganira,</td>
<td>Thomas F</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Prime, Lynn F</td>
<td>LIB</td>
<td>Scheu,</td>
<td>Loretta Anita</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Duane, Erin E</td>
<td>LIB</td>
<td>Schmall,</td>
<td>Calvin</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Fink, Mark A</td>
<td>LIB</td>
<td>Scott,</td>
<td>Glenn P</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Fuller, Ruth</td>
<td>LIB</td>
<td>Scott,</td>
<td>Robert H</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Luce, Katherine V</td>
<td>LIB</td>
<td>Sengmany,</td>
<td>Kheck</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Rotenberg, Sandra D</td>
<td>LIB</td>
<td>Sheehan,</td>
<td>Pamela R</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Scolari, Jennifer F</td>
<td>LIB</td>
<td>Shimabuku,</td>
<td>Ashley</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Smith, Lani P</td>
<td>LIB</td>
<td>Smith,</td>
<td>Jennifer L</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Tedone, Diana C</td>
<td>LIB</td>
<td>Soria Martin,</td>
<td>Domingo G</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Thomas, Lia S</td>
<td>LIB</td>
<td>Sturgeon,</td>
<td>Lawrence E</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Aguayo Vazquez, Jennifer</td>
<td>MATH</td>
<td>Valch,</td>
<td>Mary A</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Allen, Darryl G</td>
<td>MATH</td>
<td>Villatoro,</td>
<td>Barbara R</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Allen, Matthew Dale</td>
<td>MATH</td>
<td>Wai,</td>
<td>Newton Y</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Bischof, Otto B</td>
<td>MATH</td>
<td>Watson,</td>
<td>Michael A</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Brewer, Kevin</td>
<td>MATH</td>
<td>Zhiv,</td>
<td>Dmitriy</td>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>Conrad, Joseph F</td>
<td>MATH</td>
<td>Garnier,</td>
<td>Michael J</td>
<td>MGMT</td>
<td></td>
</tr>
<tr>
<td>Donovan, Sarah M</td>
<td>MATH</td>
<td>Ogden,</td>
<td>Carl H</td>
<td>MGMT</td>
<td></td>
</tr>
<tr>
<td>Esteve, Carlos M</td>
<td>MATH</td>
<td>Cain,</td>
<td>Peter</td>
<td>MKT</td>
<td></td>
</tr>
<tr>
<td>Fioritto, Christopher J</td>
<td>MATH</td>
<td>Soileau,</td>
<td>Robert D</td>
<td>MT</td>
<td></td>
</tr>
<tr>
<td>Fuchs, Ekaterina D</td>
<td>MATH</td>
<td>Acosta,</td>
<td>Tim</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Gregory, Sean A</td>
<td>MATH</td>
<td>Ambalal,</td>
<td>Monica F</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Grube, Thomas E</td>
<td>MATH</td>
<td>Auman,</td>
<td>Julie D</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Gunther, Susanna E</td>
<td>MATH</td>
<td>Galen,</td>
<td>Ronald J</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Harrow, Ronald A</td>
<td>MATH</td>
<td>Holland,</td>
<td>Stephen L</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Immel, Scott A</td>
<td>MATH</td>
<td>Juliano,</td>
<td>Kristy L</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Jian, Alan S</td>
<td>MATH</td>
<td>McLean,</td>
<td>Matt</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Johnson, Tracey F</td>
<td>MATH</td>
<td>Mikolajcik,</td>
<td>Walter</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Jones, Michieal L</td>
<td>MATH</td>
<td>Pitzulo,</td>
<td>Vincent C</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Kaeser, Richard A</td>
<td>MATH</td>
<td>Reilly,</td>
<td>Michael</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Kirkbride, Corrine R</td>
<td>MATH</td>
<td>Smith,</td>
<td>Derek B</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Lantzky, Henry V</td>
<td>MATH</td>
<td>Thompson,</td>
<td>Steven D</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Lombard, Robert M</td>
<td>MATH</td>
<td>Wesley,</td>
<td>Andrew M</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Lum, Rebecca</td>
<td>MATH</td>
<td>Yumae,</td>
<td>Teresa M</td>
<td>MUSC</td>
<td></td>
</tr>
<tr>
<td>Martinelli, Willie J</td>
<td>MATH</td>
<td>Adams,</td>
<td>Dorene L</td>
<td>NURS</td>
<td></td>
</tr>
<tr>
<td>Matthews, Shaw H</td>
<td>MATH</td>
<td>Averett,</td>
<td>Joyce E</td>
<td>NURS</td>
<td></td>
</tr>
<tr>
<td>Melkonyan, Gegham</td>
<td>MATH</td>
<td>Burgess,</td>
<td>D. Glenn</td>
<td>NURS</td>
<td></td>
</tr>
<tr>
<td>Mircheva, Marion</td>
<td>MATH</td>
<td>Craig,</td>
<td>Erin L</td>
<td>NURS</td>
<td></td>
</tr>
<tr>
<td>North, Marissa</td>
<td>MATH</td>
<td>Cyr,</td>
<td>Catherine E</td>
<td>NURS</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
<td>Name</td>
<td>Department</td>
<td>Indication</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>-------------------------------</td>
<td>------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Daniel, Carolyn F</td>
<td>NURS</td>
<td>Hannan, Zachary</td>
<td>PSYC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorcy, Margaret</td>
<td>NURS</td>
<td>Alvarado, Thea S</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enemmuo, Vitalis</td>
<td>NURS</td>
<td>Campbell, Jody L</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fields, Tracy L</td>
<td>NURS</td>
<td>Harris, Richard</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freed, Elizabeth A</td>
<td>NURS</td>
<td>Johnson, Tonmar</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Tracy A</td>
<td>NURS</td>
<td>Padilla, Lindsay M</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kargbo, Myra L</td>
<td>NURS</td>
<td>Hickman, Bryan</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kiss, Julia</td>
<td>NURS</td>
<td>Livingston, Richard O</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macalino, Marivic</td>
<td>NURS</td>
<td>McCord, Karen M</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medina, Micaela</td>
<td>NURS</td>
<td>Moore, Sandra Alena</td>
<td>SOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melter, Catherine L</td>
<td>NURS</td>
<td>Abel-Quintero, Margaret M</td>
<td>SPAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ozu, Valerie J</td>
<td>NURS</td>
<td>Avila-Tuttle, Gabriela</td>
<td>SPAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starbuck, Brenda M</td>
<td>NURS</td>
<td>Coronado, Victor A</td>
<td>SPAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stevens, Vesta</td>
<td>NURS</td>
<td>De La Osals, Maria R</td>
<td>SPAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bourdon, Ingeborg A</td>
<td>NUTR</td>
<td>Jacobo, Isaias</td>
<td>SPAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gabbard, Mary B</td>
<td>NUTR</td>
<td>Llana, Janet M</td>
<td>SPAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sytsma, Robin L</td>
<td>NUTR</td>
<td>Paeng, Seong J</td>
<td>SPAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berrett, Debra</td>
<td>OFF/MGT</td>
<td>Pirott, Laura E</td>
<td>SPAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpenter, Dawn M</td>
<td>OFF/MGT</td>
<td>Bullis, Eric G</td>
<td>THEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorrough, Debbie L</td>
<td>OFF/MGT</td>
<td>Delorenzo, Joseph A</td>
<td>THEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orr, Stephen R</td>
<td>PHIL</td>
<td>Long, Darsen B</td>
<td>THEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pelletti, Michael A</td>
<td>PHIL</td>
<td>McBride, Dyan C</td>
<td>THEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roggli, Kurt W</td>
<td>PHIL</td>
<td>Spindt, Carla M</td>
<td>THEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craven, Elizabeth K</td>
<td>PHOT</td>
<td>Valentino, Rebecca A</td>
<td>THEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lukehart, Tracy L</td>
<td>PHOT</td>
<td>Parrish, Stephanie S</td>
<td>TUTR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mariani, Richard C</td>
<td>PHOT</td>
<td>Vinet, Emile</td>
<td>TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pfitzner, Markus T</td>
<td>PHOT</td>
<td>Antoo, Adrian M</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Williamson, Stephanie S</td>
<td>PHOT</td>
<td>Chelsey, P Gail</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zak, Ronald A</td>
<td>PHOT</td>
<td>Danielson, Richard E</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zidek, Albert F</td>
<td>PHOT</td>
<td>Davison, Chad A</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macmullen, James T</td>
<td>PHYS</td>
<td>Dominguez, Steven</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bundenthal, Thomas</td>
<td>PLSC</td>
<td>Fuller, Levi</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powell, Joel J</td>
<td>PLSC</td>
<td>Gill, Daniel D</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pyle, David B</td>
<td>PLSC</td>
<td>Gumber, Rajinder S</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson, Felipe L</td>
<td>PLSC</td>
<td>Keener, Roger</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bolz, C. Sabine</td>
<td>PSYC</td>
<td>Smith, James F</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabrera, Saki</td>
<td>PSYC</td>
<td>Zafer, Michael A</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daprato, Robert M</td>
<td>PSYC</td>
<td>Zolfarelli, Paul J</td>
<td>WATR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gotch-Posta, Mary L</td>
<td>PSYC</td>
<td>Kissing, Jeffrey L</td>
<td>WELD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jaimez, Theresa L</td>
<td>PSYC</td>
<td>Lake, David Allen</td>
<td>WELD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lindsay, Andriea N</td>
<td>PSYC</td>
<td>Lance, Jason Robert</td>
<td>WELD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procsal, Amanda D</td>
<td>PSYC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AGENDA ITEM 12.(d)
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REVISED JOB DESCRIPTION, DIRECTOR OF ENROLLMENT SERVICES

REQUESTED ACTION: APPROVAL

SUMMARY

In conjunction with the proposed restructuring of the Admissions and Records Department, the following job description is presented for your consideration and approval. The attached job description modifies the current Outreach and Public Relations Manager job description to become Director of Enrollment Services.

Government Code: 88001, 88009, 880013

Board Policy: 4720

Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL
☐ NOT REQUIRED
☐ DISAPPROVAL
☐ TABLE

Wade Larson, D.M.
Associate Vice President, Human Resources

PRESENTERS NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7263

TELEPHONE NUMBER

Administration

ORGANIZATION

March 12, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

March 12, 2015

-18-
SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION (JOB DESCRIPTION)

CLASS TITLE: DIRECTOR OF ENROLLMENT SERVICES

BASIC FUNCTION: Under the general supervision of the Dean or Vice President of Student Services, the incumbent will plan, coordinate, perform and evaluate outreach and recruitment services and partnerships in support of enrollment management goals and plans. Incumbent oversees and manages all functions, personnel and resources associated with recruitment and enrollment of students.

DISTINGUISHING CHARACTERISTICS: This position has primary responsibility for a comprehensive recruitment and enrollment plan with the purpose of increasing student enrollment at the college. Work is performed under general work guidelines established by the Dean/Vice President of Student Services and daily activities require the use of initiative and significant independent judgment, particularly when dealing with members of the public. Successful performance requires possession of program coordination skills and the professional written and oral communications skills required of a highly visible position in the community.

REPRESENTATIVE DUTIES:

Essential duties and responsibilities include the following. Other job-related duties may be assigned.

- Oversee outreach and recruitment, marketing, enrollment management, applicant management, assessment testing and orientation, processing functions, external organization management, international student admissions, and other admissions and matriculation processes.

- Plan, organize, control, and direct a variety of enrollment services, including but not limited to Student Success and Support Program (SSSP), formerly known as matriculation, activities related to admissions, including orientation and assessment testing.

- Work closely with College programs that provide programs-specific outreach in order to develop comprehensive and coordinated outreach plans and recruitment activities that result in the reduction of duplicative efforts.

- Coordinate events and outreach activities with area high schools, middle schools and elementary schools which bring superintendents, principals and school staff together for dialog on mutual interests.

- Manage a complex Enterprise Resource Planning (ERP) system for purposes of student enrollment. Provide leadership for the development and implementation of an automated admissions system in conjunction with the Information Technology Department.
• Develop goals and objectives relating to student recruitment and enrollment.

• Direct the process of admitting students, including the determination of California residency, and the maintenance of accurate, current student demographic information.

• Prepare accurate and timely reports mandated by state and federal agencies; develop and maintain appropriate enrollment accounting procedures.

• Direct the evaluation and certification of individual student records related to eligibility for the Associate of Arts or Science degree and Certificate of Achievement, transfer to other education institutions, Veterans Affairs, and benefits from various government agencies or programs. Delete

• Coordinate the overall management and submission of reports required by Federal, State, and local agencies. Manage and monitor processes that ensure compliance with state law in the area of admissions; review State and local policy and recommend changes as appropriate.

• Participate in the search and selection process for all assigned staff; supervise, train and evaluate staff under his/her direction.

• Administer the program for the admission of concurrently enrolled high school students.

• **Provide leadership in enrollment development efforts for multiple campuses.**

• **Develop and provide equitable enrollment services at main campus and Centers.**

• Direct the gathering, reporting and analysis of student enrollment statistics, college FTES information, including preparation of enrollment projections and related research studies.

• Prepare reports as needed for presentation to the Governing Board.

• Receive, assess, and resolve student complaints regarding Admissions.

• Analyze, recommend and evaluate enrollment/registration modes (mail, in-person, telephone, web, new technology.)

• Resolve complex enrollment programs identified by instructional deans, faculty, staff and students; provide training as needed.

• **Notify faculty and staff regarding policy and procedures for recording and reporting grades and attendance. Delete**
• Review the college catalog, class schedule, and college website and schedule information as it relates to all aspects of orientation, scheduling, assessment, and admissions, and make necessary revisions; develop and update publications in area of assignment.

• Coordinate with the counseling department and representatives of high schools and other agencies and institutions to provide information on admissions, and registration requirements; participate in activities for potential students.

• Establish and maintain liaisons with other community colleges, four-year colleges and other professional organizations to coordinate policies and procedures on admissions and transfer of students. Attend meetings, conferences, seminars and other professional venues such as web seminars to keep informed of policy changes. Ensure delivery of program services to the college community.

• Establish deadlines and reporting requirement dates as required by state law and local policy, and systematically distribute such information to all segments of the campus.

• Prepare recommendations for and manage the annual budget for the enrollment and admissions function.

• Serve on and/or chair district/college committees as required or assigned.

• Conduct special studies, serve on special assignment and generate reports as required or assigned; perform related duties as required or assigned.

• Work closely with Vice President of Academic Affairs, Registrar, deans, faculty and other related groups to coordinate fall, spring and summer scheduling and enrollment efforts and related staff assignments.

• Work with college staff, school administrators and faculty to plan, coordinate and implement the outreach program to general high school, middle school and elementary school populations both locally, nationally and internationally, including events such as high school visitations, campus tours, career days, programs for specific disciplines and countywide administrators events.

• Survey participants to obtain feedback, analyzes results and makes recommendations to improve or enhance future events.

• Plan a master calendar of outreach activities to the general high school, middle school and elementary school population.

• Prepare promotional materials, correspondence, reports, applications, minutes and other written materials related to high school outreach and high school articulation.
• Interact with College departments and programs in order to coordinate outreach efforts; recruits faculty, staff and college students to represent College programs and services for outreach events and activities.

• Maintain a master calendar of general outreach activities, working in collaboration with programs that provide outreach to special populations, and publicizes calendar to campus personnel.

• Provide direct Student Success and Support Program (SSSP) services to students including, but not limited to application workshops and orientation sessions and (i.e., application workshops).

• Train and direct the work of temporary and student workers.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

• Demonstrate skill in respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

• **Knowledge of matriculation practices.**

• Applicable laws, codes, and regulations, policies and procedures related to community college admissions, including Title 5 and California Education Code;

• Practices, methods, and procedures involved in developing, implementing and conducting effective enrollment services public relations, strategic communications, marketing and awareness activities.

• Public relations practices, procedures, techniques, and terminology.

• Policies, goals and objective of the District operations, programs and activities.

• Principles, practices and techniques involved in the research, organization, composition and design of news releases, newsletters and informational materials.

• **Thorough knowledge of the Family Education Rights and Privacy Act (FERPA) regulations.**

• Methods of collecting and organizing data and information.

• Budget preparation and control.

• Principles, practices and techniques utilized in media relations;

• Principles, practices and techniques used in marketing, branding, and direct marketing and communication as used within the recruitment and enrollment functions;

• Basic college curricula;

• Principles and practices of administration, supervision, and training, including techniques in supervision;

• Modern automated record-keeping systems;

• Application processes;
- Computer software applications including desktop publishing equipment and software, spreadsheet, database and word processing programs;
- Record-keeping and report preparation techniques.
- Public Speaking Techniques
- Principles and practices of administration, supervision and training;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- District organization, operations, policies and procedures of assigned program and activities;
- Interpersonal skills using tact, patience and courtesy;
- Budget preparation and control.

ABILITY TO:

- Develop, implement and conduct public relations, strategic communications, marketing and awareness activities to enhance community understanding of District’s objectives, services and activities.
- Compose, develop and prepare communication for dissemination via speeches, correspondence, talking points, announcements and other oral or written communications for the College President.
- Prepare and deliver oral and written presentations.
- Meet and confer with personnel, administrators, students and the public to obtain and determine information for publication and promotion relating to enrollment.
- Meet and confer with faculty regarding promotion of their courses and programs.
- Learn District organization, operations, policies and objectives.
- Analyze situations accurately and adopt and effective course of action.
- Maintain records and prepare reports.
- Plan and organize work, working independently with little direction and meeting schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Apply marketing and communication principles to achieve program goals and objectives pertaining to recruitment and enrollment.
- Work within complex, integrated ERP systems.
- Develop, revise and implement policies, procedures and guidelines related to assigned functions.
- Train, supervise and evaluate personnel.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions to assure institutional compliance.
- Analyze situations accurately and adopt an effective course of action.
- Coordinate activities with Information Technology Services operation.
MINIMUM QUALIFICATIONS

EDUCATION: Bachelor’s Degree or higher from an accredited college/university in communications, journalism, marketing, public relations, business or related field.

EXPERIENCE: Two years responsibility in enrollment, recruitment and/or outreach program support, including one year as a coordinator or lead capacity.

PREFERRED QUALIFICATIONS:
Master’s Degree or higher from an accredited college/university in a related field

KNOWLEDGE/EXPERIENCE: Experience and expertise in the use of Banner ERP systems.

Board approved: 9/19/2012
Revised: 3/12/15 SL/ra
AGENDA ITEM 12.(e)
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REVISED JOB DESCRIPTION, DIRECTOR OF RECORDS AND REGISTRATION

REQUESTED ACTION: APPROVAL

SUMMARY
In conjunction with the proposed restructuring of the Admissions and Records Department, the following job description is presented for your consideration and approval. The attached job description modifies the current Associate Dean of Admissions and Records job description to become Director of Records and Registration.
SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION

CLASS TITLE: DIRECTOR OF RECORDS AND REGISTRATION

BASIC FUNCTION:

Under the general supervision of the Dean/Vice President of Student Services, the Director of Records/Registrar serves as the College registrar, plans and directs all procedures relating to registration and award verifications; develops and implements processes that support the Records offices; consults with and advises district administration, division academic deans, and faculty regarding state regulations and district policies, including records access policy and procedures; and serves as the official records officer, coordinates the key resources of the college associated with attendance accounting, registration, research and related data.

The incumbent will have a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies requiring tact and excellent communication skills, and may perform other related duties as required.

DUTIES AND RESPONSIBILITIES

• Plan, organize, control, and direct a variety of programs, projects, and activities related to the records and registration program, including curriculum management, records management, degree completion, compliance management, records and registration services and customer support, and other Registrar office processes and activities.

• Serve as Custodian of Records. Coordinate and develop policies and procedures to protect the confidentiality of student records.

• Implement college policies, including retention and destruction of student records, student residency determination, grading, credit by examination, student evaluation of academic records and transcripts, probation and dismissal, and issuance of diplomas.

• Manage a complex Enterprise Resource Planning (ERP) system regarding assigned functions including registration, recording and reporting of student records, including but not limited to attendance, grades, and certification of eligibility for degrees and certificates.

• Provide leadership and technical expertise for the development and implementation of an automated records system in conjunction with the Director of Enrollment Services and the Information Technology Department.

• Develop goals and objectives of the office of Records and the Registrar.

• Oversee the collection and maintenance of rosters and grades from faculty, and review petitions for changes of grade.
• Prepare accurate and timely attendance accounting and other reports mandated by state and federal agencies; develop and maintain appropriate accounting procedures; interpret state attendance accounting procedures, and coordinate college attendance accounting with the offices of Information Technology, Academic Affairs, and Fiscal Services.

• Direct the evaluation and certification of individual student records related to eligibility for the Associate of Arts or Science degree and Certificate of Achievement, transfer to other education institutions, Veterans Affairs, and benefits from various government agencies or programs.

• Coordinate the overall management and submission of reports required by Federal, State, and local agencies, including apportionment, student demographic, and degree information; and coordinate the reporting of apportionment related information to the Chancellor’s Office of the California Community Colleges. Manage and monitor processes that ensure compliance with state law in the area of apportionment and student record keeping; review State and local policy and recommend changes as appropriate.

• Participate in the search and selection process for all assigned staff; supervise, train and evaluate staff under his/her direction. **Develop work and vacation schedules to assure appropriate staffing levels and workloads.**

• **Coordinate District-wide applicable training at multiple campuses on policies, procedures, system upgrades, general registration processes, to ensure consistency of services and the delivery of equitable services to online and Center students.**

• Prepare reports as needed for presentation to the Governing Board.

• Oversee adjudication of student petitions and appeals for waiver of college rules and regulations. Receive, assess, and resolve student complaints regarding records and registration.

• Notify faculty and staff regarding policy and procedures for recording and reporting grades and attendance.

• Review the college catalog and schedule information as it relates to all aspects of scheduling, registration and records, and make necessary revisions; develop and update publications in area of assignment.

• Coordinate with the **Enrollment Services office, the counseling department, and representatives of high schools and other agencies and institutions to provide information on registration requirements; participate in activities for potential students.**

• Establish and maintain liaisons with other community colleges, four-year colleges and other professional organizations to coordinate policies and procedures on admissions, registration—and transfer of students. Attend meetings, conferences, seminars and other
professional venues such as web seminars to keep informed of policy changes. Ensure
delivery of program services to the college community.

- Establish deadlines, academic calendar dates, and reporting requirement dates as required
  by state law and local policy, and systematically distribute such information to all segments
  of the campus.

- **Maintain current and accurate records and registration program segment of the College
  Catalog, Schedule of Classes, college website, and college publications.**

- **Interpret and implement federal and state regulations regarding assigned areas; maintain
  current knowledge of regulations; development and implement policies and procedures to
  comply with changes in regulations, law, and college needs.**

- **Coordinate internal and external audits with the District’s auditor to ensure full compliance
  with registration, residency, concurrent enrollment, and student accounts.**

- Prepare recommendations for, and manage the annual budget for the Registrar and Records
  Office, **Assessment, Scheduling** and other areas within scope of assignment.

- Serve on and/or chair district/college committees as required or assigned.

- Conduct special studies, serve on special assignment and generate reports as required or
  assigned; perform related duties as required or assigned.

- Work closely with Vice President of **Academic Affairs, Instruction**, Director of Enrollment
  Services, deans, faculty and other related groups to coordinate fall, spring and summer
  scheduling efforts and related staff assignments.

- Direct preparation of college catalog; directs preparation and maintenance of all college
  course and program data, including submission of required reports to the California
  Community College system office; ensures that college curriculum data in the college
catalogue, course schedules and other publications is accurate and consistent.

- **Perform related duties as assigned.**

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

- Demonstrate skill in respectful, sensitive and effective communication with people who
  are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals
  from all other groups protected from discrimination; sensitivity to and understanding of the
  diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of
  community college students.

- Policies, procedures, functions and organization of a college Records Office.
Applicable laws, codes and regulations, policies and procedures including Title 5 and California Education Code;
- Capabilities and applications of data processing systems (ERP) as applied to records functions, inclusive of online registration and electronic document imaging;
- Computer operations, systems, and related software programs;
- Basic college curricula;
- Principles and practices of administration, supervision, and training, including techniques in supervision;
- Graduation and transfer requirements;
- Modern automated record-keeping systems;
- Application processes;
- Computer software applications including spreadsheet, database and word processing programs;
- Principles and practices of administration, supervision and training;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- District organization, operations, policies and procedures of assigned program and activities;
- Interpersonal skills using tact, patience and courtesy;
- Budget preparation and control.

ABILITY TO:

- Work within complex, integrated ERP systems.
- Plan, organize, coordinate and control the activities and functions of the Records Office.
- Direct the College’s registration and records maintenance functions.
- Develop, revise and implement policies, procedures and guidelines related to assigned functions.
- Train, supervise and evaluate personnel.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions to assure institutional compliance.
- Analyze situations accurately and adopt an effective course of action.
- Coordinate activities with Information Technology Services operation.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- A bachelor’s degree from an accredited college or university is required. Three years experience as a Director or Registrar, or an Admissions Officer with a college or three years of comparable experience in a supervisory or management capacity or any equivalent
combination of training and experience whereby an individual has attained the above knowledge and abilities.

**EXPERIENCE:** Two years of experience with significant responsibility in college records and/or as a Registrar required. Prior management experience required.

**PREFERRED QUALIFICATIONS:**

**EDUCATION:** Master’s Degree or higher from an accredited college/university in a related field.

**KNOWLEDGE/EXPERIENCE:** Experience and expertise in the use of Banner ERP systems.

LW/zg

Board approved: 8/19/09
Revised 8/20/13
Revised 3/12/15 SL/ra
AGENDA ITEM 12.(f)
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: JOB DESCRIPTION, WORKFORCE GRANTS COORDINATOR (ALG)

REQUESTED ACTION: APPROVAL

SUMMARY

As part of the reorganization of Workforce Development and Continuing Education which was board approved on December 17, 2014, attached is the new Workforce Grants Coordinator job description. This is a categorically-funded position.

The Workforce Grants Coordinator will be placed on Range 35 of the 2014-2015 ALG Salary Schedule.

Position Control# M00083

Board approval is requested at this time.

Government Code: 88001, 88009, 880013
Board Policy: 4720
Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ NOT REQUIRED ☐ DISAPPROVAL ☐ TABLE

Wade Larson, D.M.
Associate Vice President, Human Resources

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

ADDRESS

707 864-7286

TELEPHONE NUMBER

Administration

ORGANIZATION

March 12, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

March 12, 2015
SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION

CLASS TITLE: WORKFORCE GRANTS COORDINATOR

BASIC FUNCTION: Under the direction and supervision of the Dean of Workforce & Economic Development/Solano Business Development Center (SBDC) the Coordinator will support and implement multiple grants.

DISTINGUISHING CHARACTERISTICS: This position will be funded with categorical funds.

REPRESENTATIVE DUTIES:

- Support grants implementation and activities.
- Plan, organize and coordinate grant program activities.
- Manage grant data including grant goals, activities, budgets, expenditures, outcomes and meetings.
- Support outreach to middle and high schools, Partnership Academies, Career Technical Education (CTE) Transitions, SBDC, Solano County Office of Education (SCOE), Solano Workforce Investment Board and other community based organizations, and SCC faculty, Fiscal Office, Research & Development, Grants Resource and Development, Career & Employment Services as well as other education and community partners.
- Attend appropriate local and regional grant related meetings.
- Analyze regional economic and workforce trends using various data sources, including the Centers of Excellence, Education Development Center, O-Net, On-line, State of California Labor Market Information, industry input and other data as identified.
- Prepare all grants fiscal and narrative reports for review/submit.
- Assist grant partners in securing additional instructional materials and technology for middle and high school CTE Classrooms, inclusive of SCC grant related programs.
- Assure that SCOE curriculum and materials integrate and articulate with SCC programs.
- Write and edit clear, accurate and effective reports.
- Read, interpret, apply and explain rules, regulation, policies and procedures.
- Meet schedules and deadlines.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Workforce Development and CTE Programs.
- Grant writing techniques and approaches.
- Research Skills.
- Principals and techniques of budgeting, report and contract writing.
- Record keeping methods.
- Basic public relations methods and principles.
- Respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**ABILITY TO:**
- Administer and coordinate multiple grants.
- Develop and monitor grant contracts.
- Write complex documents using clear and concise English.
- Communicate effectively in oral and written form.
- Read and comprehend local, state, and federal regulations, guidelines and legislation related to grant activities.

**MINIMUM QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**
Bachelor's degree from an accredited institution and evidence of successful experience in coordinating multiple Workforce Grants, monitoring grant fiscal and reporting.

**PREFERRED QUALIFICATIONS**
Master's Degree and three years of workforce grant experience

SL/ra
AGENDA ITEM 12.(g)  
MEETING DATE March 18, 2015  

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**  
**Leslie Minor, Vice President**  

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Appelstein</td>
<td>Present at Foster &amp; Kinship Care Education Solano Training Conference</td>
<td>March 14, 2015</td>
<td>Not to exceed $725.00</td>
</tr>
<tr>
<td>Tom Camerato</td>
<td>SBDC training/ counseling</td>
<td>February 1, 2015 – June 30, 2015</td>
<td>Revised not to exceed $4,000.00</td>
</tr>
<tr>
<td>Derek Clark</td>
<td>Present at FKCE Solano Training Conference</td>
<td>March 15, 2015</td>
<td>Not to exceed $1,500.00</td>
</tr>
<tr>
<td>Peggy Cohen-Thompson</td>
<td>SBDC training/ counseling</td>
<td>February 1, 2015 – June 30, 2015</td>
<td>Not to exceed $4,000.00</td>
</tr>
<tr>
<td>Cole Communications</td>
<td>Provide editing, review and updates of SCC Biotech website</td>
<td>March 20, 2015 – December 31, 2015</td>
<td>Not to exceed $3,500.00</td>
</tr>
<tr>
<td>Demetrious Dargan</td>
<td>Present at FKCE Solano Training Conference</td>
<td>March 13, 2015 – March 14, 2015</td>
<td>Not to exceed $1,000.00</td>
</tr>
<tr>
<td>Gemba Quality Consulting</td>
<td>SBDC training/ counseling</td>
<td>February 1, 2015 – June 30, 2015</td>
<td>Not to exceed $2,500.00</td>
</tr>
<tr>
<td>Ali Ghandchi</td>
<td>SBDC training/ counseling</td>
<td>February 1, 2015 – June 30, 2015</td>
<td>Revised not to exceed $1,000.00</td>
</tr>
<tr>
<td>Global Insight</td>
<td>Present at FKCE Solano Training Conference</td>
<td>March 12, 2015 – March 15, 2015</td>
<td>Not to exceed $3,500.00</td>
</tr>
</tbody>
</table>

Yulian I. Ligioso  
Vice President, Finance and Administration  
March 6, 2015  
Date Submitted  

JOWEL C. LAGUERRE, Ph.D.  
Superintendent-President  
March 6, 2015  
Date Approved
### Academic Affairs (Cont’d)

*Leslie Minor, Vice President*

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Hein</td>
<td>Lighting design for Rhinoceros Spring 2015 play</td>
<td>December 16, 2014–</td>
<td>Not to exceed $2,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 20, 2015</td>
<td></td>
</tr>
<tr>
<td>James Kagan</td>
<td>Present at FKCE Solano Training Conference</td>
<td>March 13, 2015–</td>
<td>Not to exceed $2,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 15, 2015</td>
<td></td>
</tr>
<tr>
<td>Rose Laughtug</td>
<td>Present at FKCE Solano Training Conference</td>
<td>March 12, 2015–</td>
<td>Not to exceed $1,260.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 15, 2015</td>
<td></td>
</tr>
<tr>
<td>Kelly Napolitano</td>
<td>Stage Manager for Rhinoceros Spring 2015 play</td>
<td>December 16, 2014–</td>
<td>Not to exceed $1,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 20, 2015</td>
<td></td>
</tr>
<tr>
<td>Pat O’Brien</td>
<td>Present at FKCE Solano Training Conference</td>
<td>March 13, 2015–</td>
<td>Not to exceed $1,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 14, 2015</td>
<td></td>
</tr>
<tr>
<td>Jill Oyoung</td>
<td>SBDC training/ counseling</td>
<td>February 1, 2015–</td>
<td>Revised not to exceed $1,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>Rhonda Roman</td>
<td>Photography services for SCC Brand Campaign and Biotech Program website</td>
<td>March 20, 2015–</td>
<td>Not to exceed $1,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 31, 2015</td>
<td></td>
</tr>
<tr>
<td>Randall Shores</td>
<td>SBDC training/ counseling</td>
<td>February 1, 2015–</td>
<td>Revised not to exceed $1,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>John Spiers</td>
<td>Provide training Webinars for SBDC</td>
<td>February 1, 2015–</td>
<td>Not to exceed $500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>Roger Studebaker</td>
<td>SBDC training/ counseling</td>
<td>February 1, 2015–</td>
<td>Revised not to exceed $2,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>Takigawa Design</td>
<td>Provide web site design services for SCC Brand Campaign and Biotech Program</td>
<td>March 20, 2015–</td>
<td>Not to exceed $10,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 31, 2015</td>
<td></td>
</tr>
<tr>
<td>Thomas Watkins</td>
<td>Provide training and business advising services to SBDC</td>
<td>February 1, 2015–</td>
<td>Not to exceed $5,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>Patrice Williams</td>
<td>Provide training and business advising services to SBDC</td>
<td>February 1, 2015–</td>
<td>Not to exceed $3,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>Tony Yadon</td>
<td>Present at FKCE Solano Training Conference</td>
<td>March 12, 2015–</td>
<td>Not to exceed $560.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 13, 2015</td>
<td></td>
</tr>
</tbody>
</table>
## Campus Police
### Eric Thelen, Chief of Police

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Vien</td>
<td>Attend administrative hearings for parking citations on behalf of SCCPD</td>
<td>January 1, 2015 – December 31, 2015</td>
<td>Not to exceed $2,400.00</td>
</tr>
</tbody>
</table>

## Student Services
### Shirley Lewis, Chief Student Services Officer

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Le Keisha Bellamy</td>
<td>Tutoring services related to the Workforce Investment Board HYPE Grant</td>
<td>July 1, 2014 – June 30, 2015</td>
<td>Revised not to exceed $8,421.00</td>
</tr>
<tr>
<td>Kevin Chester</td>
<td>Assistant Swim/Dive Coach</td>
<td>January 1, 2015 – May 31, 2015</td>
<td>Not to exceed $500.00</td>
</tr>
<tr>
<td>Ashley Eliasson</td>
<td>Assistant Softball Coach</td>
<td>January 1, 2015 – May 31, 2015</td>
<td>Not to exceed $1,500.00</td>
</tr>
<tr>
<td>Guy L. Holmes</td>
<td>Tutoring services related to the Workforce Investment Board HYPE Grant</td>
<td>July 1, 2014 – June 30, 2015</td>
<td>Revised not to exceed $8,900.00</td>
</tr>
<tr>
<td>Joseph Koller</td>
<td>Assistant Women’s Soccer Coach</td>
<td>February 1, 2015 – May 31, 2015</td>
<td>Not to exceed $500.00</td>
</tr>
<tr>
<td>Regina Levy</td>
<td>Tutoring services related to the Workforce Investment Board HYPE Grant</td>
<td>July 1, 2014 – June 30, 2015</td>
<td>Revised not to exceed $7,663.00</td>
</tr>
<tr>
<td>Edward Marks</td>
<td>Tutoring services related to the Workforce Investment Board HYPE Grant</td>
<td>July 1, 2014 – June 30, 2015</td>
<td>Revised not to exceed $9,300.00</td>
</tr>
<tr>
<td>Lorraine Merrida-Roos</td>
<td>Co-manage the Workforce Investment Board HYPE Grant</td>
<td>July 1, 2014 – June 30, 2015</td>
<td>Revised not to exceed $22,000.00</td>
</tr>
<tr>
<td>Brittany Smith</td>
<td>Provide Financial Aid services and resource options to students at Solano Community College</td>
<td>January 1, 2015 – June 30, 2015</td>
<td>Not to exceed $18,000.00</td>
</tr>
</tbody>
</table>
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO MADI ARCHITECTS FOR ARCHITECTURAL SERVICES FOR BUILDINGS 1800A AND 1900 ROOF REPLACEMENT PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the contract award to Madi Architects to provide full architectural services for the replacement of the roofs on Buildings 1800A and 1900 as part of the District’s State Scheduled Maintenance. The scope of work includes architectural drawings, construction documents, specifications for project bid phase, construction administration and project close-out.

The Board is asked to approve a contract to Madi Architects in the amount of $20,030.00

The contract is available online at http://www.solano.edu/measureq/planning.php.


SUPERINTENDENT’S RECOMMENDATION:

Leigh Sata
Executive Bonds Manager

PRESENTATION NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

March 6, 2015

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

-37-
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO J.R. WAGNER INC., FOR PRESSURE AND FIRE FLOW READINGS CONSULTING SERVICES FOR VACAVILLE CLASSROOM BUILDING

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the award of a professional services contract to provide pressure and fire flow readings from the Vacaville Classroom Building (Vacaville Annex) fire hydrant. The scope of work includes measuring static, providing California Division of State Architect office and local fire authority required residual pressures and flow rate readings from the Vacaville Annex fire hydrant.

The Board is asked to approve a contract to J.R. Wagner, Inc. in the amount of $700.00

The contract is available online at http://www.solano.edu/measureq/planning.php.

<table>
<thead>
<tr>
<th>Government Code: N/A</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: $700 Measure Q Funds</th>
</tr>
</thead>
</table>

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

Leigh Sata
Executive Bonds Manager

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

ADDRESS
(707) 863-7855

TELEPHONE NUMBER
Administration

ORGANIZATION

March 6, 2015
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY SUPERINTENDENT-PRESIDENT
March 6, 2015
TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO CA ARCHITECTS FOR ARCHITECTURAL SERVICES FOR PERFORMING ARTS BUILDING (B1200 RENOVATION) SWING SPACE PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for award of architectural services contract to CA Architects to provide planning and design services for the Performing Arts Building (B1200 Renovation) Swing Space Project. The scope of work includes providing architectural and engineering design services needed to implement the swing space plan for the Performance Arts Building programs during B1200 construction.

The Board is asked to approve a contract to CA Architects in the amount of $72,980.00.

The contract is available online at http://www.solano.edu/measureq/planning.php.

---

Government Code: N/A  Board Policy:  Estimated Fiscal Impact: $72,980  Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:  

Leigh Sata  
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Parkway  
Fairfield, CA 94534

ADDRESS

(707) 863-7855  
TELEPHONE NUMBER

Administration  
ORGANIZATION

March 6, 2015  
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

☐ APPROVAL  ☐ NOT REQUIRED  ☐ DISAPPROVAL  ☐ TABLE

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

March 6, 2015  
DATE APPROVED BY SUPERINTENDENT-PRESIDENT
SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM  

AGENDA ITEM  12.(k)  
MEETING DATE  March 18, 2015  

TO:  Members of the Governing Board  

SUBJECT:  CONTRACT AWARD TO PAE CONSULTING ENGINEERINGS INC., FOR CONSULTING SERVICES FOR SMALL CAPITAL PROJECTS - BUILDING 100 DATA CENTER  

REQUESTED ACTION:  APPROVAL  

SUMMARY:  

Board approval is requested for the award of a professional services contract to PAE Consulting Engineers, Inc., to provide an emergency assessment of Building 100 Data Center HVAC system. The scope of work includes site visits, review of existing conditions and documents, and design recommendations to address required remedial work in order to improve air conditioning/circulation and back-up systems in the event of an emergency.  

The Board is asked to approve a contract to PAE Consulting Engineers, Inc. in the amount of $5,000.00  

The contract is available online at http://www.solano.edu/measureq/planning.php.  

---  

Government Code: N/A  
Board Policy:  
Estimated Fiscal Impact: $5,000  
Measure Q Funds  

SUPERINTENDENT’S RECOMMENDATION:  

Leigh Sata  
Executive Bonds Manager  

PRESENTOR’S NAME  

4000 Suisun Valley Road  
Fairfield, CA 94534  

ADDRESS  

(707) 863-7855  

TELEPHONE NUMBER  

Administration  

ORGANIZATION  

March 6, 2015  

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT  

☑ APPROVAL  
☐ NOT REQUIRED  
☐ DISAPPROVAL  
☐ TABLE  

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

DATE APPROVED BY SUPERINTENDENT-PRESIDENT  

March 6, 2015
TO: Members of the Governing Board

SUBJECT: NOTICE OF COMPLETION FOR VACAVILLE AND VALLEJO CENTERS BUILDING ID SIGNAGE PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the Notice of Completion for a small capital project – Vacaville and Vallejo Centers Building ID Signage Project. On November 19, 2014 Weidner CA was selected to provide and install building ID signage for the Vacaville and Vallejo Center buildings. The work on this project is complete, and at this time the District gives notice and certifies that:

- The project has been inspected and complies with the plans and specifications;
- The contractor has completed the work;
- The contract for the project is accepted and complete; and
- Upon Board approval a Notice of Completion will be filed with Solano County for the project.

<table>
<thead>
<tr>
<th>Government Code:</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact:</th>
<th>S0 Measure Q Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT’S RECOMMENDATION:</td>
<td>☑ APPROVAL</td>
<td>☐ DISAPPROVAL</td>
<td>☐ TABLE</td>
</tr>
</tbody>
</table>

Leigh Sata
Executive Bonds Manager

PRESENTERS NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

March 6, 2015
RECORDING REQUESTED BY:

When recorded mail to:
Leigh Sata, Executive Bonds Manager
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

Notice of Completion

State/local governmental entity recording fee when document is for the benefit of the government entity – GC6103 (no fee)
Must be recorded within 10 days after completion

In execution of this Notice, notice is hereby given that:

1. The undersigned is an owner or agent of an owner of the estate or interest stated below.
2. The name of the owner is Solano Community College District.
3. The address of the owner is 4000 Suisun Valley Road, Fairfield, CA 94534.
4. The nature of the estate or interest is: Solano Community College District in fee.
5. The name and addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:
   
   NAMES
   
   ADDRESSES
   

6. Work of modernization on the property hereinafter described was completed on: March 18, 2015
7. The Project Name & Number are Vacaville and Vallejo Centers Building Identification Project
8. DSA Number (if applicable) N/A
9. The contractor for such work of modernization is Weidner CA
10. The name of the contractor’s Surety Co. is Warren G. Bender Co.
11. The date of contract between the contractor and the above owner is November 19, 2014
12. The street address of said properties are 2001 North Village Parkway, Vacaville, CA 95688 and 545 Columbus Parkway, Vallejo, CA 94591.
14. The property on which said work of modernization was completed is in the City of Vacaville and Vallejo, County of Solano, State of California, and is described as follows: Solano Community College District Facilities (2001 North Village Parkway, Vacaville, CA 95688 and 545 Columbus Parkway, Vallejo, CA 94591), manufacture and installation of identification signage.

Date

Signature of Owner
Solano Community College District

Verification

I, undersigned, say:
I am Executive Bonds Manager
("President," “Owner,” “Manager,” etc.)

Of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.
I declare under penalty of perjury that the foregoing is correct and true.

Executed on _______________________, at _______________________, California.
(City or Town where signed)

Revised on 20140501

(Personal signature of the individual swearing that the contents of the notice are true)
AGENDA ITEM 12.(m)
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AMENDMENT TO JOSEPH GUMINA FOR EQUIPMENT PLANNING SERVICES FOR VALLEJO AUTOTECHNOLOGY SWING SPACE PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to amend the previously approved consultant agreement with Joseph Gumina for equipment planning services for the Vallejo Autotechnology Swing Space Project. This contract amendment includes consultant’s scope of work needed for completion of additional Autotechnology tool specifications and identification to meet NATEF Accreditation standards.

The Board is asked to approve a contract amendment to Joe Gumina in the amount of $1,500.00.

The contract is available online at http://www.solano.edu/measureq/planning.php.

---

Government Code: Board Policy: Estimated Fiscal Impact: $1,500 Measure Q Funds

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

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO

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

March 6, 2015
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AMENDMENT TO HENLEY ARCHITECTS & ASSOCIATES FOR ARCHITECTURAL SERVICES FOR BUILDING 600 (ADMINISTRATION) RENOVATION PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to amend the previously approved architectural services agreement with Henley Architects & Associates for Building 600 (Administration) Renovation project. The original contract was executed on October 14, 2010. This contract amendment will include additional time required for completion of value engineering, design and construction administration services associated with a new sidewalk and gate.

The Board is asked to approve a contract amendment to Henley Architects & Associates in the amount of $28,483.00.

The contract is available online at http://www.solano.edu/measureq/planning.php.

<table>
<thead>
<tr>
<th>Government Code: N/A</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: $28,483 Measure G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT'S RECOMMENDATION:</td>
<td>☒ APPROVAL</td>
<td>DISAPPROVAL</td>
</tr>
<tr>
<td>NOT REQUIRED</td>
<td>TABLE</td>
<td></td>
</tr>
</tbody>
</table>

Leigh Sata
Executive Bonds Manager

PRESENTED'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

March 6, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

March 6, 2015
AGENDA ITEM 12.(o)
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AMENDMENT TO MATRISCOPE
ENGINEERING LABORATORIES INC., FOR SPECIAL
INSPECTIONS AND LAB TESTING SERVICES FOR
BUILDING 600 (ADMINISTRATION) RENOVATION
PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to amend the previously approved contract with Matriscope Engineering Laboratories Inc., for special inspections and lab testing services for the Building 600 (Administration) Renovation Project. The original contract was executed on April 2, 2014. This new amendment includes additional services required by Department of State Architect (DSA) to provide inspection and testing of steel erection and attachments for the new Board Room addition. The Consultant performed on-site and off-site testing and provided the test results to DSA for code compliance.

The Board is asked to approve a contract amendment to Matriscope Engineering Laboratories Inc., in the amount of $1,184.00.

The contract is available online at http://www.solano.edu/measureq/planning.php.

<table>
<thead>
<tr>
<th>Government Code:</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: $1,184 Measure G Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT'S RECOMMENDATION:</td>
<td>☑ APPROVAL</td>
<td>☐ DISAPPROVAL</td>
</tr>
</tbody>
</table>

Leigh Sata
Executive Bonds Manager

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

ADDRESS
(707) 864-7176

TELEPHONE NUMBER
Administration

ORGANIZATION

March 6, 2015
DATE SUBMITTED TO

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

March 6, 2015
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO:               Members of the Governing Board

SUBJECT:       MEASURE Q DESIGN-BUILD STIPEND FOR THE
               AUTOTECHNOLOGY PROJECT AT VALLEJO

REQUESTED ACTION:  APPROVAL

SUMMARY:

A “stipend” is an integral part of the Design-Build procurement process. Three (3) “Design-Build
Entities” (DBEs) will compete for the right to design and construct the project through a Request
for Proposal (RFP) process. Over a two month period, DBEs will participate in an intense design
process, including meetings with the District team, reviewing the “criteria documents” prepared by
the Criteria Architects, preparing a design based on those documents, pricing the design, and
submitting the design and a guaranteed maximum price to the District. The DBE deemed most
responsive to the RFP (highest value) will receive the contract award. The two unsuccessful
competitors will be compensated by means of a “stipend” for their work on the project.

Board approval is requested for the issuance of a stipend to the two unsuccessful participants in the
(RFP) process for the Autotechnology Building Project. The recommended stipend is $20,000 for
each of the two unsuccessful firms, for a total of $40,000, which represents approximately .16% of
the construction cost for each firm.

CONTINUED ON NEXT PAGE

<table>
<thead>
<tr>
<th>Government Code</th>
<th>Board Policy</th>
<th>Estimated Fiscal Impact</th>
<th>$40,000 Measure Q Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>☑ APPROVAL ☐ DISAPPROVAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ NOT REQUIRED ☐ TABLE</td>
</tr>
</tbody>
</table>

SUPERINTENDENT’S RECOMMENDATION:

Leigh Sata
Executive Bonds Manager

PRESENTATION NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

March 6, 2015

-46-
CONTINUED FROM PREVIOUS PAGE:

The amount of the proposed stipend payments for each of the two unsuccessful firms is comparable to stipend payments issued by other districts and government agencies.

Advantages of the stipend include:

- The District owns the intellectual property submitted in the RFP and may use those ideas in the final design;
- The stipend insures a positive relationship with the Design and Construction community, benefitting the District over the long term;
- The cost of the Criteria Architect’s work plus the stipend is less than the cost of a typical Building Programming and Schematic Design phase;
- The work product will equal what is typically delivered in the Building Programming and Schematic Design phase;
- The Design-Build process will shorten the project delivery by at least four months, saving the District in “escalation” costs.
TO: Members of the Governing Board

SUBJECT: MEASURE Q DESIGN-BUILD STIPEND FOR THE BIOTECHNOLOGY/SCIENCE PROJECT AT VACAVILLE

REQUESTED ACTION: APPROVAL

SUMMARY:

A “stipend” is an integral part of the Design-Build procurement process. Three (3) “Design-Build Entities” (DBEs) will compete for the right to design and construct the project through a Request for Proposal (RFP) process. Over a two month period, DBEs will participate in an intense design process, including meetings with the District team, reviewing the “criteria documents” prepared by the Criteria Architects, preparing a design based on those documents, pricing the design, and submitting the design and a guaranteed maximum price to the District. The DBE deemed most responsive to the RFP (highest value) will receive the contract award. The two unsuccessful competitors will be compensated by means of a “stipend” for their work on the project.

Board approval is requested for the issuance of a stipend to the two unsuccessful participants in the (RFP) process for the Biotechnology/Science Building Project. The recommended stipend is $30,000 for each of the two unsuccessful firms, for a total of $60,000, which represents approximately .12% of the construction cost for each firm.

CONTINUED ON NEXT PAGE

<table>
<thead>
<tr>
<th>Government Code:</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: $60,000 Measure Q Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT’S RECOMMENDATION:</td>
<td>☑ APPROVAL</td>
<td>☐ DISAPPROVAL</td>
</tr>
<tr>
<td>Leigh Sata</td>
<td>☐ NOT REQUIRED</td>
<td>☐ TABLE</td>
</tr>
<tr>
<td>EXECUTIVE BONDS MANAGER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PRESENT’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

March 6, 2015
TO: Members of the Governing Board

SUBJECT: MEASURE Q DESIGN-BUILD STIPEND FOR THE BIOTECHNOLOGY/SCIENCE PROJECT AT VACAVILLE

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

The amount of the proposed stipend payments for each of the two unsuccessful firms is comparable to stipend payments issued by other districts and government agencies.

Advantages of the stipend include:

- The District owns the intellectual property submitted in the RFP and may use those ideas in the final design;
- The stipend insures a positive relationship with the Design and Construction community, benefitting the District over the long term;
- The cost of the Criteria Architect’s work plus the stipend is less than the cost of a typical Building Programming and Schematic Design phase;
- The work product will equal what is typically delivered in the Building Programming and Schematic Design phase;
- The Design-Build process will shorten the project delivery by at least four months, saving the District in “escalation” costs.
TO: Members of the Governing Board

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN STREET LAW, INC. AND SOLANO COMMUNITY COLLEGE TO TEACH A LAW-BASED CIVICS PROGRAM

REQUESTED ACTION: APPROVAL

SUMMARY:

This purpose of the MOU is to establish clear expectations between the parties relative to a grant that Street Law, Inc. has received from the S.D. Bechtel, Jr. Foundation. Through the grant, Street Law is working with community colleges in the Bay Area to implement its new law-based civics program before May 31, 2015. The goal of this program is to increase and improve civic engagement and democratic practice among community college youth enrolled in the law-based civics program. Street Law will send a check for $5,000.00 to the community college once the performance conditions set forth below have been agreed to and both parties have signed the MOU.

The Board is requested to approve this agreement at this time.

Government Code: Board Policy: Estimated Fiscal Impact: $0

SUPERINTENDENT'S RECOMMENDATION:

☐ APPROVAL ☐ NOT REQUIRED ☐ DISAPPROVAL ☑ TABLE

Diane White
Vice President of Student Success

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

March 6, 2015
DATE APPROVED BY SUPERINTENDENT-PRESIDENT
MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is between Street Law, Inc., Silver Spring, Maryland and Solano Community College ("community college"). The purpose of the MOU is to establish clear expectations between the parties relative to a grant that Street Law, Inc. has received from the S.D. Bechtel, Jr. Foundation.

Through the grant, Street Law is working with community colleges in the Bay Area to implement its new law-based civics program before May 31st, 2015. The goal of this program is to increase and improve civic engagement and democratic practice among community college youth enrolled in the law-based civics program.

Street Law will send a check for $5,000.00 dollars ("sub award") to the community college once the performance conditions set forth below have been agreed to and both parties have signed this MOU.

1. The community college will offer an approved, credit bearing law-based civics course ("course") before May 31st, 2015.

2. The community college agrees not to cancel this course after receipt of sub award. If the course is cancelled, the community college agrees to promptly return this sub-award to Street Law.

3. A small faculty team from the community college (2 – 3 persons, including the professors who will teach the course) will attend a faculty development seminar provided by Street Law in San Francisco at a time most convenient to the participating colleges and to Street Law. There will be no registration or materials fee for the participating teams from the four sub-award funded colleges.

4. The faculty member teaching the law-based civics course will distribute the end of course survey to students at the end of the semester, collect the anonymous surveys, and return them to Street Law which is aggregating general data on the Street Law program. Data from specific colleges will only be made available to that college.

5. While individual faculty members retain complete academic freedom in terms of what content is taught and how it is taught, participating faculty and Street Law agree to collaborate to offer reasonable community-based experiential learning opportunities to students in this law-based civics class. The community-based experiential learning component is of particular interest to the Bechtel Foundation.

Agreed to this ___ day of _____, 2014.

Lee Arbetman, Executive Director

Jowel C. Laguerre, Ph.D., Superintendent/President, Solano Community College
### Political Science 016 - The American Legal System

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Professor Joel J. Powell, J.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Building 700, Office #718</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Mon, Wed, Fri 12pm - 1pm</td>
</tr>
<tr>
<td>Email / Phone</td>
<td><a href="mailto:Joel.Powell@Solano.edu">Joel.Powell@Solano.edu</a> / 707.864.7000 ext. 4303</td>
</tr>
</tbody>
</table>

---

**Course Overview**

This course will introduce students to the principles and themes of the American Legal System emphasizing principles related to policy development, equality, ethics, social justice, legal, philosophical and sociological considerations. Particular attention will be given to the evolution of legal concepts in response to the changing political and social environment. The American judicial system will be analyzed to include discussions of civil and criminal procedure, torts,
contracts in addition to current legal issues facing the country. The course will explore fundamental questions related to what the law actually is, and the role of various government agencies within the law, in addition to understanding concepts of policy development, equality, and ethics and how each of these areas are personally and universally defined in our legal system.

Expected Student Learning Outcomes

Ultimately this course will introduce the student to various aspects of theory and practical application of the American legal system. To that end, upon completion of this course students will have achieved competency in the following areas:

- Identify foundational principles and historical mechanisms that undergird the fabric of the American legal system
- Analysis of the role law and the legal system play within governmental systems
- A detailed understanding and defined concept of social justice and its relationship to democracy
- Articulate and describe the various theories on judicial decision making and why justices employ these various models in addition to their importance in securing the independence of the justices
- Identify and analyze contemporary issues related to criminal and civil law, and the application of legal concepts to those issues
- Critically examine judicial opinions identifying problems, and the rationales employed to address issues
- Understand and articulate political reasoning which form the basis of judicial policy development
- Describe and detail the core process and structure of the legal system and the roles of various participants in the system
- Structure and present developed arguments based on the application of legal rules to factual situations
- Investigate the role of ethical decision making and the conflicts existing between ethical and legal decision making.

Moving from Theory to Application

This course goes beyond rote memorization and challenges the student to apply theoretical principles to various political & legal circumstances to develop a greater understanding and appreciation of the American legal system.
Assignments, Participation, Course Expectations and Policies

This course is designed to be driven by a collective of "ACTIVE LEARNERS". In addition to lectures, students will learn by doing, becoming active participants in class discussions, practical application exercises, multimedia presentations, case studies, group work, and out of class field trips. Additionally, guest speakers will make presentations and students will be responsible for completing assignments, written essays, memorandums, case briefs, and examinations.

Assignments are due in accordance with the reading and assignment schedule for the course. All assignments must be type written and submitted during class unless otherwise stated by the instructor. NO LATE WORK WILL BE ACCEPTED FOR GRADED CREDIT except in the case of an excused absence. Extra credit when available will be capped at an aggregate total of 5% of the available points for the course.

As participation is an integral portion of this course, value-added actions and behaviors that positively contribute to your participation grade include:

- asking questions
- answering questions
- providing commentary relating to material in the text, discussions, etc.
- responding to something another student says (including answering a question asked by a student)
- constructively disagreeing with something in the text or said in class by the Instructor or another student

Debate and discussion are always encouraged during class. Topics covered in this course are controversial by nature and may impact students personally. In order to foster an environment that is conducive for the exchange of ideas and not hostile to any comments or expressed beliefs students must:

- ensure comments never attack the personality of another student
- not record class discussions without prior permission
- raise their hand to be recognized during class and listen attentively when not speaking
- not be afraid to disagree with their fellow classmates, but must be willing to do so in a manner that is respectful and challenges the idea but not the person
- have an open mind - real learning occurs during the exchange of ideas

Additionally, the overall classroom environment is enhanced when everyone seeks to avoid certain actions and behaviors like:

- not listening when comments and/or information are being presented
- pretending to be listening while texting, facebooking, instagreamming, snapchatting, etc. or surfing online
  (Please note, the use of laptops and cell phones are not permitted during class)
- disrespecting others in class

If you’re nervous about speaking in front of others, or concerned that your comments aren’t as sophisticated as the comments made by others -- DON’T BE! The discussion is greatly enhanced when:

- Everyone contributes (different perspectives are what allow real learning to take place. Not contributing deprives the class of your important perspective)
- Reading Assignments are completed (completing the reading allows time to digest the content, and consider questions and points of interest so when you attend class you’re better equipped to contribute)
- Students stop worrying what others will think of their comments (if you have a question, it’s likely that 2/3rds of the class have the same question. Don’t let fear of being exposed as a person who doesn’t know the answer, prevent you from asking the question. Everyone taking the class is there to learn.)
Assignment Weights
Course grades will be based on the following areas:

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>Course Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Midterms (2)</td>
<td>20%</td>
</tr>
<tr>
<td>Trial / Memo Project</td>
<td>30%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>20%</td>
</tr>
</tbody>
</table>

**Mid-Term/Final Exams:** Two (2) midterm examination consisting of a combination of essay and multiple choice and/or "fill in the blank"-type questions will be administered. Each exam is worth 10% of the final grade for an aggregate value of 20% of the course grade. The Final Exam will also be worth 20% of final grade. Additional information regarding the substantive content of the exam will be provided later in the Semester.

Grade Scale
A - 90% - 100%
B - 80% - 89%
C - 70% - 79%
D - 60% - 69%
F - 59% and Below

Textbooks
*Street Law: Understanding Law and Legal Issues, McGraw-Hill Companies, Copyright 2012*
ISBN: 978-0-07-662405-8

Additional Primary Reading Sources will be utilized for this course and made available to students throughout the semester.

Attendance and Absences
Regular attendance is an obligation assumed by every student at the time of registration. Students should make every effort to attend all classes throughout the semester. Absences totaling 20 percent of the contact hours (3 class periods) will be subject to being dropped from the class or having their overall grade lowered. Please review Solano Community College Board Policy 5020 for additional information regarding attendance and absence policies.
Course Notes

It is STRONGLY RECOMMENDED that students not try and short cut or circumvent the learning process taking place in class and through the use of assignments. Resist the temptation or urge to simply search the internet for an answer or "Google" a rule of law. Similar to flipping to the end of a book to see "how the story ends" while you may discover the conclusion you will be oblivious as to how to the resolution was achieved. Therefore the mental gymnastics performed in class and outside of class serve the purpose of preparing you to be a better analyst in general and specifically for the examinations. If you attempt to circumvent this process you will only be handicapping yourself when an examination is given. The process may seem tedious and you might struggle somewhat, but that is to be expected and it certainly will assist in the development of your ability to decipher the cases and reasoning of the court.

Academic Honesty / Student Conduct

Students will be held to the Solano Community College (SCC) honor code for completion of all projects and assignments for this course. Most assignments will allow or require collaborative efforts however should the specifications of certain assignments so indicate, students must refrain from collaborating with others for the purpose of completing and submitting an assignment. Plagiarism, cheating, fabrication, aiding and abetting dishonesty, and forgery are examples of dishonest conduct that could result in an official reprimand by the college. Please see the following links for more information regarding Academic Honesty and Solano College policy regarding student conduct and responsibilities.

http://www.solano.edu/student_handbook/responsibilities.php
http://www.solano.edu/student_service/conduct.php

SCC Institutional Learning Outcomes (ILOs)

Upon completion of Solano Community College’s General Education program, a student will demonstrate competency in the following areas:

I. Communication
Students will communicate effectively, which means the ability to:

A. Read - Students will be able to comprehend and interpret: various types of written information in (1) expository prose and imaginative literature (including essays, short fiction and novels), (2) documentation such as manuals, reports, and graphs.

B. Write - Students demonstrate the ability to:
  - Communicate thoughts, ideas, information, and messages in writing
  - Compose and create documents such as manuals and graphs as well as formal academic essays, observing rules of grammar, punctuation and spelling, and using the language, style, and format appropriate to academic and professional settings
  - Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar

C. Listen - Students will be able to receive, attend to, interpret, and respond appropriately to (1) verbal, and/or (2) nonverbal messages

D. Speak and Converse - Students have the ability to:
  - Organize ideas and communicate verbal or non-verbal messages appropriate to the audience and the situation
  - Participate in conversations, discussions, and group activities
  - Speak clearly and ask appropriate questions

II. Critical Thinking and Information Competency
Thinking critically is characterized by the ability to perform:

A. Analysis - demonstrated by the ability to:
  - Apply appropriate rules and principles to new situations
  - Discover rules and apply them in the problem solving process
Y Draw logical conclusions based on close observation and analysis of information
Y Differentiate among facts, influences, opinions, assumptions, and conclusions

B. Computation – demonstrated by the ability to:
Y Use basic numerical concepts
Y Use tables, graphs, charts, and diagrams to explain concepts
Y Use basic geometrical shapes

C. Research – demonstrated by the ability to:
Y State a research question, problem, or issue
Y Use discipline appropriate information tools to locate and retrieve relevant information efficiently
Y Analyze and evaluate information for appropriateness, relevance, and accuracy
Y Synthesize, evaluate, and communicate information using a variety of information technologies
Y Recognize the ethical and legal issues surrounding information and information technologies • Demonstrate understanding of academic integrity and honesty

D. Problem Solving – demonstrated by the ability to:
Y Recognize whether a problem exists
Y Identify components of the problem or issue
Y Create a plan of action to respond to and/or resolve the issue appropriately
Y Monitor, evaluate, and revise as necessary

III. Global Awareness
Students will demonstrate a measurable understanding and appreciation of the world including its:

A. Scientific Complexities – Students demonstrate an understanding of:
Y The scientific method and its application in experiments
Y How experiments work
Y The major differences between social, natural and physical sciences

B. Social Diversity and Civics – Students demonstrate ability to:
Y Communicate with people from a variety of backgrounds
Y Understand different cultural beliefs and behaviors
Y Recognize important social and political issues in their own community

C. Artistic Variety – Students have been exposed to:
Y The visual and performing arts of one or more cultures
Y Analytical techniques for understanding the meaning in the arts, and/or
Y Hands-on experience with creative endeavors

IV. Personal Responsibility & Professional Development
A. Self-Management and Self-Awareness – The student is able to:
Y Accurately assess his/her own knowledge, skills, and abilities
Y Motivate self and set realistic short and long-term goals
Y Accept that assessment is important to success
Y Respond appropriately to challenging situations

B. Social and Physical Wellness – Students make an appropriate effort to:
Y Manage personal health and well being
Y Demonstrate appropriate social skills in group settings

C. Workplace Skills – Students understand how to:
Y Be dependable, reliable, and accountable
Y Meet deadlines and complete tasks
# Lecture Calendar

<table>
<thead>
<tr>
<th>Monday August 11</th>
<th>Tuesday August 12</th>
<th>Wednesday August 13</th>
<th>Thursday August 14</th>
<th>Friday August 15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Course Introduction</td>
<td></td>
</tr>
<tr>
<td>Monday August 18</td>
<td>Tuesday August 19</td>
<td>Wednesday August 20</td>
<td>Thursday August 21</td>
<td>Friday August 22</td>
</tr>
<tr>
<td>What is the Law?</td>
<td></td>
<td></td>
<td>What is the Law?</td>
<td></td>
</tr>
<tr>
<td>Friday August 25</td>
<td>Tuesday August 26</td>
<td>Wednesday August 27</td>
<td>Thursday August 28</td>
<td>Friday August 29</td>
</tr>
<tr>
<td>Legal Agencies</td>
<td></td>
<td></td>
<td>Legal Agencies</td>
<td></td>
</tr>
<tr>
<td>Monday Sept 1</td>
<td>Tuesday Sept 2</td>
<td>Wednesday Sept 3</td>
<td>Thursday Sept 4</td>
<td>Friday Sept 5</td>
</tr>
<tr>
<td>NO CLASS Labor Day</td>
<td>Census Date</td>
<td></td>
<td>Court Structure and Actors with the ALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday Sept 8</td>
<td>Tuesday Sept 9</td>
<td>Wednesday Sept 10</td>
<td>Thursday Sept 11</td>
<td>Friday Sept 12</td>
</tr>
<tr>
<td>Section Wrap Up &amp; Midterm Review</td>
<td></td>
<td></td>
<td>MIDTERM #1</td>
<td></td>
</tr>
<tr>
<td>Monday Sept 15</td>
<td>Tuesday Sept 16</td>
<td>Wednesday Sept 17</td>
<td>Thursday Sept 18</td>
<td>Friday Sept 19</td>
</tr>
<tr>
<td>Intentional Tortious Acts</td>
<td></td>
<td></td>
<td>Intentional Tortious Acts</td>
<td></td>
</tr>
<tr>
<td>Monday Sept 22</td>
<td>Tuesday Sept 23</td>
<td>Wednesday Sept 24</td>
<td>Thursday Sept 25</td>
<td>Friday Sept 26</td>
</tr>
<tr>
<td>Intentional Tortious Acts</td>
<td></td>
<td></td>
<td>Defenses to Intentional Tortious Acts</td>
<td></td>
</tr>
<tr>
<td>Monday Sept 29</td>
<td>Tuesday Sept 30</td>
<td>Wednesday Oct 1</td>
<td>Thursday Oct 2</td>
<td>Friday Oct 3</td>
</tr>
<tr>
<td>Negligence</td>
<td></td>
<td></td>
<td>Negligence</td>
<td></td>
</tr>
<tr>
<td>Monday Oct 6</td>
<td>Tuesday Oct 7</td>
<td>Wednesday Oct 8</td>
<td>Thursday Oct 9</td>
<td>Friday Oct 10</td>
</tr>
<tr>
<td>Defenses to Negligence</td>
<td></td>
<td></td>
<td>Strict Liability and Products Liability</td>
<td></td>
</tr>
<tr>
<td>Civil Trial Process</td>
<td></td>
<td></td>
<td>Civil Trial Process</td>
<td></td>
</tr>
<tr>
<td>Midterm Review</td>
<td></td>
<td></td>
<td>Midterm #2</td>
<td></td>
</tr>
<tr>
<td>Monday Oct 27</td>
<td>Tuesday Oct 28</td>
<td>Wednesday Oct 29</td>
<td>Thursday Oct 30</td>
<td>Friday Oct 31</td>
</tr>
<tr>
<td>Criminal Law</td>
<td></td>
<td></td>
<td>Criminal Law</td>
<td></td>
</tr>
<tr>
<td>Monday Nov 3</td>
<td>Tuesday Nov 4</td>
<td>Wednesday Nov 5</td>
<td>Thursday Nov 6</td>
<td>Friday Nov 7</td>
</tr>
<tr>
<td>Criminal Law</td>
<td></td>
<td></td>
<td>Defenses to Crimes</td>
<td></td>
</tr>
<tr>
<td>Monday Nov 10</td>
<td>Tuesday Nov 11</td>
<td>Wednesday Nov 12</td>
<td>Thursday Nov 13</td>
<td>Friday Nov 14</td>
</tr>
<tr>
<td>NO CLASS VETERANS DAY</td>
<td></td>
<td></td>
<td>Criminal Process, Trials and Juveniles</td>
<td></td>
</tr>
<tr>
<td>Monday Nov 17</td>
<td>Tuesday Nov 18</td>
<td>Wednesday Nov 19</td>
<td>Thursday Nov 20</td>
<td>Friday Nov 21</td>
</tr>
<tr>
<td>Contract Law</td>
<td></td>
<td></td>
<td>Property Law and Housing Provisions</td>
<td></td>
</tr>
<tr>
<td>Monday Nov 24</td>
<td>Tuesday Nov 25</td>
<td>Wednesday Nov 26</td>
<td>Thursday Nov 27</td>
<td>Friday Nov 28</td>
</tr>
<tr>
<td>Research Presentations</td>
<td></td>
<td></td>
<td>NO CLASS</td>
<td></td>
</tr>
<tr>
<td>NO CLASS</td>
<td></td>
<td></td>
<td>THANKSGIVING</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving</td>
<td></td>
<td></td>
<td>Thanksgiving</td>
<td></td>
</tr>
<tr>
<td>Monday Dec 1</td>
<td>Tuesday Dec 2 -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In class Project Date</td>
<td>In class Project Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday Dec 8</td>
<td>Tuesday Dec 9 -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday Dec 13</td>
<td>Tuesday Dec 14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday Dec 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday Dec 16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Exam PlSC 16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1:30 - 3:30)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Week Schedule**

<table>
<thead>
<tr>
<th>Wednesday Dec 3</th>
<th>Thursday Dec 4 -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Property and Family Law</td>
<td></td>
</tr>
<tr>
<td>Friday Dec 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday Dec 10</td>
<td>Thursday Dec 11 -</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday Dec 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday Dec 15</td>
<td>Thursday Dec 16</td>
</tr>
<tr>
<td></td>
<td>Final Exam PlSC 16</td>
</tr>
<tr>
<td></td>
<td>(1:30 - 3:30)</td>
</tr>
<tr>
<td></td>
<td>Friday Dec 17</td>
</tr>
</tbody>
</table>
TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO DOVETAIL FOR FURNITURE, FIXTURES AND EQUIPMENT CONSULTING SERVICES FOR THE BIOTECHNOLOGY & SCIENCE BUILDING PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the award of consulting services contract to Dovetail to provide planning and coordination services for furniture, fixtures and equipment procurement, coordination and implementation for the new Biotechnology and Science Building. The consultant will also validate that the specified technical equipment is inclusive and that furniture and equipment is aligned with Program Level Furniture, Fixtures and Equipment Standards. The consultant’s scope of work also includes meetings with faculty and other user group participants, detailed specifications for bidding, coordinating the bidding process, tracking, procurement and installation.

The Board is asked to approve a contract to Dovetail in the amount of $109,800.

The contract is available online at http://www.solano.edu/measureq/planning.php.

<table>
<thead>
<tr>
<th>Government Code:</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: $109,800 Measure Q Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT’S RECOMMENDATION:</td>
<td>☑ APPROVAL</td>
<td>☐ DISAPPROVAL</td>
</tr>
<tr>
<td>Leigh Sata</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Bonds Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRESENTER’S NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 Suisun Valley Parkway, Building 600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fairfield, CA 94534</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(707) 863-7855</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 6, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JOWEL C. LAGUERRE, Ph.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent-President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED BY SUPERINTENDENT-PRESIDENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 6, 2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO MAINTENANCE DESIGN GROUP FOR CONSULTING SERVICES FOR THE AUTOTECHNOLOGY BUILDING PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for contract award to Maintenance Design Group to provide consulting services associated with equipment planning, specifications, procurement and installation of equipment for the Autotechnology Building Project.

The Board is asked to approve a contract to Maintenance Design Group in the amount of $69,200.00

The contract is available online at http://www.solano.edu/measureq/planning.php.

<table>
<thead>
<tr>
<th>Government Code:</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: $69,200 Measure Q Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUPERINTENDENT'S RECOMMENDATION: ☒ APPROVAL ☐ DISAPPROVAL ☐ NOT REQUIRED ☐ TABLE

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Parkway
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

March 6, 2015

DATE APPROVED BY SUPERINTENDENT-PRESIDENT
AGENDA ITEM 12.(u)  
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: PROPOSED AGREEMENT WITH ACCOUNTEMPS, A ROBERT HALF COMPANY

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to contract with Accountemps, a Robert Half Company. Accountemps specializes in providing accounting, financial, and administrative staffing solutions. A temporary “Senior Accountant” is required to backfill a vacant position while the District hiring process for the Accounting Manager position is carried out. The agreement is through June 30, 2015, or until the position is filled, whichever comes sooner. Total contract amount not to exceed $50,000.

Attached is a copy of the agreement.

Government Code: N/A  Board Policy: 3225  Estimated Fiscal Impact: $50,000

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

Yulian Ligioso, Vice President  
Finance & Administration

PRESENTERS NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

March 6, 2015

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

-62-
Thank you for your confidence in Accountemps. Our professional is assigned to you under the following General Conditions of Assignment and the enclosed Terms of Payment.

### Scope of Background Inquiries

We usually check references by asking specific questions to select past employers with regard to qualifications and work history. These types of checks are generally done the first time we place that individual on an assignment. We do not recheck references after this initial placement process has been completed. There are substantial legal restrictions on the use and communication of various types of personnel-related information. We have not screened for drug use, administered a criminal background check, or engaged in any verification process other than these reference checks. You should conduct such additional or more recent reference inquiries of past employers or verify such other items as you deem appropriate for the position. If you would like to obtain further background information about the professional, we would be glad to refer you to third party agencies who have agreed to perform additional background checks for our clients at a competitive price. If you choose to directly employ one of our professionals, we are willing to provide you with the results of any reference checks that we have performed, to the extent permitted by law.

### Client's Responsibility

Supervision of our professional's work is your responsibility. Our professional is only authorized to perform work within the scope of the assignment.

Since Accountemps is not a professional accounting firm, it is expressly understood that our professionals are not authorized to render an opinion on behalf of Accountemps or on your behalf on financial statements, nor are our professionals authorized to sign the name of Accountemps on any document or to sign their own names on financial statements or tax returns.

It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures.

Under no circumstances will you permit our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables. It is understood that you have full responsibility for providing safe working conditions, as required by law, including ensuring that safety plans exist for and safety related training is provided to our professional working on your premises. If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional assigned to you.

It is understood that we will not authorize our professional to operate machinery (other than office machines) or automotive equipment. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing.

It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will Accountemps be responsible for any claim related to work performed unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.

### Confidentiality

Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature.

You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.

### Employment Taxes and Withholdings

Accountemps will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.

### Insurance

In addition to workers' compensation insurance, we also maintain commercial liability insurance and employer's liability insurance.

### No Contrary Agreements

These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.

---

Job Order: 00590-109570  
Date: 12-19-2014
TERMS OF PAYMENT

Thank you for your confidence in Accountemps. Our professional for the assignment of a Staff Accountant is Beverley Sloyer. The assignment will start on 12-19-2014. As verbally agreed or otherwise communicated, we will invoice your firm at the rate of $63.00 per hour. Should you wish to use our professional for other assignments, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call Accountemps for any changes in the assignment. We request a minimum thirty (30) days notice prior to ending any assignment.

Our professional is assigned to you under the following Terms of Payment:

Guarantee

Accountemps guarantees your satisfaction with our professional's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with the professional assigned to you, Accountemps will not charge for the first eight hours worked, provided that Accountemps replaces the individual assigned. Unless you contact us before the end of the first eight hours guarantee period, you agree that our professional assigned is satisfactory.

Time Sheet

Our professional will submit either an electronic time record or a time sheet for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our assigned professional is on a weekly basis, and you will be billed weekly for the total hours worked, including time spent completing, revising, and/or resubmitting a time sheet or electronic time record during business hours, and we ask that you respect those guidelines. Because Accountemps invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.

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. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.

Hiring the Person Referred to You

After you evaluate the performance and potential of our professional on the job, you may wish to employ this person directly. Our professionals represent our inventory of skilled employees and in the event you wish them converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional 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 our professional assigned to you is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer.

The conversion fee will equal 35% of the professional's aggregate annual compensation, including bonuses.

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

General Conditions

Accountemps may increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the increase in our rates. Any increase in our rates will be prospective, starting as of the effective date Accountemps specifies.

Our professional is also assigned to you under the General Conditions of Assignment, a copy of which has been provided. We reserve the right to re-assign our professional.

Job Order: 00590-109570 Date: 12-19-2014
AGENDA ITEM  12.(v)  
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09/15</td>
<td>2511060402-2511060403</td>
<td>Vendor Payment</td>
<td>$48,522.11</td>
</tr>
<tr>
<td>02/09/15</td>
<td>2511060404-2511060406</td>
<td>Vendor Payment</td>
<td>$61,404.36</td>
</tr>
<tr>
<td>02/09/15</td>
<td>25110604047</td>
<td>Vendor Payment</td>
<td>$1,869.98</td>
</tr>
<tr>
<td>02/09/15</td>
<td>2511060408-2511060494</td>
<td>Vendor Payment</td>
<td>$152,038.76</td>
</tr>
<tr>
<td>02/10/15</td>
<td>2511060495-2511060598</td>
<td>Vendor Payment</td>
<td>$22,580.65</td>
</tr>
<tr>
<td>02/17/15</td>
<td>2511060599</td>
<td>Vendor Payment</td>
<td>$15,412.50</td>
</tr>
<tr>
<td>02/17/15</td>
<td>2511060600-2511060664</td>
<td>Vendor Payment</td>
<td>$120,188.57</td>
</tr>
<tr>
<td>02/23/15</td>
<td>2511060665-2511060667</td>
<td>Vendor Payment</td>
<td>$24,284.66</td>
</tr>
<tr>
<td>02/23/15</td>
<td>2511060668-2511060669</td>
<td>Vendor Payment</td>
<td>$36,256.86</td>
</tr>
<tr>
<td>02/23/15</td>
<td>2511060670-2511060672</td>
<td>Vendor Payment</td>
<td>$31,974.42</td>
</tr>
<tr>
<td>02/23/15</td>
<td>2511060673-2511060673</td>
<td>Vendor Payment</td>
<td>$242,351.21</td>
</tr>
<tr>
<td>02/24/15</td>
<td>2511060733-2511060796</td>
<td>Vendor Payment</td>
<td>$183,902.94</td>
</tr>
<tr>
<td>02/25/15</td>
<td>2511060797-2511060882</td>
<td>Vendor Payment</td>
<td>$19,207.70</td>
</tr>
<tr>
<td>03/02/15</td>
<td>2511060883-2511060884</td>
<td>Vendor Payment</td>
<td>$11,700.00</td>
</tr>
<tr>
<td>03/02/15</td>
<td>2511060885-2511060886</td>
<td>Vendor Payment</td>
<td>$18,154.07</td>
</tr>
</tbody>
</table>

CONTINUED ON NEXT PAGE:


SUPERINTENDENT'S RECOMMENDATION: ☒ APPROVAL  ☐ DISAPPROVAL  ☐ NOT REQUIRED  ☐ TABLE

Yulian Ligioso, Vice President  
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Finance & Administration  
ORGANIZATION

March 6, 2015  
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

March 6, 2015  
DATE APPROVED BY SUPERINTENDENT-PRESIDENT
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Invoice Numbers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/02/15</td>
<td>Vendor Payment</td>
<td>2511060887-2511060893</td>
<td>$95,974.78</td>
</tr>
<tr>
<td>03/02/15</td>
<td>Vendor Payment</td>
<td>2511060894-2511060896</td>
<td>$404,161.88</td>
</tr>
<tr>
<td>03/02/15</td>
<td>Vendor Payment</td>
<td>2511060897-2511060993</td>
<td>$751,470.68</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$2,241,456.13</td>
</tr>
</tbody>
</table>

Copies of the Warrant Listings are available at the following locations: Office of the Superintendent-President and Office of the Vice President of Finance and Administration.
AGENDA ITEM 14.(a)
MEETING DATE March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION IN SUPPORT OF CHANGES TO COMMUNITY COLLEGE FUNDING TO INCLUDE DIFFERENTIAL FUNDING FOR HIGH COST CAREER TECHNICAL EDUCATION PROGRAMS
RESOLUTION NO. 14/15-27

REQUESTED ACTION: APPROVAL

SUMMARY

Cabrillo College recently passed a resolution to support a new funding formula for career technical education programs. Community college boards across the State are offering their support for new funding formulas for the high cost of vocational classes. Solano Community College has been asked to offer support through resolution, and collectively, these resolutions will be forwarded to the Chancellor’s Office for consideration.

Government Code: 
Board Policy: 
Estimated Fiscal Impact:$0

SUPERINTENDENT’S RECOMMENDATION:

☐ APPROVAL ☐ NOT REQUIRED ☐ DISAPPROVAL ☐ TABLE

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

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7112

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

March 6, 2015

-67-
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION IN SUPPORT OF CHANGES TO COMMUNITY COLLEGE FUNDING
TO INCLUDE DIFFERENTIAL FUNDING FOR HIGH COST CAREER TECHNICAL
EDUCATION PROGRAMS

RESOLUTION NO. 14/15-27

Whereas, California Community Colleges have built extensive depth and breadth of
educational programs over the past 50 years that provide for certificated and degree employment,
responding to the educational needs of their respective communities, and contributing to a skilled
workforce that in turn, provides the economic vitality necessary for the next few decades and delivers
upon the national and state mandates for a qualified workforce;

Whereas, 2013-14 Assembly bill (AB977) requested that the CCC Chancellor convene a
group of experts in Career Technical Education, business, or industry to research ways to address
issues related to implementing differential funding for credit bearing, high cost, high-demand courses
at the community colleges;

Whereas, for the community colleges, credit courses are currently funded at $4,636 per full-
time equivalent student (FTES), non-credit courses are funded at $2,788 per FTES, and
‘enhanced non-credit’ courses are funded at $3,283 per FTES;

Whereas, many of Cabrillo College’s Career Technical Education (CTE) programs receive
less in FTES funding than they cost to operate with some healthcare related programs funded at only
one-quarter to one-half of their actual operating costs;

Whereas, a recent report by the Institute for Higher Education Leadership Policy found that
California’s current funding structure creates a fiscal disincentive to support high cost programs;

Whereas, the California Community Colleges System Strategic Plan 2013 update states in
Strategic Goal C: "Partnerships for Economic and Workforce Development strengthen the Colleges’
capacity to respond to current and emerging labor market needs and to prepare students for a global
economy;

Whereas, the Donahoe Higher Education Act states: "A primary mission of the California
Community Colleges is to advance California's economic growth and global competitiveness through
education, training, and services that contribute to continuous work force improvement," and further
states "The California Community Colleges shall, as a primary mission, offer academic and
vocational instruction at the lower division level; now, therefore be it

Resolved, that the Solano Community College District requests additional support of high
cost, high demand career technical education programs through differential funding that can allay the
increased cost of performing the services necessary for a college student to earn a certificate or
degree; and which can allay the high cost due to mandated low teacher to student ratios, high
equipment and maintenance costs. Solano College supports legislation that would secure differential
funding for necessary career technical education demand.
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION IN SUPPORT OF CHANGES TO COMMUNITY COLLEGE FUNDING
TO INCLUDE DIFFERENTIAL FUNDING FOR HIGH COST CAREER TECHNICAL
EDUCATION PROGRAMS

RESOLUTION NO. 14/15-27
(Continued page 2)

PASSED AND ADOPTED. By the Governing Board of the Solano Community College
District this 18th day of March 2015, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

A. MARIE YOUNG
BOARD PRESIDENT

JOWEL C. LAGUERRE, PH.D.
SECRETARY
AGENDA ITEM 14.(b)
MEETING DATE March, 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CHANGE ORDERS - NO. 01 (DEDUCTIVE ) TO MIKE BROWN ELECTRIC AND NO. 04 TO SUNPOWER CORPORATION FOR UTILITY INFRASTRUCTURE UPGRADE (ENERGY) PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for two (2) Change Orders for the Utility Infrastructure Upgrade (Energy) Project.

- Deductive Change Order No. 01 to Mike Brown Electric. The utility connection for this project was contracted to Mike Brown Electric and was not performed per schedule so the District assigned the work to another qualified vendor.
- Change Order No. 04, to SunPower Corporation to complete the work for Mike Brown Electric.

Summaries for each change order are attached. The result of this change to the overall project is $0.00. The scope of work was simply moved from one vendor to another.

Amounts for each project are as follows:

CONTINUED ON NEXT PAGE

<table>
<thead>
<tr>
<th>Government Code: N/A</th>
<th>Board Policy:</th>
<th>Estimated Fiscal Impact: $0 Measure Q Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT'S RECOMMENDATION:</td>
<td>☑ APPROVAL</td>
<td>☐ DISAPPROVAL</td>
</tr>
<tr>
<td></td>
<td>☐ NOT REQUIRED</td>
<td>☐ TABLE</td>
</tr>
</tbody>
</table>

Leigh Sata
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration

ORGANIZATION

March 6, 2015

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

March 6, 2015

-70-
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CHANGE ORDERS - NO. 01 (DEDUCTIVE ) TO MIKE BROWN ELECTRIC AND NO. 04 TO SUNPOWER CORPORATION FOR UTILITY INFRASTRUCTURE UPGRADE (ENERGY) PROJE

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

Revised contract figures for each change order are as follows:

Change Order No.01 - Mike Brown Electric:
- Contract Award Amount: $177,325.00
- Prior Change Orders: $0.00
- Change Order No. 01: $-2,277.02
- Total Change Orders: $-2,277.02
- Revised Contract Amount: $175,047.98

Change Order No.04 - SunPower:
- Contract Award Amount: $11,700,000.00
- Prior Change Orders: $873,312.00
- Change Order No. 04: $2,277.02
- Total Change Orders: $875,589.02
- Revised Contract Amount: $12,575,589.02
Solano Community College District
360 Campus Lane Suite 203
Fairfield, CA 94534
Tel: 707-864-7189  Fax: 707-207-0423

KITCHELL CEM

Change Order #  1
Project No.:  14-011
Date:  2/24/2015

Project:  Utility Infrastructure Upgrade (Energy) Project
          4000 Suisun Valley Road
          Fairfield CA 94534

Architect:  ATI
           3860 Blackhawk Rd, Ste 100
           Danville, CA 94526

To:  Mike Brown Electric Co.
     561-A Mecanile Drive
     Cotati, CA 94931

The Contract is Changed as Follows:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Amount</th>
<th>Days Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>(SunPower PCO 19)- Deductive Change Order to cover costs for SunPower to perform Cadwelding of existing #4 BC conductors to 12 toal fence posts. Costs are being deducted from Mike Brown Electric's Contract which is resulting in an overall net change of $0.00 to this project.</td>
<td>$(2,277.02)</td>
<td>0</td>
</tr>
</tbody>
</table>

TOTAL COST OF CHANGE ORDER  $(2,277.02)

Original Contract Sum:  $177,325.00
Total change By Previous Change Orders:  $
Contract Sum Prior to This Change Order:  $177,325.00
Original Contract Sum will be increased by This Change Order:  $(2,277.02)
The New Contract Sum Including This Change Order Will Be:  $175,047.98

The Contract Completion Date is:  4/15/2015
Contract Time Will be Changed by This Change Order:  0
The date of substantial completion as of the of this change order is:  4/1/2015

ARCHITECT:
ATI
3860 Blackhawk Rd, Ste 100
Danville, CA 94526

CONTRACTOR:
Arnold Gonzalez
Project Manager
Mike Brown Electric Co.

OWNER:
Leigh Seta
Executive Bonds Manager
Solano Community College District
**Solano Community College District**  
360 Campus Lane Suite 203  
Fairfield, CA 94534  
Tel: 707-864-7189  
Fax: 707-207-0423

**KITCHELL CEM**

**DSA File No.:** 48-C1  
**DSA Number:** 02-112894

**Change Order #:** 4  
**Project No.:** 14-011  
**Date:** 2/24/2015

**Project:** Utility Infrastructure Upgrade (Energy) Project  
4000 Suisun Valley Road  
Fairfield CA 94534

**To:** SunPower Corporation, Systems  
1414 Harbour Way South Ste. 1901  
Richmond, CA 94804

**Architect:** ATI  
3860 Blackhawk Rd, Ste 100  
Danville, CA 94526

---

**The Contract is Changed as Follows:**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Amount</th>
<th>Days Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>(PCO 19): Cadweld existing #4 BC conductors to 12 tallf fence posts. Costs are being deducted from Mike Brown Electric's Contract in the amount of $2,277.02. This is resulting in overall net change of $0.00 to this project.</td>
<td>$2,277.02</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL COST OF CHANGE ORDER:** $2,277.02

**Original Contract Sum:** $11,700,000.00

**Total change By Previous Change Orders:** $873,312.00

**Contract Sum Prior to This Change Order:** $12,573,312.00

**Original Contract Sum will be Increased by This Change Order:** $2,277.02

**The New Contract Sum Including This Change Order Will Be:** $12,575,589.02

**The Contract Completion Date is:** 4/15/2015

**Contract Time Will be Changed by This Change Order:** 0

**The date of substantial completion as of the of this change order is:** 4/1/2015

---

**ARCHITECT:**  
ATI  
3860 Blackhawk Rd, Ste 100  
Danville, CA 94526

---

**CONTRACTOR:**  
Armando Gomez  
Project Manager  
SunPower Corporation, Systems

---

**OWNER:**  
Leigh Sata  
Executive Bonds Manager  
Solano Community College District
AGENDA ITEM  14.(c)  
MEETING DATE  March 18, 2015

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ACTIONS  
AS SUBMITTED BY THE CURRICULUM COMMITTEE, A  
SUBCOMMITTEE OF THE ACADEMIC SENATE

REQUESTED ACTION: APPROVAL

SUMMARY:

During the spring semester in the month of February 2015, the Solano Community College  
Curriculum Committee, a subcommittee of the Academic Senate, approved the following  
curriculum-related items. The approval of the Governing Board is requested as required by Title 5,  
Chapter 6, Subchapter 2, beginning with §55100.

Government Code Title V, Chapter 6, Subchapter 2, beginning with §55100  
Board Policy: 6100  
Estimated Fiscal Impact: N/A

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

Leslie Minor, Vice President  
Academic Affairs

PRESENTERS NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

(707) 864-7102  
TELEPHONE NUMBER

Academic Affairs  
ORGANIZATION

February 27, 2014  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

February 27, 2014  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

-74-
SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the spring semester in the month of February 2015, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

**COURSE MODIFICATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Modifications</th>
<th>Class Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>(CP15-10) FIRE 050 Principles of Emergency Services</td>
<td>Catalog description, objectives, assignments, content, textbook <em>(Curriculum Review)</em></td>
<td>30</td>
</tr>
<tr>
<td>(CP15-11) FIRE 051 Fire Behavior &amp; Combustion</td>
<td>Objectives, methods of instruction, assignments, content, textbook <em>(Curriculum Review)</em></td>
<td>30</td>
</tr>
<tr>
<td>(CP15-12) FIRE 053 Fire Prevention Applications</td>
<td>Title, Objectives, Assignments, Content, Textbook <em>(Curriculum Review)</em></td>
<td>30</td>
</tr>
<tr>
<td>(CP15-13) FIRE 054 Fire Protection Systems</td>
<td>Objectives, Assignments, content, textbooks <em>(Curriculum Review)</em></td>
<td>30</td>
</tr>
<tr>
<td>(CP15-14) FIRE 056 Building Construction as it Relates to the Fire Service</td>
<td>Title, catalog description, objectives, assignments, content, textbooks <em>(Curriculum Review)</em></td>
<td>45</td>
</tr>
<tr>
<td>(CP15-24) ENGR 017 Introduction to Electrical Engineering</td>
<td>Change corequisite to a prerequisite with concurrency</td>
<td>30</td>
</tr>
<tr>
<td>(CP15-25) HS 054 Introduction to Group Process</td>
<td>Course number, prerequisite, textbooks</td>
<td>35</td>
</tr>
<tr>
<td>(CP15-26) AERO 055 Aviation Maintenance Technician General II</td>
<td>Objectives, Assessment, Textbooks <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
<tr>
<td>(CP15-27) AERO 102 Airframe Maintenance I</td>
<td>TOP Code, Course Advisory, Objectives, Assessments, Textbooks <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
<tr>
<td>(CP15-28) AERO 103 Aviation Maintenance Technician General II</td>
<td>Course Advisory, Objectives, Assessments, Textbooks <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
<tr>
<td>(CP15-29) AERO 105 Airframe Maintenance II</td>
<td>TOP Code, Objectives, Assessments, Textbook <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
<tr>
<td>(CP15-30) AERO 106 Powerplant Maintenance</td>
<td>Course Advisory, Catalog Description, Assessments, Textbooks <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
<tr>
<td>(CP15-31) AERO 107 Powerplant Maintenance II</td>
<td>TOP Code, Course Advisory, Assessments, Textbooks <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
<tr>
<td>(CP15-32) AERO 118 FAA Airframe Test Review and Qualification</td>
<td>Contact hours, Course Advisory, Catalog description Objectives, Assessments, Textbooks <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
<tr>
<td>(CP15-33) AERO 119 FAA Powerplant Test Review and Qualification</td>
<td>Contact Hours, Course Advisory, Catalog description Assessments, Textbooks <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
<tr>
<td>(CP15-34) AERO 150 FAA Special Projects – Airframe Enhancement</td>
<td>Objectives, Assessments, Catalog description Textbooks <em>(Curriculum Review)</em></td>
<td>24</td>
</tr>
</tbody>
</table>
NEW COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>(CP15-22) KINE 055A Sports Medicine – Athletic Training Fall Sports</td>
<td>30</td>
</tr>
<tr>
<td>(CP15-37) KINE 008D Advanced Tennis</td>
<td>30</td>
</tr>
</tbody>
</table>

Modified Programs
(CP15-43) Human Services – A.A. Degree – course sequence and courses
(CP15-44) Human Services – Certificate of Achievement – course sequence and courses

New Programs
(CP15-41) Computer Aided Drafting – Job Direct Certificate
(CP15-42) Soft Skills for Technicians – Job Direct Certificate

Consent Items
Change MUSC 001 title from Beginning Theory I to Theory 1
Change MUSC 002 title from Beginning Theory II to Theory 2
Change MUSC 003 title from Advanced Theory I to Theory 3
Change MUSC 004 title from Advanced Theory I to Theory 4

Add the following statement to the catalog description for each of the following variable unit courses:
Students may take this course up to the maximum number of units over multiple semesters.

ART 066B Travel Study - Topics in Art History
BIO 047 Independent Study
BIO 099 Biology Honors: Dissection
BUS 099 Business Honors
BUS 181 Business Mathematics
CDFS 099 Early Childhood Education Honors
CIS 049 Computer and Information Science Honors
CJ 090 Vocational Work Experience - Law Enforcement
CJ 091 Vocational Work Experience - Corrections
DRFT 092 Special Problems
ENGL 049 English Honors
ENGL 310 Writing Skills Lab
MUSC 060 Sound Recording Lab
NURT 012 Evaluating Current Topics in Nutrition
PHOT 051 Photography Laboratory
PHOT 099 Photography Honors
PHOT 155 Professional Photography: Travel Photography
PLSC 049 Political Science Honors
PSYC 049 Psychology Honors
SOC 049 Sociology Honors
SOCS 049 Social Science Honors
SPAN 049 Spanish Honors
TV 099 Telecommunications Honors
TO:
Members of the Governing Board

SUBJECT:
RESOLUTION HONORING TERRI PEARSON-BLOOM

REQUESTED ACTION:
APPROVAL

SUMMARY

Terri Pearson-Bloom is an outstanding head coach completing her 15th season with the Solano Community College Women’s Softball Team. This resolution is in recognition of her many years of dedication and service, and reaching the milestone of 400 wins as head coach.
SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
RESOLUTION HONORING

Terri Pearson-Bloom

Whereas, Terri Pearson-Bloom is an outstanding head coach completing her 15th season with the Solano Community College Women’s Softball team.

Whereas, Terri Pearson-Bloom previously served as an assistant coach at St. Mary’s College and the University of Tennessee and head coach with the Virginia Roadsters of the Women’s Professional Softball League;

Whereas, Terri Pearson-Bloom continues to make academics a priority and Solano Softball continues to be ranked in the top 25 nationally in overall team GPA with numerous players having earned NFCA Academic All-Americans honors, the most prestigious academic award in college softball;

Whereas, Terri Pearson-Bloom’s former Falcons have played at NCAA Division I, II and NAIA colleges throughout the US including; Arizona State, CSU Fullerton, CSU Sacramento, CSU East Bay, Sonoma State, Jacksonville State, Oregon Tech, Lee University, and Oklahoma Baptist;

Whereas, Terri Pearson-Bloom excelled in softball as a student-athlete at Cal State Northridge where she helped to lead her team to three appearances in the College World Series;

Whereas, Terri Pearson-Bloom reached a landmark 400 wins as head coach on March 3, 2015 with the teams’ win over Delta College; and

Whereas, Terri Pearson-Bloom’s dedication and commitment to Solano Community College has earned the respect of the community, the College staff, faculty, and students; now, therefore be it

Resolved, That Terri Pearson-Bloom is recognized for her stellar career with Solano Community College, and the Governing Board expresses its sincere appreciation for her considerable contribution to the College.

Passed and Adopted, This 18th day of March 2015, by the Governing Board of the Solano Community College District.

A. Marie Young, President
Michael A. Martin, Vice President

Monica Brown
Sarah E. Chapman, Ph.D.

Denis Honeychurch, J.D
Pam Keith

Rosemary Thurston
Naser J. Baig, Student Trustee

-78-