

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2015-2016

Change in Assignment

Justin Howell	From Interim Manager, Technology Services and Support (Range 43/Step 7) to Interim Manager Technology Services and Support (Range 43/Step 8)	01/01/16
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Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Samanda Dorger	Program Review – Journalism	General Fund	01/1/16 – 01/31/16	\$74.72 hr.
Gabrielle Saveri	Program Review – Journalism	General Fund	01/01/16 – 01/31/16	\$62.63 hr.
Michael Silvernail	Substitute Custodian	General Fund	02/17/16 – 06/30/16	\$13.62 hr.

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Philip Cello	Athletics Department	Assistant Coach to Intercollegiate Tennis Program
Raymond Muno	School of Career Technical Education and Business	Lab Assistant – Welding Shop

 Mary Jones
 Human Resources

 February 19, 2016
 Date Submitted

 Celia Esposito-Noy, Ed.D.
 Superintendent-President

 February 19, 2016
 Date Approved

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: EDUCATIONAL AGREEMENT BETWEEN MARIANI
PACKING COMPANY AND SOLANO COMMUNITY
COLLEGE DISTRICT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

An agreement between Solano Community College District and Mariani Packing Company for special educational services is being presented to the Governing Board for approval. SCCD will provide Total Productive Maintenance (TPM) training to Mariani Packing Company employees.

The District will develop, coordinate, deliver, and evaluate the training. Training will take place in Spring 2016; the specific dates to be determined. Instruction/training will be delivered at Mariani Packing Company in Vacaville. (Summary continued on Page 2.)

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
 Basic skills education
 Workforce development and training
 Other

Ed. Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$50,000 Income

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Kelly Penwell, Associate Dean
Workforce Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-863-7808

TELEPHONE NUMBER

Leslie Minor, Ph.D.

VICE PRESIDENT APPROVAL

February 19, 2016

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

CELIA ESPOSITO-NOY, Ed.D.
Superintendent-President

February 19, 2016

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

SUMMARY (Continued from Page 1)

Employees will attend 240 hours of training in groups, beginning, intermediate and advanced. Each employee will receive materials and textbooks based on their class level. Any textbook costs will be billed separately to Mariani Packing Company. All successful completers will receive Certificates of Success. Additional training may be scheduled as needed with an addendum to this contract.

This phase one contract is for \$50,000.

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

THIS AGREEMENT is hereby entered into this 3rd day of March, 2016 by the SOLANO COMMUNITY COLLEGE DISTRICT (hereinafter referred to as DISTRICT), and Mariani Packing Company (hereinafter referred to as EMPLOYER).

Terms of Agreement:

The DISTRICT agrees to prepare and provide customized training or consultation for EMPLOYER. The training or services will cover topics specified and agreed to by EMPLOYER before delivery. The services will be presented by qualified instructors to designated employees of EMPLOYER at weekly or other intervals specified by EMPLOYER with no more than 30 employees per session. Training will be conducted at EMPLOYER's facility.

Description of Services: DISTRICT will provide training designed to develop and/or improve employee skills in one or more of the following categories: Continuous Improvement. Each training session will vary depending on EMPLOYER's needs.

Terms of this agreement: March 3, 2016 – June 30, 2016

Compensation: The DISTRICT will prepare a separate Employer Training Agreement for each training session that the EMPLOYER conducts through the DISTRICT. The DISTRICT will invoice EMPLOYER at the end of the contracted training session. EMPLOYER agrees to provide entire payment within 30 calendar days upon receipt of invoice from DISTRICT.

This contract will outline Phase One and total \$50,000.00. (200 hours @ \$250.00 per hour). It is likely that to complete the entire scope of work outlined by the client, there will be a Phase II to the project.

The EMPLOYER agrees to pay the SOLANO COMMUNITY COLLEGE DISTRICT Net 30 after each monthly invoice is submitted. SOLANO COMMUNITY COLLEGE DISTRICT will work in good faith to coordinate Employer Training Panel (ETP) funding where applicable. However, SOLANO COMMUNITY COLLEGE DISTRICT cannot guarantee that Mariani Packing Company will receive ETP funding.

Intellectual Property: Any curriculum developed or improved during the course of this agreement at the DISTRICT's expense, will become property of the DISTRICT. The DISTRICT shall retain for state and educational purposes limited intellectual property rights. This limited right is a royalty-free, non-exclusive, non-transferable, irrevocable license, for governmental and educational use of any knowledge, data, know-how, and materials conceived and practiced during the term of the AGREEMENT. In the process of customizing a curriculum for the EMPLOYER, the EMPLOYER must identify all copyrighted material, trade secrets, or other proprietary information that are exempt from disclosure under the Public Records Act (California Code, Sections 6250 et seq.). The EMPLOYER maintains all rights to previously copyrighted or patented material under its name or company.

Hold Harmless: The DISTRICT and EMPLOYER agree to defend, indemnify and hold harmless the other party, its board officers, agents, and employees, individually and collectively, from and against all claims, liabilities,

Acceptance

Acceptance of the scope of work defined by the submitted proposal may be made by signing below and returning by mail or fax to:

Solano Community College District
Workforce Development Center
4000 Suisun Valley Road
Fairfield, CA 94534

Should you decide to accept the services as described in the proposal simply sign the acceptance line on the next page. If modifications are requested to the proposal, please describe the modifications to this proposal/bid in the space that follows.

The proposal

Training Program: Design and Implement Total Productive Maintenance at Mariani Packaging Co
Objectives:

- Reduce breakdown, defects and accidents in production areas designated to deploy TPM
- Involve people from all levels in the organization to sustain the gain
- Increase machinery and equipment lifespan
- Improve teamwork and employees engagement

Training Strategy: Customized training program for Leaders (supervisor/lead, managers and directors) and customized training program for operators, mechanics, quality personnel to implement TPM at their operation Training Hours and approach to be used: 200 Hours, combining training in class and on the job site.

A- Leaders: 8 hours (4 hours class format and 4 hours at the operation area), one group.

B- Operators, Mechanics and Quality Team: (Two 4 hour's class sessions and 24 hours on the job site) 6 groups to cover 2 full shifts, sanitation team, mechanics assigned to the area and quality personnel. The 6 groups will provide minimum disruption from operations as previously discussed with Mrs. Chen during my visit to the plant

Topics to be covered during the TPM training Leadership level:

Overview of TPM. Evaluate the impact on operation reliability, manufacturing cost, quality and employee engagement when TPM is deployed.

Metrics associated to TPM implementation to quantify and qualify ROI and Benefits. Impact on production schedule, resources and on-time delivery and fulfillment rate.

TPM foundations, tools to be utilized and critical success factors

Leaders coaching and removing barriers to deploy TPM. How the leadership role evolves with TPM implementation

Auditing and recognizing the achievements Operators Mechanics and Quality personnel:

Overview of TPM. Evaluate the impact on operation reliability, manufacturing cost, quality and employee engagement when TPM is deployed.
 Metrics associated with the daily operation, quality and equipment not running, to track the improvements by TPM initiative.

TPM foundations, tools to be utilized and critical success factors TPM simulation - Operator and Mechanic new role and benefits On the job site TPM deployment. Operators identify and perform inspection, lubrication and cleaning. Mechanics are focused on preventive and predictive maintenance. Redefine the work performed by each team, frequency, reports, and so on, associated with each equipment.

The area of focus at the plant will be Retail packaging (called bag lines) with includes 3 large lines and 4 small lines.
 Duration: March thru May 2016.

Special Modifications or Instructions (to be completed by client if needed):

Both parties agree to the proposal as outlined herein. Any modifications to the agreement shall be clearly defined with both parties in agreement as witnessed by signed documentation.

By signing below, both parties agree to work together in good faith toward the successful execution and implementation of the products and services as outlined herein.

The terms, conditions and pricing options within this proposal shall be good for 60-days following the date of this proposal.

**Solano Community College District
 Workforce Development Center**

Mariani Packing Company

	/	/		/	/
<i>Signature</i>			<i>Signature</i>		
<i>Celia Esposito-Noy, Ed.D.</i>			<i>Andy Kennedy</i>		
<i>Printed Name</i>			<i>Printed Name</i>		
<i>Superintendent-President</i>			<i>Director of Operations</i>		
<i>Title</i>			<i>Title</i>		

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT SERVICES AGREEMENT BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT AND SOLANO COMMUNITY COLLEGE DISTRICT**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

An agreement between Solano Community College District (CONTRACTOR) and El Camino Community College District (DISTRICT) for contract services is being presented to the Governing Board for approval. Solano Community College District will provide training to companies using Employment Training Panel funds administered by the El Camino Community College District.

CONTRACTOR will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at Mariani Packing Company in Vacaville. (Summary continued on Page 2.)

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
 Basic skills education
 Workforce development and training
 Transfer-level education
 Other

<i>Ed. Code:</i> 78021	<i>Board Policy:</i> 3520	<i>Estimated Fiscal Impact:</i> \$ 75,000.00 Income
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Kelly Penwell, Associate Dean
Workforce Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-863-7808

TELEPHONE NUMBER

Leslie Minor, Ph.D.

VICE PRESIDENT APPROVAL

February 19, 2016

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

CELIA ESPOSITO-NOY, Ed.D.
Superintendent-President

February 19, 2016

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

(Summary continued)

CONTRACTOR agrees to cooperate with DISTRICT in carrying out training and necessary administrative activities. CONTRACTOR designates Kelly Penwell, Associate Dean Workforce Development to assist DISTRICT in completing ETP required records, including but not limited to, managing the attendance roosters, documentation of training hours, and support certification of retention and employee/training wage information.

The DISTRICT will pay CONTRACTOR per the following schedule:

Reimbursement rates are established by the Employment Training Panel (ETP) per contract.
• Job 1=\$13.47 per student contact hour for Large Priority Employers
• Job 2=\$19.45 per student contact hour for Small Priority Employers

Only courses listed in Exhibit A will be approved for compensation by the DISTRICT and all courses must be pre-approved by the DISTRICT prior to their offering. This contract is for up to \$75,000. The amount can be raised by a separate contract amendment.

CONTRACTOR must submit all required documents as per the contract prior to invoicing. Payment will be made to CONTRACTOR (30) days after receipt of invoice.

This agreement will be from April 19, 2016 to May 3, 2017. CONTRACTOR can only provide training up to February 3rd, 2017 to allow for the 90-day-retention period.

Either party may terminate this agreement with or without cause, upon sixty (60) days written notice to other party. In the event of termination CONTRACTOR will immediately cease work or services. CONTRACTOR will be entitled to compensation for all service rendered prior to notice of termination, and DISTRICT shall be entitled to reimbursement for any compensation paid in excess of services rendered.

See attached item Exhibit B & C.

CONTRACTOR agrees to follow all terms set forth by Employment Training Panel in Exhibit B (referenced to Exhibit C – Third party agreement in El Camino Community College District ET15-0427) Agreement with the ETP.

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

CONTRACT SERVICES AGREEMENT

THIS CONTRACT SERVICES AGREEMENT (herein "Agreement") is made and entered into this 19th day of April 2016, by and between El Camino Community College District (herein "DISTRICT") and Solano Community College District, (herein "CONTRACTOR").

NOW, THEREFORE, the parties hereto agree as follows:

1.0 SERVICES

CONTRACTOR agrees to provide training to companies using Employment Training Panel (ETP) funds administered by the DISTRICT. Training will be held at company sites.

2.0 ETP ADMINISTRATIVE REPORTING

The CONTRACTOR agrees to cooperate with the El Camino Community College District in carrying out training and necessary administrative activities. The CONTRACTOR designates (name/title) Kelly Penwell, Associate Dean Workforce Development assist DISTRICT in completing the ETP required records, including but not limited to, managing the attendance rosters, documentation of training hours, and support certification of retention and employee/training wage information.

3.0 COMPENSATION

The DISTRICT will pay CONTRACTOR according to the following schedule:

Reimbursement rates are established by the Employment Training Panel (ETP) per contract.
• Job 1 = \$13.47 per student contact hour for Large Priority Employers
• Job 2 = \$19.45 per student contact hour for Small Priority Employers

Only courses listed in Exhibit A will be approved for compensation by the District and all courses must be pre-approved by the DISTRICT prior to their offering. The contract amount for this agreement will be up to \$75,000.00 dollars. This contract cap amount may be increased through a separate contract amendment.

4.0 PAYMENT

The CONTRACTOR must submit all required class roster sign-in sheets, utilizing approved forms, to DISTRICT prior to invoicing. CONTRACTOR will invoice the DISTRICT for services satisfactorily rendered pursuant to this Agreement. The DISTRICT shall issue payment to CONTRACTOR within thirty (30) days after receipt of invoice from CONTRACTOR.

5.0 TERM

The term of this AGREEMENT will be from April 19, 2016, through May 3, 2017.

To comply with the Employment Training Panel's (ETP) training term, CONTRACTOR can only provide training up to February 3rd, 2017, to allow for the 90-day-retention period.

Either party may terminate this Agreement any time, with or without cause, upon sixty (60) days written notice to the other party. Upon receipt of the notice of termination, CONTRACTOR shall immediately cease all work or services hereunder. In the event of termination, CONTRACTOR shall be entitled to compensation for all services rendered prior to the effectiveness of the notice of termination, and the DISTRICT shall be entitled to reimbursement for any compensation paid in excess of the service rendered.

6.0 INDEMNIFICATION

The DISTRICT shall defend, indemnify and hold harmless CONTRACTOR, its officers, employees and agents from and against all losses and expenses (including costs of reasonable attorneys' fees) by reason of liability imposed by laws upon CONTRACTOR for damages because of bodily injury, personal injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this Agreement, provided such injuries to persons or damage to property are not due to the negligent acts or omissions of CONTRACTOR, its officers, employees, agents or any other person or persons under the CONTRACTOR'S direct supervision and control; or of its subcontractors or anyone directly or indirectly employed by either of them.

CONTRACTOR shall defend, indemnify and hold harmless the DISTRICT, its officers, employees and agents from and against all losses and expenses (including costs of reasonable attorneys' fees) by reason of liability imposed by laws upon the DISTRICT for damages because of bodily injury, personal injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this Agreement, provided such injuries to persons or damage to property are not due to the negligent acts or omissions of the DISTRICT, its officers, employees, agents or any other person or persons under the DISTRICT'S direct supervision and control; or of its subcontractors or anyone directly or indirectly employed by either of them.

7.0 ASSIGNMENT

The District shall not assign this Agreement or the consideration payable under this Agreement without the written consent of the Contractor.

8.0 WRITTEN NOTICE

All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

9.0 AMENDMENT/MODIFICATION

No amendment to this Agreement shall be effective unless it is approved in writing and signed by all parties in the same manner as this Agreement.

10.0 ENTIRE AGREEMENT

This Agreement sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions.

11.0 EMPLOYMENT TRAINING PANEL SUBAGREEMENTS AND THIRD-PARTY AGREEMENTS (SUBCONTRACTS)

As stipulated in items 5.3 and 5.4 of the ETP ET15-0427 Agreement, the following information is provided to comply with these requirements.

Company Name: Solano Community College District
 Address: 4000 Suisun Valley Road
 City, State, Zip Code: Fairfield, CA 94534
 Contact Person: Kelly Penwell
 Title: Associate Dean Workforce Development
 Phone Number: 707-863-7808
 E-mail address: Kpenwell@solano.edu
 DUNS #:
 Type of Service: Training
 Amount of Service(s): **up to** \$75,000.00 dollars
 Term of Agreement: April 19, 2016 to May 3, 2017
 ETP Agreement Reference: El Camino Community College District (CACT) Agreement ET15-0427

CONTRACTOR agrees to follow all terms set forth by the Employment Training Panel (ETP) in Exhibit B (referenced to Exhibit C - Third-Party Agreement (Subcontracts) in El Camino Community College District’s ET15-0427 Agreement with the ETP.

12.0 DEBARMENT & SUSPENSION:

In accordance with Executive Orders 12549 & 12689, Contractor certified by entering into this transaction, that neither it nor its principal(s) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

DISTRICT:

**El Camino Community College District
16007 Crenshaw Boulevard
Torrance, CA 90506**

CONTRACTOR:

**Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534**

Rocky Bonura
Director of Business Services

Celia Esposito-Noy, Ed.D.
Superintendent-President

Date: _____

Date: _____

Exhibit A: Menu Curriculum

Class/Lab Hours

24 – 200 (Job Number 1)

8 – 60 (Job Number 2)

Trainees may receive any of the following:

BUSINESS SKILLS

- ✦ Business Grammar and Writing Skills
- ✦ Business Fundamentals
- ✦ Communication Skills
- ✦ Conflict Resolution and Management
- ✦ Cost Control
- ✦ Customer Service
- ✦ Finance for Non Finance People
- ✦ Goal Setting
- ✦ Managing Change
- ✦ Negotiating
- ✦ Performance Management Skills
- ✦ Planning and Organization
- ✦ Presentation
- ✦ Project Management
- ✦ Project Coordination
- ✦ Time and Priority Management

COMPUTER SKILLS

- ✦ Access
- ✦ Adobe Acrobat 9 Professional
- ✦ CAD Cam Engineering Software Training
- ✦ Computer Skills for Production & Inventory
- ✦ E-Commerce
- ✦ Enterprise and Manufacturing Management Systems
- ✦ Microsoft Office Advanced
- ✦ Business Analytical Reporting & Presentation
- ✦ QuickBooks and Accounting Software
- ✦ Windows Advancement
- ✦ SharePoint in Manufacturing Settings

CONTINUOUS IMPROVEMENT

- ✦ Analyzing and Interpreting Data
- ✦ Design of Experiments
- ✦ 8D (Eight Disciplines) Problem Solving
- ✦ Frontline Leadership
- ✦ ISO (International Organization for Standardization)
- ✦ Kaizen Methodolgy
- ✦ Lean Manufacturing
- ✦ Problem Solving
- ✦ Process Improvement
- ✦ Process Management
- ✦ Quality
- ✦ Root Cause Analysis
- ✦ Set Up Time Reduction
- ✦ Process Mapping

- ✦ Six Sigma
- ✦ Statistical Process Control (SPC)
- ✦ Team Building
- ✦ APICS

HAZARDOUS MATERIALS

- ✦ Hazardous Waste
- ✦ Hazardous Materials
- ✦ Hazardous Chemical Cleaning
- ✦ Hazardous Waste Cleaning
- ✦ Hazardous Waste Operations and Emergency Response

OSHA 10/30 (Certified OSHA Instructor)

- ✦ OSHA 10 (Requires Completion of 10 Hours)
- ✦ OSHA 30 (Requires Completion of 30 Hours)

MANAGEMENT SKILLS (managers and supervisors only)

- ✦ Leadership
- ✦ Navigating Change
- ✦ Supervisory Skills

MANUFACTURING SKILLS

- ✦ Blueprint Reading
- ✦ Electrical Fundamentals
- ✦ Geometric Dimension and Tolerances
- ✦ Industrial Maintenance
- ✦ Manufacturing & Assembly
- ✦ Numerical Control Functions
- ✦ Pneumatics
- ✦ Production Manufacturing & Operating Skills
- ✦ Programmable Logic Controllers (PLCs)
- ✦ Shop Measurements

LITERACY SKILLS*

- ✦ Vocational English as a Second Language
- ✦ Basic Workplace Terminology
- ✦ Introduction of Process Terminology
- ✦ Written Communications
- ✦ Understanding Manuals and Reports
- ✦ Basic Math
- ✦ Locating Information on Charts and Graphs

*Literacy Skills training cannot exceed 45% of a trainee's total training hours

Note: Reimbursement for retraining is capped at 200 total training hours per trainee in Job Number 1 and 60 total training hours per trainee I Job Number 2, regardless of the method of delivery.

Exhibit B: Subcontracts

1. The Employment Training Panel (ETP) is not a party to this Agreement. ETP is not obligated in any manner for any liability that may arise out of this Agreement. No third party relationship is intended or created with ETP under this Agreement.
2. Consultant agrees that ETP has the right, during normal business hours, to examine or audit any and all records, books, papers and documents related to the delivery of services, including all accounting source payroll documents, under this Agreement to the extent ETP deems necessary.
3. Consultant agrees that ETP has the right, during normal business hours, to freely observe and monitor the delivery of services under this Agreement with or without the Consultant's presence. In particular, Consultant agrees that ETP has the right to interview trainees, trainers and training personnel.
4. Consultant agrees to maintain all records and other writings that pertain to the delivery of services under this Agreement for a period of no less than 4 years from termination or 3 years from Fiscal Closeout, whichever is later. This does not relieve Contractor of its responsibility under the ETP Agreement.
5. This Agreement shall be governed by the laws of the State of California. If ETP is named as a party in litigation, arbitration or other proceedings in connection with this Agreement, the exclusive venue and place of jurisdiction will be the County of Sacramento in the State of California.
6. In the event of any conflict or inconsistency between the terms of this Agreement and the ETP Agreement, the latter shall govern and prevail.
7. In no event shall the administrative fees paid under this Agreement with ETP funds exceed 13% of payment earned for Retraining. As used herein, "payment earned" means the amount of reimbursement the Contractor is entitled to retain based on ETP Fiscal Closeout. [Section 4400(r).]

Note: These provisions must be incorporated into any Agreement (subcontract) between Contractor and a consultant for administration of the ETP-funded training project. These provisions need not be used verbatim, but any variation must be approved by the ETP Legal Office. Contractor means the party that holds the contract and Consultant means the party that is responsible for administrative services.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING MARCH 2016 AS
WOMEN’S HISTORY MONTH AT SOLANO COMMUNITY
COLLEGE, RESOLUTION NO. 15/16-22

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Resolution No. 15/16-22 proclaiming March 2016 as Women’s History Month at Solano Community College is presented for approval.

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
 Basic skills education
 Workforce development and training
 Transfer-level education
 Other: To support the Solano Community College Mission Statement

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	
SUPERINTENDENT’S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE	

Rischa Slade, J.D.
PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707-863-7839
TELEPHONE NUMBER

Gregory S. Brown, Student Services
VICE PRESIDENT APPROVAL

February 19, 2016
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed. D.
Superintendent-President

February 25, 2016
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

RESOLUTION PROCLAIMING MARCH 2016 AS

WOMEN’S HISTORY MONTH AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. 15/16-22

WHEREAS, the theme for 2016 is “Working to Form a More Perfect Union: Honoring Women in Public Service and Government”; and

WHEREAS, Women have been equal partners in the development and history of the United States;

WHEREAS, With the passage of Public Law 100-9, the month of March was officially established as National Women’s History Month;

WHEREAS, Women’s roles in history and their contributions to world civilization have been overlooked in the past;

WHEREAS, Solano Community College, as a public institution of higher learning is dedicated to providing opportunities for all people so that they can reach their highest potential; and

WHEREAS, As an institution serving the community, Solano Community College is committed to offering public forums of interest to all segments; now therefore be it

RESOLVED, That the Solano Community College District Governing Board proclaims March 2016 as Women’s History Month.

PASSED AND ADOPTED This 17th day of February 2016, by the Governing Board of Solano County Community College District.

MICHAEL A. MARTIN, President

CECELIA ESPISITO-NOY, Secretary

RESOLUTION IN SUPPORT OF
A TRANSPORTATION FEE ELECTION

WHEREAS, the Associated Students of Solano Community College (ASSC) desires to assist with the implementation of an ongoing solution to current transportation issues facing students; and

Whereas, low-income students of Solano Community College are unable to afford transportation modes that meet their academic needs which impacts academic performance and, denies them access to an equitable education; and

Whereas, implementation of a two year student transportation fee would help subsidize public transportation access and be an important step toward creating a more accessible and equitable transportation system; and

Whereas, implementing a student transportation fee program would allow students to join the Solano Community College District in its mission to participate in green and sustainable programs and will help to reduce carbon emissions from motor vehicles; and

Whereas, such a program would guarantee more students a mode of transportation to campus throughout the year, sustaining and potentially increasing enrollment at SCC; and

Whereas, the municipal transportation agencies (City Coach/Vacaville; FAST/Fairfield; and Sol Trans/Vallejo) that support our students attend the main Solano Community College Fairfield campus as well as the centers located in Vallejo and Vacaville have agreed to participate in providing reduced fare costs to our students; and

Whereas, the Solano Transportation Authority has worked with ASSC student government, the Solano Community College District and each municipal carrier to determine the reduction in costs as well as ways to improve services; and

Whereas, California Education Code 76361(a) authorizes Districts to collect a fee for the purposes of "...reducing fares for services provided by common carriers or municipally owned transit systems to these students..."; and

Whereas, in accordance with California Education Code 76361(b)(2), a district's Governing Board may require all students to pay for a transportation fee, contingent upon a favorable vote of 50% of the majority plus one of the eligible ballots cast by the students and the fee and services will be provided to the students; and

Whereas, a California Community Colleges Chancellor's Office Legal Opinion published in December of 2009 states "If the transportation fee results from an election described above, students who take only online classes may be charged the fee, because assessment does not depend on actual use of the services"; and

Whereas the Transportation Fee to be collected pursuant to this vote shall not exceed the amount of \$10 per semester; a total of \$20 per year per full time student and in accordance with California Education Code 76361(c) a prorated fee based upon the number of unites taken per semester will be collected from part time students;

NOW, THEREFORE BE IT RESOLVED, the Associated Students of Solano Community College approves the imposition of a Student Transportation Fee at Solano Community College after a favorable vote in an election to be held in March of 2016

This Resolution is made and adopted on this 2nd day of February, 2016.

Megan White, President

Elisha Blue, Vice-President

February 11, 2016

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

TO: **Members of the Governing Board**

SUBJECT: **DISTRICT STANDARDS REVISIONS #2
INFORMATIONAL ITEM**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

The purpose of this Board item is to present for the Governing Board’s review and consideration, the second proposed revisions to the Solano Community College 2013 Facilities Master Plan, Book 2: District Standards, which was approved on April 2, 2014, with revisions approved February 18, 2015.

During the design and implementation of recent District projects, several revisions and/or additions to the District Standards have been recommended. The attached “Design Standards Revisions” (DSR)

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Repair and update instructional space and equipment to meet DSA standards.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: N/A</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Thomas Beckett
Interim, Executive Bonds Manager

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

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TELEPHONE NUMBER

Yulian Ligioso
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

February 19, 2016

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.
Superintendent-President

February 19, 2016

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: DISTRICT STANDARDS REVISIONS #2
INFORMATIONAL ITEM**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Log lists the revisions previously approved (1-9), and describes the items which are recommended to be revised for future projects, or incorporated as new standards not previously addressed in the original District Standards document.

These recommendations will be brought before the Board March 16 with a request for approval.



Design Standards Revisions Log

2/18/2016

Item	By	Date	Title	Page	Section	Key Changes	Approved	Rejected	Notes
1	SCCD Facilities Dept.	8/20/2014	Lighting	196	26 50 00	LED exterior lighting	BOT 2/18/15		The District is requesting to add LED exterior lighting into District Standards to improve the quality of light and promote energy savings.
2	SCCD Facilities Dept.	8/20/2014	Lighting	196	26 50 00	T-8 25W interior lighting with 7 years manufacturer warranty	BOT 2/18/15		The current District standards only calls for 2x4 fixtures. The District standard is being amended to be more specific. 2'x4' fluorescent fixtures are to be T-8 25 watt for interior lighting to consolidate inventory (reduce fluorescent tube stocking) and standardize parts for reduced maintenance costs.
3	SCCD Facilities Dept.	8/20/2014	Door hardware	47	N/A	Vertical rods for doors	BOT 2/18/15		District wishes to improve door hardware standards by requiring all double doors to have vertical rods; all metal and aluminum storefront doors to have concealed rods, and vertical rods for wood doors.
4	SCCD IT	10/29/2014	Audio Visual	275	27 00 00	AV and Video Conferencing: Utelogy as Districtwide sole source AV software platform.	BOT 2/18/15		Utelogy software platform for control and management of audio visual systems and video conferencing/telepresence systems applied Districtwide for smart classrooms, conference and Board rooms, assembly spaces, or any Campus facility where audio visual and/or video conferencing needs are required. Utelogy software platform as a District sole source product allows the District to improve its standards for functionality, ensure compatibility with existing systems, increase consistency in use and operation, consolidation of AV and ZIT resources and ease of technology services and support where AV systems are deployed.
5	SCCD Facilities	2/4/2015	Mechanical Equipment	157	23 75 00	Acceptable Air Handling Unit Manufacturers	BOT 2/18/15		Add GOVERNNAIR to the list of District Approved Manufacturers for Custom Units.
6	SCCD Facilities Dept.	12/22/2014	Roofing	N/A	N/A	Roofing	BOT 2/18/15		Current District Standards are silent with regard to roofing systems. The District wishes to introduce Thermoplastic Polyolefin (TPO) roofing as a District standard for new projects. TPO is the same roofing used on Building 600 Renovation.
7	SCCD IT	8/22/2014	Telecomm	272	27 00 00	Telecomm Standards: cabling & cable routing	BOT 2/18/15		District Standards to be amended to include requirements for the addition of conduit, junction boxes, and backing plates for future "Virtual Classroom" spaces, as directed by the District. Specific layout of pathway and junction boxes to be on a case by case basis as directed by Campus IT Dept.
8	SCCD IT	8/22/2014	Audio Visual	275	27 00 00	Audio Visual Standards: Future "Virtual Classroom" spaces	BOT 2/18/15		District Standards to be amended to include requirements for the addition of conduit, junction boxes, and backing plates for future "Virtual Classroom" spaces, with standard room guidelines for location of junction boxes and backing plates. Specific layout of pathways and junction boxes to be on a case by case basis as directed by Campus IT Dept.
9	SCCD IT	8/22/2014	Telecomm	271 item (j)	27 00 00	Telecomm Standards: Access to IDF/MDF Rooms	BOT 2/18/15		District Standards to be amended to require Key-Card access to all IDF/MDF rooms.

10	SCCD Facilities	2/17/2016	Landscape Standards: Pedestrian Asphalt Paving	23		Add requirement for pedestrian asphalt paving to be able to support light vehicular traffic.		District Standards to be amended to add "Paving and base section to be designed to allow for light vehicular traffic where path/road is wider than six feet" bullet point to Associated Design Standards and Construction Specifications.
11	SCCD Facilities & Campus Police	2/17/2016	Landscape Standards: Planting	28		Add requirement that landscape design to be coordinated with site lighting design and security camera locations to maximize visibility of people to enhance security.		District Standards, Design Standard for Planting, to be amended to add the following bullet point: "Landscape design for location of trees and bushes to be coordinated with site lighting and security camera locations to maximize visibility of pathways and people to enhance safety and security."
12	SCCD Facilities	2/17/2016	Landscape Standards: Trash and Recycling Receptacles	38		Require that outdoor receptacles for recyclables be blue in color.		District Standards, Design Standard for Trash and Recycling Receptacles, Approved Manufacturers, under both bullet points, second sub-bullet point to be amended to read: "Color: powder coat Stormcloud for trash receptacles; powder coat Bluebell for recycling receptacles".
13	SCCD Facilities	2/17/2016	Architectural Standards: Casework	43		Add requirement for anti-slammung drawer slides.		District Standards to be amended to add "anti-slammung" to Casework Design Guidelines for Drawer Slides.
14	SCCD Facilities	2/17/2016	Architectural Standards: Custodial Spaces	44/45		Revise name for main storage room, add more specifications for this room, and add kickplates at doors.		District Standards to be amended to revise "Custodial Main Storage Room" where it occurs in the text to be "Facilities Main Storage Room". Add the following bullet point under B: "The Facilities Main Storage Room should not include boilers, water heaters, electrical panels, similar mechanical or electrical equipment, or roof access." Under C Custodial Doors, second bullet point, replace second sentence with the following "Doors to Custodial and Facilities Storage Room spaces to swing outward. If this cannot be accomplished, the size of the room shall be increased by ten square feet. Under C Custodial Doors, fourth bullet point sentence to be revised to read "Doors should have a vent and a Stainless Steel armor plate and kick plate on push side of door." Also under C, revise Door Signage last bullet to read "...Custodial and Facilities Storage Room spaces on the wall side..." Under D, Custodial Floor Finish, eliminate first bullet re: ceramic tile; revise the next bullet to read: "Flooring in custodial closets and facilities main storage room to be smooth concrete with clear coating. Product: Rust-Oleum's Easyclear Epoxy Maintenance Floor Coating. No substitutions allowed." Under E, Custodial Wall Finish, replace second bullet with "Rest of the walls: Provide FRP (fiberglass reinforced panel) to a height of four feet above finish floor on all walls. Provide semi-gloss, water based epoxy paint at gyphboard above FRP, color: District Standard Navajo White."
15	SCCD Facilities	2/17/2016	Architectural Standards: Door Hardware	46/48		Establish Stanley Access Technologies Magic Access (Low Energy) as District Standard for entry door automatic door operator, with no substitutions allowed.		District Standards for Door Hardware, Exterior Door Hardware 2, last bullet to be revised to read "Product: Stanley Access Technologies Magic Access (Low Energy) . No substitutions allowed."
16	SCCD Facilities	2/17/2016	Architectural Standards: Door Hardware	47/48		Ensure substrate for exterior door frames is appropriate for structural support.		District Standards for Door Hardware, Exterior Door Hardware, 5, second bullet point, second sub-bullet point to be revised to read "Identify appropriate substrate for application; ensure substrate provides for structural integrity for support of door frame & door."
17	SCCD Facilities	2/17/2016	Architectural Standards: Door Hardware	47/48		Add requirements for door lock keying.		District Standards for Door Hardware, C, Locks, 1, bullet point keys, second sub-bullet point to be revised to read: "All new keys will be given to College's Locksmith in the form of blanks. No exceptions." Bullet point implementation, first sub-bullet point, revise "Chief Engineer" to read "Locksmith".

18	SCCD Facilities	2/17/2016	Architectural Standards: Door Hardware	47		Require 3 hinges in casework doors taller than 60 inches.			District Standards for Door Hardware, D. Other Hardware, 1. fifth bullet point to be revised to delete the words "(except 2 hinges at doors in units)".
19	SCCD Facilities	2/17/2016	Architectural Standards: Door Hardware	49		Establish Stanley Door Closers as District Standard, with no substitutions allowed.			District Standards for Door Hardware, Other Hardware, 3. Surface Closers, first bullet point to be revised to delete the word "preferred". Fourth bullet point to be revised to read "Product: Stanley Door Closers D-4550/D-4551 Series selected as appropriate for specific application. No substitutions allowed."
20	SCCD Facilities	2/17/2016	Architectural Standards: Door Hardware	49/50		Disallow adhesive type door seals.			District Standards for Door Hardware, Other Hardware, 8 to be revised to read "Seals shall be adjustable screw type with silicone underneath, no adhesive types allowed. Pemko, National Guard Products, or equivalent."
21	SCCD Facilities	2/17/2016	Architectural Standards: Doors and Door Frames	61/63		Establish Stanley Access Technologies Magic Dura-Glide 2000/3000 as District Standard for exterior entry automatic sliding doors, with no substitutions allowed.			District Standards for Doors and Door Frames, Exterior Doors and Frames, 1, last bullet point to be revised to read "Product: Stanley Access Technologies Dura-Glide 2000/3000. No substitutions allowed."
22	SCCD Facilities	2/17/2016	Architectural Standards: Exterior Paint	69/71		Disallow substitutions on exterior paint.			District Standards, Design Standard for Exterior Paint, Substitutes Allowed, revise to read "No substitutions allowed."
23	SCCD Facilities	2/17/2016	Architectural Standards: Flooring	73/76		Revise flooring recommendations by room type.			District Standards, Design Standard for Flooring, Design Standard, 1. Flooring Recommendations by Room Type, make the following revisions in this table: Revise Option 1 header to read "1st Choice", Option 2 to read "2nd Choice", and Option 3 to read "3rd Choice". Lobbies/Entries, 1st Choice to be "Stained Concrete with transparent sealer appropriate for use", 2nd Choice to be "Carpet with built-in walk-off mat", no 3rd Choice. Door Entrance Area, 1st Choice to read "Built-in Walk-off Mat. Do not specify Aluminum Grate Walkway", no 2nd or 3rd choices. Public Hallways/Corridors, 1st Choice to read "Stained Concrete with transparent sealer appropriate for use", 2nd Choice to read "Carpet", 3rd Choice to read "Linoleum". Class rooms no changes to chart. Laboratories/Kitchen Areas, 1st Choice to read "Stained Concrete sealed with transparent sealer specific to Laboratory use. No exceptions, no 2nd or 3rd choices. Offices and Office Areas no changes to chart. Restrooms no changes to chart. Study Areas, Lounges etc., 1st Choice to read "Carpet with Linoleum at areas with sinks", no 2nd or 3rd choices. Service Areas and Service Hallways, 1st Choice to read "Concrete with transparent sealer specific to use. No exception except where required by code". Custodial Spaces, 1st Choice to read "Concrete with transparent sealer specific to maintenance use. No exceptions.", no 2nd or 3rd Choices.
24	SCCD Facilities	2/17/2016	Architectural Standards: Flooring	74/76		Delete flooring specifics for terrazzo and stone tile.			District Standards, Design Standard for Flooring, 2. Flooring Specifics, B to be revised to read "Not Used". Delete text in this section.
25	SCCD Facilities	2/17/2016	Architectural Standards: Flooring	76		Add language to indicate rolled carpet goods not preferred. (Carpet squares preferred).			District Standards, Design Standard for Flooring, 2. Flooring Specifics, E. Carpet, first bullet point Rolled Goods: 6' or 12' wide, add: "Not preferred; avoid if possible." Add bullet point "Non-directional pattern preferred."
26	SCCD Facilities	2/17/2016	Architectural Standards: Flooring	76		Revise carpet backing standard, as Powerbond ER3 is no longer allowed in California as a result of Proposition 65.			District Standards, Design Standard for Flooring, 2. Flooring Specifics, E. Carpet, third bullet point to read "Backing: Flex-Aire Cushion Modular."
27	SCCD Facilities	2/17/2016	Architectural Standards: Flooring	74/77		Revise ceramic tile flooring specifics to coordinate with revisions made in other sections.			District Standards, Design Standard for Flooring, 2. Flooring Specifics, G. Ceramic Tile, first bullet point to be revised to read "Provide ceramic mosaic tile in minimum 6" x 6" size for restrooms."
28	SCCD Facilities	2/17/2016	Architectural Standard:	77/79		Disallow substitutions on interior paint and whiteboard paint.			District Standards, Design Standard for Interior Paint, Substitutes Allowed, to be revised to read "No substitutions allowed."

29	SCCD Facilities	2/17/2016	Architectural Standard:	78/80		Revise minimum ceramic tile size.			District Standards, Design Standards for Restrooms, C. Restroom Finishes, 2 Restroom Floors, a) to be revised to read "Provide ceramic mosaic tile in minimum 6" x 6" size."
30	SCCD Facilities	2/17/2016	Architectural Standards: Door Hardware	79/81		Establish Bobrick, as District Standard for hinges on toilet partition doors, with no substitutions allowed.			District Standards for Restrooms, D. Toilet Compartments and Urinal Screens, 2, k) Hardware, last bullet point; sub bullet point Hinges: add "Product: Bobrick commercial grade, self-closing, slow-closing. No substitutions."
31	SCCD Facilities	2/17/2016	Architectural Standards: Vending spaces	81/84		Add provisions for security line of sight into vending machine rooms or alcoves.			District Standards for Vending Spaces, third bullet. Add "Provide glazing into the vending machine area from adjacent traffic area, if and as needed to enhance security."
32	SCCD Facilities	2/17/2016	Architectural Standards: Vending spaces	81/84		Add requirements for flooring condition under vending machines.			District Standards for Vending Spaces, fifth bullet, to be revised to add sub-bullet: "Flooring under vending machines to be sealed concrete if possible. In no case shall it be carpet."
33	SCCD Facilities	2/17/2016	Architectural Standards: Wall and Corner Protection	81/84		Revise requirement for corner guards.			District Standards for Wall and Corner Protection, Corner Protection, revise bullet three to replace "4' high" with "5' high."
34	SCCD Facilities	2/17/2016	Plumbing Standards: Design Standard for Common Motor Requirements for HVAC Equipment	91/94		Add requirement for anti-vibration isolation in installation of motors, to minimize vibration for ceiling mounted projectors.			Design Standard for Common Motor Requirements for HVAC Equipment, Design Standard, to be revised to add bullet point: "Motor mounting to provide for anti-vibration isolation in order to minimize vibration for ceiling mounted projectors."
35	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for General Duty Valves for HVAC	125/128		Disallow substitutions on control valves and balancing valves.			Design Standard for General Duty Valves for HVAC, Substitutes Allowed, to be revised to add "No substitutions allowed on control valves and balancing valves."
36	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Variable Frequency Drives	133/136		Disallow substitutions from manufacturers listed.			Design Standard for Variable Frequency Drives, Substitutes Allowed, to be revised to read "No substitutions allowed."
37	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Facility Natural Gas Systems	133/137		Add requirement to install individual sub-meter to supply line feeding each building.			Design Standard for Facility Natural Gas Systems, Design Standard, add last bullet point to read "Provide sub-meter at each building as new buildings are constructed and at existing buildings (if does not already exist) when the building is substantially renovated. The purpose is to facilitate District monitoring of gas usage per building."
38	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Facility Natural Gas Systems	133/137		Disallow substitutions from manufacturers listed.			Design Standard for Facility Natural Gas Systems, Substitutes Allowed, to be revised to read "No substitutions allowed."
39	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Heating Water Systems	140-141/ 143-144		Revise manufacturers listed and disallow substitutions.			Design Standard for Heating Water Systems, Approved Manufacturers, Hot water heating coils to be revised to list "Trane" only; Horizontal hydronic unit heaters to be revised to list "Trane" only, Cabinet Heaters to be revised to list "Trane" and "Carrier", Hot water Connectors to be revised to list "Trane" only, Finned Tube Radiator to be revised to list "Trane" only, and Heat Exchangers to be revised to list "Bell & Gossett" and "Taco". Substitutes Allowed to be revised to read "No substitutions allowed."
40	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Chilled Water Systems	142-143/ 145-146		Revise manufacturers listed and disallow substitutions.			Design Standard for Chilled Water Systems, Approved Manufacturers, Air-Cooled Chiller to be revised to list "Trane", "Carrier" and "York", Evap-Cooled Chiller to be revised to list "Governair" only, Water-Cooled Chiller to be revised to read "Trane", "Carrier" and "York", Induced Draft Counterflow Cooling Tower to be revised to list "BAC" only, Ice Storage Systems to be revised to list "BAC" only, and Heat Exchangers to be revised to read "Bell & Gossett" and "Taco". Substitutes Allowed to be revised to read "No substitutions allowed."

41	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Hydronic Pumps	144/147		Disallow substitutions from manufacturers listed.			Design Standard for Hydronic Pumps, Substitutes Allowed, to be revised to read "No substitutions allowed."
42	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Ductwork Accessories	148/149		Revise filter manufacturers allowed and disallow substitutions on filters.			Design Standard for Ductwork Accessories, Approved Manufacturers, Filters to be revised to list "American Air Filter" only. Substitutes Allowed to be revised to add "No substitutions allowed on Filters".
43	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Air Terminal Units	151/154		Disallow substitutions from manufacturers listed.			Design Standard for Air Terminal Units, Substitutes Allowed, to be revised to read "No substitutions allowed."
44	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Heating Boilers and Accessories	153/156		Disallow substitutions from manufacturers listed.			Design Standard for Heating Boilers and Accessories, Substitutes Allowed, to be revised to read "No substitutions allowed."
45	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Refrigeration	154/157		Disallow substitutions from manufacturers listed.			Design Standard for Refrigeration, Substitutes Allowed, to be revised to read "No substitutions allowed."
46	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Packaged Air Conditioning Units	155/158		Disallow substitutions from manufacturers listed.			Design Standard for Packaged Air Conditioning Units, Substitutes Allowed, to be revised to read "No substitutions allowed."
47	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Air Handling Units	157/160		Disallow substitutions from manufacturers listed.			Design Standard for Air Handling Units, Substitutes Allowed, to be revised to read "No substitutions allowed."
48	SCCD Facilities	2/17/2016	Mechanical Standards: Design Standard for Hydronic Floor Heating and Cooling System	159/162		Disallow substitutions from manufacturers listed.			Design Standard for Hydronic Floor Heating and Cooling System, Substitutes Allowed, to be revised to read "No substitutions allowed."
49	SCCD Facilities	2/17/2016	Electrical Standards: Boxes	173/176		Add that electrical outlet floor boxes are to be avoided.			Electrical Standards, Design Standards for Boxes, last section, to be revised to start section with "In general, avoid use of floor boxes." Then modify existing sentence to read "If floor boxes and poke-thrus must be used, meet the following requirements..."
50	SCCD Facilities	2/17/2016	Electrical Standards: Occupancy Sensors Standards	182		Modify language in parking lot lighting controls.			Electrical Standards, Design Standard for Occupancy Sensors Standards, Design Standard, last bullet Parking lot lighting controlled by occupancy sensor, to be revised to delete "HID bi-level".
51	SCCD Facilities	2/17/2016	Electrical Standards: Design Standard for Switchboards and Distribution Panelboards	187		Revise approved manufacturers.			Electrical Standards, Design Standard for Switchboards and Distribution Panelboards, Approved Manufacturers, add "Eaton".
52	SCCD Facilities	2/17/2016	Electrical Standards: Design Standard for Lighting	196-201		Replace language with new language reflecting use of energy efficient LEDs and new code requirements.			Electrical Standards, Design Standard for Lighting, replace entire section with text attached. Also delete Design Standard for Site Lighting, pages 21 and 22, as this information is now included in the new Design Standard for Lighting section. On page 21 under Design Standard for Site Lighting title, add "Refer to Electrical Standards 26 50 00 Lighting."
53	SCCD Facilities	2/17/2016	Civil Site Standard Details: Drawing 240	211/214		Add requirement for security fasteners in storm catch basin manhole covers.			District Standards Drawing 240 Catch Basin Type 2 Notes, to be revised to add another note: "10: Provide for security fasteners for manhole cover."
54	SCCD Facilities	2/17/2016	Design Standard: Electronic Access Control System (EACS)	281/284		Add requirement for keypad at each controlled door in addition to card reader.			District Standards, Design Standards for Electronic Access Control System (EACS), System Criteria, 2 to be revised to read "System will primarily consist of card readers, keypads, electrified...."

55	Campus Police	2/17/2016	Security Standards: Video Management System	283/286	28 00 00	Add Child Care Center to list of locations where video surveillance cameras to be installed.			Design Standard - Video Management System (VMS), Camera Application Criteria, to be revised to add: "10. Child Care Center."
56	SCCD Facilities & Campus Police	2/17/2016	Security Standards, Electronic Safety and Security Standards	285/288		Clarify that no substitutions are allowed.			Design Standard - Crime Prevention through Environmental Design (CPTED), Substitutes Allowed, to be revised to read "No substitutions allowed."
57	SCCD Facilities	2/17/2016	Addendum A: Electronic Access Control System Standard	286/289		Clarify that standard will apply to any future SCC campuses.			Addendum A, Electronic Access Control System Standard, last paragraph, to be revised to add: " Any future SCC campuses or properties."
58	SCCD Facilities	2/17/2016	Addendum 'A' Electronic Access Control System Standard	289		Add requirement for keypad at each controlled door in addition to card reader.			District Standards, Electronic Safety and Security Standards, Addendum 'A', add the following to the end of the fifth paragraph "System shall support both cardreaders and keypad located at each controlled door."

Solano Community College District

Lighting Standards



Prepared for:

Solano Community College
4000 Suisun Valley Road
Fairfield, CA 94534

FINAL SUBMITTAL
February 18, 2016

Kitchell CEM
2750 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833
Job #: 4927C2

Design Standard for Lighting

Purpose:

This design standard has the purpose of specifying complete luminaires with a level of quality which meets the requirements throughout the Solano Community College District for all renovation and new building projects.

Design Standards:

- All lighting shall be designed per the latest edition of the California Electrical Code, California Energy Code, and California Green Energy standards.
- Comply with the recommendations of the Illuminating Engineering Society (IES).
- Comply with applicable ANSI standards pertaining to lamp materials, lamp ballasts, drivers, transformers, and luminaire.
- Comply with applicable NEMA standards pertaining to lighting equipment.
- Comply with fallout and retention requirements of CBC for diffusers, baffles, louvers, and the like.
- Provide all structural and seismic supports as required by the California Building Code and approved by DSA.
- All lighting fixtures, and their placement in the building, shall be selected with future maintenance in mind.
 - No fixture shall be selected or mounted that will require more than one person to service the fixture.
 - Nor shall they be located where a 6-10 foot ladder cannot readily access the fixture for re-lamping or other maintenance.
- Provide luminaires and lamp holders which comply with UL standards and have been UL listed and labeled for location and use indicated.
- Fixtures shall have a minimum 5-year warranty from the manufacturer.
- Provide spares as noted:
 - Furnish 2 percent extra lens or louvers for each size and type of luminaire.
 - Furnish 5 percent extra drivers for each size and type of fixture.
 - Furnish 10% extra lamps for each site and type installed.
- Light Emitting Diode (LED) technical requirements:
 - Luminaire manufacturers shall have a minimum of five (5) years' experience in the manufacture and design of LED products. All LED sources shall be of proven quality from established and reputable LED manufacturers. Acceptable LED manufacturers unless otherwise noted are:
 - Cree, Inc.
 - Philips Lighting
 - Osram Optronics Semiconductors.
 - Nichia
 - GE Lumination
 - LED luminaires and components shall be UL listed.
 - LEDs shall have a rated source life of 50,000 hours under normal operating conditions. LED "rated source life" is defined as the time when a minimum of 70% initial lumen output remains.
 - LED's shall be adequately protected from moisture or dust in interior applications.

- Luminaire assembly shall include a method of dissipating heat so as to not degrade life of source, electronic equipment, or lenses. LED luminaire housing shall be designed to transfer heat from the LED board to the outside environment. Thermal management shall be passive design. The use of fans or other mechanical equipment is not allowed.
- LED drivers shall have reverse polarity protection, open circuit protection and a minimum 80 percent efficiency. Class A noise rating.
- LED fixtures shall be capable of full and continuous dimming. There shall be no visible flicker to the unaided eye over the dimming range.
- Photometry shall comply with IESNA LM-79 “Electrical and photometric measurements of solid state lighting products”
- Luminaires shall be constructed such that LED modules may be replaced or repaired without the replacement of the whole fixture.
- The LED arrays shall be constructed such that a failure of an individual LED will not result in the loss of the entire array.

Interior lighting shall be designed with the following considerations:

- Interior lighting shall be LED based. The use of non-LED fixtures is not allowed without the approval of the district on a case by case basis.
- Where lighting control systems are required per Title 24, the system shall include lighting relay control panels, daylight harvesting, motion sensors, switch inputs, and connections to other building systems (fire alarm, security and energy management systems for HVAC.)
- For classrooms supporting AV presentations:
 - Provide multi-level switching and/or dimming to switch front of class to support AV presentations while allowing some light in the student area for note taking.
 - Provide a lighting control location at front of class for easy control by instructor.
- Restroom lighting is recommended to be specified with lenses for ease of cleaning. Avoid installation of lighting over stalls (hard to maintain).
- Consider the high surface brightness of LEDs and specify downlights with diffusing lenses or recessed LED arrays within the fixtures to minimize glare.
- Under cabinet lighting shall be low profile and easily integrate into the furniture.
- Non-electric supplied exit signs shall be non-radioactive photoluminescent signs. Tritium powered (radioactive) exit signs are prohibited for installation on campus.
- Each luminaire shall consist of an assembly that utilizes LEDs as the light source. In addition, a complete luminaire shall consist of a housing, LED array, and electronic driver.
- Luminaire shall be high efficacy with a minimum of 60 lumens per watt.
- Where recessed luminaires are installed in cavities intended to be insulated, provide IC rated luminaire or other code approved installation.
- Recessed 2’x4’ luminaires shall employ concealed LED’s with a center panel.
- Luminaires installed under canopies, roof or open porches, and similar damp or wet locations, shall be UL listed for damp or wet locations.
- Recessed luminaires shall have the frame compatible with ceiling material installed at particular location. Provide proper factory trim and frame to fit location and ceiling material.

- Finishes:
 - Manufacturer's standard finish (unless otherwise indicated) over a corrosion resistant primer.
 - Interior Light Reflecting Finishes: White or specular finish with not less than 85 percent reflectance.
- Light Transmitting Components:
 - Plastic diffusers, molded or extruded of 100 percent virgin acrylic.
 - Prismatic acrylic, extruded, flat diffusers, 0.125 inch overall thickness, unless otherwise noted

Exterior Lighting shall be designed with the following considerations:

- Confirm the color kelvin temperature rating with respect to security, proximity to observatories, and as directed by District. For example, the International Dark-Sky Association recommends a warmer 3000K rating or lower for minimizing light pollution and visual comfort. However, parking areas and higher security locations may consider a cooler 5000K rating or higher for increased visibility.
- There is a need to connect exterior fixtures to on site lighting circuits, some on night lighting circuits. Verify requirements for each of the campuses or as directed by the District.
- Provide accent lighting for building (i.e. entrances.) Entrance lighting is important as there are as many night school students as day.
- Provide for art and accent landscape lighting to surrounding area from any renovation, remodel or new construction including, but not limited to controls of lighting and point of connection.
- Coordinate placement of fixture with landscape plan to ensure trees and brush do not conflict with lights.
- Parking lots, major walkways, pathways, stairs, and intersections should be sufficiently lit to meet safety standards. Provide adequate lighting for safety without over lighting.
- Lights must have cut-offs to cover intended area but no more. Comply with Title 24 and consider minimizing light pollution.
- State of California minimum photometric foot candles for various areas must be met.

Approved Manufacturers:

Interior Lighting

- Recessed 2' x 4' LED Troffer
 - Manufacturer: Lithonia Lighting
 - Model: 2VTL

Exterior Lighting

- Building Overhangs (Entries)
 - Manufacturer: Alumen8e
 - Model: E-CF-LED
 - Surface mount, vandal resistant
- Parking Lot Lighting
 - Manufacturer: McGraw-Edison

- Model: 20' pole with double and single LED luminaire - GLEON.
- Color: AP Gray
- Parking Lots Vallejo Center
 - Manufacturer: RAB
 - Model: Tapered pole with LED luminaire – ALED5T52N
 - Color:
- Pedestrian Walkway
 - Manufacturer: RAB
 - Model: 15' tapered pole, with luminaire - ALED5T52N.
 - Color: Custom Sandtext.
- Pathway LED Lighting
 - Manufacturer: Landscape Forms, Inc., Hawthorne.
 - Model: Hawthorne.
 - Color: Stormcloud.
 - Mount: Surface.
- On Property Roadway Lighting
 - Manufacturer: GE Lighting Solutions
 - Model: Evolve LED Roadway Lighting – ERX1 (without photo sensor)
 - Color: Gray
- Finishes:
 - Verify pole and fixture colors with District. Finishes shall be highly durable.

Substitutions Allowed

- No substitutions allowed.

Associated Design Standards and Specifications:

- 26 05 19 – Wires, Cables and Connectors
- 26 05 48 – Supporting Devices

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

TO: Members of the Governing Board

**SUBJECT: INTERIOR SIGNAGE STANDARDS INFORMATIONAL
 ITEM**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

The purpose of this Board item is to update the Board on development of Districtwide Interior Signage Standards. Interior signage standards were not previously addressed in the 2013 District Standards. The Bond Team is recommending establishment of signage standards to ensure consistency in aesthetics and wayfinding within the District’s buildings, as new buildings are designed and existing buildings renovated.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Repair and update instructional space and equipment to meet DSA standards.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: N/A</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Thomas Beckett
 Interim, Executive Bonds Manager

PRESENTER’S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Yulian Ligioso
 Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

February 19, 2016

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.
 Superintendent-President

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: **Members of the Governing Board**

SUBJECT: **INTERIOR SIGNAGE STANDARDS INFORMATIONAL
ITEM**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Consultant Kate Keating & Associates has been developing proposed interior signage standards with input from students, faculty and staff, based on the design of the new signage in Building 600

It is anticipated that the full proposed Interior Signage Standards, with narrative guidelines and illustrative drawings will be brought before the Board March 16 with a request for approval.

SOLANO COMMUNITY COLLEGE
SIGNAGE STANDARDS

Interior Signage
Sign System Preview

March 2, 2016

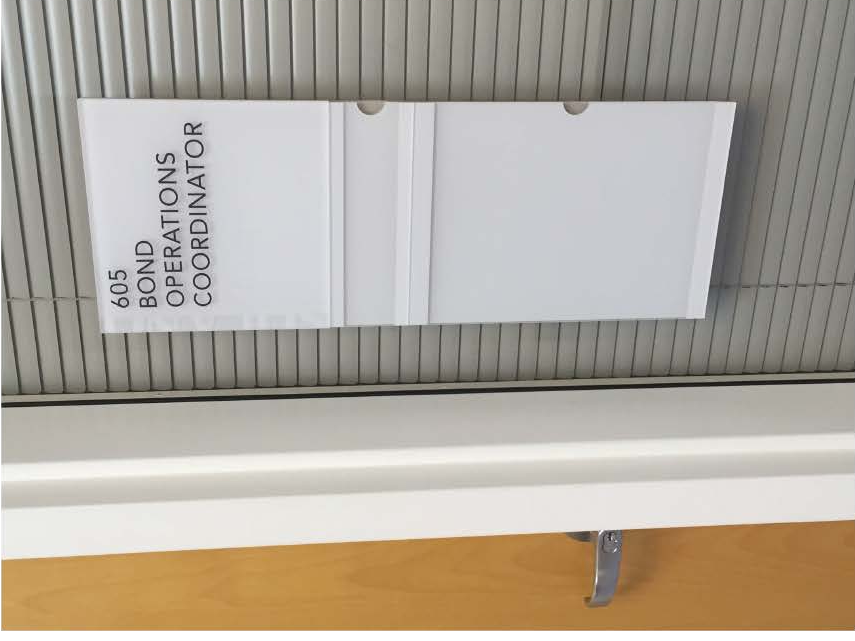
Background

- When District Standards developed, section for Signage not completed
- Poor identification and wayfinding with existing building signage
- Proposed Interior Signage Standards based on new Building 600 signage
- Input sought from students, faculty, Facilities, and Disabled Student Services staff



Goals

- Provide centralized building directories
- Improve wayfinding for students and public
- Establish a consistent aesthetic and signage logic Districtwide
- Implementation: New construction and existing buildings as they are renovated



Room Signs

Primary Room ID

Size: 8 1/2" x 8 1/2"



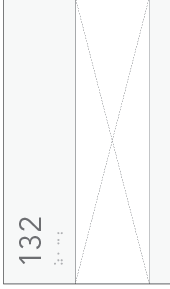
Secondary Room ID

Size: 8 1/2" x 5"



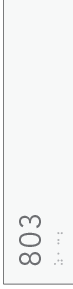
Office ID

Size: 8 1/2" x 5"

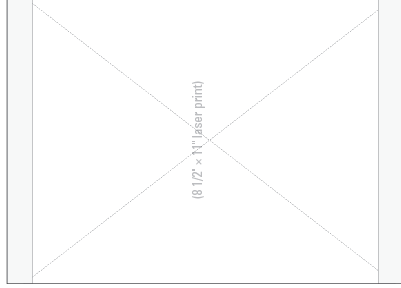


Basic Room ID

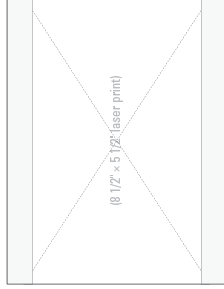
Size: 8 1/2" x 2"



Full-page Insert



Half-page Insert



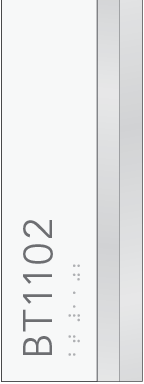
Gripper Bar



Room Signs

Classrooms

Basic Room ID, Gripper Bar



Lab and Specialty Classrooms

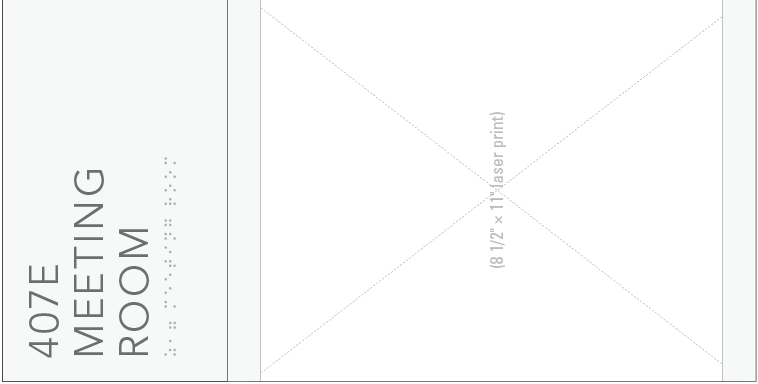
Secondary Room ID, Gripper Bar



Room Signs

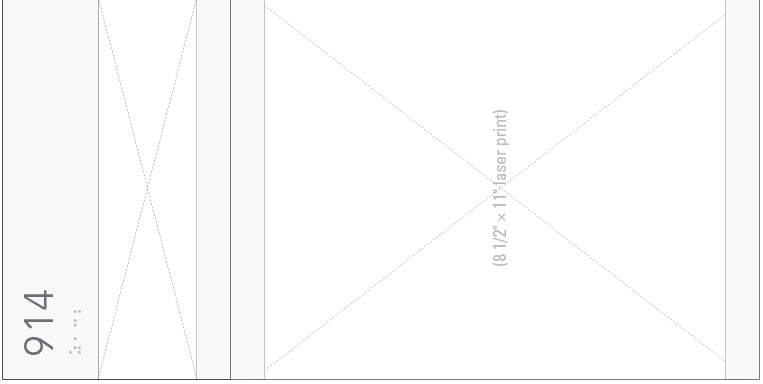
Conference Rooms

Secondary Room ID, Full-page Insert



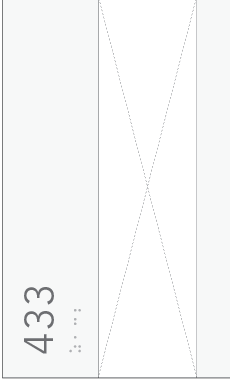
Faculty Offices

Office ID, Full-page Insert



Staff/Admin Offices

Office ID



Thank You