

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2021-2022

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jonathan Simon Alvarez Castillo	Biology Laboratory Technician	08/01/2022
Cochea Bivins	Student Services Assistant II – Financial Aid	04/07/2022
Rebecca Bordon	Account Clerk	04/11/2022
Amada Madrigal	Student Services Assistant II – Financial Aid	04/07/2022
Jason Johnson	Sworn Public Safety Sergeant – 40%	06/08/2022
Bryant Williams	Sworn Public Safety Sergeant – 60%	04/18/2022

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Isaias Loza	From Grounds Maintenance Technician to Grounds Supervisor	04/01/2022

Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Sabrina Drake	From Assistant Director of the Early Learning Center to Interim Director of the Early Learning Center	04/01/22 – 06/30/22

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Mary Estrada	Early Learning Center Specialist	03/11/22 – 05/26/22

Salvatore Abbate
Human Resources

March 25, 2022
Date Submitted

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

April 6, 2022
Date Approved

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Kimberly Baker	Student Services Generalist - Counseling/DSP Proctoring	Equity Grant	04/07/22 - 06/30/22	\$18.10/hr.
Abigail Bayquen	Student Services Generalist - Wellness Center Lead - Student Services	SEA Grant	04/07/22 - 06/30/22	\$18.10/hr.
Max Baluyev	Special Project - Applied Music Violin Instruction	General Fund	04/07/22 - 05/19/22	\$50.00/hr.
Janelle Barrera	Special Project - Applied Music Instruction Flute	General Fund	04/07/22 - 05/19/22	\$50.00/hr.
Hugo Campos	Special Project - Research & Planning	General Fund	04/11/22 - 6/30/22	\$35.00/hr.
Nichole Clark	Production Assistant - Scenic Painter	General Fund	04/07/22 - 04/27/22	\$15.00/hr
Mohamed Eid	Clerical Specialist/COVID Caseworker	Cares Act/HEERF	04/07/22 - 06/30/22	\$15.88/hr.
Trevor Hall	Special Project - Applied Music Instruction Percussion	General Fund	04/07/22 - 05/19/22	\$50.00/hr.
Leilani Lobo	Theatre Event Technician	General Fund	07/07/22 - 06/20/22	\$16.50/hr.
Clitdell Long	Outreach Specialist - Imani Sisterhood - Academic Support Svcs	SEA Grant	03/01/22 - 06/30/22	\$18.90/hr.
Mikeyan Murray	Student Services Generalist - Wellness Center Lead - Student Services	SEA Grant	04/07/22 - 06/30/22	\$18.10/hr.
Deloris Paschal	Outreach Specialist - Imani Sisterhood - Academic Support Services	SEA Grant	04/07/22 - 06/30/22	\$18.90/hr.
Michele Rivard	Special Project - Applied Music Instruction Vocal	General Fund	04/07/22 - 05/19/22	\$50.00/hr.
Eddie Robinson	Custodian - Substitute	General Fund	04/07/22 - 06/30/22	\$15.00/hr.

Short-Term/Temporary/Substitute (continued)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Bahiya Spaulding	Office Assistant – Liberal Arts	General Fund	04/07/22 - 06/20/22	\$15.00/hr.
Allison Sutherland	Theatre - Box Office Manager	General Fund	04/27/22 - 06/30/22	\$15.00/hr.
Omar Tolentino	Custodian - Maintenance	General Fund	04/07/22 - 06/30/22	\$15.00/hr.

Volunteer Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Casey Collier	Class Assistant	04/07/22 – 06/30/22
Susan DeHaven	Embedded Tutor	04/07/21 – 06/30/22

**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
David Williams, Ph.D., Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Andrea Valmore	Increase original PSA amount due to additional services provided, PSA to be increased by \$100 for a combined total of \$300.	March 17, 2022– May 31, 2022	Not to exceed \$300.00 total
Paccarik Orue	Guest speaker for photography students. Contractor will discuss his work and career. The lecture provides the opportunity for students to ask questions and get feedback from a professional artist/subject matter expert.	April 7, 2022– May 31, 2022	Not to exceed \$350.00
Cochitta Films	Contractor will provide videography services for the Spring 2022 dance production.	April 7, 2022– May 31, 2022	Not to exceed \$1,000.00
Suzanna Yuill	Contractor will provide costume design for the Spring 2022 dance production.	April 7, 2022– May 31, 2022	Not to exceed \$500.00

**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
David Williams, Ph.D., Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Tina Rogers	Contractor will provide choreography services for the Spring 2022 dance production.	April 7, 2022– May 31, 2022	Not to exceed \$300.00
Bernadette Aldrich	Contractor will provide photography services for the Spring 2022 dance production.	April 7, 2022– May 31, 2022	Not to exceed \$300.00
Allison Sutherland	Contractor will be responsible for the procurement or production, inventory, care and maintenance of all props associated with the Spring 2022 production of Pippin, ensuring that they are available on time, organized, stored securely and that all purchases are in budget requirements. Contractor Will use safe conduct during pandemic. DOJ and TB clearances will be required prior working on campus with students.	March 24, 2022– April 27, 2022	Not to exceed \$300.00

**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
David Williams, Ph.D., Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
William Barker	Sports photographer specialist to provide professional photo shots, designs, & write up of sporting events and athletic teams. Images will be edited to use on social media, website & marketing material.	April 7, 2022 - May 30, 2022	Not to exceed \$1,000.00
Kevin Kunishi	Spring 2022 guest speaker for photography students. He will discuss his work and career. Students will be able to ask questions and get feedback from a professional artist/subject matter expert.	April 7, 2022– May 31 ,2022	Not to exceed \$350.00
Patricia Bruce Lewis	Vendor will conduct two ASL virtual interpretation workshops on 4/26 & 5/17. Each workshop will have 30 participants each.	April 25, 2022– May 18, 2022	Not to exceed \$1,700.00

AGENDA ITEM 10.(c)
MEETING DATE April 6, 2022

**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
David Williams, Ph.D., Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jay (John) Clark	Working independently in consultation with the director, contractor will provide original sound design services for SCC's Spring 2022 production, attending rehearsals and design meetings and providing feedback to techs. Will use safe conduct during the pandemic. Clear TB test and background check required prior to any interaction with students.	April 7, 2022 April 27, 2022	Not to exceed \$2,000.00
Keith Wann	Contractor will perform a 60-90-minute comic routine in ASL at an outreach event for the ASL department & the Deaf & Hard of Hearing community on April 22, 2022.	April 22, 2022– April 22, 2022	Not to exceed \$2,000.00
Catherine Davary dba/ Starting Points Retreats Coaching	Contractor will conduct a three (3) hour on-line interpreting workshop for ASL students.	April 28, 2022– April 30, 2022	Not to exceed \$4,000.00

AGENDA ITEM 10.(c)
MEETING DATE April 6, 2022

**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

Finance and Administration
Susan Wheat, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Dr. Janessa Price dba/Interpreting and Consulting Services, Inc.	Second increase of original PSA amount due to additional services provided. First PSA increase of \$52,500 for a combined PSA total of \$82,500 was approved on 12/1/2021. Second PSA increase of \$40,000 for a combined PSA total of \$122,500 to be split into three purchase orders. Funds breakdown: \$60,000 general funds for students, \$60,000 categorical funds for students & \$2,500 general funds for Human Resources Department	July 1, 2021- May 31, 2022	Not to exceed \$122,500.00 total

AGENDA ITEM 10.(c)
MEETING DATE April 6, 2022

**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

Student Services
Shannon Cooper Psy.D., Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Nola Brantley Speaks	Present up to five sessions for Foster Kinship Care Education SCC. Present on Technology, CSEC (Commercial Sexual Exploitation to Children) & Trauma. Provide handouts & materials	April 7, 2022- June30, 2022	Not to exceed \$2,500.00

AGENDA ITEM 12.(a)
MEETING DATE April 6, 2022

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 21/22-31 FINDINGS OF THE BOARD OF
TRUSTEES OF THE SOLANO COMMUNITY COLLEGE
DISTRICT OF CONTINUED EMERGENCY**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

The state of emergency continues to directly impact the ability of the members to meet safely in person. Approval of Resolution No. 21/22-31 is requested.

STUDENT SUCCESS IMPACT:

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

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**RESOLUTION NO. 21/22-31
FINDINGS OF THE BOARD OF TRUSTEES OF THE
SOLANO COMMUNITY COLLEGE DISTRICT
OF CONTINUED EMERGENCY**

The Board of Trustees of Solano Community College District have reconsidered the circumstances of the state of emergency originally declared on March 18, 2020, and found that:

- (1) The state of emergency continues to directly impact the ability of the members to meet safely in person.

APPROVED, PASSED AND ADOPTED by majority vote of the Board of Trustees of the Solano Community College District of Solano County, State of California, this **6th day of April** by the following vote:

STUDENT TRUSTEE ADVISORY VOTE:

AYES:

NOES:

ABSENT OR NOT VOTING:

Sarah Chapman, Ph.D., President of the
Governing Board of the Solano Community
College District

AGENDA ITEM 12.(b)
MEETING DATE April 6, 2022

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF BOARD POLICY 4016 WORKING
REMOTELY (NEW)**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. At this time Human Resources Policy 4016, Working Remotely, is being presented for approval. This policy was reviewed and approved by the Board Policy Subcommittee on February 9, 2022.

STUDENT SUCCESS IMPACT:

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

Ed. Code: *Board Policy: 1000* *Estimated Fiscal Impact: N/A*

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

Celia Esposito-Noy
Superintendent-President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

WORKING REMOTELY

4016

POLICY: It is the policy of Solano Community College District to consider working remotely when the option allows the District to continue operations, services, and instruction. The district recognizes the benefits of working remotely for employees when both district and employee interests can be addressed. The Superintendent-President shall implement procedures for working remotely in compliance with this Policy.

**REFERENCES/
AUTHORITY:**

ADOPTED:

REVISED:

AGENDA ITEM 12.(c)
MEETING DATE April 6, 2022

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF BOARD POLICY 6208 GENERAL
EDUCATION WAIVER FOR BACHELOR'S DEGREE
HOLDERS (NEW)**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. At this time Academic Affairs Policy 6208, General Education Waiver for Bachelor's Degree Holders, is being presented for approval. This policy was reviewed and approved by the Board Policy Subcommittee on February 9, 2022.

STUDENT SUCCESS IMPACT:

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

Ed. Code:	Board Policy: 1000	Estimated Fiscal Impact: N/A
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Celia Esposito-Noy Superintendent-President		
PRESENTER'S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS		Celia Esposito-Noy, Ed.D. Superintendent-President
707-864-7299		
TELEPHONE NUMBER		
VICE PRESIDENT APPROVAL		April 6, 2022
March 28, 2022		DATE APPROVED BY SUPERINTENDENT-PRESIDENT
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

SOLANO COMMUNITY COLLEGE DISTRICT

GENERAL EDUCATION WAIVER FOR BACHELOR'S DEGREE HOLDERS 6208

POLICY: Solano Community College District will accept 'as completed' the required units and proficiency in General Education needed for an Associate in Arts or, Associate in Science Degree for a student with an earned baccalaureate degree under the conditions outlined in the administrative procedure.

**REFERENCES/
AUTHORITY:**

ADOPTED:

REVISED:

AGENDA ITEM 12.(d)
MEETING DATE April 6, 2022

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

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Seweryn Makosa	Information Analyst 15 years and 4 months of service at SCC	04/05/2022 (revised)

STUDENT SUCCESS IMPACT:

- ☐ Help students achieve their educational, professional and personal goals
☐ Basic skills education
☐ Workforce development and training
☐ Transfer-level education
☒ Other: Human Resources

Ed. Code: 24205

Board Policy: 4400

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

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

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

March 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

April 6, 2022

**DATE APPROVED B/Y
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(e)
MEETING DATE April 6, 2022

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

TO: Members of the Governing Board

SUBJECT: PROPOSED 2022 – 2023 CLASSIFIED WORK CALENDAR

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

The following Proposed 2022-2023 Classified Work Calendar is presented to the Governing Board for review and approval.

STUDENT SUCCESS IMPACT:

- ☐ Help students achieve their educational, professional and personal goals
☐ Basic skills education
☐ Workforce development and training
☐ Transfer-level education
☒ Other: Human Resources

Government Code: Board Policy: 4002 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

March 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



SOLANO COMMUNITY COLLEGE

2022-2023

CLASSIFIED WORK CALENDAR

JULY 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Workdays

1 Holiday

AUGUST 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23 Workdays

0 Holidays

SEPTEMBER 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 Workdays

1 Holiday

OCTOBER 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Workdays

0 Holidays

NOVEMBER 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19 Workdays

3 Holidays

DECEMBER 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 Workdays

2 Holidays

*Campus Closed

JANUARY 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Workdays

3 Holidays

FEBRUARY 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

18 Workdays

2 Holidays

MARCH 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Workdays

0 Holidays

APRIL 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19 Workdays

1 Holiday

MAY 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Workdays

1 Holiday

JUNE 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Workdays

0 Holidays

 Holiday

 Beginning of Semester/First Day of Flex

 First Day of Classes

 End of Semester

Holidays			
July 4	Independence Day	January 2	⁶ New Year's Day Observed
September 5	Labor Day	January 3	⁷ District Holiday - Day following New Year's Day
November 11	Veteran's Day	January 16	Martin Luther King Jr. Day
November 25	Thanksgiving Day	February 17	Lincoln's Birthday Observed
November 26	District Holiday - Friday after Thanksgiving Day	February 20	President's Day
December 26	⁴ Christmas Day Observed	April 14	Spring Vacation Day - Friday of Spring Break week
December 27	⁵ District Holiday - Day following Christmas Day	May 29	Memorial Day

⁴Christmas Day - falls on a Sunday, therefore holiday is the following Monday

⁵Day following Christmas Day - already the observed holiday, therefore the day after that is the holiday.

⁶New Year's Day - falls on a Sunday, therefore holiday is the following Monday

⁷Day following New Year's Day - already the observed holiday, therefore the day after that is the holiday.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SUMMER WORK SCHEDULE

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

The below summer work schedule options are being presented to the Governing Board for approval. Solano Community College will be open for business Monday through Friday during the 2022 summer session. The District is recommending that departments provide alternate work schedule options to staff so long as the core needs of the District are met. The alternative work schedules must be approved in advance by the department manager and are dependent on department needs and staff availability. The alternate summer schedule will begin June 6, 2022 and end July 29, 2022. The following are the summer schedule options:

- 5/8 schedule (5 days a week, 8 hours a day) – CSEA/Local 39/ALG
- 4/10 schedule (4 days a week, 10 hours a day) – CSEA/Local 39/ALG
- 9/80 schedule (8 days at 9 hours, 9th day at 8 hours, and 10th day off) – CSEA/ALG

STUDENT SUCCESS IMPACT:

- ☐ Help students achieve their educational, professional and personal goals
☐ Basic skills education
☐ Workforce development and training
☐ Transfer-level education
☒ Other: Human Resources

Ed. Code: 88040

Board Policy: N/A

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: NEW CLASSIFIED MANAGER JOB DESCRIPTION:
DIRECTOR OF BUSINESS SERVICES**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☐ Non-Consent

SUMMARY:

The following job description is presented for Governing Board approval. It establishes a new classified manager position. This position will plan, organize, coordinate and direct the District's accounting functions including budgeting, accounting, reporting, accounts payable, payroll, purchasing, asset management, student accounts, cashiering and fiduciary accounting. They will provide technical expertise and guidance to College administrators concerning budget, accounting and financial matters. Maintain positive working relationships with other departments on campus. This position will be placed at a 48 on the ALG salary schedule.

STUDENT SUCCESS IMPACT:

- ☐ Help students achieve their educational, professional and personal goals
☐ Basic skills education
☐ Workforce development and training
☐ Transfer-level education
☒ Other: Human Resources

Ed. Code: 88009

Board Policy: 4010, 4720

*Estimated Fiscal Impact: \$97,693.91 Plus
Benefits Annually*

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

March 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

CLASS TITLE: Director of Business Services (Classified Manager)

BASIC FUNCTION: Under the direction of the Vice President of Finance and Administration, plan, organize, coordinate and direct the District's accounting functions including budgeting, accounting, reporting, accounts payable, payroll, purchasing, asset management, student accounts, cashiering and fiduciary accounting; provide technical expertise and guidance to College administrators concerning budget, accounting and financial matters; train, supervise and evaluate the performance of assigned personnel. Maintain positive working relationships with other departments on campus.

REPRESENTATIVE DUTIES:

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

- Supervise the District accounting, cashiering, payroll, purchasing, asset management, and special funding operations.
- Maintain a record of all cash flow analyses.
- Supervise the maintenance of records of expenditures and revenue for all funds of the District.
- Ensure that financial record keeping is performed in accordance with federal, state, county, and District requirements and procedures.
- Prepare or supervise preparation of monthly reconciliations between District records and the records of the County Superintendent of Schools office.
- Prepare periodic financial statements and reports involving statistical research and analytical studies.
- Assist the Vice President, Finance and Administration in preparing District Budget and maintain budgetary controls for the general fund and other funds of the District.
- Establish and implement procedures for financial record retention and destruction of financial records as per government guidelines.
- Direct the District's fiscal operations including budgeting, cashiering, payroll, accounting, reporting and auditing the use of public funds.
- Develop and supervise preparation and publication of tentative and adopted budgets for all District funds pursuant to priorities assigned and authority provided through the District's budgetary decision-making process. This includes the District's General Fund, Capital Projects Fund, Bond Funds, Health Benefits Trust Fund, Bookstore Fund and all other District funds.
- Design and administer budgetary control systems, procedures, and transactions.
- Perform professional level accounting duties and serve as the District's primary advisor on technical accounting issues; analyze, evaluate and make recommendations concerning sources and amounts of revenue, expenditures and the District's financial position. Serve as consultant to a variety of District personnel on fiscal and accounting matters.
- Responsible for preparation, verification, authorization, and distribution of warrants, vouchers and other documents; maintenance and reconciliation of general ledger accounts;

- preparation of trial balances and year-end closings.
- Supervise the preparation of financial statements, records and reports for distribution to County, State and federal agencies and offices; prepare financial reports for review by the Vice President of Finance and Administration prior to submitting for Governing Board approval.
 - Supervise and evaluate the performance of accounting staff in accordance with District guidelines and collective bargaining contract; provide technical direction and guidance; select and train personnel; make transfer, promotion and salary recommendations.
 - Assist staff in developing solutions to technical problems and with accounting procedural questions; review staff work for accuracy and compliance with District policies; plan, organize and coordinate staff assignments for maximum effectiveness and productivity.
 - Coordinate with administrators in the development and control of various accounts; interact with administrators, governmental agencies and others in an independent manner to research, analyze and solve complex accounting issues.
 - Responsible for reviewing and/or performing reconciliation of balance sheet accounts, including student accounts receivables, liabilities, and deferred revenues. Assist with reconciliation of all bank accounts.
 - Compile data, prepare, obtain approval, and submit federal and state financial, statistical, and other regulatory compliance reports for review by Director prior to submitting to the Board and agencies. Reports include, but not limited to, CCFS-311, CCFS-311Q, and CCFS-323-Enrollment Fee Report.
 - Verify budget to purchase items and verify budget for direct pay/pay voucher requests. When necessary, submit requests for warrant processing. Ensure that appropriate budget manager approves each request and that the appropriate account code is utilized. Provide required Business office approvals of purchase requisitions, budget transfers and Journal entries.
 - Prepare records and reports including financial statements, reimbursement claims and reconciliations. Prepare necessary budget transfers, journal entries and cash transfers.
 - Cross train on various desks in the business office to cover during absences and vacancies.
 - Assure proper control of warrants, cash receipts and signatures; oversee appropriate internal controls.
 - Perform annual accounting duties in the development, structure and control of the budgets and fiscal closing activities for various funds. Work with budget managers to reflect changes to budgets. Monitor budgets throughout year and propose budget adjustments as needed.
 - Assist in coordination of annual audit and respond to audit findings, comments, and recommendations.
 - Perform a variety of year-end general ledger closing activities; analyze financial data and prepare financial reports as needed.
 - Research, analyze and interpret laws, regulations and contracts to assure the District's legal compliance; coordinate, oversee and participate in revising policies, procedures and practices to correct non-compliance.
 - Communicate with District staff and administrators, vendors, financial institutions and others to represent the District in the exchange of information, correction of discrepancies and resolution of accounting compliance issues.
 - Prepare, review and assure the accuracy of records, reports, lists and summaries related to

assigned accounting functions.

- Research, investigate and use independent judgment to resolve problems related to incomplete or incorrect financial data; resolve discrepancies, obtain required authorizations and assure accurate recording of financial transactions.
- Train and provide work direction to student assistants and other personnel as assigned.
- Coordinate, oversee and participate in software conversions, including testing and technical problem solving; identify software problems and work with the District's Technology Services department and the software support company to correct problems.
- Respond to requests from independent auditors; provide information and assistance as requested.
- Work with and provide leadership in set up and maintaining a complex, integrated Enterprise Resource Planning (ERP) systems.
- Coordinate with Safety/Asset Coordinator to ensure proper accounting and reconciling of general ledger to assure accuracy of capital asset records and inventory control to the general ledger.
- Coordinate with Purchasing in regards to contracts, Request for Proposals (RFPs), and other regulatory processes.

MINIMUM QUALIFICATIONS:

A Bachelor's degree or equivalent in Accounting—or related field from a regionally accredited college or university AND

At least five years progressively responsible experience in the area of accounting, business administration, or related field.

Preferred Qualifications

- Experience in California Community College accounting and/or finance.
- Possession of an active and clear license as a Certified Public Accountant, with no disciplinary actions or license restrictions
- Leadership experience in an educational setting; supervisory experience

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrate knowledge of:

- Fund accounting and generally accepted accounting principles.
- Financial and statistical recordkeeping techniques.
- District organization, operations, policies and objectives.
- Modern office practices and procedures.
- Perform complex and difficult accounting duties.
- Plan and organize work to meet multiple demanding schedules and timelines.
- Train and provide work direction to others.
- Operate microcomputers, peripheral equipment and software.

- Use word processing and spreadsheet software to develop spreadsheets, letters, forms and reports.
- Operate office equipment including printers, copier, calculator and facsimile machine.
- Work effectively with varied and multiple schedules and timelines.
- Establish and maintain effective and cooperative working relationships with others.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.
- Work independently with minimal supervision.
- Perform assigned work with speed and accuracy.

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations.
- Ability to read, interpret, apply and explain fiscal policies, procedures, rules and regulations.
- Ability to write complex reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to effectively present technical information in person or on the telephone to students, staff or the public.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Make arithmetic calculations quickly and accurately.
- Identify and correct numerical discrepancies.

Reasoning Ability:

- Ability to solve complex and technical problems and deal with a variety of individuals and variables in non-standard situations.
- Ability to apply technical knowledge to the interpretation of a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to learn quickly and apply specific rules, policies and procedures of the program and function to which assigned.
- Ability to exercise good judgment and discretion in handling confidential and sensitive matters.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification

routinely performs work duties and attends work-related meetings at other campus locations

- Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds.
- Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee must be able to handle difficult people in a tactful and professional manner. The employee in this classification handles and transports cash, coin and signed and unsigned checks and must exercise sound judgment. The work environment is usually quiet but is sometimes moderately noisy.

Board Agenda:

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

TO: Members of the Governing Board

**SUBJECT: NEW CLASSIFIED MANAGER JOB DESCRIPTION:
DIRECTOR OF OUTREACH AND RECRUITMENT**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☐ Non-Consent

SUMMARY:

The following job description is presented for Governing Board approval. It establishes a new classified manager position, that is categorically funded. This position is responsible for the management and coordination of the Outreach Services Office and related staff and for creating, maintaining and achieving the desired outcomes of an outreach plan. The Director of Outreach and Recruitment will plan, develop, organize, coordinate, direct and implement the outreach and recruitment programs, services, operations, activities and community relations established to recruit and assist potential community college students. This position will be placed at a 38 on the ALG salary schedule, and categorically fund by Student Retention and Outreach funding given by the state.

STUDENT SUCCESS IMPACT:

- ☐ Help students achieve their educational, professional and personal goals
☐ Basic skills education
☐ Workforce development and training
☐ Transfer-level education
☒ Other: Human Resources

Ed. Code: 88009 Board Policy: 4010, 4720 Estimated Fiscal Impact: \$67,318.53 Plus Benefits Yearly

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

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

April 6, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

**CLASS TITLE: DIRECTOR OF OUTREACH AND RECRUITMENT
(Classified Manager, Categorically funded)**

POSITION OVERVIEW:

Under the supervision of the Dean of Enrollment Services and the Chief Student Services Officer (CSSO), the Director of Outreach and Recruitment is responsible for the management and coordination of the Outreach Services Office and related staff and for creating, maintaining and achieving the desired outcomes of an outreach plan.

The Director of Outreach and Recruitment will plan, develop, organize, coordinate, direct and implement the outreach and recruitment programs, services, operations, activities and community relations established to recruit and assist potential community college students; assist in the selection and distribution of promotional and marketing materials related to outreach and recruitment; provide matriculation, assessment and guidance to current and potential students; prepare and administer program budgets; and ensure compliance with district and college policies and applicable state and federal laws and regulations related to college functions, including outreach and matriculation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

- Provide leadership to the college's outreach function, including student recruitment; develop relationships with K-12 districts and community entities from which potential students are, or might be recruited; ensure a favorable image of the college through organized outreach campaigns and information dissemination; represent the college at off-campus functions and events as appropriate.
- Plan, develop, organize, coordinate, implement, direct and evaluate the operations and activities of the assigned college's outreach efforts; identify and assist in scheduling all outreach opportunities and advertising sites; maintain the calendar of outreach and promotional activities and events.
- Recruit, hire, train, schedule, assign, supervise, mentor, evaluate, and coordinate the work staff in Outreach Services Office.
- Prepare, maintain, collect, compile statistical information and other data related to outreach and matriculation services provided to potential and enrolled students and the number of students served; analyze and evaluate data, identify trends and develop recommendations for improved services and outcomes; prepare statistics and reports of outreach activities.

- Create marketing plans related to outreach activities and services; assist in coordinating recruitment announcements; and evaluate marketing goals, objectives, policies, and procedures related to area of assignment.
- Conduct orientation, assessment, and advisement sessions, both on and off campus, for new and potential students to answer questions and provide information concerning leading to matriculation.
- Coordinate activities to expand and enhance the student ambassador program and other student-related outreach and recruitment efforts.
- Coordinate and lead campus tours while ensuring that tours are conducted professionally by students and staff for prospective students and their parents.
- Assist in the development and review of all outreach-related promotional materials intended for general distribution; research, recommend, coordinate the acquisition of, and maintain an inventory of appropriate college promotional giveaways and outreach items; select, order and secure all giveaways and oversee the storage, delivery and use of items.
- Ensure the development and production of timely and accurate printed outreach materials; direct the distribution of brochures, flyers and other materials to publicize opportunities for students; work with the graphics department to develop, produce, and maintain an inventory of a variety of marketing and promotional items such as graphic designs and artwork, logos, signs, posters, flyers, brochures, and other outreach materials.
- Participate in local city associations that support the college, also well community events.
- Make oral presentations to community members, students, parents, counselors, and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding assigned outreach programs and related student services; represent the college at corporate education fairs and community and business sponsored events to promote college outreach and recruitment programs and related student services.
- Provide educational advisement to K-12 students, potential and new college students; stay abreast of general education/breadth requirements, degrees, certificates and majors offered by the College, and articulation agreements; and answer inquiries from prospective students regarding these topics.

- Prepare, administer and oversee all budgets related to outreach, prepare recommendations and justifications regarding budget requests; authorize expenditures according to district policies and applicable regulations.
- Serve as the central clearinghouse for other college departments that participate in the college's outreach and recruitment efforts; initiate an accountability structure to ensure campus outreach efforts performed by a variety of departments are coordinated, with a consistent message, and directed to appropriate individuals or groups.
- Participate in campus and local media productions related to student recruitment and school/community relations; ensure that accurate and consistent information is conveyed.
- Provide leadership to department staff in the use of technology to assure the effectiveness and efficiency of departmental operations.

EDUCATION AND EXPERIENCE

To be eligible for this position, you must meet and provide evidence of the following

Minimum Qualifications:

- Experience: Three years of increasingly responsible work experience in an area of student services, such as student outreach, recruitment or matriculation, preferably in an institution of higher education, including at least one year of supervisory experience.

AND:

- Education: Bachelor's degree from a regionally accredited college or university is required, with preference given to degrees in business, marketing, and management.

AND:

- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty and staff.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California Driver's License and proof of vehicle insurance coverage must be provided and maintained throughout employment; eligible to work in California prior to first date of employment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties outlined in this classification, the employee in this classification is regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. The employee in this classification is frequently required to conduct work at other locations.

The employee assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work assigned to this classification is typically performed in an administrative office environment. While performing the duties of this classification, the employee regularly works at a computer for long periods of time and is regularly exposed to interruptions and the hazards of working with video display terminals. The work environment is quiet.

Board Agenda:

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

TO: Members of the Governing Board

**SUBJECT: RENEWAL AGREEMENT WITH STRATA
INFORMATION GROUP (SIG) FOR INTERIM CHIEF
TECHNOLOGY OFFICER CONSULTING SERVICES**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

Board approval is requested to renew a contract with Strata Information Group, a company that specializes in IT consulting for Higher Education. An Interim “Chief Technology Officer” is required to backfill a vacant position while the District hiring process for the CTO position is carried out.

This agreement is from July 1, 2022 through September 30, 2022, or until the position is filled. Total contract amount is not to exceed \$66,000.

A copy of the contract is attached.

STUDENT SUCCESS IMPACT:

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

Government Code: N/A Board Policy: 3225 Estimated Fiscal Impact: \$66,000

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

Susan Wheet
Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

March 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Strata Information Group, Inc.
Statement of Work
(SOLANO-SOW150-CTO2223)
March 23, 2022

Solano Community College District

Interim Chief Technology Officer

Under the terms of this Statement of Work, Strata Information Group, Inc. (SIG) will provide consulting services for the staff of Solano Community College District (SCCD) as directed, to perform the following work.

Description of Work:

SCCD is requesting continuing consulting services for the Interim Chief Technology (CTO) provided by SIG. The proposed timeline is for three (3) months or until position is filled.

Service Period: Effective July 1, 2022 - September 30, 2022

***Note:** Either party may cancel this agreement with 30 days' notice.*

Proposed Services:

Tasks	Number of Weeks
Provide an interim CTO to help manage and oversee the IT Department – weekly FIXED FEE engagement at 35 hours per week.	12
Total Weeks:	12

Summary of Estimated Costs:

Labor:	Travel Expenses:	Total Cost:
\$66,000	\$0 (included)	\$66,000

Breakdown of Costs:

- 32 hours / 3 days per week (on-site)
- 3 hours of remote support per week
- 3 hours of travel per week
- Travel expenses included
- Weekly cost to Solano is \$5,500

For Solano Community College District:

For Strata Information Group, Inc.

DocuSigned by:

Susan Wheet

107CC4E6EE384C3...

Mar-23-2022

Susan Wheet
Vice President, Finance and Administration

Date

DocuSigned by:

Henry A. Eimstad

5B8F9C55A1684B6...

Mar-23-2022

Henry A. Eimstad
President

Date

Susan Wheet

VP Finance & Administration

General Outline of Services

These services may change depending on SCCD's priorities, needs, and availability of staff, funding, and other resources.

Detailed tasks:

As directed by the management team of SCCD, the assigned SIG CTO will assist with the following types of projects and IT initiatives.

- Assist with planning and IT infrastructure specifications related to construction projects from the Measure Q Bond.
- Revise/maintain the IT Strategic Plan.
- Improve communications with IT and the College community.
- Participate actively as part of the College's management team.
- Coordinate the installation new equipment and develop an equipment replacement schedule for campus technology.
- Work with the IT staff to upgrade Banner® and Luminis®.
- Evaluate and analyze the potential of migrating selected IT applications and services to a cloud environment.
- Assist, as needed, with the accreditation self-study.

SIG assumptions and access requirements to be provided by SCCD, as applicable:

- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs.
- Provide secure local and remote access to all required systems, software tools, or applications as required.
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement.
- Provide timely technical support to the SIG consultant(s) when needed; SIG's ability to perform requires timely support from the SCCD staff.

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL TO AWARD JAMES THOMAS MEDIA
COVID-19 ENHANCEMENT OF ONLINE EDUCATION
AND RESOURCES**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

The Board is asked to approve this contract with James Thomas Media for \$97,500 for additional online support, resources, and infrastructure for the 2021-2022 fiscal year. With the impact of COVID-19, SCC (Solano Community College) requires additional online support, resources, and infrastructure. During COVID related campus closures, the increased need for these remote learning options have become a necessity for students, faculty and staff. This proposed project will further aid

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STUDENT SUCCESS IMPACT:

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$97,500
Funding Source: CARES/HEERF funds.

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

Susan Wheet
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

March 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(j)
MEETING DATE April 6, 2022

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL TO AWARD JAMES THOMAS MEDIA
COVID-19 ENHANCEMENT OF ONLINE EDUCATION
AND RESOURCES**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

efforts to sustain these online resources and better fulfill SCC's obligation to provide rapid service and important information.

This includes a new dedicated server to handle the vast added resources, expansion of online COVID compliance protocol presence, important form access and submission development, status of classes, and other campus information. JTM (James Thomas Media, LLC.) will engage multiple fronts of support to further the development in these areas and ensure SCC's quality of online education and resources.

Funding source: CARES/HEERF funds.

Attached is a copy of the Scope of Work.



JAMES THOMAS MEDIA LLC.

SCOPE OF WORK

CLIENT	
PROJECT NAME	Solano Community College (SCC) - Enhancement of Online Education and Resources
CLIENT NAME	Celia Esposito-Noy (Superintendent - President of SCC)
BRAND	Solano Community College - Quality Online Education and Resources during COVID-19
PRODUCT	Additional Mass Web Development, Online Education Tools and Dedicated Server Migration
DATE: March 01, 2022	

PROJECT
PURPOSE <i>What are we looking to do?</i>
<p>With the impact of Covid-19, SCC (Solano Community College) requires additional online support, resources, and infrastructure. During COVID related campus closures, the increased need for these remote learning options have become a necessity for students, faculty and staff. This proposed project will further aid efforts to sustain these online resources and better fulfill SCC's obligation to provide rapid service and important information.</p> <p>This includes a new dedicated server to handle the vast added resources, expansion of online COVID compliance protocol presence, important form access and submission development, status of classes, and other campus information. JTM (James Thomas Media LLC.) will engage multiple fronts of support to further the development in these areas and ensure SCC's quality of online education and resources.</p>

(Client Initials: _____)

Continued....

OBJECTIVE

What does the project work to achieve?

1. P1 Dedicated Server Setup and Migration - Due to the ever increasing web access and further added online tools to SCC's website, JTM will require the setup and migration of a dedicated server with additional space. This dedicated server will stabilize web access and allow for further online resources and tools to be added. Currently SCC's servers experience 60,000 to 250,000+ site visits per month and uninterrupted service is paramount for online education. This server will also require the migration of design information, code, and tools to function properly.
2. Online Plugins and Tools - Newly requested online tools and resources require expensive plugins to operate properly. Implementation of these plugins and integration into SCC's new server will be of high importance. Additionally, JTM developers will need to gather information from SCC faculty and staff to code these tool's functionality. Once operational these resources will serve as an automated means of service to lessen the in person questions and form submission impacting SCC staff and faculty.
3. Additional Developers - JTM will require additional web developers to continue the transfer of SCC's remaining data and design the newly requested resources and tools. In order to meet the advanced timeline these developers will work quickly to enhance SCC's online accessibility and functionality.
4. Faculty Access System - As requested, JTM will work to create faculty access windows into designated online pages. To ensure quick updates, these areas will require new web development using existing SCC services. Faculty have been trained in OMNI services and JTM will task developers with creating cross information updates to negate additional faculty training and maintain access as needed.
5. PDF Forms and Accessibility - SCC's web compatibility has decreased due to browser recommended security and data transmission updates. These new guidelines require forms to become ADA accessible and offer "no print" submission solutions. These guidelines also include new security measures for secure document submission. JTM will implement systems to mitigate future accessibility issues. JTM will also work to revise as much important documentation as development time allows. And JTM will work with vendors such as DocuSign to implement secure document transmission.

(Client Initials: _____)

Continued....

DELIVERABLES

Details for COVID-19 Enhancement of Online Education and Resources:

These systems will require maintenance when complete

P1 Dedicated Server Setup and Migration -

- P1 - Premium Dedicated Server - Specs:
- Up to 1M visitors
- 100GB of Storage
- 100 Installs
- Application Performance Monitoring
- Migration of Current Data and Storage

Online Plugins and Tools -

- 46+ Plugin Transfer and Install
- Further develop online functionality of plugins (Hours TBD)
- Staging Site Creation and Deploy
- Backup of Pages and Resources
- Meeting hours for staff and faculty resource development (Hours TBD)

Additional Developers -

- 2 x Web Developers
- Format and transfer data to newly designed pages
- Advanced online tool, resource design and creation
- Advanced menu navigation creation
- Additionally requested web pages
- Meeting hours for staff and faculty page/service development (Hours TBD)

Faculty Access System -

- Faculty access web window creation
- New web development using OMNI services
- Create cross information updates
- Development (Hours TBD)
- Access tools and logistics instruction

PDF Forms and Accessibility -

- ADA accessible form system
- "No print" submission solutions
- (For future accessibility. JTM will also work to revise as much important documentation as development time allows)
Implement third party security such as DocuSign for secure document transmission

(Client Initials: _____)

Continued....

Budget:**Solano Community College - COVID-19 Enhancement of Online Education and Resources -****Total Compensation of \$97,500.**

P1 Dedicated Server Setup and Migration - 25,000

Online Plugins and Tools - 15,500

Additional Developers - 45,000

Faculty Access System - 4,500

PDF Forms and Accessibility - 7,500

Estimated timeline of project completion June 2022*These systems will require maintenance when complete****JTM Policy*****Terms**

1. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.
2. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and use of deliverables upon final payment of all compensation owed to JTM. (JTM retains the right to use footage for promotional use)
3. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute, contact not established with necessary parties or other cause beyond JTM's reasonable control.
4. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee of Client. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
5. Employees and Additional Contractors. JTM's Employees and contractors on site and directed at sole discretion of JTM.
6. Additional. Additional costs incurred will be billed directly to client. (Client requests additional edits, multiple canceled filming events or meetings, third party costs, additions outside of scope, etc)

DATE:	CLIENT SIGNATURE:
--------------	--------------------------

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AGREEMENT WITH USC RACE AND
EQUITY CENTER FOR MEMBERSHIP AND RELATED
SERVICES**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

Board approval is requested for the Contract Agreement for one (1) year membership in the California Community College Racial Equity Leadership Alliance. USC helps professionals in private and public education and public corporations develop equity goals, understand and correct issues, correct diversity inequities, and foster methods of inclusion. USC has extensive experience working with professionals at community colleges and assessing climates of inclusion for people of color and other marginalized groups.

CONTINUED ON 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: _____

<i>Government Code:</i>	<i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$25,000.</i>
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SUPERINTENDENT'S RECOMMENDATION: ☒ **APPROVAL** ☐ **DISAPPROVAL**
☐ **NOT REQUIRED** ☐ **TABLE**

Susan Wheet
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

March 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AGREEMENT WITH USC RACE AND
EQUITY CENTER FOR MEMBERSHIP AND RELATED
SERVICES**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

Services include

- Beginning in March 2022 the center will offer eConvenings, covering different topics of racial equity every month. These live three-hour virtual sessions will be available for up to ten participants per college. The college can send up to 120 different participants annually. Each session will be recorded and then available online to all employees. All prior 2021 recordings also be available to all college employees
- Every employee will have access to the Racial Equity Resource Portal. This online resource provides access to downloadable tools and resources including; equity related rubrics, readings, case studies, videos, slides, and conversation scripts. Members will be able to engage with other member colleges in groups and communities. All employees will have 24/7 access to the racial equity resource portal
- Members will have the option of participating in workplace climate surveys. One in 2022 for staff at all levels and one in 2023 for all faculty. Surveys being developed will focus on topics like perception of equitable opportunities, sense of mattering, how different groups experience the workplace environment, employees' encounters with sexism, racism, homophobia, transphobia, and other isms at work employee satisfaction with the College's response to reports of abuse, unfair treatment, & climate problems, and the Colleges commitment to equity
- The Center will manage data collection and analysis and provide reports with results and recommendations. Survey data will be available by race, gender, sexual orientation, disability, and employee type & role and other demographics

The total cost of program is \$25,000 per year.

The term of the is agreement is from March 1, 2022 to February 28, 2023.

A copy of the agreement is attached.

USC Race and Equity Center

635 Downey Way, VPD 214
Los Angeles, CA 90089-3331

race.usc.edu

Dear California Community College Alliance Partner,

We recently sent you an invitation to enroll in the California Community College Racial Equity Leadership Alliance at the USC Race and Equity Center. We believe that your college would find great value from participating in our member benefits, including 12 eConvenings; access to a Racial Equity Resource Portal; and campus climate survey.

By signing below, you agree to subscribe to a one-year Alliance membership that will begin on March 1, 2022, and end February 28, 2023. The fee for your subscription is \$25,000 paid to the USC Race and Equity Center in one payment, due no later than July 31, 2022. The details of the California Community College Racial Equity Leadership Alliance, as well as full member benefits, are outlined in Appendix A.

Sincerely,

The USC Race and Equity Center

Acknowledged and agreed:

Signature: _____
Name: Susan wheet
Title: VP of Finance & Administration
Date: 3/18/2022

DocuSigned by:
Susan Wheet
5AB4086EF73448F...

USC Race and Equity Center

635 Downey Way, VPD 214
Los Angeles, CA 90089-3331

race.usc.edu

INVOICE

Invoice # CCCRELA-001
Invoice Date: March 1, 2022

Bill To: Solano Community College
Attn: Accounts Payable
4000 Suisun Valley Road
Fairfield, CA 94534

Description	Unit Price
1-year membership to the California Community College Racial Equity Leadership Alliance (March 1, 2022 - February 28, 2023)	\$25,000.00
	<u>Total Paid: \$0.00</u>
	<u>Total Due: \$25,000.00</u>

Please make checks payable to USC Race and Equity Center or see the next page for institutional ACH/EFT wire transfer information.

USC Race and Equity Center
635 Downey Way, VPD 214
Los Angeles, CA 90089-3331

Additional finance questions, please contact our finance department: recfinance@usc.edu.

USC Race and Equity Center

635 Downey Way, VPD 214
Los Angeles, CA 90089-3331

race.usc.edu

INCOMING WIRE/ACH INSTRUCTIONS

Beneficiary Account Name:	USC General Depository
Account Number:	14594-06561
Bank Name:	Bank of America
Bank Address:	333 S. Hope Street Los Angeles, CA 90071
Routing/ABA Number:	ACH: 122000661 Wire: 026009593
SWIFT (International Wire):	USD: BOFAUS3N Foreign Currency: BOFAUS6S
<u>Reference:</u>	CCH00072

The provided reference MUST be included, alone or before additional reference information.

USC Race and Equity Center

CALIFORNIA COMMUNITY COLLEGE RACIAL EQUITY LEADERSHIP ALLIANCE YEAR 2

Scope of Work

University of Southern California is home to a dynamic research and organizational improvement center that helps professionals in K-12 schools, community colleges and four-year postsecondary institutions, corporations, and other contexts strategically develop and achieve equity goals, better understand and correct climate problems, avoid and recover from diversity-related crises, and foster sustainable cultures of inclusion. Multiple forms of credible evidence, as well as scalable and adaptable models of success, inform our rigorous approach.

The USC Race and Equity Center is pleased to continue in its second year of the California Community College Racial Equity Leadership Alliance. Extensive prior experience developing high-quality learning opportunities for professionals across a range of community colleges, as well as deep expertise on assessing climates of inclusion for people of color and other marginalized groups, uniquely poises us to offer an array of useful experiences and tools. Detailed below are three resources the Center is offering every Alliance member college.

RACIAL EQUITY eCONVENING SERIES

Beginning in March 2022, the Center will annually host a dozen eConvenings, each on a particular aspect of racial equity. These high-quality professional learning experiences will be held virtually throughout the year, one per month. Each will focus on one specific topic. Three-hour learning sessions will be delivered by the 62 experts who teach in our USC Equity Institutes. These instructors are well respected leaders of national higher education associations, highly-cited professors who study race relations and people of color, chief diversity officers and other experienced administrators, and specialists from the USC Race and Equity Center.

eConvening sessions will focus mostly on strategies and practical approaches. While credible research will undergird them, sessions will not be too theoretical, abstract, or uselessly academic. These three-hour professional learning experiences will be highly engaging. Instructors will use contemporary cases of equity dilemmas and racial crises on community college campuses. Emphasis will be placed on learning from sagas that have recently occurred elsewhere; learning how to get ahead of situations and reducing risk of crisis; and learning actionable equity leadership strategies. Participants will also learn about evolving trends pertaining to diverse community college students and employees. This year's topics are based on member feedback and reflect the most pending racial equity issues facing community colleges. This includes the COVID-19 pandemic, crafting equity plans, finance and budgeting resources equitably, issues of identity, equitable teaching practices and student services, and supporting employees to advance racial equity, among other topics.

There is no registration cost for up to ten representatives (faculty, staff, and/or administrators) per college per eConvening. A college can send the same ten employees to all 12 eConvenings, or a total of 120 different representatives across the dozen eConvenings offered annually. Shortly after the live sessions, the eConvening videos will be available online for all employees of each college to access, in addition to all prior recordings of eConvenings from 2021.

RACIAL EQUITY RESOURCE PORTAL

Members will have access to an online repository of resources and tools. Downloadable equity-related rubrics, readings, case studies, videos, slide decks, and conversation scripts will be included in the portal and accessible to **all** employees at member colleges. All library materials will be searchable, sortable, and accessible to all employees of participating institutions. The portal will also provide members an interactive space for engagement across member colleges in the form of communities and groups, where members can discuss with each other pending problems and exchange resources. All prior eConvenings from 2021 and eConvenings from

2022 will be swiftly uploaded onto the portal. **Every** employee will have 24/7 full access to the racial equity resource portal.

CAMPUS CLIMATE SURVEY

Since 2019, the Center's National Assessment of Collegiate Campus Climates (NACCC) was administered to more than 1.4 million students at colleges and universities in every geographic region of the United States, including 58 California community colleges. The NACCC is a rigorous, expert-validated quantitative survey that measures sense of mattering and inclusion, the frequency and depth of cross-cultural interactions, students' appraisals of institutional commitment to diversity and inclusion, and other related topics.

Using the NACCC as our guide, the Center is developing a pair of workplace climate surveys for Alliance member colleges: one for staff at all levels (2022), and another for faculty (2023; including adjunct and part-time instructors). These two surveys will focus on topics like employees' perceptions of equitable opportunities for promotion and advancement; sense of mattering and how different groups of employees differently experience the workplace environment; employees' encounters with sexism, racism, homophobia, transphobia, and other – isms at work; employee satisfaction with the College's responses to reports of abuse, unfair treatment, and climate problems; and appraisals of the College's commitment to equity.

Returning alliance members who already completed the student survey in their first year membership will have the staff survey administered this year by the NACCC team. New and returning colleges who have not completed the student survey will have the option to choose whether to participate in the student or staff survey this year, depending on their institutional capacity and needs. The Center will manage data collection and analysis. Each Alliance member campus will receive written reports with its results and our recommendations, as well as data files with de-identified responses. Colleges will be able to disaggregate survey data by race, gender, sexual orientation, (dis)ability, and other demographic variables. Also, data from the employee surveys will be able to be disaggregated by role type and level. Additionally, survey results will be able to tell colleges how they compare to others in the Alliance. The NACCC staff survey will be administered to all staff members in fall 2022. (For those that elect to do the student survey, they will administer it in fall 2020 as well.).

COST

The annual Alliance membership cost is \$25,000 per college. Membership will begin March 1st, 2022 and end February 28th 2023.

CONTACT

Shaun R. Harper, Ph.D.

USC Race and Equity Center Executive Director Email: sharper@usc.edu

Provost Professor of Education and Business Website: race.usc.edu

Clifford and Betty Allen Chair in Urban Leadership

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: AMENDMENT #6 TO KITCHELL CAPITAL
EXPENDITURE MANAGERS, INC. FOR PROGRAM
MANAGEMENT SERVICES

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

Board approval is requested for Amendment #6 to Kitchell Capital Expenditure Managers, Inc. (KCEM) for continuation of project management software for the Library/Learning Resource Center Project, a Project within the Measure Q Bond Program. On November 5, 2014 the Board approved a contract to KCEM in the amount of \$6,376,735. On August 19, 2015 the Board approved Amendment #1 to manage the following for the Fairfield Science Building Project: development of Criteria Documents, solicitation and selection of the design-builder, and procurement of construction management services.

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: Renovate instructional space and update equipment.

Ed. Code:	Board Policy:	Estimated Fiscal Impact: \$11,000 Measure Q Funds
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Lucky Lofton Executive Bonds Manager PRESENTER'S NAME		
4000 Suisun Valley Road Fairfield, CA 94534 ADDRESS		Celia Esposito-Noy, Ed.D. Superintendent-President
(707) 863-7855 TELEPHONE NUMBER		
Susan Wheat VP, Finance & Administration VICE PRESIDENT APPROVAL		April 6, 2022 DATE APPROVED BY SUPERINTENDENT-PRESIDENT
March 25, 2022 DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

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

TO: Members of the Governing Board

**SUBJECT: AMENDMENT #6 TO KITCHELL CAPITAL
EXPENDITURE MANAGERS, INC. FOR PROGRAM
MANAGEMENT SERVICES**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

On March 21, 2018 the Board approved Amendment #2 to extend the program management services for two years to May 30, 2020. On January 16, 2019 the Board approved Amendment #3 for additional estimating hours related to the Library/Learning Resource Center Project. On December 18, 2019 the Board approved Amendment #4 to extend program management services for two years to May 31, 2022. On October 20, 2021, the Board approved Amendment #5 to extend program management services through May 31, 2024.

With the extended construction schedule for the Library/Learning Resource Center Project, the project management software used by the Project team to manage the Project needs to be extended as the license expired on March 31, 2022. Approval of Amendment #6 is requested for an additional 12-month software license period, which would then expire on March 31, 2023. This extension provides enough time for Project completion and close out using the existing project management software.

Contract Summary:

\$ 6,376,735	Original Contract Amount
\$ 10,895,419	Previously Approved Amendments (5)
<u>\$ 11,000</u>	Proposed Amendment #6
\$ 17,283,154	New Contract Amount, including Amendment #6

The Board is asked to approve this amendment to Kitchell Capital Expenditure Managers, Inc. in the amount of \$11,000, resulting in a new contract amount of \$17,283,154.

The contract can be reviewed at: <http://www.solano.edu/measureq/planning.php>

AMENDMENT # 6 TO AGREEMENT

PARTIES

This Sixth Amendment to Agreement ("Amendment") is entered into between Solano Community College District ("District") and **Kitchell Capital Expenditure Managers, Inc.** ("Consultant"), collectively the "Parties".

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated November 5, 2014 for **Program Management Services** ("Project"); and

WHEREAS, District and Consultant previously amended the Agreement on August 19, 2015, March 21, 2018, January 16, 2019, December 18, 2019, and October 20, 2021.

WHEREAS, District and Consultant agree to amend the Agreement to provide continuation of project management software for the Library/Learning Resource Center Project for an additional year through March 31, 2023.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth above and contained herein, District and Consultant agree as follows:

AGREEMENT

1. Article 6.1 of the Agreement shall be amended to read in its entirety:

Fee and Method of Payment: The District shall pay Program Manager an amount equal to Seventeen Million, Two Hundred Eighty-Three Thousand, One Hundred Fifty-Four Dollars and No Cents (\$17,283,154.00). This fee is a total of the November 5, 2014 Agreement in the amount of \$6,376,735.00, the August 19, 2015 Amendment #1 in the amount of \$138,180.00, the March 21, 2018 Amendment #2 in the amount of \$2,668,000.00, the January 16, 2019 Amendment #3 in the amount of \$26,398.00, the December 18, 2019 Amendment #4 in the amount of \$2,395,056.00, the October 20, 2021 Amendment #5 in the amount of \$5,667,785.00, and the April 6, 2022 Amendment #6 in the amount of \$11,000.00.

2. Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).
3. Consultant acknowledges and agrees that this Amendment shall not be binding on the Parties until and unless the Solano Community College District's Governing Board approves this Amendment.

IN WITNESS WHEREOF, the parties hereto have accepted and agreed to this Amendment on the dates indicated below.

Dated: _____, 2022

Dated: _____, 2022

**SOLANO COMMUNITY COLLEGE
DISTRICT**

**KITCHELL CAPITAL EXPENDITURE
MANAGERS, INC.**

By: _____

By: _____

Print Name: Lucky Lofton

Print Name: _____

Print Title: Executive Bonds Manager

Print Title: _____

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

TO: Members of the Governing Board

**SUBJECT: PARTNERSHIP AGREEMENT BETWEEN OLD
DOMINION UNIVERSITY AND SOLANO COMMUNITY
COLLEGE FOR GUARANTEED ADMISSION**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

A memorandum of understanding between Old Dominion University and Solano College is being presented for review and approval by the Governing Board. This agreement guarantees eligible graduates who have earned an Associate of Arts Degree in our Human Services Program guaranteed admission into Old Dominion University. This MOU includes the collaborative development of an articulated transfer pathway by Old Dominion University and SCC and the respective departments and divisions. Eligible students must have completed all course requirements of the articulation agreement and earned a cumulative 2.5 grade point average. This agreement helps students achieve their educational and career goals. It has no fiscal implications.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: None</i>
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SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

David Williams, Ph.D.
Vice President, Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7117

TELEPHONE NUMBER

David Williams, Ph.D.
Vice President, Academic Affairs

VICE PRESIDENT APPROVAL

March 11, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

April 6, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**MEMORANDUM OF UNDERSTANDING BETWEEN
OLD DOMINION UNIVERSITY
AND SOLANO COMMUNITY COLLEGE**

WHEREAS, Old Dominion University and Solano Community College have been established to provide citizens of their respective regions educational services and opportunities to gain a more rewarding life through self-enrichment; and

WHEREAS, to provide each person with the maximum opportunity for success, it is critically important that Old Dominion University and Solano Community College cooperate effectively to assure that these citizens receive quality experiences and opportunities;

NOW THEREFORE, Old Dominion University and Solano Community College hereby agree as follows:

1. That Old Dominion University and Solano Community College will follow the designed and approved program outlines of any articulation agreement which has been developed jointly by Old Dominion University and Solano Community College and the respective departments and divisions; and
2. That Old Dominion University guarantees institutional admission to those Solano Community College students who have completed all course requirements of an approved articulation agreement, received an Associate of Science (A.S.) or Associate of Arts and Science (A.A. & S.), or Associate of Applied Science (A.A.S.) degree with a cumulative 2.5 grade point average (or provisional admission if the program requires a higher grade point average), and made proper application for admission to Old Dominion University; such students will be admitted as upper-division students provided that they received grades of “C” or better in such course requirements; and
3. That Solano Community College students in the agreed-upon articulation agreements will be offered the same consideration as native Old Dominion University students with regards to changes in academic program admission and course requirements; and
4. That Old Dominion University will accept credits earned for advanced placement by standardized and local testing of Solano Community College students in the said articulation agreement programs as credit toward completion of the program at Old Dominion University; providing:
 - a) that Old Dominion University’s academic advanced placement policies in effect as of the date of the student’s entry into the articulation agreement are met; and

- b) that Solano Community College's locally developed advanced placement tests are acceptable to the appropriate Old Dominion University academic department; and
5. That Solano Community College students with a minimum of 24 semester hours (36 quarter hours) may apply for admission to Old Dominion University, and enroll in coursework toward a baccalaureate degree; and
 6. That Solano Community College students who have earned an A.S. or A.A.S. degree, and whose associate degree represents a University-parallel curriculum (transfer program), are considered to have satisfied Old Dominion University lower-division general education requirements except those required specifically by the college and/or major department; and
 7. That Solano Community College students will follow the graduation requirements for transfer students as stated in the Old Dominion University catalog as of the date of the student's initial entry into the appropriate articulation agreement; and
 8. That articulation agreements will be reviewed whenever major changes, due to academic policy, are required, or annually; and
 9. That this Memorandum of Understanding will remain in effect until modified or rescinded by the president of each institution or his/her duly authorized signatory.

IN WITNESS THEREOF, OLD DOMINION UNIVERSITY HAS CAUSED ITS NAME TO BE SIGNED HERETO BY ITS DULY AUTHORIZED SIGNATORY AND SOLANO COMMUNITY COLLEGE HAS CAUSED ITS NAME TO BE SIGNED HERETO BY ITS DULY AUTHORIZED SIGNATORY.

Old Dominion University

By _____ Date _____
Brian Payne, Vice-Provost for Academic Affairs

Solano Community College

By _____ Date _____
David Williams, Vice-President, Academic Affairs

Solano Community College/Old Dominion University
2021-2022 Catalog
ASSOCIATES DEGREE TRANSFER PROGRAM PATHWAY
Associate of Arts in Human Services to
Bachelor of Science in Human Services

Solano CC A.A. degree in Human Services				ODU B.S. in Human Services			
*Major courses-all require a grade of C or better							
HS HSW	001	Introduction to Human Services	3	HMSV	341	Intro to Human Services	3
HS HSW	053 085	Serving Special Populations	3	GRNL	2ELE	Elective	3
COUN COUN	064A 064	Practicum I	4	HMSV	368	Field Observation in Human Services	3
HS HSW	054 085	Introduction to Group Processes	3	GNRL	2ELE	Elective	3
COUN COUN	064B 064P	Practicum II	4	GNRL	2ELE	Elective	4
COUN	062	Helping Skills	3	HMSV	343	Human Services Methods	3
HS HSW	055 083	Introduction to Case Management (one class meets the requirement)	3				
ENGL	001	English Composition*	3	ENGL	110C	English Composition	3
ENGL	002	Critical Thinking*	3	ENGL	211C	English Composition II	3
COMM	001	Public Speaking**	3	COMM	101R	Public Speaking	3
MATH	002 or 011	Introduction to Statistics or Other	3	MATH or STAT	102M or 130M	College Algebra or Intro to Statistics	3
3A Arts		Choose one from ART 001, MUSC 008, or MUS 013	3	Human Creativity Way of Knowing			3
3B Humanities		ENGL 031 ???	3	Literature Way of Knowing			3
Area 4: SOC 001* Introduction to Sociology			3	SOC	201S	Intro to Sociology	3
Area 4	Choose one from ANTH 002, PLSC 001, PSYC 001, PLCS 002, or PLCS 003		3	Human Behavior Way of Knowing			3
Area 4	HIST 017 or HIST 018 (US History)		3	Interpreting the Past Way of Knowing			3
Area 5A Science with Lab		(see catalog)	4	Nature of Science Way of Knowing I			4
Area 5B Science with Lab		(see catalog)	4	Nature of Science Way of Knowing II			4
Total Credits for Associates Degree			58	Transfer Credits to ODU			58

***A grade of C or better is required for credits to transfer to ODU (departmental requirement not automatically satisfied by the articulated transfer pathway**

Additional Requirements - ODU			
HSMV	344	Career Development and Appraisal	3
HMSV	346	Diversity Issues in Human Services	3
HSMV	440W	Program Development, Implementation and Funding	3
HMSV	444	Psycho-educational Groups	3
HMSV	449	Crisis Intervention, Preventions and Ethics	3
HMSV	491	Family Guidance	3
HSMV	447 or 448	Intro to Substance or Interventions and Advocacy with Children	3
HMSV	452 or 494	Substance Abuse Treatment and Research or Entrepreneurship in Human Services and Non-Profit Fundraising	3
HMSV	468	Internship in Human Services	12
	Upper-level General Education		6
Free	Electives	100-400 level free elective credits	20
Total Credits from Solano CC			58
Credits to be Taken at ODU			62
Total Credits for B.S. Degree at ODU			120

Signature

Dr. David Williams
Vice-President, Academic Affairs
Solano Community College

Date

Signature

Dr. Brian Payne
Vice Provost, Academic Affairs
Old Dominion University

Date

To participate in this articulated transfer pathway, please visit Old Dominion University's website to complete the electronic Letter of Intent:

<https://itsapps.odu.edu/gaat/>

Students may complete the Letter of Intent after 15 credits at Solano Community College with a 2.5 GPA.

Completion of this articulated transfer pathway alone does not guarantee admission to Old Dominion University. All students must meet the requirements set by the Office of Admissions and the MOU established for guaranteed admission with Solano Community College. Please review this document for more information

AGENDA ITEM 12.(n)
MEETING DATE April 6, 2022

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 21/22-33 PROCLAIMING MAY 2022 AS
ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE
MONTH**

REQUESTED ACTION:

☐ Information OR ☒ Approval
☐ Consent OR ☒ Non-Consent

SUMMARY:

Board approval of Resolution No. 21/22-33 Proclaiming May 2022 as Asian American and Pacific Islander Heritage Month is being requested.

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: N/A</i>	<i>Board Policy: N/A</i>	<i>Estimated Fiscal Impact: N/A</i>
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SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Shannon Cooper, Psy.D
Vice President, Student Services

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

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

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

Shannon Cooper
VICE PRESIDENT APPROVAL

April 4, 2022
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

April 6, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**PROCLAIMING MAY 2022 AS ASIAN AMERICAN AND PACIFIC ISLANDER
HERITAGE MONTH AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 21/22-33

WHEREAS Asian Americans, Pacific Islanders, and Native Hawaiians have made significant contributions to the history, achievements, culture, and diversity of the United States;

WHEREAS it is important to pay tribute to the contributions of, and to understand the challenges faced by, the Asian American and Pacific Islander (AAPI) community during Asian/Pacific American Heritage Month;

WHEREAS the AAPI community is an inherently diverse population, composed of more than 45 distinct ethnicities and more than 100 language dialects;

WHEREAS according to the Bureau of Census, the AAPI populations grew faster than any other racial or ethnic group over the last decade, surging nearly 72 percent between 2000 and 2015;

WHEREAS the month of May was selected as Asian/Pacific American Heritage Month because the first Japanese immigrants arrived in the U.S. on May 7, 1843 and the first transcontinental railroad was completed on May 10, 1869, with substantial contributions from Chinese immigrants;

WHEREAS Asian/Pacific Americans account for a large percentage of Solano Community College students and Solano County residents, enriching our campus and community;

WHEREAS Solano Community College, as a public institution of higher education is dedicated to providing opportunities for all people so that 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

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**PROCLAIMING MAY 2022 AS ASIAN AMERICAN AND PACIFIC ISLANDER
HERITAGE MONTH AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 21/22-33

(Continuing – Page 2)

RESOLVED, that the Solano Community College District Governing Board proclaims May 2022, as Asian/Pacific American History Month.

PASSED AND ADOPTED, This 6TH day of April 2022, by the Governing Board of Solano Community College District.

**SARAH CHAPMAN, Ph.D.
BOARD PRESIDENT**

**CELIA ESPOSITO-NOY, Ed.D.
SECRETARY**

AGENDA ITEM 13
MEETING DATE April 6, 2022

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

TO: Members of the Governing Board

SUBJECT: BOARD STUDY SESSION: MATH AB705

REQUESTED ACTION:

☒ Information OR ☐ Approval
☐ Consent OR ☐ Non-Consent

SUMMARY:

Dr. David Williams and Dr. Joe Ryan will share an update on AB705.

STUDENT SUCCESS IMPACT:

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

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

David Williams, Ph.D.
Vice President, Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7117

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

April 6, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q QUARTERLY PROGRESS UPDATE
REPORT TO THE GOVERNING BOARD**

REQUESTED ACTION:

☒ Information OR ☐ Approval
☐ Consent OR ☐ Non-Consent

SUMMARY:

The Solano CCD Measure Q Quarterly Update Report is presented for Board information. This report includes an overview of program and project activities for the Measure Q Bond Program for the period of October 1, 2021 – December 31, 2021.

Measure Q expenditures during this reporting period were \$5,049,059. Total expended to December 31, 2021 was \$203,111,562 (percentage spent is 57.4%).

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: Quarterly Reports provided to the Board of Trustees and the public regarding the use of bond funds.

Ed. Code:	Board Policy:	Estimated Fiscal Impact:	\$0
SUPERINTENDENT'S RECOMMENDATION:		<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
		<input checked="" type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE
Lucky Lofton Executive Bonds Manager			
PRESENTER'S NAME			
4000 Suisun Valley Road Fairfield, CA 94534			
ADDRESS			
(707) 863-7855			
TELEPHONE NUMBER			
Susan Wheet Vice President, Finance and Administration			
VICE PRESIDENT APPROVAL			
March 25, 2022			
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT			
Celia Esposito-Noy, Ed.D. Superintendent-President			
April 6, 2022			
DATE APPROVED BY SUPERINTENDENT-PRESIDENT			

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q QUARTERLY PROGRESS UPDATE
REPORT TO THE GOVERNING BOARD**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Sample of key activities this quarter:

Program: District staff and Bond Program team members continue to work on revisions to the Design Standards. We continue planning for and implementing the projects being funded by the Series D funds, which were issued in November 2020, and for the upcoming Series E funds, expected to be issued in the next quarter.

Projects:

- Library/Learning Resource Center Project (Building 100 Replacement): Construction continues. Interior Work – sunshade; painting; window sills, doors and frames; mechanical/electrical/plumbing continues; tiered seating finish; elevator work; book stacks and shelving; carpet and ceiling tiles; HVAC controls; countertops and casework; and door operators/access readers. Exterior Work - rooftop ducting, exterior metal sunscreen panels, and exterior concrete.
- Building 300 Modernization Project: The study of the building and its systems has been completed and reviewed with the District. There were several options presented, and a final determination on next steps is in process at this time.
- Early Learning Center Expansion Project: Upon completion of the initial study of options for the expansion of the Early Learning Center, the design team who did the initial study was engaged to proceed with design of the selected concept. This work will begin in the next quarter.
- On Campus Housing Project: Needs assessment / market analysis continue. Stakeholder meetings were held. Student focus groups was conducted. Surveys are in development. Feasibility study will proceed once assessment and market analysis are complete.
- Baseball and Softball Clubhouse Replacement – Construction Documents are complete and submitted for DSA review.
- Fairfield Campus Building Exteriors – Phase 1 work has been completed. Phase 2 work was bid and is also complete. Project close out is underway.
- Fairfield Campus Central Plant and Electrification – This new project is intended to develop a Clean Energy Plant concept(s), which will provide a quantitative path forward to define a cost-effective central plant modernization project. A design consultant was selected and the study and investigations are underway.
- Fairfield Campus Pool and Equipment Study – This new project is a study intended to assist the District in understanding the scope of work needed to address the pool and its related equipment. A consultant was selected and the study and investigation are underway.

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q QUARTERLY PROGRESS UPDATE
REPORT TO THE GOVERNING BOARD**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Sample of key activities this quarter (continued):

Projects:

- Fairfield Campus Substation #3 Study – This new project is a study intended to assist the District in understanding the scope of work needed to address the updating or replacement of Substation #3. A consultant was selected and the study and investigation are underway.
- Pedestrian & Vehicular Wayfinding Signs –Pedestrian signs that could be installed prior to completion of the Library/Learning Resource Center were installed, and few signs will be installed following completion of the new Building. Due to campus changes, existing maps previously installed were updated and will be installed when fabrication is complete.
- Vacaville Classroom Building ‘Annex’ Renovation (Phase 2) – Corbels Removal: Construction has begun and work is proceeding.
- Vacaville Aeronautics Nut Tree Facility Improvements: Meetings continue with Solano County Building Department, Vacaville City Building Department, City of Vacaville’s Utility and Public Works Department, and PG&E prior to bidding.
- Vallejo Belvedere Fence – A fence is needed along the condos at the Vallejo property. A surveyor was hired to confirm property lines. Once the property lines are confirmed, a contractor will be consulted to review options, costs and timeline for installation.
- ADA Improvements (Phase 1) - Work continued on updating the ADA Transition Plan and Barrier Removal Program with data collection having started. Work on the Self Evaluation Study of Policies and Procedures was begun.