

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

**TO: MEMBERS OF THE GOVERNING BOARD**

**SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES**

**REQUESTED ACTION: APPROVAL**

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**EMPLOYMENT 2022-2023**

**Regular Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Adrian Maldonado	Administrative Assistant IV (10-Month) Math & Sciences	04/06/2023
Christina Rodriguez	Director, Student Support Services – Basic Needs (Categorical Funded Position: Through June 30, 2025)	04/10/2023

**Adjunct Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Attica Bowden	Adjunct EMT Instructor (Not to exceed 67%)	04/20/23-05/25/23
Jack Snyder	Adjunct Fire Technology Instructor (Not to exceed 67%)	04/20/23-05/25/23
Joseph Torres	Adjunct Fire Technology Instructor (Not to exceed 67%)	04/20/23-05/25/23

**Out of Class Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Julene Calvo	Administrative Assistant III	01/01/23-06/30/23

**Reclassification**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Anita Nalley	From Cashier to Account Clerk	02/01/2023

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Salvatore Abbate  
Human Resources

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March 24, 2023

**Date Submitted**

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

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April 5, 2023

**Date Approved**

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR  
 Governing Board Meeting  
 April 5, 2023  
 Page 2

**District Resignation**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Erika Chuatakoon	Student Services Assistant II – Financial Aid 6 months of service at SCC	03/31/2023

**Short-Term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Zachary Anderson	Special Projects	General Fund	04/06/23-06/30/23	\$26.00/hr.
Adrienne Cary	Community Ballet Workshops			
Evangeline East	Master of Ceremonies – Dance Production	General	04/20/23-05/31/23	\$430.00 (lump sum)
Lexi Eggert	Early Learning Center Assistant	Childcare Contract CCTR	04/06/23-06/30/23	\$18.91/hr.
Jessica Fleshman	Program Administration	General	04/01/23-04/30/23	\$3,243.60 (lump sum)
Brian Green	Fire Academy	General	04/06/23-06/30/23	\$66.18/hr.
Anh Hoang La	Custodian	General	04/06/23-06/30/23	\$15.68/hr.
Angel Iqueda	Program Administration	General	04/01/23-04/30/23	\$64.65/hr.
Ricardo Irizarry	Fire Academy	General	04/16/23-06/30/23	\$61.27/hr.
Laura Maghoney	@One Course Co-Facilitator	General	03/16/23-06/30/23	\$3,500.00 (lump sum)
Kitsia Pelayo	Journey Level Assistant - EMT	General Fund	03/22/23-06/30/23	\$26.00/hr.
Jesus Siller	Grounds Maintenance Technician	General Fund	04/06/23-06/30/23	\$15.68/hr.
Juwan Vartanian	ELC Programs Specialist	Childcare Contract CCTR	04/20/23- 06/30/23	\$19.75/hr.
Charlotte Wright	Administrative Assistant IV	General Fund	04/10/23-06/30/23	\$19.75/hr.

**Volunteer Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Chaim Zaklos	Public Safety - Chaplain	04/06/2023

**EMPLOYMENT 2023-2024**

**Adjunct Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Danielle Crain	Anatomy & Physiology Instructor (Not to exceed 67%)	08/10/23-12/15/23

**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  
Lisa Neeley, Vice President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Marcela Cuellar	Consultant to provide research services to enhance outreach, recruitment and retention of black/a/o students, including custom data collection to determine where 2020-2022 high school graduates enrolled for community college disaggregated by race & ethnicity.	04/06/23-06/30/23	Not to Exceed \$50,000.00
Development Cubed Software	Will provide Pro-Package Live for live, in-person commencement on 5/25/22, including data collection for website registration, creation and printing of graduation cards, and hardware for QR scanners.	03/16/23-05/25/23	Not to Exceed \$8,000.00
Corinna Gould	Consultant to provide a presentation and Q&A via zoom on April 17, 2023, hosted by Phi Theta Kappa.	04/17/23-05/25/23	Not to Exceed \$500.00
Alana Matthews	Panelist for the “Trailblazing Women in Law” presentation on March 20, 2023	03/20/23-05/25/23	Not to Exceed \$500.00
Ligiah Villalobos Rojas dba Jalapeno Films	Consultant will provide keynote address for Women’s History Month on March 21, 2023.	03/21/23-05/25/23	Not to Exceed \$750.00

**Susan Wheet**  
Vice President, Finance & Administration

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

March 23, 2023

April 5, 2023

**Date Submitted**

**Date Approved**

**Academic Affairs**  
**David Williams, Vice President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Nancy Au	Consultant to present selected readings to the Suisun Valley Review (ENGL 58 & 59 students) and administer student Q&A session.	03/20/23-05/25/23	Not to Exceed \$200.00
Anna Kent	Artist to create a temporary mural on glass to be displayed on side of SCC Theater to coincide with opening of “Priscilla, Queen of the Desert”. Consultant will remove installation at conclusion of event	03/15/23-05/25/23	Not to Exceed \$550.00

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

**TO: Members of the Governing Board**

**SUBJECT: BALLOT FOR CALIFORNIA COMMUNITY COLLEGE  
TRUSTEES (CCCT) BOARD OF DIRECTORS ELECTION  
FOR 2023**

**REQUESTED ACTION:**

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

**SUMMARY:**

An Adhoc Subcommittee of the Governing Board for CCCT will advance recommendations for election to the statewide California Community College Trustees (CCCT) Board of Directors. This year, there are nine seats up for reelection on the board. Each member Community College District Board of the League shall have one vote for each of the nine vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve a three-year term. A copy of the ballot is provided on the proceeding page. The official ballot must be submitted by April 25, 2023.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<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) 863-7299

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

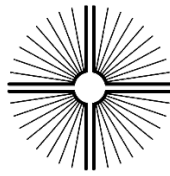
March 28, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



# COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

## 2023 CCCT BOARD ELECTION CANDIDATES LISTED IN SECRETARY OF STATE'S RANDOM DRAWING ORDER OF DECEMBER 15, 2022

**VOTING WILL TAKE PLACE VIA EBALLOT**

**SELECT NO MORE THAN NINE (9) CANDIDATES**

1. Barry Snell, Santa Monica CCD \*
2. Mary Strobridge, San Luis Obispo County CCD
3. Loren Steck, Monterey Peninsula CCD \*
4. Suzanne Lee Chan, Ohlone CCD \*
5. Marisa Perez, Cerritos CCD \*
6. Marcia Milchiker, South Orange County CCD
7. Deana Olivares-Lambert, Chaffey CCD
8. Barbara Dunsheath, North Orange County CCD \*
9. Jonathan Abboud, Santa Barbara CCD
10. Hortencia Armendariz, Imperial CCD
11. Roberto Rodriguez, Palomar CCD
12. Carmen Ramirez, Merced CCD \*
13. Milton Richards, Yosemite CCD
14. Michael Rives, Antelope Valley CCD
15. Andra Hoffman, Los Angeles CCD \*
16. Gregory Hanna, Siskiyou CCD

\* Incumbent

AGENDA ITEM 12.(b)  
MEETING DATE April 5, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: APPROVAL OF BOARD POLICY 1110 CIVIC  
CENTER/USE OF DISTRICT FACILITIES**

**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 Board Policy 1110 is being presented for approval. This policy was reviewed and approved by College Governance Council.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy: 1000</i>	<i>Estimated Fiscal Impact: N/A</i>
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**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 27, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## SOLANO COMMUNITY COLLEGE DISTRICT

### CIVIC CENTER/ USE OF DISTRICT FACILITIES

1110

**POLICY:**

There are District facilities which are available for use by community and non-profit groups and for private use. Procedures and rental rates for the use of facilities shall be established by the Superintendent-President or designee and made available on the District's website. Organizations or individuals requesting use of campus facilities shall complete the documentation required by Campus Reservations.

The administrative procedures shall reflect the requirements of applicable law regarding Civic Centers including reasonable rules regarding time, place, and manner of use of District facilities. Public use of District property shall not interfere with scheduled instructional programs or other college activities.

The management, direction, and control of the civic center is vested in the governing board of the community college district. The governing board of the community college district shall make all needful rules and regulations for conducting the civic meetings and for such recreational activities as are provided for in this chapter and which aid, assist, and lend encouragement to the activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex, gender, sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

**REFERENCES/  
AUTHORITY:**

Education Code Sections 82537; 825420

**ADOPTED:**

October 18, 2006

**REVISED:**

January 16, 2008; February 6, 2008; February 8, 2023

**REVIEWED:**



AGENDA ITEM 12.(c)  
MEETING DATE April 5, 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 &amp; Years of Service</u>	<u>Effective</u>
Edward Goldberg	Adjunct Instructor – Criminal Justice 9 years of service at SCC	05/25/2023

**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

<i>Ed. Code: 24205</i>	<i>Board Policy: 4400</i>	<i>Estimated Fiscal Impact: N/A</i>
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**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 24, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

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

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

**TO: Members of the Governing Board**

**SUBJECT: APPROVAL OF CONTRACT TO JAMES THOMAS MEDIA  
LLC FOR VARIOUS OUTREACH AND MARKETING  
SERVICES**

**REQUESTED ACTION:**

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

**SUMMARY:**

The Board is asked to approve a one-year agreement with James Thomas Media LLC for various outreach and marketing services. The annual cost for the 2023-2024 fiscal year is \$789,200, with the following breakdown of services and funding:

- \$156,000 - Outreach and Marketing (OUTREACH FUNDS)
- \$198,000 - Web Management and Development (Managed Service Provider) (GENERAL FUNDS)

*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>Fiscal Impact: \$789,200</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 24, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**AGENDA ITEM** 12.(d)  
**MEETING DATE** April 5, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: APPROVAL OF CONTRACT TO JAMES THOMAS MEDIA  
LLC FOR VARIOUS OUTREACH AND MARKETING  
SERVICES**

**REQUESTED ACTION:**

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

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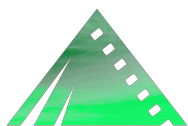
**SUMMARY:**

*CONTINUED FROM PREVIOUS PAGE*

- \$160,800 - Specific Digital Marketing Materials and Distribution (OUTREACH FUNDS)
- \$98,000 - Spanish Web Accessibility and Marketing (SEA FUNDS)
- \$89,000 - Equity and Accessibility Materials (SEA FUNDS)
- \$87,400 - Re-Engagement Commercial Content Production (SEA FUNDS)

The Staff recommends approval of this proposal.

Attached is the scope of work, as well as statistics from the 2022-23 work completed.



# JAMES THOMAS MEDIA LLC.

## RENEWAL OF SERVICES 2023-2024

### CLIENT

PROJECT NAME	Solano Community College - Renewal of Digital Services
CLIENT NAME	Celia Esposito-Noy (Solano Community College Superintendent-President)
BRAND	Solano Community College

DATE: March 1, 2023

### OVERVIEW

JTM (James Thomas Media LLC.) provides a wide range of digital services to SCC (Solano Community College). With many focuses from strengthening enrollment, accessibility, information distribution, website management for faculty and students, marketing, content creation, social media creation and management, etc

Below is a table of contents listing these services, their costs and their determined outcomes

### TABLE OF CONTENTS

#### SERVICES PROVIDED

1. Outreach and Marketing
2. Enterprise Web Management and Development (Managed Service Provider)
3. CTE, Biotech, Vacaville and Vallejo Campus Centers Specific Digital Marketing Materials and Distribution.
4. Spanish Web Accessibility and Marketing
5. Equity and Accessibility Materials (DEI and Service access focus)
6. Re-Engagement Commercial Videos Content Production

### COSTS NOT TO EXCEED

#### **Budget:**

1. 156,000 - Outreach and Marketing
2. 198,000 - Web Management and Development (Managed Service Provider)
3. 160,800 - Specific Digital Marketing Materials and Distribution
4. 98,000 - Spanish Web Accessibility and Marketing
5. 89,000 - Equity and Accessibility Materials
6. 87,400 - Re-Engagement Commercial Content Production

INDIVIDUAL CONTRACTS AND TERMS CONTINUED ON NEXT PAGE

### **1. Outreach and Marketing - Social Media**

- Instagram Followers - 1551 as of 2021 | Current (2056) Followers
- Facebook Likes - 6.8k as of 2021 | Current (7.3K) | Followers as of 2021 7.6k | Current (8k)
- 1,000s of posts created
- 100s of flyers and graphics
- 100s of messages and information distributed
- Multiple campaigns coordinated and created for enrollment and events
- Assisted outreach in materials and campaigns
- Email marketing support and content

### **2. Enterprise Web Management and Development**

- Over 1,700 pages created and converted
- Over 2,000 support tickets closed
- 1000s of managed files and forms
- 400+ graphics and events
- 1000s of security breaches stopped
- Many meetings for page and department creation
- Many hours of third party coordination
- User administration and training
- Full backup staging server created

### **3. CTE, Biotech, Vacaville and Vallejo Campus Centers**

- 16+ CTE specific videos
- 15+ department brochures
- Department web development and meetings
- Flyers, graphics, and advertisement
- Spanish content duplication
- Multiple photography days
- Promoted all major events
- All campus service center hours and information updated

### **4. Spanish Web Accessibility and Marketing**

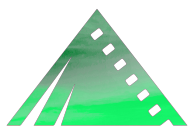
- Created SCC En Español social media and launched
- Created graphics and flyers in Spanish
- Distributed all major service, PSA, and event information
- Translated web page services and navigation
- Translated brochures, flyers, and graphics for departments
- Translated video and campaigns

### **5. Equity and Accessibility Materials**

- Launched ADA plugin for web services
- Launched built-in web screen reader
- Created DEI landing page and many resources
- Met with faculty to create a web based library of equitable resources and literature
- Met with committees to create equitable navigation
- Created video and graphics/flyers for equity focused committees
- Created web pages for equity focused departments and committees
- Retooled navigation for easy access to accessibility services and resources

### **6. Re-Engagement Commercial Video and Content Production**

- Created over 65+ promotional videos and PSAs
- Created new graphic and brochure templates
- Created and procured magazine advertisements
- Created and distributed multiple campaigns for departments and events



# JAMES THOMAS MEDIA LLC.

## Outreach and Marketing Services

### CLIENT

PROJECT NAME	Solano Community College - Outreach and Marketing Services
CLIENT NAME	Celia Esposito-Noy (Solano Community College, Superintendent - President)
BRAND	Solano Community College
PRODUCT	Marketing Management, Coordination, and Distribution
DATE: March 1, 2023	

### OVERVIEW

#### PURPOSE | *What are we looking to do?*

JTM (James Thomas Media LLC.) will create, manage, and distribute outreach and marketing materials for SCC (Solano Community College). This content and management will support SCC front end services and Departments (Outreach, Counseling, Financial Aid, Orientation, Web Services, etc). JTM will support these departments by creating self service materials for staff and students to more easily find information relating to these departments and offerings from SCC. To further assist in creating more easily searchable and useable online information, JTM will manage and host the new SCC website by designing new online tools, pages, and processes. Additionally, JTM will support SCC by creating content and advertising campaigns that ensure a constant connection to the SCC community. JTM will also be responsible for all incoming and outgoing media requests and posts (Including responses to SCC messages on digital platforms). JTM will work jointly with SCC staff and third party contractors to organize existing media outlets and create/procure necessary materials, advertising buys, and content for SCC.

### OBJECTIVE

#### *What does the project work to achieve?*

The goal of these services is to create efficient and up to date materials for SCC staff that can be easily distributed to current and prospective students. Additionally, through the management of the new SCC website, JTM can create easy to search self service areas, where students, faculty, and others can quickly find information they are looking for. JTM will also manage all platforms, as we have this past year, and ensure all necessary information is created and distributed to the SCC Community.

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## DELIVERABLES

*Detailed list of what we will make for you*

- **Media Management and Distribution**

- ***Social Media Management and Distribution***

- Weekly posting of new and collected footage/material, unify digital outlets and target specific audiences. (Note: If supplied content is less, posting may slow. However, JTM will post all above mentioned content each month)
  - Create digital content and populate Facebook, Instagram, and YouTube for SCC
  - Edit client supplied photos, organize YouTube and populate social media platforms
  - Paid and organic social media postings
  - Maintain conformity within brand (Keep content within brand objective and remove conflicting brand presence)
  - Edit, target, and distribute content through social media (Direct to targeted demographic)
  - Manage digital media platforms (Scheduled posts, uniform posting between platforms)
  - Emergency posting and updates (Included within normal business hours, Additional if extended)

- ***Media Coordinator***

- Design and Create materials for SCC website.
  - Post and create self service materials for students and staff
  - Emergency messaging through web services (campus lockdown, power out, etc)
  - Updated pictures, videos, and other materials for departments

- ***Response***

- Responds to all media inquiries and manages SCC needs for media distribution
  - Respond to all messages on behalf of SCC through all managed platforms (Facebook, Instagram, Etc)
  - Lead and connect students and others enquiring information to the correct links, material, and/or department point of contact
  - Will respond for all internal and external media inquiries
  - Will establish necessary connections between departments and outside parties
  - Is a point of contact for media distribution, content creation, etc...

- ***Content creation, procurement (media buying) and Graphic Design***

- JTM will create digital and physical content through video, photo, graphic design, radio, etc. to support SCC in this campaign
  - In house graphic design and creation for SCC (Registration information, Grants and Financial Aid information, Transfer workshops, State College Partnerships, Online offerings, Deadlines, SCC Catalog, etc)
  - Video and photo elements for updated orientation, FAQ informational, How to register, etc (amount decided in campaign) Not to exceed previous campaign.
  - Reaches out to all SCC involved third parties for necessary content creation
  - Procures advertising spots on behalf of SCC. (Radio, Commercial Spots, Magazines, etc.)
  - Archive and Organize all content for SCC

Continued...

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- ***SCC Advertising campaign, media buying/procurement and organization of materials***

- Creates advertising campaign and plan to manage all SCC media platforms for ease of distribution
  - Create advertising campaign for SCC (create micro-campaigns for guided pathway, etc.)
  - Implements plan by creating/procuring all content and distributes content for SCC
  - Point of contact for media coverage and distribution
  - Proactively seeks information on upcoming deadlines (student registration/class information, etc)

- ***Social Media - Search Engine Optimization (S.E.O.)***

- Aims to increase social media post ranking and visibility. Additionally, added backlinks to increase website traffic and google/other platform ranking on certain search criteria
  - JTM will optimize keywords, hashtags#, geotags and search terms for SCC to increase visibility in non-paid and paid search landscape
  - Provide backlinks through social media platforms
  - Ensure targeted posting to specific demographic
  - Higher ranked social media posts and user traffic on all digital platforms

- ***Calendar***

- Creates online calendar of SCC media postings, Website, and creation of materials for self service information
  - Compiles long term and short term media calendar for SCC
  - Reaches out to content creators for supporting material
  - Involved in certain meetings to ensure all necessary outgoing information is accounted for

Continued...

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**Budget:**

*Solano Community College Outreach and Marketing Services - Not To Exceed \$156,000*

Term of Contract - One (1) year agreement beginning July 1, 2023 through June 30, 2024. Additional one (1) year agreement to be negotiated before July 1, 2024.

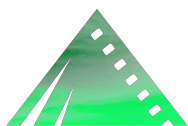
(General campaign delivered with calendar/schedule. Micro-campaigns and updated calendar created throughout year as needed. Media buying, content creation/procurement and placement will start at agreed upon campaign and calendar.

Costs associated with procurement of media (ex. flyer printing and materials, radio ad space, etc.) are billed to SCC.

**\*JTM Policies\***

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. Any additional bills or fees incurred by JTM will be the responsibility of the client. (Example. printing done on behalf of client, radio advertisement purchase, etc). Additional Filming will be charged at \$250 per hour. (Travel included up to 25 miles, Additional over 25 miles). Additional Edits outside of two revisions will be charged at \$150 per hour. Additional Music additions outside of house library will be charged at cost of licensing.

CLIENT COMMENTS AND APPROVAL	
COMMENTS	
DATE:	CLIENT SIGNATURE:



# JAMES THOMAS MEDIA LLC.

## SCOPE OF WORK

### CLIENT

<b>PROJECT NAME</b>	<b>Solano Community College - Enterprise Website Management Services</b>
<b>CLIENT NAME</b>	<b>Celia Esposito-Noy</b> (Superintendent - President of SCC)
<b>BRAND</b>	<b>Solano Community College - Website Presence and Maintenance</b>
<b>PRODUCT</b>	Enterprise Level Website Management, Development, Host, Server and Customer Service
<b>DATE: March 1, 2023</b>	

### PROJECT

#### **PURPOSE | *What are we looking to do?***

In an effort to provide quality enterprise level website management, SCC (Solano Community College) has requested JTM (James Thomas Media LLC.) to manage all college related web assets.

The need for consistently updated online education, information and other remotely accessible resources is greater than ever. In order to meet the needs of students and faculty, JTM will fully staff a website management team to assist in all SCC web requests and updates.

This extensive service will include full time web developers, customer service associates, dedicated P1 server and plugin fees, support system fees, constant development of SCC's online resources, department meetings, general updates, support system integration, events, dates, and deadlines information, press release information and most other web duties. JTM will closely collaborate with the JTM Marketing Department (currently handling SCC's social media and other digital assets and creation). This ensures a uniform message from all of SCC's digital facing assets and provide the best possible service for SCC's community. This will also place SCC ahead of many educational institutions, as online resources become the primary means of communication and information transaction.

(Client Initials: \_\_\_\_\_ )

Continued....

## OBJECTIVE

*What does the project work to achieve?*

1. Customer Service Support - JTM will maintain a centralized hub for staff and students to make requests regarding all digital services. JTM staff will work to route and answer all requests quickly. Using ticketing software to track all requests, JTM will forward these tickets to relevant SCC and/or JTM departments. JTM will offer emergency support as needed. Details for ticket times and terms can be found in the deliverables section.
2. Support Systems Provided - Many additional services are required to maintain the SCC website and other digital communications. Ticketing systems, plugins for resources, email communications, and development resource programs will require annual fees (covered by JTM). These systems will also require JTM developers to maintain, develop, and implement them into the SCC website. Full time developer assistance will be key to creating a stable and effective online presence for SCC.
3. P1 Dedicated Server Hosting and Mass Storage (Annual Costs Covered) - Maintenance and fees of a dedicated P1 server can be costly. JTM will maintain these required services and ensure proper enterprise level server operation. JTM will cover all costs associated with these services and ensure a safe working website. Monitoring of all additional plugins on the server is also included. Details of server specifications can be found in the deliverables section.
4. Developer Support - The backbone of these systems will be the JTM development staff. These developers will maintain, develop, and implement all of the above mentioned systems. These developers will be assigned tickets and solve problems on behalf of SCC Faculty and Staff. The development team will be responsible for all code changes and documentation uploads to the SCC website. This group will also work to keep events and important information current and accessible. As the developers come across new documents they will work to ensure ADA compliance and accessibility. The team will also work in OMNI to provide SCC Faculty and Staff with options and assistance on updating their specific data. Lastly the development team will work with the JTM marketing team and customer service associates to setup meetings with SCC Faculty and Staff to ensure information accuracy and intuitive website navigation. Please see details in the deliverables section.

(Client Initials: \_\_\_\_\_ )

Continued....

## Enterprise Website Management Deliverables

### **Customer Service Support -**

- Routing of all tickets (ex. IT, Marketing, Web, etc.)
- Meetings with department managers for information, organization, and navigation direction
- 9 am to 5 pm Monday-Friday (Web service ticket support)
- Response within 24 hours or less
- Emergency service for web functionality
- Ticket Turnaround Times:
  - Standard tickets (Less than 24-48 hours) - \*Excludes Weekends\*
  - Advanced tickets (3-5 days) - \*Excludes Weekends\*
  - Custom tickets (5-10 days) - \*Excludes Weekends\*

\*If needed, ticket severity will be set by JTM or top level management (ex. Superintendent/President or VPs)\*

### **Support Systems Provided -**

- Zendesk Ticketing System
- Elementor Pro
- Essential Grid
- Userway (accessibility)
- PowerPack
- Slider Revolution
- The Grid
- Stratum
- Staging Site Storage
- Wordpress System
- Constant Contact (Email Marketing) (less than 10,000 audience size)

### **P1 Dedicated Server Hosting and Mass Storage (Annual Costs Covered) -**

- P1 - Premium Dedicated Server - Limits:
- Up to 1M visitors per month
- 100GB of Storage
- 100 Installs
- Application Performance Monitoring
- Current Data and Storage Fees Covered

### **Developer Support -**

- Full time web development services
- Upload documents as required (ex. Agendas, minutes, etc)
- Keep events, dates and deadlines as current as possible
- Create posts and press release uploads
- Work with marketing to gather digital assets for web promotions
- Manage OMNI services and implement for faculty
- New development of pages and resources
- Further develop online functionality of plugins
- Main Server Maintenance
- Staging Site Maintenance
- Backup of Pages and Resources
- 46+ Plugin Resources Maintenance
- Meeting hours for staff and faculty resource development
- New forms ADA accessible
- "No print" submission solutions
- Implement third party security such as DocuSign for secure document transmission

(Client Initials: \_\_\_\_\_)

Continued....

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**Budget:****Enterprise Website Management Services**

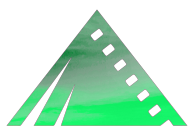
Not To Exceed \$198,000

**Timeline of services:** July 1st, 2023 to June 30th, 2024

**\*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, server hack, contact not established with necessary parties or other cause beyond JTM's reasonable control.
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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)

<b>DATE:</b>	<b>CLIENT SIGNATURE:</b>
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# JAMES THOMAS MEDIA LLC.

## Renewal of Services

CLIENT	
PROJECT NAME	SCC - CTE, Biotech, VV & VC - Digital Marketing Campaign
CLIENT NAME	Kevin Anderson (Interim Dean of Applied Technology)
BRAND	SCC - CTE, Biotech, Vacaville and Vallejo Centers
PRODUCT	Digital Content Creation, Social Media Marketing, Campaign Management and Distribution
DATE: March 1, 2023	

PROJECT
<b>PURPOSE</b>   <i>What are we looking to do?</i>
<p>JTM (James Thomas Media LLC.) will create and provide many types of digital marketing content and services for Solano Community College - CTE (Career technology), Biotech, Vacaville and Vallejo Centers (SCC-CTE-BIO-VV&amp;VC). Our main goal is to bring new and constantly updated media to all current and prospective students within Solano County and the surrounding areas. This will increase awareness within the community regarding SCC-CTE-BIO-VV&amp;VC's career offerings and business community relationships. Additionally, this offers an easy and quick means of reaching and providing SCC-CTE-BIO-VV&amp;VC's audience with a call to action (making it easier for one to click a link, sign-up/register, get information, etc). During this campaign JTM will create unique content for SCC-CTE-BIO-VV&amp;VC and refine digital distribution of content to reach specified target audiences.</p>

OBJECTIVE
<i>What does the project work to achieve?</i>
<p>Increase SCC-CTE-BIO-VV&amp;VC's digital brand awareness by creating digital content that reflects the quality of their programs. Additionally, provide a uniform look throughout all managed digital platforms and create effective means of communication with prospective students and businesses.</p>

TARGET AUDIENCE
<b>PROJECT TARGET</b>   <i>who are we trying to reach?</i>
<ul style="list-style-type: none"><li>Prospective students in Solano County &amp; surrounding counties</li><li>Businesses that create a direct pipeline for employment for SCC</li><li>State and Federal entities/groups who provide grants for supported programs</li><li>SCC-CTE-BIO-VV&amp;VC Partners</li></ul>
(Client Initials: _____ )

Continued...

## Scope of Work 2023

*Detailed list of what we will make for you*

- **Options for Content and Services**

**\*Some services may reduce amounts of videos or video time\***

**Proposed campaigns include three (3) Major directed campaigns for each CTE, Bio, VV&VC. Each campaign consisting of three to five (3-5) videos, Supporting graphics, Supporting Web, and Social media advertisement**

- ***SCC-CTE-BIO-VV&VC Advertising campaign and organization of materials***

- Helps create advertising campaign and plan to create and distribute JTM produced material

- Create general advertising campaign for SCC-CTE-BIO-VV&VC
- Create micro-campaigns for programs or special events
- Provide creative ideas for content and distribution
- Promote and distribute JTM produced content
- Create social media presence for SCC-CTE-BIO-VV&VC
- Copywriting for web, graphic, and other mediums

- ***Video, Photos and Graphic Design***

- Professional quality commercials. Shorter promotional and/or PSA videos

- Commercial videos approx. :30 - 1:00 minute (Can be combined with other commercial/promotional/PSA time for longer) (Not to exceed 10 videos)
- Promo videos - approx. :15 - :30 overview and update of project progress for Digital Campaign (Not to exceed 6 videos)
- High-Res stills pulled from video and/or captured onsite during filming (5-10 photos per session)
- This includes time on site, editing, music licensing, titles
- Graphics for flyers, online promos, etc
- Client will be provided two drafts for review and comment.

- ***Media & Advertisement Buying/Placement***

- Help manage media buying and ad placement
  - Manage and call accounts on behalf of SCC-CTE-BIO-VV&VC
  - Create, send, and get quotes for internet TV and/or radio advertisement
  - Schedule content creation for supporting material

- ***Social Media (S.E.O.) and Analytics***

- Aims to increase social media post ranking and visibility. Additionally, added backlinks to increase web-site traffic and google/other platform ranking on certain search criteria
  - JTM will help optimize keywords, hashtags#, geotags and search terms for SCC-CTE-BIO-VV&VC to increase visibility in non-paid and paid search landscape
  - Ensure targeted posting to specific demographic
  - Higher ranked social media posts and user traffic on all digital platforms

(Client Initials: \_\_\_\_\_ )

Continued...

## Total Compensation

### Payment Terms

**Digital Marketing Materials - Total Compensation of \$160,800**

**Term of Contract - One (1) year agreement beginning July 1, 2023 through June 30, 2024.**

**\*Provided Budget Codes\***

**TBD**

## Terms and Conditions

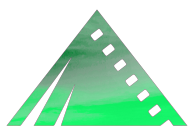
1. Time of Performance. This Agreement is for a period of 12 -months beginning upon July 1, 2023 and ending on June 30th, 2024. JTM may require a startup time to establish agreed upon delivery of materials.
2. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee 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.
3. Notice. Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mailed addressed to JTM at (831 Emerald Ct. Vacaville, CA, 95687) or to Client as identified below.
4. Changes and Amendments. Client may request a change in JTM's services. Any mutually agreed upon change, including any increase or decrease in compensation, shall be effective upon written amendment executed by both parties.
5. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond JTM's control.
6. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and full use and control of deliverable upon final payment of all compensation owed to JTM. (JTM retains the right to use footage for promotional use)
7. Compliance with all Laws. JTM shall comply with all federal, state, and local laws applicable to JTM's performance under this Agreement.
8. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.
9. JTM Contractors and Employees. Client acknowledges that all JTM contractors and Employees are directed at discretion of JTM.
10. Additional. Additional time will be billed at \$250 per hour. Additional revisions above two (2) per material will be billed at \$150 per hour. Travel included up to 25 miles per site visit from Fairfield, CA. Additional mileage billed at .58 cents per mile. All other additional charges billed directly to client.

**DATE:** \_\_\_\_\_

**CLIENT SIGNATURE:** \_\_\_\_\_

**CLIENT ADDRESS:** \_\_\_\_\_





# JAMES THOMAS MEDIA LLC.

## Scope of Work

CLIENT	
PROJECT NAME	SCC Spanish Accessibility and Marketing (SCC en Español)
CLIENT NAME	Celia Esposito-Noy (Superintendent - President of SCC)
BRAND	SCC en Español - Online Services and Resources
PRODUCT	Spanish Content Creation, Social Media Marketing, Campaign Management and Distribution
DATE: March 1, 2023	

PROJECT
<b>PURPOSE</b>   <i>What are we looking to do?</i>
<p>To better serve SCC's (Solano Community College's) Spanish speaking community, JTM (James Thomas Media LLC.) will expand SCC's marketing reach by duplicating social media, website and other general materials in Spanish. This will also cover the creation of dedicated social media (FaceBook and Instagram) (SCC en Español) which will act as a means of distribution. Main SCC services and their web information will be translated along with closed captions and voice overs for most videos. The management of these services will also be provided and will include some physical media and signage.</p> <p>As SCC maintains a large portion of Spanish speaking students, both current and prospective, this will allow SCC to better communicate with and serve their community.</p> <p>Project Examples: Campaigns for registration, Events, Press Releases, SCC services, Safety Information, Etc.</p>

OBJECTIVE
<i>What does the project work to achieve?</i>
Increase accessibility by duplicating and distributing marketing efforts for SCC's Spanish Speaking Community.

(Client Initials: \_\_\_\_\_)

Continued...

## Scope of Work

- **Options for Content and Services**

- ***SCC Website Translation and Marketing Services***

- Duplicate Main SCC landing pages in Spanish
    - Create Spanish advertising campaign and distribute JTM produced material
      - Main website landing pages created in Spanish (Not Google Translate)
      - Maintain homepage and all updated events
      - Department landing pages and “Explore” functions
      - Duplicate Press Releases in Spanish
      - Promote and distribute JTM produced content
      - Translate Financial Aid and other main services website Information

- ***Video and Graphic Design***

- Professional Spanish closed captions, text, and voice overs
      - All major campaigns duplicated
      - JTM created tutorials
      - SCC services accessibility information
      - Safety Information
      - President/VP attention videos

- ***Spanish Social Media***

- Create, distribute, and manage new Instagram and Facebook (SCC en Español)
      - Duplicate and distribute main SCC information
      - SCC message responses in Spanish
      - Distributed event information
      - Campaigns and registration information
      - Safety updates
      - SCC Services and benefits information

- ***Other Physical Marketing Medium***

- Duplication and creation of digital files for print and other physical medium (In Spanish)
      - Parking information
      - Campus directory information
      - Directions and Maps
      - General safety information and updates
      - Promotional flyers

## Total Compensation

### Payment Terms

#### **Budget:**

**Solano Community College - Spanish Accessibility and Marketing (Universidad (SCC) en Español)**

**Services not to exceed \$98,000**

**Term of Contract - July 1st 2023 through June 30th, 2024**

**\*Important Services Information\***

*All proposed services will be based on client need. Individual service amounts will vary based on changing requirements from SCC management. Each project will determine amount used.*

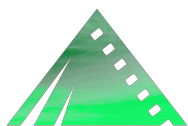
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6. Additional. Additional costs incurred will be billed directly to client. (Client requests additional edits, multiple canceled filming events or meetings, third party costs, additions outside of scope, etc)

**DATE:** \_\_\_\_\_

**CLIENT SIGNATURE:** \_\_\_\_\_

**CLIENT ADDRESS:** \_\_\_\_\_



# JAMES THOMAS MEDIA LLC.

## Scope of Work

### CLIENT

PROJECT NAME	Solano Community College - Equity & Accessibility
CLIENT NAME	Celia Esposito-Noy (Solano Community College Superintendent-President)
BRAND	Solano Community College - Diversity, Equity and Inclusion
PRODUCT	Design and Implementation of Equitable Services - Website and Content
DATE: March 1, 2023	

### PROJECT

#### PURPOSE | *What are we looking to do?*

In an effort to better serve the SCC community, JTM (James Thomas Media LLC.) will design and create better access to information regarding Diversity, Equity, and Inclusion for SCC (Solano Community College).

JTM will meet with SCC Equity committees to redevelop website services and accessibility needs. This will include a re-structure of website navigation, creation of DEI landing pages, and the creation of welcoming content to easily direct SCC's community.

Additionally, JTM will meet with SCC test groups to ensure accessibility to this information and services. JTM will use group provided ideas and data to further refine DEI webpages and content.

The major pieces of this content will be duplicated in Spanish and promoted to the Solano Hispanic Community.

### OBJECTIVE

#### *What does the project work to achieve?*

Dedicate a team to expand SCC's services in Diversity, Equity, and Inclusion as it pertains to web services and accessibility of content. This will primarily focus on website navigation, DEI page development, and create a streamlined way to access materials, resources and information without hassle. It will also provide a voice of acceptance and content to better guide and value SCC's diverse community in an individualized way.

Continued...

## DELIVERABLES

*Detailed list of what we will make for you*

- **Equity Services**

- ***Design, Plan, and Structure***

- Create a plan of action to implement with developers and producers
      - Meet with SCC Equity Committees to discuss accessibility issues and solutions
      - Create a plan to easily access SCC services for DEI
      - Design navigation for DEI landing pages
      - Provide creative ideas for resources and page content
      - Create implementation strategy for developers
      - Collect resources and links to services for DEI

- ***Development and Structure***

- Translate and implement plans from design team
      - Create DEI landing pages with applicable navigation
      - Embed DEI focused content
      - Build group focused navigation
      - Host new data and services
      - Manage new data and remote service access
      - Ensure accessibility of content
      - This includes code development, design, and re-structure

- ***Video, Photo and Graphic Content***

- Procurement and creation of DEI focused content
      - Locate and distribute DEI content through DEI web pages
      - Create and distribute JTM made DEI content
      - Schedule content creation for supporting material
      - Script and prioritize content with Equity Committees
      - Individualized tutorial content for accessibility of services
      - Navigational explanation of services (ie. Financial Aid)
      - Navigational explanation of SCC resources for DEI

- **Test development and structure with Equity Committees**

- Work with Equity Committees to revise DEI content and web development
      - Create test groups to provide feedback and further develop ideas
      - Optimize Equity throughout SCC website
      - Refine keyword search for DEI related services and information
      - Prioritize DEI content for awareness and tutorials
      - Ensure access to DEI related areas through test groups
      - Provide analytics to SCC for further development

Continued...

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**Budget:**

***Equity & Accessibility Campaign - Not to exceed \$89,000***

**Term of contract: July 1, 2023 to June 30, 2024**

1. 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.
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9. Additionals. Additional services or costs will be billed to client.

CLIENT COMMENTS AND APPROVAL	
DATE:	CLIENT SIGNATURE:



# JAMES THOMAS MEDIA LLC.

## Scope of Work

### CLIENT

PROJECT NAME	Solano Community College - Re-Engagement Content Production
CLIENT NAME	Celia Esposito-Noy (Solano Community College Superintendent-President)
BRAND	Solano Community College - University Level Content
PRODUCT	Digital Content Creation, Management and Distribution

DATE: March 1, 2023

### PROJECT

#### PURPOSE | *What are we looking to do?*

JTM (James Thomas Media LLC.) will manage production and create University Level commercials to strengthen enrollment at SCC (Solano Community College).

These commercial pieces will promote all the new buildings, services, and resources at SCC. Additionally, this will fund faculty profile videos, events highlight videos, and program overview videos for the website and marketing purposes.

JTM will work in-house and manage subcontractors to provide SCC with quality virtual and remotely accessible digital content. This will also be used to help promote this content through paid and organic advertisement campaigns centered around new enrollments.

The major pieces of this content will be duplicated in Spanish and promoted to the Solano Hispanic Community.

### OBJECTIVE

#### *What does the project work to achieve?*

Increase SCC enrollment through university level content production and distribution. Reach prospective SCC students to showcase the quality of SCC programs, services and events. Additionally, target and define particular audiences and cater to many specific markets.

(Client Initials: \_\_\_\_\_ )

Continued...

## DELIVERABLES

*Detailed list of what we will make for you*

- **Content and Services**

- ***Re-Engagement Advertising campaign and organization of materials***

- Helps create advertising campaign and plan to create and distribute JTM produced material
  - Creation and management of general advertising campaign for SCC Enrollment
  - Create micro-campaigns for programs/special events
  - Provide creative ideas for content and distribution
  - Promote and distribute JTM produced content
  - Copywriting for web, graphic, and other mediums

- ***Video, Photos and Graphic Design***

- Professional quality commercials. Shorter promotional and/or PSA videos
  - Management of Commercial video production
  - Commercial videos approx. :30 - 1:00 minute (Can be combined with other commercial/promotional/PSA time for longer) (Not to exceed 10 videos)
  - Promo videos - approx. :15 - :30 overview and update of project progress for Digital Campaign (Not to exceed 10 videos)
  - High-Res stills pulled from video and/or captured onsite during filming (5-10 photos per session)
  - This includes time on site, editing, music licensing, titles
  - Graphics for flyers, online promos, etc
  - Client will be provided two drafts for review and comment

- ***Media & Advertisement Buying/Placement***

- Manage media buying and ad placement
  - Manage and call accounts on behalf of SCC
  - Create, send, and get quotes for internet TV and/or radio advertisement
  - Schedule content creation for supporting material
  - Manage Digital Distribution

- ***Distribution Analytics***

- Track ranking and visibility of individual campaigns.
  - Optimize campaign efficiency by adjusting targets for SCC
  - Increase visibility in non-paid and paid search landscape
  - Ensure targeted posting to specific demographic
  - Work with SCC to fine-tune campaign and content direction using provided analytics

(Client Initials: \_\_\_\_\_)

Continued...



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**Budget:**

***Digital Marketing Campaign - Not to exceed \$87,400***

**Term of contract: July 1, 2023 to June 30, 2024**

**(JTM requires one (1) month to create a backlog of content and setup distribution materials before main posting) This time will also be used to create an agreed upon schedule of content that JTM will produce.**

1. 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.
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9. Additionals. Additional services or costs will be billed to client.

CLIENT COMMENTS AND APPROVAL	
DATE:	CLIENT SIGNATURE:

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO WATERWORKS INDUSTRIES,  
INC. FOR CONSTRUCTION SERVICES FOR THE  
FAIRFIELD CAMPUS POOL DECK REPLACEMENT  
PROJECT

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for award of a contract to Waterworks Industries, Inc. for the Fairfield Campus Pool Deck Replacement Project. This project consists of the removal and replacement of the existing pool deck, installation of outdoor showers, new gates, and miscellaneous ADA (Americans with Disabilities Act) upgrades as required. Funding will be from both State Scheduled Maintenance/Special Repairs (SMSR) and Measure Q funds.

*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: NA Board Policy: NA Estimated Fiscal Impact: \$2,073,457.50 SMSR & Measure Q*

**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) 863-7260

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

March 27, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO WATERWORKS INDUSTRIES, INC. FOR CONSTRUCTION SERVICES FOR THE FAIRFIELD CAMPUS POOL DECK REPLACEMENT PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Sealed bids for this project were due on March 15, 2023. The District received only one (1) bid for the Pool Deck Replacement Project.

Bids received were as follows;

<u>CONTRACTOR</u>	<u>BASE BID</u>	<u>TOTAL BID AMOUNT</u>
Waterworks Industries, Inc.	\$ 1,833,650.00	\$ 2,073,457.50

\*Total Bid Amount includes Bid Alternate 001 & 002 – Competitive Staring Block Anchors & Competitive Starting Blocks.

\*Total Bid Amount includes a 5% Owners Allowance.

It was determined that Waterworks Industries, Inc. submitted a responsible and responsive Bid. It is recommended that the Board award a contract to Waterworks Industries, Inc. for the Total Bid Amount of \$2,073,457.50.

Funding for this project will be a combination of the State's Scheduled Maintenance and Special Repairs funds and Measure Q Bond funds.

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 OPTIMA INSPECTIONS  
INCORPORATED FOR PROJECT INSPECTION  
SERVICES FOR THE FAIRFIELD CAMPUS POOL DECK  
REPLACEMENT PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested to award a professional services contract to Optima Inspections Incorporated for Division of State Architect (DSA) Project Inspection Services for the Pool Deck Replacement Project on the Fairfield Campus. The scope of work of this contract includes providing onsite inspections of all construction and all other items as required by the Division of State Architect (DSA).

*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: NA Board Policy: NA Estimated Fiscal Impact: \$24,700.00 SMSR & 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) 863-7260

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

March 27, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**AGENDA ITEM** 12.(f)  
**MEETING DATE** April 5, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS  
INCORPORATED FOR PROJECT INSPECTION  
SERVICES FOR THE FAIRFIELD POOL DECK  
REPLACEMENT PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

A proposal was requested from Optima Inspections Incorporated based upon their qualifications and experience on projects on the Fairfield Campus. Optima Inspections Incorporated is listed on the District's pre-qualified pool of Division of the State Architect (DSA) Inspectors. Optima Inspections Incorporated's proposal was reviewed and is appropriate for the scope of work requested.

Funding for this project will be a combination of the State's Scheduled Maintenance and Special Repairs funds and Measure Q Bond funds.

The Board is asked to approve a professional services contract for Optima Inspections Incorporated, in the amount not to exceed \$24,700.00.

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 NINYO & MOORE FOR  
MATERIAL TESTING & SPECIAL INSPECTION  
SERVICES FOR THE FAIRFIELD CAMPUS POOL DECK  
REPLACEMENT PROJECT

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested to award a professional services contract to Ninyo & Moore for Division of State Architect (DSA) Material Testing & Special Inspection Services for the Pool Deck Replacement Project on the Fairfield Campus. The scope of work of this contract includes providing all offsite/onsite material testing and special inspections as required by the Division of the State Architect (DSA) for all construction activities for the 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: Renovate instructional space and update equipment.

*Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$25,174.00 SMSR & 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) 863-7260

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

March 27, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO NINYO AND MOORE FOR  
MATERIAL TESTING & SPECIAL INSPECTION  
SERVICES FOR THE FAIRFIELD CAMPUS POOL DECK  
REPLACEMENT PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

A proposal was requested from Ninyo & Moore based upon their qualifications and experience on projects on the Fairfield Campus. Ninyo & Moore is listed on the District's pre-qualified pool of Material Testing and Special Inspections firms. Ninyo & Moore's proposal was reviewed and is appropriate for the scope of work requested.

Funding for this project will be a combination of the State's Scheduled Maintenance and Special Repairs funds and Measure Q Bond funds.

The Board is asked to approve a professional services contract to Ninyo & Moore in the amount not to exceed \$25,174.00.

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 AMENDMENT #2 TO AEDIS ARCHITECTS  
FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE  
BUILDING 300 MODERNIZATION PROJECT

**REQUESTED ACTION:**

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

**SUMMARY:**

On May 18, 2022 the Board approved a professional services contract to Aedis Architects for architectural services for the Fairfield Campus Building 300 Modernization Project. On December 7, 2022 the Board approved Amendment #1 to increase the original professional services agreement with Aedis Architects for additional 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: Renovating existing instructional space and equipment.

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$88,165 Measure Q Funds

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton  
VP, Facilities & Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Lucky Lofton  
VP, Facilities & Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

March 27, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #2 TO AEDIS ARCHITECTS  
FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE  
BUILDING 300 MODERNIZATION PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Board approval is now requested for Amendment #2 for additional design services needed for additional project scope.

Additional design services are required for the conversion of Classroom 303 in Building 300 into a new Adjunct Faculty Space. This additional scope includes the complete renovation of the entire classroom, including removal of all lab casework, fume hoods, and other finishes. This work will be completed during the construction phase of the original modernization project. Included in this Amendment are all architectural/engineering design services needed for the completion of the new scope, DSA approval of this space, construction administration support, and close out.

The additional design work needed to complete this scope of work is beyond the original design scope of the Architect.

\$ 218,735.00 Original Contract Amount  
\$ 25,885.00 Approved Amendment #1  
\$ 88,165.00 Proposed Amendment #2  
\$ 332,785.00 Proposed New Contract Amount

The Board is asked to approve this contract Amendment #2 to Aedis Architects in an amount not to exceed \$88,165.00.

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

## **AMENDMENT #2 TO AGREEMENT**

### **PARTIES**

This **Second** Amendment to Agreement ("Amendment") is entered into between **Solano Community College District** ("District") and **Aedis Architects** ("Consultant"), collectively the "Parties").

### **RECITALS**

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated May 18<sup>th</sup>, 2022, for architectural services related to the District's Fairfield Campus **Building 300 Modernization Project** ("Project"); and

WHEREAS, District and Consultant previously amended the Agreement on December 7<sup>th</sup>, 2022, for additional architectural services related to the District's Fairfield Campus **Building 300 Modernization Project** ("Project"); and

WHEREAS, District and Consultant agree to further amend the Agreement to modify the services performed on the District's **Building 300 Modernization Project**; and

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

### **AGREEMENT**

1. Section 4. Compensation of the Agreement is amended to read:

**4. Compensation.** District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not-to-exceed **Three Hundred Twenty-Two Thousand, Seven Hundred Eighty-Five and 00/100 Dollars (\$322,785.00)**. This fee is a total of the May 18<sup>th</sup>, 2022 Agreement in the amount of \$218,735.00, Amendment #1 in the amount of \$25,885.00, and Amendment #2 in the amount of \$88,165.00. District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Work shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made.

2. Exhibit A 'Description of Services to be Performed by Consultant', Section 'Scope of Work and Deliverables' shall be amended to include the following, in addition to items already listed in the original Agreement and all previous Amendments:
  - Conversion of Room 303 in building 300 into new Adjunct Faculty Space.
    - Remove all science casework and lab desks including removal of the glass p-traps.
    - Remove all fume hoods.
    - Create a completely open space that can then be filled with "hotel space" cubicles (or desks). The space will be partitioned using furniture, fixtures and equipment.
    - Add a large conference table with a projector/screen.

- Add a "coffee station" with a sink. (utilize existing water/drain connections). Insta-hot will be needed.
  - Add keypad hardware to the entry door for access.
  - Site verification of all utilities.
  - Modifications for power, lighting, and controls.
  - T-24 upgrades for lighting, power and mechanical units.
  - Fire alarm modifications for new configurations and room use.
  - Capping and reconfiguration of all existing plumbing in the room.
  - Management of submission to DSA as an addendum.
  - Color boards generation for color selections by the District.
  - Construction administration for additional work.
  - All design items listed above will be reviewed and approved by DSA.
3. 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).
4. 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: \_\_\_\_\_, 2023

**SOLANO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

Print Name: Lucky Lofton  
Print Title: VP, Facilities and Executive  
Bonds Manager

Dated: \_\_\_\_\_, 2023

**AEDIS ARCHITECTS**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

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

**TO: Members of the Governing Board**

**SUBJECT: EQUIPMENT ORDER TO DEVELOPMENT GROUP, INC.  
FOR INFORMATION TECHNOLOGY INFRASTRUCTURE  
PROJECT – REMAINING DISTRICT WIRELESS  
REFRESH**

---

**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 #3-22-09-1021, a piggyback contract.

The Board is asked to approve a purchase order to Development Group, Inc. in the amount of \$762,816.69.



SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: EQUIPMENT ORDER TO DEVELOPMENT GROUP, INC.  
FOR INFORMATION TECHNOLOGY INFRASTRUCTURE  
PROJECT – REMAINING DISTRICT WIRELESS  
REFRESH

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for an equipment order to Development Group, Inc. (DGI) for the Information Technology Infrastructure Project – Remaining District Wireless Refresh. The scope of work includes all necessary equipment required to replace the outdated wireless access points district-wide to meet current standards.

*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 equipment for continuity of future operation

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$762,816.69 Measure Q Funds

**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**

March 27, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: EQUIPMENT ORDER TO DEVELOPMENT GROUP, INC.  
FOR INFORMATION TECHNOLOGY INFRASTRUCTURE  
PROJECT – REMAINING DISTRICT WIRELESS  
REFRESH**

---

**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 #3-22-09-1021, a piggyback contract.

The Board is asked to approve a purchase order to Development Group, Inc. in the amount of \$762,816.69.

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

**TO: Members of the Governing Board**

**SUBJECT: COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
AGREEMENTS WITH VACAVILLE HIGH SCHOOL AND  
WILL C. WOOD HIGH SCHOOL**

**REQUESTED ACTION:**

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

**SUMMARY:**

Approval is requested for CCAP Agreements with Vacaville and Will C. Wood High Schools. The purpose of these agreements is to expand dual enrollment opportunities for high school students with the goal of developing seamless pathways to community college for career technical education or preparation for transfer, improving high school graduation rates, and college and career readiness. The courses to be provided under this agreement are in Fire, Biotechnology, and Nutrition. The agreements shall be in effect from July 1, 2023 – June 30, 2026 and are subject to renewal.

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: Sect 76004 Board Policy: Estimated Fiscal Impact: None*

**SUPERINTENDENT'S RECOMMENDATION:** ☒ **APPROVAL** ☐ **DISAPPROVAL**  
☐ **NOT REQUIRED** ☐ **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 10, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2023-2026**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Solano Community College District on behalf of Solano College (“COLLEGE”), 4000 Suisun Valley Road, Fairfield, CA 94534, and Vacaville Unified School District on behalf of Vacaville High School (“SCHOOL DISTRICT”), 100 West Monte Vista Ave., Vacaville, CA 95688.

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Solano Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in Solano County and within the regional service area of the COLLEGE unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness.”

WHEREAS, instruction will comply with the student enrollment requirements, curriculum guidelines, recommendations, and procedures promulgated by applicable law, the California Community College Chancellor’s Office, and COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for three (3) years beginning on July 1, 2023 and ending on June 30, 2026, and will be subject to renewal, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those courses; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of students to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses.



Sec. 2 (c)(1)

- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership. Sec. 2 (c)(3)

**2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

**3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with

applicable law and the COLLEGE standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and the COLLEGE policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE ENROLLMENT APPLICATION PROCEDURES**

- 4.1 The COLLEGE will be responsible for processing student enrollment applications.
- 4.2 The COLLEGE will provide the necessary admission and enrollment forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the application and enrollment of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE registration requires that each participating student has completed the COLLEGE enrollment application process prior to the start of the course.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs to a minimum.
- 5.3 Participating students must meet all prerequisite requirements of the COLLEGE as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog. Pass/No Pass grades are not factored into the student's college Grade Point Average (GPA); such courses may or may not be accepted by other colleges or universities or accepted by some majors.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, and tutoring are available

to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with course selection are available to students at the SCHOOL DISTRICT.

- 5.7 Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE. Reasonable accommodations for students enrolled in college courses do not necessarily align with a student's school district IEP.
- 5.8 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit and will receive the appropriate administrative notation. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.9 A course dropped within the COLLEGE drop "without a W" deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript and will not count towards the number of enrollments or attempts to complete the course.
- 5.10 Enrollment in a course offered as part of this CCAP Agreement is limited in accordance with College enrollment policies and state restrictions.

## **6. CCAP AGREEMENT COURSES**

- 6.1 The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses shall be offered and determined by the COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved by the governing boards of each district.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with the COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be

listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.

- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with the COLLEGE academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations and will remain on the student's college transcript.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with the COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors for compliance with state and COLLEGE policies.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment

monitoring and reporting to the county office of education. Sec. 2 (m)(1)

- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 COLLEGE and SCHOOL DISTRICT certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)
- 7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.7 Prior to teaching, faculty shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training may be approved and provided by the COLLEGE. Faculty will be required to comply with college attendance reporting, student referral reporting, and grade submission processes and deadlines.
- 7.8 Faculty will participate in professional development activities sponsored by the COLLEGE as required by the terms and conditions of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.9 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of the COLLEGE.
- 7.10 SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE specifically with regard to their duties as instructors.
- 7.11 The COLLEGE and SCHOOL DISTRICT jointly determine the subject areas of instruction. The COLLEGE shall determine the number of instructors and the ratio of instructors to students.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught both at the SCHOOL DISTRICT and on the COLLEGE campus. Both parties will review standards for student behavior and the student discipline process and work together in resolving behavioral issues.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with the COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including completing the enrollment application process, outreach/recruitment activities and compliance with the COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, completing the application process, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically

with regard to their duties pertaining to the COLLEGE courses.

9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

10.1 The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)

10.3 The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)

10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

## **11. CERTIFICATIONS**

11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.

11.2 The COLLEGE certifies that it has not received full compensation for the direct education costs for the courses offered as part of this CCAP Agreement from other sources.



- 11.3 The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement, whenever possible. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT students, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

- 13.1 Permanent records of student enrollment, attendance, grades and achievement for students under this CCAP agreement shall be maintained by COLLEGE.

- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes. Students enrolled in CCAP Agreement courses authorize the COLLEGE to provide a transcript to SCHOOL DISTRICT upon completion of the course.

#### **14. REIMBURSEMENT**

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

#### **15. FACILITIES**

- 15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.
- 15.4 SCHOOL DISTRICT agrees to provide instructor and students access to necessary software, websites, and to maintain IT systems essential to instruction and completion of the course.

#### **16. INDEMNIFICATION**

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent

contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.
- 17.2 For the purpose of Workers' Compensation, the COLLEGE shall be the "primary employer" for all its personnel who perform services as instructors. The COLLEGE shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by COLLEGE personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE agrees to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE personnel connected with providing services under this Agreement.

## **18. NON-DISCRIMINATION**

- 18.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **19. TERMINATION**

- 19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

## **20. NOTICES**

- 20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered, sent by email, or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

**COLLEGE**

Solano Community College District  
Solano Community College  
4000 Suisun Valley Road  
Fairfield, CA 94534  
Attn: Celia Esposito-Noy, Ed.D. – Superintendent/President, Solano Community College

**SCHOOL DISTRICT**

Vacaville Unified School District  
401 Nut Tree Rd.  
Vacaville, CA 95687  
Attn: Jane Shamieh - Superintendent

**21. INTEGRATION**

- 21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**22. MODIFICATION AND AMENDMENT**

- 22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**23. GOVERNING LAWS**

- 23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

- 24.1 For locations outside the geographical boundaries of, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**25. SEVERABILITY**

- 25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on \_\_\_\_\_ 2023

By: \_\_\_\_\_  
VACAVILLE UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_  
SOLANO COMMUNITY COLLEGE DISTRICT

## **APPENDIX**

### **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Solano Community College District (“COLLEGE”), 4000 Suisun Valley Road, Fairfield, CA 94534, and Vacaville Unified School District (SCHOOL DISTRICT”), 401 Nut Tree Rd., Vacaville, CA 95687.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that students participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

#### **1. CCAP AGREEMENT**

- a. COLLEGE and SCHOOL DISTRICT shall ensure that one public meeting is held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before July 1<sup>st</sup> and follow the protocols set forth in (a) and (b) of this section.
- d. COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
College:	David Williams, Ph.D. VP of Academic Affairs	707-864-7117	David.williams@solano.edu
School District:	Ali Eeds VUSD Director of Secondary Education	707-453-6127	aeds@vusd.solanocoe.k12.ca.us

## 2. STUDENT ENROLLMENT

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental/guardian consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, or no more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

## 3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. **CCAP AGREEMENT PROGRAM YEAR: BEGINNING FALL 2023 THROUGH FALL 2026**  
COLLEGE has identified the following three pathways, course offerings per program year, estimated students served, and projected FTES. The employer of record for all courses under this CCAP Agreement is the COLLEGE and the location of the courses is the DISTRICT. The grid below is intended to project the courses offered, subject to change based on the needs of the student cohorts within the pathway.

Pathway #1 (Courses)						
Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	
BIOT 010	BIOT 001	BIOT 010	BIOT 001	BIOT 010	BIOT 001	
Pathway #2						
Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	
BIOT 052	BIOT 062	BIOT 052	BIOT 062	BIOT 052	BIOT 062	
Pathway #3						
Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	
FIRE 050	NUTR 010	FIRE 050	NUTR 010	FIRE 050	NUTR 010	

\*Prerequisite or Placement test needed

Courses being offered in multiple sectors at same time



BEGINNING PROGRAM YEAR: 2023-2024 COLLEGE: Solano Community College

EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway

SCHOOL DISTRICT: Vacaville Unified School District

HIGH SCHOOL: Vacaville High School

**Required:** Describe the criteria used to assess the ability of students to benefit from the course(s) offered (Sec. 2 (c)(1):

- P1: Students are being prepared for college and career in the field of Biotechnology.

P2: Students are being prepared for college and career in the field of fire science and nutrition.

P3: Students are being prepared for emergency medicine and communication.

TOTAL NUMBER OF STUDENTS TO BE SERVED: 90/year	TOTAL PROJECTED FTES: 25/year
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5. **BOOKS/COURSE MATERIALS** - The total cost of books and/or materials for students participating as part of this CCAP agreement will be borne by the SCHOOL DISTRICT. The COLLEGE will make every effort to utilize the same textbooks and/or course materials throughout the term of the CCAP agreement.

Course Name <sup>1</sup>	Text/Course Materials <sup>1</sup>	ISBN	Cost <sup>2</sup>
<b>Pathway 1</b>			
BIOT010	Zero textbook cost.		0
BIOT001	Zero textbook cost		0
<b>Pathway 2</b>			
BIOT052 (Cap 45)  Business, Regulatory, and Quality Practices in Biotechnology (3 Units)	Building Biotechnology: Biotechnology Business, Regulations, Patents, Policy, and Science, 4th ed	20149781934899298	\$85
	From Alchemy to IPO, Classic (Robbins-Roth, Perseus Publishing, 2000)	Not Listed	??
	Introduction to Biomanufacturing, 2nd ed. (Northeast Biomanufacturing Center and 2017 Collaborative)	Not Listed	??
BIOT062 (Cap 24)  Cell Culture and Protein Recovery (4 Units)	DNA to Protein, Classic (Thiel, Bissen, Lyons, 2002).	Not Listed	\$65+
<b>Pathway 3</b>			
FIRE050 (Cap 30) <sup>3</sup>  Principles of Emergency Services (3 Units)	Fire and Emergency Services Orientation and Terminology, 5th ed. (Fire Protection Publications Oklahoma State University, 2011)	Not Listed Newer addition available	??
NUTR010 (Cap 50)  Nutrition (3 Units)	Understanding Nutrition, 13th ed.	978-1-133-587	\$50
	Wardlaw's Perspectives in Nutrition, 9th ed.	978-0-07-3522	\$40
	Nutrition: Science and Applications, 3rd ed.	978-1-118-288	\$70

Note 1: Course material data, maximum class size (Cap), and units taken from *Course Outline Report* (COR) unless otherwise specified.

Note 2: Estimated cost derived from internet search and may vary depending on source and availability.

Note 3: Course cap was not specified in the COR. Cap derived from SCC Class Finder.

## **6. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement and aggregated by gender and ethnicity and shall be reported annually in compliance with all applicable state and federal privacy laws. The COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A) Collection of data shall comply with COLLEGE MIS data reporting requirements.*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full- time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence,

and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## **9. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2023-2026**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Solano Community College District on behalf of Solano College (“COLLEGE”), 4000 Suisun Valley Road, Fairfield, CA 94534, and Vacaville Unified School District on behalf of Will C. Wood High School (“SCHOOL DISTRICT”), 998 Marshall Rd., Vacaville, CA 95687.

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Solano Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in Solano County and within the regional service area of the COLLEGE unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness.”

WHEREAS, instruction will comply with the student enrollment requirements, curriculum guidelines, recommendations, and procedures promulgated by applicable law, the California Community College Chancellor’s Office, and COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for three (3) years beginning on July 1, 2023 and ending on June 30, 2026, and will be subject to renewal, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those courses; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of students to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses.

Sec. 2 (c)(1)

- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership. Sec. 2 (c)(3)

**2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

**3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with

applicable law and the COLLEGE standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and the COLLEGE policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE ENROLLMENT APPLICATION PROCEDURES**

- 4.1 The COLLEGE will be responsible for processing student enrollment applications.
- 4.2 The COLLEGE will provide the necessary admission and enrollment forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant has met all the enrollment requirements, including liability and medical care coverage requirements, if any.



- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the application and enrollment of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE registration requires that each participating student has completed the COLLEGE enrollment application process prior to the start of the course.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs to a minimum.
- 5.3 Participating students must meet all prerequisite requirements of the COLLEGE as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog. Pass/No Pass grades are not factored into the student's college Grade Point Average (GPA); such courses may or may not be accepted by other colleges or universities or accepted by some majors.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, and tutoring are available

to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with course selection are available to students at the SCHOOL DISTRICT.

- 5.7 Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE. Reasonable accommodations for students enrolled in college courses do not necessarily align with a student's school district IEP.
- 5.8 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit and will receive the appropriate administrative notation. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.9 A course dropped within the COLLEGE drop "without a W" deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript and will not count towards the number of enrollments or attempts to complete the course.
- 5.10 Enrollment in a course offered as part of this CCAP Agreement is limited in accordance with College enrollment policies and state restrictions.

## **6. CCAP AGREEMENT COURSES**

- 6.1 The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses shall be offered and determined by the COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved by the governing boards of each district.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with the COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be

listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.

- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with the COLLEGE academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations and will remain on the student's college transcript.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with the COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors for compliance with state and COLLEGE policies.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment

monitoring and reporting to the county office of education. Sec. 2 (m)(1)

- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 COLLEGE and SCHOOL DISTRICT certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)
- 7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.7 Prior to teaching, faculty shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training may be approved and provided by the COLLEGE. Faculty will be required to comply with college attendance reporting, student referral reporting, and grade submission processes and deadlines.
- 7.8 Faculty will participate in professional development activities sponsored by the COLLEGE as required by the terms and conditions of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.9 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of the COLLEGE.
- 7.10 SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE specifically with regard to their duties as instructors.
- 7.11 The COLLEGE and SCHOOL DISTRICT jointly determine the subject areas of instruction. The COLLEGE shall determine the number of instructors and the ratio of instructors to students.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught both at the SCHOOL DISTRICT and on the COLLEGE campus. Both parties will review standards for student behavior and the student discipline process and work together in resolving behavioral issues.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with the COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including completing the enrollment application process, outreach/recruitment activities and compliance with the COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, completing the application process, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically

with regard to their duties pertaining to the COLLEGE courses.

9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

## **11. CERTIFICATIONS**

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 The COLLEGE certifies that it has not received full compensation for the direct education costs for the courses offered as part of this CCAP Agreement from other sources.

- 11.3 The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement, whenever possible. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT students, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

- 13.1 Permanent records of student enrollment, attendance, grades and achievement for students under this CCAP agreement shall be maintained by COLLEGE.

- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes. Students enrolled in CCAP Agreement courses authorize the COLLEGE to provide a transcript to SCHOOL DISTRICT upon completion of the course.

#### **14. REIMBURSEMENT**

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

#### **15. FACILITIES**

- 15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.
- 15.4 SCHOOL DISTRICT agrees to provide instructor and students access to necessary software, websites, and to maintain IT systems essential to instruction and completion of the course.

#### **16. INDEMNIFICATION**

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent



contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.
- 17.2 For the purpose of Workers' Compensation, the COLLEGE shall be the "primary employer" for all its personnel who perform services as instructors. The COLLEGE shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by COLLEGE personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE agrees to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE personnel connected with providing services under this Agreement.

## **18. NON-DISCRIMINATION**

- 18.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **19. TERMINATION**

- 19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

## **20. NOTICES**

- 20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered, sent by email, or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

**COLLEGE**

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

Attn: Celia Esposito-Noy, Ed.D. – Superintendent/President, Solano Community College

**SCHOOL DISTRICT**

Vacaville Unified School District  
401 Nut Tree Rd.

Vacaville, CA 95687Address

Attn: Jane Shamieh - Superintendent

**21. INTEGRATION**

- 21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**22. MODIFICATION AND AMENDMENT**

- 22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**23. GOVERNING LAWS**

- 23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

- 24.1 For locations outside the geographical boundaries of, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**25. SEVERABILITY**

- 25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on \_\_\_\_\_ 2023

By: \_\_\_\_\_  
VACAVILLE UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_  
SOLANO COMMUNITY COLLEGE DISTRICT

## **APPENDIX**

### **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Solano Community College District (“COLLEGE”), 4000 Suisun Valley Road, Fairfield, CA 94534, and Vacaville Unified School District (SCHOOL DISTRICT”), 401 Nut Tree Rd., Vacaville, CA 95687.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that students participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

#### **1. CCAP AGREEMENT**

- a. COLLEGE and SCHOOL DISTRICT shall ensure that one public meeting is held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before July 1<sup>st</sup> and follow the protocols set forth in (a) and (b) of this section.
- d. COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
College:	David Williams, Ph.D. VP of Academic Affairs	707-864-7117	David.williams@solano.edu
School District:	Ali Eeds VUSD Director of Secondary Education	707-453-6127	aeds@vusd.solanocoe.k12.ca.us

## 2.

### STUDENT ENROLLMENT

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental/guardian consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, or no more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

## 3.

### CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. **CCAP AGREEMENT PROGRAM YEAR: BEGINNING FALL 2023 THROUGH FALL 2026**  
COLLEGE has identified the following three pathways, course offerings per program year, estimated students served, and projected FTES. The employer of record for all courses under this CCAP Agreement is the COLLEGE and the location of the courses is the DISTRICT. The grid below is intended to project the courses offered, subject to change based on the needs of the student cohorts within the pathway.

Pathway #1 (Courses)						
Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	
BIOT 010	BIOT 001	BIOT 010	BIOT 001	BIOT 010	BIOT 001	
Pathway #2						
Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	
BIOT 052	BIOT 062	BIOT 052	BIOT 062	BIOT 052	BIOT 062	
Pathway #3						
Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	
FIRE 050	NUTR 010	FIRE 050	NUTR 010	FIRE 050	NUTR 010	

\*Prerequisite or Placement test needed

Courses being offered in multiple sectors at same time

BEGINNING PROGRAM YEAR: 2023-2024 COLLEGE: Solano Community College

EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway

SCHOOL DISTRICT: Vacaville Unified School District

HIGH SCHOOL: Will C. Wood High School

**Required:** Describe the criteria used to assess the ability of students to benefit from the course(s) offered (Sec. 2 (c)(1):

P1: Students are being prepared for college and career in the field of Biotechnology.  
P2/P3: Students are being prepared for college and career in the field of emergency and health services.

TOTAL NUMBER OF STUDENTS TO BE SERVED: 90/year	TOTAL PROJECTED FTES: 25/year
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5. **BOOKS/COURSE MATERIALS** - The total cost of books and/or materials for students participating as part of this CCAP agreement will be borne by the SCHOOL DISTRICT. The COLLEGE will make every effort to utilize the same textbooks and/or course materials throughout the term of the CCAP agreement.

Course Name <sup>1</sup>	Text/Course Materials <sup>1</sup>	ISBN	Cost <sup>2</sup>
<b>Pathway 1</b>			
BIOT010	Zero textbook cost.		0
BIOT001	Zero textbook cost		0
<b>Pathway 2</b>			
BIOT052 (Cap 45)  Business, Regulatory, and Quality Practices in Biotechnology (3 Units)	Building Biotechnology: Biotechnology Business, Regulations, Patents, Policy, and Science, 4th ed	20149781934899298	\$85
	From Alchemy to IPO, Classic (Robbins-Roth, Perseus Publishing, 2000)	Not Listed	??
	Introduction to Biomanufacturing, 2nd ed. (Northeast Biomanufacturing Center and 2017 Collaborative)	Not Listed	??
BIOT062 (Cap 24)  Cell Culture and Protein Recovery (4 Units)	DNA to Protein, Classic (Thiel, Bissen, Lyons, 2002).	Not Listed	\$65+
<b>Pathway 3</b>			
FIRE050 (Cap 30) <sup>3</sup>  Principles of Emergency Services (3 Units)	Fire and Emergency Services Orientation and Terminology, 5th ed. (Fire Protection Publications Oklahoma State University, 2011)	Not Listed Newer addition available	??
NUTR010 (Cap 50)  Nutrition (3 Units)	Understanding Nutrition, 13th ed.	978-1-133-587	\$50
	Wardlaw's Perspectives in Nutrition, 9th ed.	978-0-07-3522	\$40
	Nutrition: Science and Applications, 3rd ed.	978-1-118-288	\$70

Note 1: Course material data, maximum class size (Cap), and units taken from *Course Outline Report* (COR) unless otherwise specified.



Note 2: Estimated cost derived from internet search and may vary depending on source and availability.

Note 3: Course cap was not specified in the COR. Cap derived from SCC Class Finder.

## **6. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement and aggregated by gender and ethnicity and shall be reported annually in compliance with all applicable state and federal privacy laws. The COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A) Collection of data shall comply with COLLEGE MIS data reporting requirements.*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full- time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence,

and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## **9. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

AGENDA ITEM 13  
MEETING DATE April 5, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: BOARD STUDY SESSION – STUDENT SERVICES IN A  
POST-COVID ENVIRONMENT**

**REQUESTED ACTION:**

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

**SUMMARY:**

An update on Student Services will be provided at the April 5, 2023 Governing Board Meeting.

**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:* \_\_\_\_\_ *Board Policy:* \_\_\_\_\_ *Estimated Fiscal Impact:* None

**SUPERINTENDENT'S RECOMMENDATION:**

☐ APPROVAL ☐ DISAPPROVAL  
☒ NOT REQUIRED ☐ TABLE

Lisa Neeley  
Vice President of Student Services

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7000

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

March 15, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: ON-CAMPUS HOUSING PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Scion Advisory Services and HPI Architecture, the consultants working with the District on the On-Campus Housing Project, will provide a presentation on the on-going On-Campus Housing Project. The update will include a review of work on the SB169 construction grant application and P3 (Public-Private Partnership) exploration.

**STUDENT SUCCESS IMPACT:**

- ☐ Help our students achieve their educational, professional and personal goals  
☐ Basic skills education  
☐ Workforce development and training  
☐ Transfer-level education  
☒ Other: Reports provided to the Board of Trustees and the public regarding the use of bond funds.

<i>Ed. Code: NA</i>	<i>Board Policy: NA</i>	<i>Estimated Fiscal Impact: \$0</i>
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**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**

March 27, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**