

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2022-2023

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Carmine Disu	Accountant	02/01/23-06/30/23
Judy Nash	Student Services Generalist	02/01/23-06/30/23

Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Rosemary Olive	Nursing Instructor (not to exceed 67%)	02/03/23-05/25/23

Volunteer Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
David Isom	Chaplain	02/02/23-06/30/23
Imam Mirza	Chaplain	02/02/23-06/30/23

Salvatore Abbate
Human Resources

January 20, 2023

Date Submitted

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

February 1, 2023

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 February 1, 2023
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<u>Short-Term/Temporary/Substitute</u>				
<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Alison Aubert	Infectious Control Coordinator	General	02/01/23-06/30/23	\$11,500.00
Robert Brown	Custodian	General	02/02/23-06/30/23	\$15.68/hr.
Karen Cook	Makerspace Outreach/Marketing	Strong Workforce	02/02/23-05/31/23	\$69.05/hr.
Jessica Fleshman	EMT Program Administration	General	02/01/23-02/28/23	\$1,091.20 (lump sum)
Laura Gallegos	Custodian	General	02/02/23-06/30-23	\$15.68/hr.
Angel Iqueda	EMT Program Administration	General	02/01/23-02/28/23	\$64.65/hr.
Dagmar Kuta	Special Projects – Theater Media Specialist	General	01/19/23-05/20/23	\$26.00/hr. (Revised)
Karen Leung	CIRM Grant Internship Director	CRIM Grant	01/21/23-06/30/23	\$61.17/hr.
Rosemary Olive	Hospital Training (Nursing)	General	02/03/23-05/25/23	\$58.59/hr.
John Perez	Technologist & CA Virtual Campus/OEI Coordination	General	08/14/22-12/31/22	\$16,023.00 (lump sum)
Lourdes Rivera	Custodian	General	02/02/23-06/30/23	\$15.68/hr.
Michelle Smith	Makerspace Outreach/Marketing	Strong Workforce	02/02/23-05/31/23	\$69.05/hr.
Sheila Smith	Student Services	SEA	03/20/23-03/20/23	\$500.00 (lump sum)

**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, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Christian Alvarez	Consultant to act as the costume designer for the Spring theater 2023 production of Priscilla, Queen of the Desert. Will be paid rate of \$25 per hour for up to 160 hours.	02/02/23-05/31/23	Not to Exceed \$5,000.00
Jay Clark dba Kinetic Audio Technology	Consultant to act as the sound engineer/designer for the Spring theater 2023 production of Priscilla, Queen of the Desert. Will be paid a flat rate of \$2,000 at conclusion of the play.	02/02/23-05/31/23	Not to Exceed \$2,000.00
Colleen McAdams	Consultant to act as the music director for the Spring theater 2023 production of Priscilla, Queen of the Desert. Will be paid a flat rate of \$4,000 at conclusion of the play.	02/02/23-05/31/23	Not to Exceed \$4,000.00

Susan Wheet
Vice President, Finance & Administration

January 20, 2023
Date Submitted

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

February 1, 2023
Date Approved

Student Services
Lisa Neeley, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Bahiya Spaulding Fine Art	Extension of PSA (originally approved 12/7/22) to design a culturally relevant art piece and hold workshop for Imani Sisterhood Program on 12/9/2022.	12/08/22-03/31/23 (Revised)	Not to Exceed \$300.00
Alexis Black dba Redefining Normal	Consultant to provide keynote presentation and 2 national presenters to provide ten hours of “Redefining Normal” workshops at the Fostering Kinship Care Education Program (FKCE) annual conference, March 7-10, 2023	03/07/23-03/10/23	Not to Exceed \$10,000.00
Charlotte Richardson, LCSW	Extension of PSA (originally approved 10/5/22) to provide workshops for students to manage stress, anxiety and depression.	08/15/22-03/31/23 (Revised)	Not to Exceed \$500.00

AGENDA ITEM 12.(a)
MEETING DATE February 1, 2023

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 22/23-22 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. 22/23-23 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:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ 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

January 24, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RESOLUTION NO. 22/23-23
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 **1st day of February** by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

Denis Honeychurch, J.D., President of the
Governing Board of the Solano Community
College District

AGENDA ITEM 12.(b)
MEETING DATE February 1, 2023

**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>
Sandra Atoigue	Custodian 15 years and 8 months service at SCC	05/25/2023
Angela Eason	Biology Lab Technician 16 years and 2 months of service at SCC	05/31/2023

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

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 1, 2023

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

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

TO: Members of the Governing Board

**SUBJECT: NEW LOCAL 39 JOB DESCRIPTION: SAFETY/ASSET
COORDINATOR (LEAD)**

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. It establishes a new Local 39 position. This position assists in providing input for the Occupational, Environmental Health & Safety (OEHS) missions and goals and ensure the adherence to laws, regulations, and other compliance requirements. The employee coordinates the receiving, inspecting and labeling of capital equipment, and maintains complete and accurate inventory records on the acquisition, status, and disposition of all District-wide assets. It will be placed on the Local 39 salary schedule at range 22.

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: \$69,241.87
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

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Safety/Asset Coordinator (Lead)

BASIC FUNCTION: Under direction of the assigned manager, the employee assists in providing input for the Occupational, Environmental Health & Safety (OEHS) missions and goals and ensure the adherence to laws, regulations, and other compliance requirements. The employee coordinates the receiving, inspecting and labeling of capital equipment, and maintains complete and accurate inventory records on the acquisition, status, and disposition of all Districtwide assets. The incumbent performs technical duties in support of purchasing/material control functions, such as record keeping, inventory control and analysis. Incumbents are designated as the safety officer for Occupational, Environmental Health & Safety for the college.

DISTINGUISHING CHARACTERISTICS

The Safety/Asset Coordinator is experienced in applying professional principles to develop an understanding of differing and variable situations. Problem solving involves consideration of diversified procedures and precedents, consistent with current policies and the complexity of OEHS issues, risks, federal, State, and local rules, regulations, and compliance requirements. The incumbent must have the ability to work collaboratively and to influence those with whom no formal hierarchical relationship exists.

REPRESENTATIVE DUTIES:

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

Promote OEHS awareness; provide advice, information, and instruction on OEHS issues; design, update, coordinate, and modify all safety-related training collaborating on specific program and administrative needs.

Monitor and ensure safe and consistent practices and compliance with OEHS policies and procedures, communication, and follow-through; coordinate with instructional labs, programs, and operations; oversee the hazardous waste program.

Lead various teams to implement OEHS policies and goals.

Review, analyze, audit, investigate, and report incidents, injuries, and hazards; implement control measures. Investigate complaints of unhealthy occupational and environmental conditions and coordinate corrective action.

Create, organize, and maintain all regulatory documentation per county, State, and federal regulations; utilize and maintain required systems; design and prepare presentations, correspondence, databases, spreadsheets, newsletters, information notices and reports, website materials, and other modes of delivery.

Assist in the development, update, compliance, and maintenance of injury and incident prevention strategies and OEHS procedures; make recommendations for risk mitigation and process improvements.

Create OEHS training programs; create training materials and update college websites with training and OEHS information; train staff on safety rules, regulations, policies, and procedures. Maintain training records for compliance.

Maintain and conduct routine safety inspections and safety inspection checklists in collaboration with safety committee, instruction, student services, and administrative leaders or their designees; coordinate and recommend corrective action to unhealthy conditions and ergonomic issues.

Train, direct workflow and provide guidance to assigned mailroom and warehouse staff.

Assign, inscribe and affix identification markings on all Districtwide capital assets.

Update the asset management system for acquisitions, transfer and dispositions of all Districtwide capital assets.

Assist with classifying new capital assets and analyzing movement of new and existing capital assets.

Maintain capital asset inventory records and files in accordance with Districtwide policies and procedures and prepares capital asset reports.

Plan, coordinate and conduct periodic physical inventories audits of warehoused items and capital assets Districtwide; update records and prepare draft and final reports of inventory.

Lead the transfer, sale or disposal of unused, depreciated, damaged or surplus inventory and capital assets.

Working with Accounting, reconcile general ledger to asset management system to assure accuracy of capital asset records and inventory control to the general ledger.

Perform job-related duties as assigned.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination

EDUCATION AND EXPERIENCE:

Any combination of training and experience equivalent to: a bachelor's degree in environmental science, occupational safety and health, physical science, biology, chemistry, industrial hygiene, healthcare, or related field and five years of directly-related experience.

Experience performing inventory control, basic accounting/bookkeeping functions, and working with a comprehensive database.

Specialized training or certificates in Occupational Health and Safety (OSHA) or Hazardous Waste Operations & Emergency Response preferred.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California Driver's License

Knowledge:

Budget preparation and expenditure control.

California Community College organization, operations, policies, and objectives.

County, State, and federal OEHS regulations and reporting systems.

Development and deployment of training materials utilizing current methods.
English usage, grammar, spelling, punctuation, and vocabulary.

Hazardous materials inventory, waste management, and reporting.

Methods, techniques, and practices used in determining and eliminating health hazards in occupational and environmental settings.

Modern office practices, procedures, equipment, systems, and applications.

OSHA, Cal/OSHA, USEPA, and other related occupational and environmental health and safety laws.

Practices and principles of occupational, environmental health and safety.

Principles of industrial hygiene, environmental and public health, and State and federal laws, rules, and regulations on the health of industrial workers.

Risk management practices and policies.

OTHER SKILLS AND ABILITIES:

Analyze problems and take corrective action in a professional manner.

Communicate clearly and effectively both orally and in writing.

Coordinate projects, goals, and work assignments.

Create and manage investigation and inspection programs.

Develop standards for occupational, environmental health and safety processes.

Establish and maintain effective working relationships with others.

Evaluate Safety Data Sheets in accordance with the Hazard Communication Standard (HCS).

Interpret and apply procedures, requirements, and regulations.

Maintain records and prepare reports.

Work collaboratively and influence those with whom no formal hierarchical relationship exists.

Work independently and set priorities.

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 campus 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 approved:

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: UPDATED ALG, CLASSIFIED MANAGER JOB
DESCRIPTION: MATHEMATICS, ENGINEERING,
SCIENCE ACHIEVEMENT (MESA) PROGRAM
DIRECTOR

REQUESTED ACTION:

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

SUMMARY:

The following updated classified manager job description is presented for Governing Board approval. Under the direction of the Vice President of Academic Affairs or designee, the MESA (Math, Engineering, Science Achievement) Program Director will be responsible for planning, implementing and supervising a wide variety of STEM-based social, recreational, and educational programs. Oversees and implements the 13 MESA Components and daily activities as outlined in the MESA grant in support of efforts to increase interest and enrollment in STEM-related courses and activities. It will be placed on the ALG salary schedule at range 38. This position will be Categorically funded.

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: \$71,378.69
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

VICE PRESIDENT APPROVAL

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS

CLASS TITLE: DIRECTOR OF MESA (**Classified Manager**)

~~GENERAL RESPONSIBILITIES: Under the direction of the Vice President of Student Services, the Director of MESA/TRIO Program manages the MESA (Mathematics, Engineering, and Science Achievement)/TRIO California Community College Program and US Department of Education Program seeks other STEM grant opportunities.~~

~~The Director will report to the Vice President of Student Services, who will provide regular updates to the leadership team.~~

Description:

The MESA Program is designed to support student retention and success, with an emphasis on low-income and/or first-generation students majoring in STEM, by providing a student study center with academic services such as tutoring, academic excellence workshops specific to major preparation courses, academic and career advising, professional development, financial literacy and networking opportunities. The MESA program aims to assist eligible students pursuing transfer to four-year universities as STEM majors.

Under the direction of the Vice President of Academic Affairs or designee, the MESA (Math, Engineering, Science Achievement) Program Director will be responsible for planning, implementing and supervising a wide variety of STEM-based social, recreational, and educational programs. Oversees and implements the 13 MESA Components and daily activities as outlined in the MESA grant in support of efforts to increase interest and enrollment in STEM-related courses and activities. Work also involves collaborating with faculty, staff, and students.

Please note: This position is categorically funded for the duration that Solano Community College MESA Grant funding period.

REPRESENTATIVE DUTIES:

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

- ~~1. Prepare and submit the MESA grant proposal to restore funding to this program and develop other STEM grant opportunities to improve student recruitment, retention and graduation in STEM disciplines, especially for underrepresented groups.~~
- ~~2. Plan, organize, and manage the daily activities of the MESA Program and other STEM grants; insure all components of the MESA program are in compliance with the MESA grant model.~~

- ~~3. Plan, coordinate and facilitate academic excellence workshops each semester and schedule other workshops to be facilitated by faculty and students.~~
- ~~4. Perform program monitoring, evaluation, and budget management and meet the accountability and reporting requirements.~~
- ~~5. Coordinate and/or supervise all special student services such as, but not limited to, academic counseling, field trips, tutoring, speakers, MESA club, transfer activities, outreach, and new student orientations.~~
- ~~6. Coordinate and schedule MESA and other grant activities in the MESA study center and computer room. Consult with faculty, administrators, and college support staff to insure the success of the MESA program by facilitating and implementing program changes and services.~~
- ~~7. Conduct regular meetings with the faculty sponsors, MESA counselor, and math/science division dean.~~
- ~~8. Compile student records and develop MESA grant applications and prepare annual and other reports as required.~~
- ~~9. Attend quarterly statewide directors meetings and maintain active liaison with regional MESA directors~~
- ~~10. Tutor students and supervise and evaluate assigned staff.~~
- ~~11. Resolve problems and initiate procedures to facilitate the MESA Program.~~
- ~~12. Work with partners to research, plan, fund, and assess program initiatives positive and productive relationships that support SCC's mission, values, and strategic plan, Educational Master Plan, Facilities Master Plan and Student Equity Plan while meeting and school districts' needs. Share plans, budget and assessment of the dual enrollment programs with all stakeholders.~~
- ~~13. Attend and participate in various public and private service groups and agencies in the community to enhance and maintain knowledge of the community needs.~~

Secondary Functions:

- Plan, organize, and manage the daily activities and services of the MESA grant and other STEM-related activities; ensure all components of the MESA program are in compliance with the MESA grant model; submit required reports; oversee the daily operations of programs and services supported by the grant including opportunities to improve student recruitment, retention, and graduation in STEM disciplines, especially for underrepresented groups.
- Plan, coordinate and facilitate Academic Excellence Workshops each semester and schedule other workshops and activities to be facilitated by faculty and students.
- Perform program monitoring, evaluation, and budget management and meet the accountability and reporting requirements.
- Ensure that MESA staff and faculty facilitators are trained in the MESA AEW format.
- Coordinate and oversee student support services such as, but not limited to, academic counseling, field trips, tutoring, speakers, MESA club advising, transfer activities, outreach and recruitment, and new student orientations.

- Coordinate and schedule grant activities in the MESA study center and computer room. Consult with faculty, administrators, and college support staff to ensure the success of the grant funded programs by facilitating and implementing program changes.
- Conduct regular meetings with faculty sponsors, MESA counselor(s), and math/science division dean, and vice presidents.
- Compile student records, analyze data, and prepare reports.
- Supervise tutoring and evaluate assigned staff.
- Resolve problems and initiate procedures to meet the requirements of the grant and accompanying programs.
- Perform related duties as assigned.

~~QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~MINIMUM QUALIFICATIONS: A bachelor's degree in a math or science based field such as, but not limited to, biology, chemistry, engineering, mathematics, physics, or science with at least four years of grants and management experience.~~

~~PREFERRED QUALIFICATIONS: A Master's degree in a math or science based field such as, but not limited to, biology, chemistry, engineering, mathematics, physics, or science with at least 1 year of related administrative experience.~~

Minimum Qualifications:

- Completion of a Bachelor's degree from an accredited college or university in a STEM discipline, education, social work, or a related field.
- Three (3) years of responsible professional experience, preferably in an educational support program for educationally at-risk students in STEM.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty and staff.

Preferred Qualifications:

- Master's Degree or higher in a STEM discipline, Education, Social Work or a related field.

KNOWLEDGE, SKILLS AND ABILITIES:

- ~~Strong organizational, planning, time management and anticipatory skills.~~
 - ~~Outstanding written and verbal communication skills and the ability to take initiative and works as a team.~~
 - ~~Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e. word processing, spreadsheet and database management).~~
 - ~~Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college and high school students.~~
 - ~~Ability to design, implement, measure and refine programs and services.~~
 - ~~Maintain an established work schedule.~~
 - ~~Multitasking and meeting deadlines and time lines.~~
 - ~~Effective interpersonal relations, organization and planning.~~
 - ~~Principles and practices of administration, supervision and training.~~
 - ~~Prepare clear, concise, and comprehensive verbal and statistical reports.~~
 - ~~Work confidentially with discretion.~~
 - ~~Modern management techniques and procedures.~~
-
- Knowledge of policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women, and students with disabilities.
 - Knowledge of the needs of community college students and the education practices and innovations that support student success.
 - Ability to effectively manage and lead diverse populations.
 - Ability to review and interpret federal grant requirements, state program requirements, and contracts.
 - Knowledge of effective principles and practices of administration, supervision and training.
 - Ability to maintain accurate records including timesheets, expenditure reports, and financial records.
 - Knowledge of district organization, operations, policies and ability to use sound judgment.
 - Strong oral and written communication skills, especially as they apply to grants.
 - Ability to effectively represent the program and college at public events.
 - Computer skills including use of word processing and various software programs required for filing reports, and for tracking and analyzing data.
 - Plan, organize, direct and evaluate the operations of the grant, programs, and projects.
 - Interpret, apply and enforce pertinent laws, rules and regulations.
 - Prepare clear, concise and comprehensive statistical reports.
 - Establish and maintain cooperative and effective working relationships with others.

- Train, supervise and evaluate personnel.
- Meet schedules and timelines.
- Ability to work with limited direction and supervision, exercise confidentiality and discretion.
- Communicate effectively both orally and in writing.
- Work and communicate with students of diverse academic, socio-economic and cultural backgrounds including students with disabilities.
- Write reports and maintain budgets.

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.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal; seeing to read and analyze financial and statistical reports; utilize speech and hearing to communicate with others in ordinary or telephonic conversation; sitting and standing for extended periods of time.

Board approved: 1/15/14

LC/lc

Revised: 11/19/14

BA: 11/19/14

Revised: 1/21/16 MRC

Revised: 2/1/2023 SA

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 22/23-25 DESIGNATION AND
DISPOSAL/DISPOSITION OF DISTRICT SURPLUS
EQUIPMENT AND PROPERTY: BARBER CHAIRS**

REQUESTED ACTION:

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

SUMMARY:

In compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of the attached Resolution No. 22/23-25 authorizing the disposal of ten (10) Cosmetology Barber chairs to be donated to Solano County Juvenile Detention Barbering Program.

The resolution is attached for approval.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 70902 (b)(6)81450-81460 Board Policy: 3320 Estimated Fiscal Impact: N/A

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
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF
SURPLUS EQUIPMENT AND PROPERTY- COSMETOLOGY BARBER CHAIRS**

RESOLUTION NO. 22/23-25

WHEREAS, The California Education Code (Section(s) 81450-81460) outlines the process and restrictions for disposal of surplus items, and specifically provides that if the Governing Board of the Solano Community College District, by a unanimous vote of those members present, finds that the property, whether one or more items, is unsatisfactory and/or not suitable for school use, the property may be sold at public auction or otherwise disposed of in accordance with the provisions of E.C. Section 81450; and

WHEREAS, The Governing Board of the Solano Community College District has determined that the personal property, described as ten (10) Cosmetology Barber chairs located at the District's SCC Campus in Fairfield are no longer needed for instructional use; now therefore be it

RESOLVED, The Director of Facilities, with the approval of the Superintendent-President, is authorized to donate or dispose of said property.

APPROVED, PASSED AND ADOPTED This 1st day of February 2023, by the Governing Board of Solano Community College District.

DENIS HONEYCHURCH, J.D., BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D., SECRETARY



Solano Community College District Disposition, Transfer or Trade-In College Equipment

It is requested that the equipment inventory records for the listed equipment be adjusted as follows:

(Check only one)

If you have items that fall into more than one category, please prepare a separate sheet for items in each category.

- ☐ Returned to vendor (attach to yellow copy of approved form) ☐ Transfer to (Location) Bldg. No. , Room No.
- ☐ Lost or stolen (attach copy of theft report form)
- ☒ To be donated, auctioned as surplus or properly disposed
- ☐ To be destroyed or broken up for parts
- ☐ Trade-in or sale in lieu of trade-in list P.O. number and vendor

Comment:	To be donated to Juvenile Detention Barbering Program.
----------	--

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
N/A	Cosmetology Barber Chairs (Quantity 10)	2800	N/A

Note: If the item is too destroyed or broken-up for parts it will be taken to the recycle area and will not require pickup by the warehouse, unless so noted on this sheet.

Action Performed by: Jason Yi Date 1/17/2023

Division or Organizational Unit: Facilities

Approved by: Kevin Anderson Date 01/17/2023
Unit Manager or Division Dean

For District Facilities Office Use

For Surplus Items:

Board authorization to sell _____

Invoice/receipt number and date _____

Distribution: District Director of Facilities, Duplicate for your files, Fixed Asset Disposition and Trade-in

AGENDA ITEM 12.(f)
MEETING DATE February 1, 2023

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

TO: Members of the Governing Board

**SUBJECT: FY 2022-2023 BUDGET AND ADMINISTRATIVE UPDATE,
2nd QUARTER**

REQUESTED ACTION:

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

SUMMARY:

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. VP Susan Wheet will present the budget report with anticipated changes, based on the end of the second quarter 2022-2023 expenditures and needs. The report will provide a summary of the Governor's January Budget Proposal, the CCFS-311 Report, the HEERF quarterly report. In addition to the budget reports, there will also be an IT update and a vendor services update.

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>Board Policy: 3020</i>	<i>Estimated Fiscal Impact:</i>
-------------------------	---------------------------	---------------------------------

SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

Susan Wheet
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

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707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



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**2022-2023 Budget and Administrative Update
As of 12/31/2022**

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**Budget Update Summary
End of 2nd Quarter 2022-23**

Fund 11 - Unrestricted Revenue:

- No changes from 1st Quarter

Fund 11 - Unrestricted Expenses:

- Small adjustments throughout categories

Fund 11 - Unrestricted Ending Fund Balance & Composition:

- Beginning Fund Balance – Estimated while finishing audit – slight change from 1st quarter
- Required Board 5% reserve increased slightly due to expenses increasing
- Board Required Reserve plus Stability Reserve = 23.67% (State recommends a minimum of 2 months, SCC 2 months = 18.42%)

Fund 12- Restricted Funds:

- Slight increase in revenues and expenses from 1st quarter due to actual allocations coming through
- Beginning fund balance change due to audit process

Please Note: Beginning Fund balances are in flux until the audit is completed

UNRESTRICTED GENERAL FUNDS [11]

		Adopted Budget	Budget Update	Budget Update
		2022-23	end of Qtr 1	end of Qtr 2
		2022-23	2022-23	2022-23
REVENUES:				
Base Allocation (FTES & Basic Alloc.)	\$	44,906,557	\$ 44,906,553	\$ 44,906,553
Supplemental Allocation		8,711,699	8,711,700	8,711,700
Student Success Allocation		6,203,173	6,203,170	6,203,170
Other revenue		0	0	0
Sub Total		59,821,429	59,821,423	59,821,423
Hold Harmless		n/a	n/a	n/a
Other State Revenue		0	0	0
Finance and Administration (Payroll)		0	0	0
GFU-Pell Admin		0	29,204	29,204
State Block Grant-Covid (22-23 FY)		0	3,908,824	3,908,824
TOTAL REVENUES		59,821,429	63,759,451	63,759,451
EXPENDITURES:				
Academic Salaries		24,251,684	24,251,042	24,251,042
Classified Salaries		11,741,364	11,741,364	11,733,993
Benefits		15,521,814	15,521,814	15,528,694
Supplies and Materials		968,448	970,448	977,248
Other Operating		8,081,680	8,081,680	8,080,680
Capital Outlay		246,498	246,498	252,498
Other Outgo		655,000	655,000	670,000
Contingency appropriation		250,000	250,000	250,000
Finance and Administration (Payroll)		0	0	0
GFU-Pell Admin		0	29,204	29,204
State Block Grant-Covid (22-23 FY)		0	3,908,824	3,908,824
TOTAL EXPENDITURES		61,716,488	65,655,874	65,682,184
NET FUND BALANCE INCREASE (DECREASE)		(1,895,059)	(1,896,423)	(1,922,733)
OTHER FINANCING SOURCES (USES):				
BEGINNING FUND BALANCE		30,497,292	32,374,423	33,196,719
ENDING FUND BALANCE	\$	28,602,233	\$ 30,478,000	\$ 31,273,986
Fund Balance / Reserve Ratio		46.3%	46.4%	47.6%
FUND BALANCE COMPOSITION				
Potential Salary Improvements		7,200,000	7,200,000	7,200,000
STRS/PERS Premium Reserve		4,525,000	4,525,000	4,525,000
Designated Reserve: OPEB Liability		4,000,000	4,000,000	4,000,000
Board Required Minimum 5% Reserve		3,085,824	3,282,794	3,284,109
Stability Reserve		9,791,408	11,470,206	12,264,877
ENDING FUND BALANCE	\$	28,602,232	\$ 30,478,000	\$ 31,273,986

NOTE: Fund Balances currently under review - 'subject to change'.

SOLANO COMMUNITY COLLEGE DISTRICT

Proposed *FINAL* Budget

FISCAL YEAR 2018-2019

RESTRICTED GENERAL FUNDS [12]

	Adopted Budget 2022-23	Budget Update end of Qtr 1 2022-23	Budget Update end of Qtr 2 2022-23
REVENUES:			
Federal Sources	\$ 9,193,698	\$ 2,150,875	\$ 2,073,037
State Sources	31,221,243	\$ 38,498,885	\$ 38,824,237
Local Sources	2,687,845	\$ 5,581,974	\$ 5,762,604
TOTAL REVENUES	43,102,786	\$ 46,231,734	\$ 46,659,878
EXPENDITURES:			
Federal Programs -			
CARES/HEERF	1,337,483	1,337,483	1,337,483
College Work Study	157,449	158,609	158,609
Perkins	427,731	510,930	510,930
TANF/Calworks	46,069	46,069	46,069
Other Federal	143,944	97,784.00	19,946.00
TOTAL Federal Programs	2,112,676	2,150,875	2,073,037
State Programs -			
Student Equity & Achievement	6,683,106	6,800,341	6,800,341
Strong Workforce (Local and Regional)	6,781,501	6,517,119	6,575,125
Physical Plant & Instructional Support	10,186,391	10,400,604	10,415,602
EOPS	926,342	926,192	926,192
DSPS	751,663	751,663	751,663
College Promise	1,550,800	1,550,800	1,550,800
Cal Works	340,125	338,925	338,925
Financial Aid Administration (SFAA-BFAP)	381,092	381,092	381,092
Lottery	787,959	1,403,965	1,403,965
Other State Programs & Rollovers	10,023,969	9,428,184	9,680,531
TOTAL State Programs	38,412,948	38,498,885	38,824,237
Local Programs -			
Health Center	195,268	247,680	247,680
Parking	651,697	652,625	652,625
Other Local Programs	1,730,195	4,681,669	4,862,299
TOTAL Local Programs	2,577,160	5,581,974	5,762,604
TOTAL EXPENDITURES	43,102,784	46,231,734	46,659,878
FUND BALANCE INCREASE (DECREASE)	2	0	0
BEGINNING FUND BALANCE	5,502,882	5,080,623	4,344,557
ENDING FUND BALANCE	\$ 5,502,884	\$ 5,080,623	\$ 4,344,557

NOTE: Fund Balances currently under review -
'subject to change'.



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SUMMARY OF GOVERNOR'S BUDGET PROPOSAL 2023-24

Please Note: The Governor's Budget Proposal is a proposal only. Many changes will most likely occur to the proposal between this version and the May Revise, then again prior to the state budget being passed.

- The Community College District funding remains stable keeping at \$13.4 billion from 2022-23 enacted budget.
 - The budget proposal funding continues to be shaped by the Roadmap for the Future introduced last year – advancing equity and student success.
 - The proposal estimates an 8.13% Cost of Living Adjustment (COLA) for the apportionment (this is not applied to all categorical funds).
 - Due to the overall budget deficit, there will be little funds left over for additional programs and will instead focus on existing programs.
 - Reducing the deferred maintenance fund by \$213 million (approx. 25% less than 2022-23, or approx. \$2 million less for SCC).
 - Anticipates an increase to property taxes.
 - One-time funding being allocated for student retention and enrollment efforts.
- The State has had an estimated 16% drop in enrollment overall since Spring 2020 (Solano CC is at an approximate 10% decline from 2019-20).



**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE****Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD ▼

Fiscal Year: 2022-2023

Quarter Ended: (Q2) Dec 31, 2022

District: (280) SOLANO

Your Quarterly Data is Certified for this quarter.

Chief Business Officer**CBO Name:** Susan Wheet**CBO Phone:** 707-864-7209**CBO Signature:****Date Signed:** 01/19/2023**District Contact Person****Name:** Shannon Beckham**Title:** Director of Business Services**Telephone:** 707-863-7810**Chief Executive Officer Name:** Celia Esposito-Noy**Fax:** 707-863-7820**CEO Signature:****Date Signed:** 1.19.23**E-Mail:** shannon.beckham@solano.edu**Electronic Cert Date:** 01/19/2023

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
ccfs311admin@cccco.edu

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD ▼

Fiscal Year: 2022-2023

Quarter Ended: (Q2) Dec 31, 2022

District: (280) SOLANO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	54,010,332	60,680,342	59,481,760	63,759,451
A.2	Other Financing Sources (Object 8900)	0	10,120	637,590	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	54,010,332	60,690,462	60,119,350	63,759,451
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	53,526,875	51,181,211	54,520,681	65,682,184
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,502	33,439	0	0
B.3	Total Unrestricted Expenditures (B.1 + B.2)	53,529,377	51,214,650	54,520,681	65,682,184
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	480,955	9,475,812	5,598,669	-1,922,733
D.	Fund Balance, Beginning	16,011,358	18,866,811	26,775,754	32,374,423
D.1	Prior Year Adjustments + (-)	613,416	-1,566,869	0	822,296
D.2	Adjusted Fund Balance, Beginning (D + D.1)	16,624,774	17,299,942	26,775,754	33,196,719
E.	Fund Balance, Ending (C. + D.2)	17,105,729	26,775,754	32,374,423	31,273,986
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	32%	52.3%	59.4%	47.6%

II. Annualized Attendance FTES:

		Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23
G.1	Annualized FTES (excluding apprentice and non-resident)	7,150.00	6,554.20	6,102.23	6,157.95

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2019-20	2020-21	2021-22	2022-23
H.1	Cash, excluding borrowed funds		18,791,838	22,833,521	0
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	16,757,955	18,791,838	22,833,521	0

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	59,821,429	63,759,451	35,019,491	54.9%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	59,821,429	63,759,451	35,019,491	54.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	61,716,488	65,655,874	29,464,910	44.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	0	0	1,646,449	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	61,716,488	65,655,874	31,111,359	47.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,895,059	-1,896,423	3,908,132	
L.	Adjusted Fund Balance, Beginning	30,497,292	33,084,733	33,196,719	
L.1	Fund Balance, Ending (C. + L.2)	28,602,233	31,188,310	37,104,851	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	46.3%	47.5%		

V. Has the district settled any employee contracts during this quarter?

NO

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?		NO
If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)		
VII.Does the district have significant fiscal problems that must be addressed?	This year? Next year?	NO NO
If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)		

Quarterly Budget and Expenditure Reporting for all HEERF I, II, and III grant funds

Institution Name: Solano Community College

Date of Report: 1/10/22

Covering Quarter Ending: December 31

Award Number(s): P425E 205093

P425F 204159

P425J P425K P425L

P425M P425N P425Q P425S P425T

Final Report? ☐ (Only if you have exhausted ALL HEERF Grants)

Total Amount of Institutional Funds Awarded: Section (a)(1): \$ 12,622,891.00	Section(a)(2): \$ 0.00	Section (a)(3): \$ 0.00
Total Amount of Student Funds Awarded: Section (a)(1): \$ 9,152,677.00	Section (a)(4): \$ 0.00	

1) Please provide a link to your annual report located on the ESF transparency portal so the public can review the full details of your HEERF grant usage over the last calendar year, including methodologies used to award HEERF funds to students, academic success of HEERF recipients, and other details:
<https://welcome.solano.edu/co-cares-act/>

2) What percentage of students received emergency grants and how much did students receive by student type and fund type?

- a) How much of your HEERF student funds remain left to be disbursed at the end of the reporting period? \$ 0.00
- b) Complete the following table.¹

Emergency Financial Aid Grants Awarded to Students this quarter: report only disbursements related to Emergency Financial Aid Grants including using those grants to satisfy outstanding accounts. Any disbursements unrelated to Emergency Financial Aid Grants should not be included in the reported expenditures				
		Total students	Undergraduates²	Graduates
Number of HEERF Student Recipients – Emergency Grants to Students	How many students received HEERF emergency financial aid grants using (a)(1) Student Aid Portion?	0	0	0
	How many students received HEERF emergency financial aid grants using (a)(1) Institutional Portion?	2	2	0
HEERF (a)(1) Student Aid Portion Amount Disbursed	What was the amount disbursed directly to students as Emergency Financial Aid Grants this quarter ?	\$ 0.00	\$ 0.00	\$ 0.00
	What was the amount disbursed directly to students as Emergency Financial Aid Grants to date using HEERF?	\$ 0.00	\$ 0.00	\$ 0.00

¹ For the initial report and each report thereafter, institutions should use data suppression or other statistical methodologies to protect the personally identifiable information from student education records consistent with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 CFR part 99) and any applicable state laws. For this report when the total number of students who received HEERF emergency financial aid grants as undergraduates, graduates, or in total is less than 10, but not 0, then the institution should display the total number of students as less than 10 (“<10”) on the publicly available websites controlled by the institution. Additionally, IHEs should use complementary suppression to protect values that could be inferred otherwise. For example, if the total student count is equal to 25, the undergraduate amount is equal to 20, and the graduate amount equal to 5, IHEs should report both the undergraduate and graduate amount as ‘-’. The total student count can remain displayed as is.

² For students in both undergraduate and graduate categories, classify as a graduate student.

	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balance upon receiving affirmative written consent from students to do so? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(1) Institutional Portion Amount Disbursed	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants?	\$ 1,200.00	\$ 1,200.00	\$ 0.00
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(2) Amount Disbursed (HBCUs, TCCUs, MSIs, and SIP)	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$ 0.00	\$ 0.00	\$ 0.00

	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(3) Amount Disbursed (FIPSE & SAIHE & SSARP)³	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$ 0.00	\$ 0.00	\$ 0.00
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(4) Amount Disbursed (Proprietary Institutions Grant Funds for Students)	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$ 0.00	\$ 0.00	\$ 0.00
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balance	\$ 0.00	\$ 0.00	\$ 0.00

³ Do NOT include funds from the Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) funds as part of this annual performance report.

	upon receiving affirmative written consent from students to do so? If funds were not used for this purpose, report \$0.				
HEERF Amount of Grants Disbursed	What was the amount of grants disbursed to students through all HEERF funds?	\$ 1,200.00	\$ 1,200.00	\$ 0.00	
Average HEERF Amount Awarded	Among students who received HEERF emergency financial aid grants, what was the average award amount per student?	\$ 600.00	\$ 600.00	\$ 0.00	

3) Institutional expenditures

a) Has your institution designated HEERF program funds for a specific purpose or budget objective in future quarters (for example, operation and maintenance of plant, academic programs, residential programs, future institutional aid)? Yes ☒ No ☐

i) If no, are HEERF program funds being held in the institution's general fund for use as needed? Yes ☒ No ☐

1.1. If no HEERF program funds are being held in the institution's general fund, explain your institution's approach (1,000 characters maximum):

ii) If yes, provide the amount designated for a specific purpose or budget objective by calendar year and HEERF program fund:

HEERF program fund	Calendar year 2022	Calendar year 2023	Calendar year 2024
(a)(1) Institutional Portion	\$ 1,050,256.00	\$ 287,227.00	\$ 0.00
(a)(2) HBCUs, TCCUs, MSIs, SIP	\$ 0.00	\$ 0.00	\$ 0.00
(a)(3) FIPSE, SAIHE, and SSARP	\$ 0.00	\$ 0.00	\$ 0.00

b) Provide the total amount of HEERF funds expended during the reporting period on each of the following categories:

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. ⁴	\$ 1,200.00	\$ 0.00	\$ 0.00	
Covering student outstanding account balances for costs such as debt forgiveness, room, board, tuition, or fees.	\$ 131,570.00	\$ 0.00	\$ 0.00	
Indirect cost recovery/facilities and administrative costs charged on the grants.	\$ 0.00	\$ 0.00	\$ 0.00	

⁴ To support expenses related to the disruption of campus operations due to coronavirus consistent with applicable law. This includes eligible expenses under a student's cost of attendance under CARES Act Section 18004(c), or any component of a student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare, per Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and Section 2003 of the American Rescue Plan Act of 2021 (ARP).

Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	\$ 0.00	\$ 0.00	\$ 0.00	
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	\$ 0.00	\$ 0.00	\$ 0.00	
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.	\$ 0.00	\$ 0.00	\$ 0.00	
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.	\$ 0.00	\$ 0.00	\$ 0.00	
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	\$ 0.00	\$ 0.00	\$ 0.00	
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.	\$ 138.00	\$ 0.00	\$ 0.00	
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	\$ 24,035.00	\$ 0.00	\$ 0.00	
Construction, renovation, and real property ⁵		\$ 175,898.00		
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.	\$ 4,900.00	\$ 0.00	\$ 0.00	
Implementing evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines. ⁶	\$ 101,807.00	\$ 0.00	\$ 0.00	

⁵ The Consolidated Appropriations Act, 2022 (P.L. 117-103), signed into law by President Biden on March 15, 2022, expanded the allowable uses of funds for IHEs that received funds under the HEERF (a)(2) programs (ALN 84.425J; T84.425K; 84.425L; 84.425M). Specifically, IHEs that received HEERF (a)(2) grant funds now may expend them on the acquisition of real property, renovations, or construction related to preventing, preparing for, and responding to the coronavirus. Before commencing any renovations, construction, or real property projects supported by HEERF (a)(2) grant funds, grantees must receive approval for the project from the Department.

⁶ Including funding to cover the cost of vaccine distribution.

Providing or subsidizing mental health resources for students who are experiencing additional mental health needs as a result of the COVID-19 pandemic, such as increasing the supply, diversity, and cultural competency of mental health providers; connecting students to care; and investing in community services and creating a culture of wellness and support. ⁷	\$ 0.00	\$ 0.00	\$ 0.00	
Conducting direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances, described in section 479A of the Higher Education Act of 1965. ⁸	\$ 0.00	\$ 0.00	\$ 0.00	
Replacing lost revenue from all sources. ⁹	\$ 0.00	\$ 0.00	\$ 0.00	
Other Uses of (a)(1) Institutional Portion funds.	\$ 16,020.00	\$ 0.00	\$ 0.00	
Quarterly Expenditures for Each Program	\$ 279,670.00	\$ 175,898.00	\$ 0.00	
Total of Quarterly Expenditures	\$ 455,568.00			

⁷ Note: Section 2003(5)(B) of the American Rescue Plan (ARP) requires that an institution use a portion of funds received under such Act to conduct direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances, described in section 479A of the Higher Education Act of 1965 (20 U.S.C. 1087tt). Institutions do not need to report an expense under this category every quarter but must do so at least once during the life of their HEERF grants. Please see the [HEERF ARP FAQs](#) for more information.

⁸ Please include funding provided to cover the cost of vaccine distribution in this line. Note: Section 2003(5)(A) of the ARP requires that an institution use a portion of funds received under such act to implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines. Institutions do not need to report an expense under this category every quarter but must do so at least once during the life of their HEERF grants. Please see the [HEERF ARP FAQs](#) for more information.

⁹ Please see the Department's HEERF Lost Revenue FAQs (March 19, 2021) for more information regarding what may be appropriately included in an estimate of lost revenue.

c) Estimate how much of the lost revenue reported above came from each of the following sources (if applicable):

Source of Lost Revenue	Estimated Amount	Explanatory Notes
Academic sources	\$ 0.00	
Unpaid student accounts receivable or other student account debts (including tuition, fees, and institutional charges)	\$ 0.00	
Room and board	\$ 0.00	
Enrollment declines, including reduced tuition, fees, and institutional charges	\$ 0.00	
Supported research	\$ 0.00	
Summer terms and camps	\$ 0.00	
Auxiliary services sources	\$ 0.00	
Cancelled ancillary events	\$ 0.00	
Disruption of food service	\$ 0.00	
Dormitory services	\$ 0.00	
Childcare services	\$ 0.00	
Use of facilities or venues, including external events such as weddings, receptions, or conferences (other than facilities associated with sectarian instruction or religious worship)	\$ 0.00	
Bookstore revenue	\$ 0.00	
Parking revenue	\$ 0.00	

Lease revenue	\$ 0.00	
Royalties	\$ 0.00	
Other operating revenue	\$ 0.00	
Total (a)(1) funds	\$ 0.00	
Total (a)(2) funds	\$ 0.00	
Total (a)(3) funds	\$ 0.00	
TOTAL HEERF	\$ 0.00	

Form Instructions

Completing the Form: On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (3/31/22, 6/30/22, 9/30/22, 12/31/22), the 11-digit PR/Award Number (number is found in Box 2 of your Grant Award Notification (GAN)) for each HEERF grant funding stream as applicable, the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” Institutions that expended HEERF grant funds during the calendar quarter from January 1 – March 30, 2021 are required to post the quarterly report that involved the expenditure of HEERF II CRRSAA and HEERF I CARES Act funds. The Department did not previously affirmatively indicate this reporting requirement was in place for HEERF II CRRSAA funds. As such, institutions may have until the end of the second calendar quarter, June 30, 2021, to post these retroactive reports if they have not already done so.

In the charts, an institution must specify the amount of expended HEERF I, II, and III funds for each funding category: (a)(1) Institutional Portion; (a)(2), and (a)(3), if applicable. (a)(2) funds include Assistance Listing Numbers (ALNs) 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); (a)(3) funds are for ALN 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant) and 84.425S (SAIHE). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Round expenditures to the nearest dollar. If there is no expenditure to report for a given cell, fill it with a “0.” Please refrain from using any symbols throughout the form, including but not limited to “~”.

Posting the Form: This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under (a)(1) of the CARES Act, CRRSAA, and ARP (Student Aid Portion) are posted. It must be posted as a digital PDF. No handwritten or scanned PDFs are allowed. Please refrain from adding additional material to the uploaded form. The PDF must be named in the following manner: [8-digit OPEID]_[Survey Name]_[Quarter/Year]_[Date of Release]. For example, 01177600_HEERF_Q32021_101021. The 8-digit OPEID can be found at the [DAPIP website](#) or the [NCES website](#). In the event a DUNS number applies to multiple OPEIDs, use the OPEID for the campus with the highest enrollment. The quarter pertains to the calendar year, following the same cadence the reporting periods follows. The date of release should be reported as the deadline for form submission, 10 days after the end of each reporting period. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2023 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10). Each quarterly report must be separately maintained in a PDF document linked directly from the IHE’s HEERF reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact HEERFreporting@ed.gov, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.



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IT UPDATE

Fall Successes:

- Desktop Services
 - o Prepping classrooms, offices, departments, laptops and other equipment to be ready for use on campus for the first time in years
 - o Re-educating faculty and staff on use of systems to ensure smooth transitions
 - o Support for hybrid/hyflex meetings and learning across campus
- Network Services
 - o Completion of the security audit and risk assessment
 - o Maintaining GLBA compliance
 - o Telephony/phone system upgrades to add features and maintain support
 - o (In conjunction with the entire department, HR and area supervisors) Improved onboarding procedures for new employees
- Canvas Support
 - o Helpdesk
 - o Automation of Shell Creation and User accounts (Faculty)
 - o Previous practice had been manual taking a lot of personnel hours
 - o Streamlining processes
 - o Creating Manual of Canvas support processes
- Research and Planning Support
 - o Provided hands on technical support during new staff transition
- CVC Project
 - o Project coordination
- Application Fraud Support
 - o Developed reports to help identification of fraudulent applications
 - o Assisted in the identification of fraudulent applications/registrations.
- Incarcerated Transcripts
 - o Developed a process, including customization of transcript to include Logo, to do bulk printing of transcripts for Incarcerated students.
- Completion of security Audit for Banner systems.
- Started pre planning for SaaS migration
 - o Working with Ellucian providing functional and technical contracts for the project.
 - o Identifying blackout dates for functional areas.





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- Converting custom reports in Banner into Argos.
- Identifying custom processes to discuss with Ellucian as to how they can be accomplished in SaaS.
- Prepping functional areas for the tasks coming for them and what changes they can expect.
- Ellucian has already gotten our environment setup in the Cloud
 - Next step is to start to migrate our existing data.

Hopeful Projections for the Spring:

- Desktop Services
 - Audio/Visual upgrades and additions to the gym, cafeteria, and some classrooms
 - Continued hardware refresh campus-wide
 - Support for more classrooms and programs returning to greater on-campus presence
- Network Services
 - Repair of the damages to our fiber ring the occurring during the new LLRC construction
 - District-wide network refresh of switches
 - Expansion of datacenter compute/storage cluster resources
- Purge of Student Gmail accounts
 - Google has set a limit to the amount of storage we can have and we are well over that amount.
- SaaS
 - All consultants and Ellucian has been secured and allocated to our project.
 - Continue to prep our current environment/ processes to get ready for transition.
 - Projected starting dates for the Functional areas.
 - HR –Feb23 – Dec 23
 - Student – Feb23 – Feb 24
 - Curriculum – Jan23 – Jan 24
 - FA – Jan 23 – Oct 23
 - Fiscal – Jan 23 – July 23
- Canvas
 - Continue testing/fine tuning automating Shell Creation
 - Plan for use of the automated Shell creation for Summer/Fall terms.
- Support College Projects
 - Slate
 - CVC





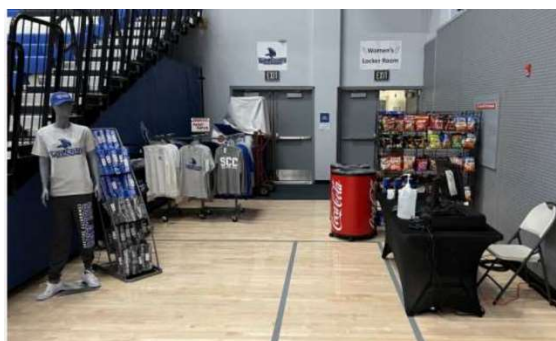
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VENDOR SERVICES UPDATE

Bookstore:

- Fall Successes (started in Oct 2022):
 - Over 215 students from SOAR and EOPS using textbook vouchers
 - Assisted with book orders for Rising Scholar Program
 - Over \$336K in overall sales
 - Established campus partnership with Athletics
- Spring Projections
 - Looking to find lower pricing for specialty kits (cosmetology, art, etc.)
 - AON accounts set up and ready for Spring 2023 semester
 - Looking to partner with some departments for student enrichment
 - Building additional relationships for lower textbook costs



Café:

- Fall Successes (started in Oct 2022):
 - Served an average of 85 students per day, plus an additional 90 students for the free soup program
 - Catered over 28 campus events
 - Built relationships with staff and students
- Spring Projections
 - Expanding the free soup program to include both centers
 - Extending operating hours to include evening students
 - Looking to partner with some departments for student enrichment



Student Health Services

- Going out to bid for a new Student Health Services Provider
 - Should have a selection to bring to the Board by April, for a start state of July 2023

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF CONTRACT CHANGE ORDER #2 TO
ARTHULIA INC. FOR THE FAIRFIELD CAMPUS
BASEBALL-SOFTBALL CLUBHOUSES PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Change Order #2 (Time Extension) to the Contract with Arthulia Inc., the general contractor for the Fairfield Campus Baseball-Softball Clubhouses Project. On December 15, 2021 the Board approved a contract with Arthulia Inc. for the above-mentioned project.

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: Provide new instructional space and equipment

Ed. Code: N/A Board Policy: N/A Estimated Fiscal Impact: \$0.00

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

Lucky Lofton
V.P., Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
V.P., Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF CONTRACT CHANGE ORDER #2 TO
ARTHULIA INC. FOR THE FAIRFIELD CAMPUS
BASEBALL-SOFTBALL CLUBHOUSES PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

During the process of construction, the following occurred:

- Arthulia Inc. experienced schedule impacts from weather volatility. To complete their remaining punch list items related to pavement repairs, the contractor must have clear weather to suitably prepare the ground and replace the concrete in place. This Change Order is for time extension only with no additional costs incurred.

Arthulia Inc.'s Change Order Request includes the cost of the time and material of the above listed changes.

Following is a summary of the Contract:

\$ 342,820	Original Contract Amount
\$ 0	Previously Approved Change Orders (1)
\$ 0	Proposed Change Order #2
<hr/> \$ 342,820	New Contract Amount, including this Change Order #2

The Board is asked to approve this Change Order #2 to Arthulia Inc. in the amount of \$0.00 with a revised project completion date of April 30, 2023. There is no increase to contract value.

The agreement is available online at: <http://www.solano.edu/measureq/planning.php>



Change Order

The Current Contract Completion Date is:

30-Apr-23

PROJECT
MANAGER:

Kitchell CEM
4000 Suisun Valley Road, Building 1102
Fairfield, CA 94534

Architect

HMR Architects
2130 21st Street
Sacramento, CA 95818

CONTRACTOR:

Arthulia Inc.
PO Box 502
Millbrae, CA 94030

OWNER:

Lucky Lofton
V.P. Facilities & Executive Bonds Manager
Solano Community College District

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO CONTI LLC FOR THE
FAIRFIELD CAMPUS LIBRARY/LEARNING RESOURCE
CENTER PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for a construction services contract for Conti LLC for added technology equipment purchase and installation in the Fairfield Campus Library/Learning Resource Center (LLRC). On October 16, 2019 the Board approved a contract with BHM for the Fairfield LLRC Project. Contract work scope related to technology was completed, and there were additions made to the scope of work during the course of the project. These additions were removed from the BHM contract to allow for the close out of the project and the opening of the LLRC.

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: Provide complete functionality of new LLRC building

Ed. Code: Board Policy: Estimated Fiscal Impact: \$25,944.15 State/Measure Q

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

Lucky Lofton
V.P., Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
V.P., Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO CONTI LLC FOR THE
FAIRFIELD CAMPUS LIBRARY/LEARNING RESOURCE
CENTER PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The remaining work to be completed by Conti LLC includes:

- Installation of a new paging system and
- Installation of new Omnilock hardware.

A proposal was requested from Conti LLC, as the subcontractor during the construction of the LLRC to preserve warranty and maintain efficient timing. Conti LLC is an approved vendor on the District's Pre-Approved Contractor list for the District's Board-Approved CUPCCAA (California Uniform Public Construction Cost Accounting Act) Program. Following review of the proposal and work scope, Conti's pricing was determined to be fair and appropriate.

The Board is asked to approve a contract with Conti LLC in the amount of \$25,944.15.

The agreement is available online at: <http://www.solano.edu/measureq/planning.php> .

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO FACILITIES PLANNING &
CONSULTING SERVICES FOR GRANT-WRITING
SERVICES FOR THE ON-CAMPUS HOUSING PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a professional services contract to Facilities Planning & Consulting Services for grant-writing services for the On-Campus Housing Project.

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: Modernization of existing instructional space.

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$30,000.00 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton
V.P., Facilities and Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
V.P., Facilities and Executive Bonds Manager

VICE PRESIDENT APPROVAL

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

February 1, 2023
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO FACILITIES PLANNING &
CONSULTING SERVICES FOR GRANT-WRITING
SERVICES FOR THE ON-CAMPUS HOUSING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The scope of work is for assisting the District and District's architect and housing consultants in the creation of a Student Housing Grant for a student housing facility at Solano Community College District. The Consultant shall provide the District drafts of the Chancellor's Office Student Housing Grant application forms along with Chancellor's Office formatted JCAF 31, JCAF 32 and JCAF 33 forms and a schedule of the design and construction timelines. Consultant shall attend all planning meetings requested by the District and interface with the Chancellor's Office when questions or clarifications are needed.

A proposal was requested from Facilities Planning & Consulting Services. The proposal was reviewed and deemed appropriate for the services being provided.

Facilities Planning & Consulting Services is recommended for award of a contract for grant-writing services for the On-Campus Housing Project. The Board is asked to approve a professional services contract with Facilities Planning & Consulting Services in the amount not to exceed \$30,000.00.

The agreement is available online at <http://www.solano.edu/measureq/planning.php>

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO DEVELOPMENT GROUP, INC.
FOR INFORMATION TECHNOLOGY INFRASTRUCTURE
PROJECT – HYPERFLEX CLUSTER ADDITION

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a contract to Development Group, Inc. (DGI) for the Information Technology Infrastructure Project – Hyperflex Cluster Addition. The scope of work includes all necessary infrastructure and equipment required for the expansion of the current Hyperflex environment and addition of a secondary cluster at the Fairfield Campus.

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: Provide upgraded technology infrastructure for continuity of future operation

Ed. Code: NA	Board Policy: NA	Estimated Fiscal Impact: \$351,252.72 Measure Q Funds
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SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton
V.P., Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
V.P., Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

January 20, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO DEVELOPMENT GROUP, INC.
FOR INFORMATION TECHNOLOGY INFRASTRUCTURE
PROJECT – HYPERFLEX CLUSTER ADDITION**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A proposal was requested from DGI. The proposal was reviewed, and the proposed pricing was determined to be fair and appropriate to the scope of work requested. All pricing includes discounts from CMAS Contract #3-17-70-2686N, a piggyback contract.

The Board is asked to approve a contract to Development Group, Inc. in the amount of \$351,252.72.

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

AGENDA ITEM 12.(k)
MEETING DATE February 1, 2023

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 22/23-24 PROCLAIMING FEBRUARY 2023 AS
BLACK HISTORY MONTH**

REQUESTED ACTION:

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

SUMMARY:

Board approval of Resolution No. 22/23-24 to proclaim February 2023 as Black History Month.

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: N/A

Board Policy: N/A

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lisa Neeley, M.A.
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

Lisa Neeley, M.A.

VICE PRESIDENT APPROVAL

January 11, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

February 1, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING FEBRUARY 2023 AS BLACK
HISTORY MONTH AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 22/23-24

WHEREAS, The Solano Community College District Governing Board honors the heritage of African Americans and acknowledges their many contributions to our Nation; and

WHEREAS, the 2023 National Black History Month Theme is “Black Resistance,” and

WHEREAS, Dr. Carter Woodson established Black History Month Week in February 1925, choosing a month that marks the birthdays of two important men who greatly impacted the American black population, Abraham Lincoln and Frederick Douglass; and

WHEREAS, in the year 1976, the observance was expanded to Black History Month; and

WHEREAS, the theme of this year’s celebration focuses on the importance of how African Americans have fought repression from America’s early days, from escaping the plantation to the struggles for equal rights for education, housing, employment, and voting rights, and how resistance lives on even into the 21st century.

WHEREAS, this month holds great significance from the many milestones it contains: on February 23, 1868, the civil rights leader and co-founder of the NAACP, W.E.B. DuBois, was born; on February 3, 1870, the 15th Amendment, granting Blacks the right to vote, was passed; on February 12, 1909, the NAACP was founded; and on February 1, 1960, a civil rights movement milestone occurred when a group of black college students began a sit-in at a segregated Woolworth’s lunch counter in Greensboro, NC; now therefore be it

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING FEBRUARY 2023 AS BLACK
HISTORY MONTH AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 22/23-24

(Continuing – Page 2)

RESOLVED, that the Solano Community College District Governing Board proclaims
February 2023, as Black History Month.

PASSED AND ADOPTED, This 1st day of February 2023, by the Governing Board of
Solano Community College District.

**DENIS HONEYCHURCH, J.D.
BOARD PRESIDENT**

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

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

TO: Members of the Governing Board

**SUBJECT: CHILD CARE CENTER PARTNERSHIP CONTRACT
AMENDMENT FOR HEAD START AND EARLY HEAD START
SERVICES AND FACILITY IMPROVEMENTS AT THE EARLY
LEARNING CENTER**

REQUESTED ACTION:

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

SUMMARY: This amendment to the annual renewal Agreement between Child Start, Inc. and Solano Community College Early Learning Center increases the total Early Head Start childcare slots to 10 and adds \$4,326 for facility improvements to meet health, safety and Head Start performance Standards commencing January 17, 2023 through July 31, 2023. Both parties exercise the option to renew this contract on an annual basis for a period of five years through August 2024. Copies of the full agreement are in the Office of the Superintendent/President, Office of Finance and Administration, and the Office of the Director of the Early Learning Center.

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:</i>	<i>N/A</i>
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SUPERINTENDENT'S RECOMMENDATION: ☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lisa Neeley
Vice President, Student Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

Lisa Neeley
VICE PRESIDENT APPROVAL

January 18, 2023
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 1, 2023
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Amendment to Early Head Start - Child Care Partnership Contract

As of January 17, 2023, the contract entitled *Early Head Start - Child Care Partnership Child Care Center Annual Contract* between Solano Community College and Child Start, Inc. will be changed as follows:

The "Scope of Contract" that reads:

Child Start agrees to contract with the Provider to provide the educational and comprehensive services of the Head Start (HS) / Early Head Start-Child Care Partnership (EHS-CCP) program to eligible families via 9 EHS-CCP and 10 HS full-day, full-year child care slots in Provider's existing child care center for dually eligible State and HS/EHS-CCP children between the ages of 0 to 3 years for EHS-CCP and 3 to 5 years for HS.

Shall now read:

Child Start agrees to contract with the Provider to provide the educational and comprehensive services of the Head Start (HS) / Early Head Start-Child Care Partnership (EHS-CCP) program to eligible families via 10 EHS-CCP and 10 HS full-day, full-year child care slots in Provider's existing child care center for dually eligible State and HS/EHS-CCP children between the ages of 0 to 3 years for EHS-CCP and 3 to 5 years for HS.


Add the following under "Child Start agrees to:"

10. Child Start agrees to pay for facility and outdoor space improvements to meet health and safety requirements per California Community Care Licensing and Head Start Performance Standards, not to exceed the amount of \$4,326. The Provider must submit a full scope of work with projected costs to Child Start for approval. Payment for materials and facility improvements may be contingent upon approval from the Head Start Region IX Office.

These changes are the only changes to the original contract initiated on August 1, 2022. The entire remainder of the original contract remains in full force.

This Amendment shall be signed on behalf of Celia Esposito-Noy, Superintendent President and on behalf of Child Start by Juan Cisneros, Executive Director. The Amendment shall be effective once signed by both parties.

APPROVED BY:
Child Start Incorporated



Juan Cisneros, Executive Director
439 Devlin Road
Napa, CA 94558
P: 707-252-8931 ext. 2854
E: jcisneros@childstartinc.org

Date: 1/17/2023

APPROVED BY:
Solano Community College

Celia Esposito-Noy, Superintendent President
4000 Suisun Valley Road
Fairfield, CA, 94534
P: 707-864-7820
E: celia.esposito-noy@solano.edu

Date: _____