

**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**

**Temporary Change in Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Steven Jones	From Engineer to Facilities Supervisor (Extended)	04/01/23-06/30/23

**Out of Class Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Porfirio Loza	Warehouse Operator	02/23/23-03/31/23

**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>
Isaiah M Acosta	Student Services Generalist	EOPS/ CARE0%	04/20/23-06/30/23	\$18.91/hr.
Attica Bowden	JLA – EMT	General	04/20/23-06/30/23	\$26.00/hr.
Kathleen Callison	Outreach/Marketing for STEAM Discovery Festival	Perkins	04/10/23-04/22/23	\$60.69/hr.
Adrienne Cary	Community Ballet Workshops	Outreach & Retention	03/04/23-04/30/23	\$69.05/hr.
Douglas Mungin	Forensics Coach – Lead	General	01/17/23-05/25/23	\$5,000.00 (lump sum)
Raymond Nelson	Custodian	General	04/20/23-06/30/23	\$15.68/hr.
Derrick Roberts	Non-Sworn PSO	General	04/20/23-06/30/23	\$26.00/hr.
Jesus Siller	Grounds Maintenance Technician	General	01/10/23-06/30/23 (revised)	\$15.68/hr.
Janene Whitesell	Forensics Coach	General	01/17/23-05/25/23	\$3,750.00 (lump sum)

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**Salvatore Abbate**  
Human Resources

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April 7, 2023

**Date Submitted**

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

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April 19, 2023

**Date Approved**

**REQUEST FOR REDUCED WORKLOAD**

In accordance with section 10.2 of the CCA/CTA/NEA Collective bargaining agreement, the following instructors are requesting a reduced workload for the 2023-2024 academic year. The reduction is authorized under section 22713 of the California Education Code. The request for a reduced workload is recommended.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reduction</u></b>
Sabine Bolz	Psychology Instructor	50%
Adrienne Cary	Computer Information Systems Instructor	40%
Nicholas Cittadino	Counselor	25%
Erin Craig	Nursing Instructor	43.5%
Sarah Donovan	Math Instructor	48.9%
Susanna Gunther	Math Instructor	50%
Margherita Molnar	Biology Instructor	50%
Maria Cristina Young	Anatomy Instructor	46.67%

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: WARRANTS – MARCH 2023

**REQUESTED ACTION:**

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

**SUMMARY:**

3/3/2023	AP Vendor Payments	11118909 - 11118991	\$529,270.09
3/3/2023	CP Vendor Payments	11118992 - 11118993	\$1,972.00
3/3/2023	QC Vendor Payments	11118994	\$990.40
3/3/2023	QD Vendor Payments	11118995 - 11118996	\$18,443.90
3/10/2023	AP Vendor Payments	11118997 - 11119062	\$410,762.69
3/10/2023	CP Vendor Payments	11119063 - 11119066	\$7,058.43
3/10/2023	QC Vendor Payments	11119067 - 11119068	\$1,839.58
3/10/2023	QD Vendor Payments	11119069 - 11119072	\$1,075,540.57
3/10/2023	QE Vendor Payments	11119073 - 11119076	\$9,701.23

CONTINUED ON NEXT PAGE:

**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: 70902 & 81656 Board Policy: 3240 Estimated Fiscal Impact: \$

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Susan Wheet  
Vice President, Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7209

**TELEPHONE NUMBER**

Susan Wheet, Finance and Administration

**VICE PRESIDENT APPROVAL**

April 7, 2023

**DATE SUBMITTED TO**

**SUPERINTENDENT-PRESIDENT**

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

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: WARRANTS – MARCH 2023**

**REQUESTED ACTION:**

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

**SUMMARY:**

3/17/2023	AP Vendor Payments	11119077 - 11119132	\$316,145.10
3/17/2023	CP Vendor Payments	11119133 - 11119135	\$1,278.66
3/17/2023	QC Vendor Payments	11119136	\$4,625.00
3/17/2023	QE Vendor Payments	11119137 - 11119138	\$89,550.75
3/24/2023	AP Vendor Payments	11119139 - 11119259	\$336,263.10
3/24/2023	CP Vendor Payments	11119260 - 11119262	\$5,249.00
3/24/2023	QC Vendor Payments	11119263 - 11119264	\$890.50
3/24/2023	QD Vendor Payments	11119265 - 11119273	\$1,226,441.85
3/24/2023	QE Vendor Payments	11119274 - 11119278	\$134,964.94
3/31/2023	AP Vendor Payments	11119279 - 11119342	\$184,101.68
3/31/2023	QC Vendor Payments	11119343 - 11119346	\$9,134.78
3/31/2023	QD Vendor Payments	11119347 - 11119351	\$57,467.76
3/31/2023	QE Vendor Payments	11119352 - 11119356	\$71,679.49
<b>Total Vendor Payments</b>			<b>\$4,493,371.50</b>

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

**TO:** MEMBERS OF THE GOVERNING BOARD

**SUBJECT:** FINANCE & ADMINISTRATION CONSENT AGENDA – PSA’S

**REQUESTED ACTION:** APPROVAL

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**PERSONAL SERVICES AGREEMENTS**

**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>
Regina Lamourelle	Will provide one 2-hour interactive lecture in Southern California with a synchronous group of participants in Northern California via video conference. Consultant will be responsible for all preparation and delivery of information.	04/20/23-05/25/23	\$1,500.00

**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>
Derek Clark dba Never Limit Your Life	Will present the keynote address at the Solano Foster Kinship Care Education annual event to be held on May 12, 2023 in Vacaville, California.	05/12/23-05/25/23	\$2,500.00

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

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

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April 7, 2023  
**Date Submitted**

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April 19, 2023  
**Date Approved**

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

**TO: MEMBERS OF THE GOVERNING BOARD**

**SUBJECT: FINANCE & ADMINISTRATION CONSENT AGENDA –  
CONTRACT RENEWALS UNDER \$50,000**

**REQUESTED ACTION: APPROVAL**

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**CONTRACT SERVICES AGREEMENT RENEWALS – UNDER \$50,000**

**Finance and Administration  
Susan Wheel, Vice President**

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Mark A Clementi, Ph.D	Consultant to provide services for SCC Police Department activities including: Standard Pre-Employment Psychological Evaluations (\$725 each + \$49 online testing fee); Return to Fitness/Duty Psychological Evaluations (\$885 each + \$49 online testing fee); and Critical Incident Stress Debriefing (\$350 for first hour and \$285 for each additional hour)	03/15/23-06/30/23	Not to Exceed \$6,400.00
Total Compensation Systems, Inc	GASB 74/75 actuarial valuation services as of June 30, 2023, and anticipated roll-forward valuation as of June 30, 2024. Valuation for 2023 = \$9,300 (or \$8,460 if paid by 5/31/23); Roll-Forward Valuation 2024 = \$4,700 (\$4,230 if paid by 5/31/23)	05/01/23-05/31/24	Not to Exceed \$12,600.00

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

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April 7, 2023  
**Date Submitted**

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

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April 19, 2023  
**Date Approved**

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

**TO: Members of the Governing Board**

**SUBJECT: NOTICE OF COMPLETION FOR CONSTRUCTION  
SERVICES FOR TESTING AND REPAIR SERVICES FOR  
THE FIBER NETWORK RING REPAIR PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for Testing and Repair Services for the Fairfield Fiber Network Ring Repair Project Notice of Completion. On October 19, 2022, a Contract was awarded to Integrity Data & Fiber Inc. for the Fairfield Fiber Network Ring Repair Project.

The work on this project is complete, and at this time the District gives notice and certifies that:

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

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i> NA	<i>Board Policy:</i> NA	<i>Estimated Fiscal Impact:</i> \$0
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**SUPERINTENDENT'S RECOMMENDATION:** ☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton  
Vice President, Facilities & Executive Bonds Manager

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

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Lucky Lofton  
Vice President, Facilities & Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

April 10, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

RECORDING REQUESTED BY:

When recorded mail to:

Lucky Lofton, Vice President, Facilities & Executive Bonds Manager  
Solano Community College District  
4000 Suisun Valley Road  
Fairfield, CA 94534

**Notice of Completion**

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

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

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

NAMES

ADDRESSES

- 
6. Work of modernization on the property hereinafter described was completed on: 04/19/23
  7. The Project Name is: Fiber Ring Repair Project
  8. DSA Number (if applicable): N/A
  9. The contractor for such work of modernization is: Integrity Data & Fiber Inc.
  10. The name of the contractor's Surety Co. is: The Ohio Casualty Insurance Company
  11. The date of contract between the contractor and the above owner is: October 19, 2022
  12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, CA 94534
  13. APN #: 0027-242-110
  14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Restore full function and integrity to the campus optical fiber network ring at the LLRC building – replace splice case, repair fiber patch, test, remove temporary fiber, and install labels.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner – Celia Esposito-Noy, Ed. D.  
Solano Community College District

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**Verification**

I, undersigned, say:

I am \_\_\_\_\_

("President," "Owner," "Manager," etc.)

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

I declare under penalty of perjury that the foregoing is correct and true.

Executed on \_\_\_\_\_, at Fairfield, California.  
(City or Town where signed)



AGENDA ITEM 13.(a)  
MEETING DATE April 19, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: APPROVAL OF BOARD POLICY 1018 NOTIFICATION OF  
ABSENCE OR REQUEST TO PARTICIPATE IN BOARD  
MEETINGS REMOTELY**

**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 1018 is being presented for approval.

**STUDENT SUCCESS IMPACT:**

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

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

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

Celia Esposito-Noy  
Superintendent-President

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7299

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

March 29, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## DRAFT CHANGES FOR BOARD POLICY 1018

### SOLANO COMMUNITY COLLEGE DISTRICT NOTIFICATION OF ABSENCE **OR REQUEST TO PARTICIPATE IN BOARD MEETINGS REMOTELY**

1018 POLICY:

#### NOTIFICATION OF ABSENCE

Each Board member shall notify the President or Secretary of the Board when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as is possible.

**The Board President shall determine if the absence complies with conditions stated in Board Policy 1014.**

#### REQUEST TO PARTICIPATE REMOTELY

In accordance with AB 2449 (2022), a member of the legislative body may request to participate remotely if one of the following are met:

1. the member notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for "just cause" (as defined by AB 2449), including a general description of the circumstances relating to their need to appear remotely at the given meeting; or
2. the member requests the legislative body to allow them to participate in the meeting remotely due to "emergency circumstances" and the legislative body takes action to approve the request.
3. The legislative body must request a general description (generally not exceeding 20 words) of the circumstances relating to their need to appear remotely at the given meeting.

The bill defines "just cause" and "emergency circumstances" for the purposes of teleconferencing. "Just cause" is limited to one or more of the following:

- (i) a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely;
- (ii) a contagious illness that prevents a member from attending in person;
- (iii) a need related to a physical or mental disability as defined by statute; or
- (iv) travel while on official business of the legislative body or another state or local agency. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

AB 2449's teleconference procedures may not be used by a member of the legislative body to teleconference for a period of more than three consecutive months or 20% of the regular meetings within a calendar year, or more than two meetings if the legislative body meets fewer than 10 times per calendar year.

Members participating remotely must do so through both audio and visual technology and must publicly disclose whether any individual over the age of 18 is present at the remote location with the member.

REFERENCES/ AUTHORITY: Solano Community College District Governing Board ADOPTED: March 18, 1987 REVISED: June 6, 2007; **April 19, 2023**; Reviewed June 2, 2010 REVIEWED: March 1, 2017; October 5, 2022

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SUMMER WORK SCHEDULE

**REQUESTED ACTION:**

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

**SUMMARY:**

The below summer work schedule options are being presented to the Governing Board for approval. Solano Community College will be open for business Monday through Friday during the 2023 summer session. The District is recommending that departments provide alternate work schedule options to staff so long as the core needs of the District are met. The alternative work schedules must be approved in advance by the department manager and are dependent on department needs and staff availability. The alternate summer schedule will begin June 5, 2023, and end July 28, 2023. The following are the summer schedule options:

- 5/8 schedule (5 days a week, 8 hours a day) – CSEA/Local 39/ALG
- 4/10 schedule (4 days a week, 10 hours a day) – CSEA/Local 39/ALG

**STUDENT SUCCESS IMPACT:**

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

Ed. Code: 88040 Board Policy: N/A Estimated Fiscal Impact: N/A

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7281

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

April 7, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: NEW CLASSIFIED MANAGER JOB DESCRIPTION:  
ASSISTANT ATHLETIC DIRECTOR**

**REQUESTED ACTION:**

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

**SUMMARY:**

The following job description is presented for Governing Board approval. The Assistant Athletics Director assists the Director in developing, organizing, coordinating, and monitoring the activities and operations of the Athletics Department, including assisting with budget management, strategic planning, sport supervision, eligibility, compliance with Bay Valley Conference (BVC), California Community College Athletic Association (CCCCAA), Federal, State, District, and Title IX guidelines and requirements, as well as the coordination of Athletics facilities and scheduling. This position will be placed on the Manager salary schedule at range 40.

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: 88009*

*Board Policy: 4010, 4720*

*Estimated Fiscal Impact: \$77,203.19 Plus  
Benefits Yearly*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7281

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

April 7, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## **SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION**

### **CLASS TITLE: ASSISTANT ATHLETICS DIRECTOR (Classified Manager)**

#### **BASIC FUNCTION:**

Under the direction of the Athletics Director, the Assistant Athletics Director assists the Director in developing, organizing, coordinating, and monitoring the activities and operations of the Athletics Department, including assisting with budget management, strategic planning, sport supervision, eligibility, compliance with Bay Valley Conference (BVC), California Community College Athletic Association (CCCAA), Federal, State, District, and Title IX guidelines and requirements, as well as the coordination of Athletics facilities and scheduling.

The Assistant Athletics Director oversees the areas of Athletics Training/Sports Medicine and is responsible for supervising and evaluating Athletics Training Room/Sports Medicine staff and Athletics Assistants. This position has direct oversight of game-day operations and is responsible for the administration and coordination of the District's COVID-19 precautions and protocols as they apply to Athletics, including ensuring that Athletics COVID-19 protocols remain current and in compliance with established BVC, CCCAA, and District guidelines, as well as conducting COVID-19 training for all student-athletes and Athletics department personnel and serving on campus health and safety committees and workgroups as needed.

The Assistant Athletics Director works closely with the campus Title IX Coordinator to ensure that campus Title IX and sexual misconduct policies, procedures, and practices comply with the most recent regulations and guidance from appropriate government agencies. This position assists the Title IX Coordinator in responding to and investigating reports and complaints, providing Title IX training and education to all campus constituents, and evaluating campus Title IX policies, procedures, practices, and trainings for effectiveness.

This position has direct oversight over student-athlete academic support and leadership development, including supervising the Academic Athletic Mentor Program (AAMP) and working closely with Student Services staff to ensure that student-athletes, particularly those from disproportionately-impacted populations, receive academic support services and resources needed to improve student-athlete academic success outcomes and reduce equity gaps.

#### **DISTINGUISHING CHARACTERISTICS:**

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

##### **Athletics Department Management and Operations**

- Assist with all aspects of managing and operating the District's Athletics department.
- Assist with budget development/management and coordinating purchasing.
- Coordinate student athlete outreach events

- Provide assistance with short- and long-range Athletics department strategic planning.
- Serve as curriculum and scheduling liaison to the Dean's Office regarding Athletics and Kinesiology courses.
- Provide sport supervision, as assigned.
- Oversee Athletics Training/Sports Medicine operations.
- Supervise and evaluate Athletics Assistants.
- Assist with ensuring compliance with the CCCAA constitution.
- Assist with student-athlete eligibility.
- Work with administrative assistant to coordinate eligibility meetings and submission of required District and CCCAA forms.
- Monitor team practices to ensure compliance with CCCAA and District guidelines.
- Assist with supervising game administration for home athletics competitions per BVC and CCCAA guidelines.
- Oversee and coordinate home game operations, including staffing, ticketing, statistics, and officials.
- Provide assistance with the management and coordination of Athletics facilities and scheduling.
- Assure assessment and compliance with risk management regarding Athletics facilities and student insurance.
- Assist with team travel logistics, including transportation, lodging, meal money, and the general release for team travel.
- Assist in marketing and promoting Athletics department activities and fundraising.
- Monitor all activities and postings on Presto Athletics website and social media platforms.
- Organize and manage summer athletic camps.
- Represent Athletics department at BVC and CCCAA meetings and conventions.
- Serve as acting Athletics Director in the Director's absence, as assigned.

### **Gender Equity and Title IX**

- Assist with ensuring Athletics department compliance with gender equity and Title IX.
- Support the Title IX Coordinator in ensuring that campus Title IX policies, procedures, and practices comply with the most recent regulations and guidance from appropriate government agencies.
- Assist the Title IX Coordinator with investigations and informal resolutions of campus Title IX complaints involving faculty, staff and students.
- Support the Title IX Coordinator with developing and delivering campus training, education, and awareness programming pertinent to Title IX.
- Assist the Title IX Coordinator in evaluating campus policies, procedures, practices, and educational efforts relating to Title IX/prohibited gender-based discrimination for effectiveness.

**Student-Athlete Equity and Academic Support**

- Represent Athletics department on campus committees and workgroups relating to promoting Diversity, Equity, and Inclusion.
- Oversee and coordinate student-athlete leadership development programs and activities, including DEI education for Athletics faculty, staff, and student-athletes.
- Supervise and coordinate the Athletic Academic Mentor Program (AAMP).
- Work closely with Student Services staff to ensure academic support services and resources are provided to student-athletes, particularly those from disproportionately-impacted populations, with the goal of improving student-athlete academic success outcomes and reducing equity gaps.

**Health and Safety**

- Supervise the administration of all aspects of the Athletics department health and safety precautions and protocols and ensure compliance with District and CCCAA health protocols.
- Coordinate required physical exams for student athletes.
- Oversee annual and ongoing health and safety precautions and protocols training for all student-athletes and Athletics department personnel.

**MINIMUM QUALIFICATIONS:****Education & Experience:**

Bachelor's Degree from a regionally accredited institution is required.

AND

Experience working effectively with diverse populations including evidence and understanding of equity, responsiveness, and sensitivity to the diverse academic, socioeconomic, cultural, ability/disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**Preferred Qualifications:**

Master's Degree in athletics administration, physical education, kinesiology, sports medicine, or related field of study.

Experience of at least 3 years in athletics compliance, athletics development/finance, sports medicine, or athletics academic support services.

Exposure to conference, state, or national athletic organizations; knowledge of the California Community College Athletic Association policies and procedures.

**KNOWLEDGE & ABILITIES:**

The successful candidate will work as a part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.

**LANGUAGE SKILLS:** Ability to read and interpret documents and district and departmental policies and procedures, safety rules, operating and maintenance manuals.

Ability to write routine reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary.

**MATHEMATICAL SKILLS:** Ability to perform basic math skills, and calculate mileage for District vehicle use if needed; ability to perform calculations involving units of weights and measures, and rates and percentages.

**REASONING ABILITY:** Ability to work without close supervision, exercise initiative and good judgment to assure a safe and secure environment for students and student-athletes. Ability to solve practical problems and deal with a variety of situations. Ability to follow an emergency plan for issues with equipment or facilities.

**CERTIFICATIONS, LICENSES, REGISTRATION:** A valid California Driver License and automobile insurance; First Aid, AED, and CPR certificates issued by an authorized agency.

**PHYSICAL DEMANDS:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees assigned to this classification regularly lift, carry and/or move objects weighing up to 25 pounds. Some employees assigned to this classification occasionally lift, carry and/or move objects weighing up to 50 pounds.

**WORK ENVIRONMENT:** The work environment is typically indoor and outdoor, with the possibility of exposure to rain, wind and, on occasion, dirty work conditions.

Board approved:



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

**TO: Members of the Governing Board**

**SUBJECT: NEW CLASSIFIED MANAGER JOB DESCRIPTION:  
DIRECTOR OF ONLINE EDUCATION**

**REQUESTED ACTION:**

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

**SUMMARY:**

The following job description is presented for Governing Board approval. The Director of Online Education provides program direction for the technical and administrative operations of online education. Oversees the Canvas Learning Management System (LMS). Provides faculty support for shell development and develops policies to align the Online Learning program with state and federal guidelines. Provides backup for technical support for the Canvas Learning Management System (LMS), as needed. This position will be placed on the Manager salary schedule at range 38. This position will be grant funded.

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: 88009*

*Board Policy: 4010, 4720*

*Estimated Fiscal Impact: \$71,378.69 Plus  
Benefits Yearly*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7281

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

April 7, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATIONS

CLASS TITLE: DIRECTOR OF ONLINE EDUCATION (Classified Manager)

### **Description:**

Under supervision of the Vice President of Academic Affairs, and in conjunction with the Faculty Coordinator for the College's Distance Education program, the Director of Online Education provides program direction for the technical and administrative operations of online education. Oversees the Canvas Learning Management System (LMS). Provides faculty support for shell development and develops policies to align the Online Learning program with state and federal guidelines. Provides backup for technical support for the Canvas Learning Management System (LMS), as needed.

### **Distinguishing Characteristics**

The Director of Online Education performs a variety of duties to support instructors, administrators, and students participating in the District's Online Education program. Assists in developing policies that promote equity, benefit student retention, high-quality online courses, and compliance with state and federal guidelines. The Director develops and maintains processes to assist in the evaluation of online courses and the Online Education Program while significantly interfacing with faculty, administration, students, and staff. The Director will maintain oversight on behalf of the College for the California Virtual College (CVC) initiative.

### **REPRESENTATIVE DUTIES:**

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

- Supports the College's peer online course review process as part of a larger review team.
- Supervises staff devoted to online education.
- Assists and provides support to the Online Education program, including: technologist, Faculty coordinator and DE Committee.
- Oversees the migration to and support of the District's course management system(s); prepares migration progress statistics and analytics of the course management system.
- Promotes an institutional culture of equity-focused, high-quality instruction and service deeply rooted in continuous improvement.
- Collaborates with the Online Education team to improve the quality and accessibility of online education and online student services.
- Advises evaluation teams in the assessment of online courses.
- Trains, supervises, and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

- Works with Information Technology staff to coordinate Online Education services offered to students and faculty; creates and maintains a program web page; advises in the selection of software programs to improve quality online instruction.
- Plans, organizes, and implements long- and short-term programs and activities designed to develop and support online education.
- Develops and prepares the budget for Online Education; advocates for additional support and resources to address gaps in training, equity, and development.
- Provides hands-on consulting with faculty on course design for blended, hybrid, and online courses.
- Presents on-campus and online structured professional development training and learning opportunities for faculty and classified staff through individual consultation, programs, and workshops.
- Provides assistance and guidance to faculty and students on the proper use of Distance Learning systems.
- Provides technical support for faculty for course development.
- Assists with maintaining up-to-date information on the online course schedule.
- Responds to Online Education Helpdesk tickets when needed.
- Maintains documentation for Canvas upgrades.
- Serves as video conferencing system co-administrator for the College (currently Zoom).
- Manages and organizes documentation for accreditation and reporting purposes and assists in course auditing to meet ACCJC standards.
- Ex-officio member of the Distance Education Committee
- Develops introductory materials for faculty and students for online learning.
- Maintains currency in knowledge and trends related to teaching and learning and application of technology to enhance teaching and learning of diverse populations.
- Assist in maintaining a fair and collaborative work environment and commitment to teamwork, mutual trust and respect.
- Performs broader instructional design and support projects as needed and assigned.
- Performs additional duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree from a regional accredited institution in, Design/Technology, educational technology, instructional technology, or related field.

**OR**

- Bachelor's degree with one year of formal training, internship, or leadership experience reasonably related to this assignment.

**AND**

- Experience working effectively with diverse populations including evidence and understanding of equity, responsiveness, and sensitivity to the diverse academic, socioeconomic, cultural, ability/disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**Preferred Qualifications:**

- Master's degree from a regional accredited institution in, Design/Technology, educational technology, instructional technology, or related field.

**OR**

- Master's degree with one year of formal training, internship, or leadership experience reasonably related to this assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women, and students with disabilities.
- Knowledge of the needs of community college students and the education practices and innovations that support student success.
- Ability to effectively manage and lead diverse populations.
- Ability to review and interpret federal grant requirements, state program requirements, and contracts.
- Knowledge of effective principles and practices of administration, supervision and training.
- Ability to maintain accurate records including timesheets, expenditure reports, and financial records.
- Knowledge of district organization, operations, policies and ability to use sound judgment.
- Strong oral and written communication skills, especially as they apply to grants.
- Ability to effectively represent the program and college at public events.
- Computer skills including use of word processing and various software programs required for filing reports, and for tracking and analyzing data.
- Plan, organize, direct and evaluate the operations of the grant, programs, and projects.

- Interpret, apply and enforce pertinent laws, rules and regulations.
- Prepare clear, concise and comprehensive statistical reports.
- Establish and maintain cooperative and effective working relationships with others.
- Train, supervise and evaluate personnel.
- Meet schedules and timelines.
- Ability to work with limited direction and supervision, exercise confidentially and discretion.
- Communicate effectively both orally and in writing.
- Work and communicate with students of diverse academic, socio-economic and cultural backgrounds including students with disabilities.
- Write reports and maintain budgets.

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

While performing the duties outlined in this classification, the employee in this classification is regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file. The employee in this classification may be required to conduct work at other campus locations.

The employee assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Work Environment:

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

The work assigned to this classification is typically performed in an administrative office environment. Some travel to/from the centers and main campus may be required. While performing the duties of this classification, the employee regularly works at a computer for long periods of time and is regularly exposed to interruptions and the hazards of working with video display terminals. Hours may include evenings and weekends.

Board Approved:

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

**TO: Members of the Governing Board**

**SUBJECT: PROPOSED CONTRACT WITH INTELLISITE, LLC TO  
PROVIDE SAFETY AND SECURITY MONITORING  
SOLUTIONS**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the proposed Contract Agreement with Epic IO for the design and installation of the SCaaS (Smart Community as a Service), to address the needs of today's communities with the latest state-of-the-art safety and security monitoring solutions. We are obtaining pricing through CMAS (California Multiple Award Schedule) to reduce costs. The total one-time cost for equipment and installation is \$166,122.00, which will be paid with safety credits. Recurring monthly subscription costs of \$9,598.00 will be paid with past and future parking fees.

A copy of the proposal is attached.

**STUDENT SUCCESS IMPACT:**

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

*Government Code: 4217.10 Board Policy: 3020 Estimated Fiscal Impact: \$166,122.00*

**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**

April 7, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## ESTIMATE



Estimate #	1093
Date	Mar 6, 2023
Total	\$100,372.00 USD

**Pacific West Electric inc.**

Reg. No: CSLB#1027508  
 3661 Bausell st  
 Sacramento Ca 95821  
 United States  
 Phone: (916)349-6416  
 pacificwestelectricinc@gmail.com

Estimate To:  
 elpidio.compres@gmail.com

#	Tasks	Quantity	Rate	Amount
1.	LABOR	197 1	\$135.00	\$26,595.00
#	Products	Quantity	Unit Price	Amount
1.	200 watt 500k flood light for pole	100	\$319.00	\$31,900.00
2.	Keystone 8" Circular Retrofit Kit - 0-10V Dimming - 3K / 35K / 4K / 5K - 2,100 thru 3,200 Lumens - 120-277V	290	\$107.00	\$31,030.00
3.	70 watt LED wall pack	13	\$139.00	\$1,807.00
4.	277volt photocell	8	\$36.00	\$288.00
5.	#12 thhn wire white	2,000	\$0.55	\$1,100.00
6.	#2 thhn wire black	2,000	\$0.55	\$1,100.00
7.	150 watt 5000k w/photocell slip base	8	\$319.00	\$2,552.00
8.	40" boom lift	1	\$4,000.00	\$4,000.00

**Terms & Conditions**

10% down of the job \$9637.20

cost of the boom lift to be paid up front \$4000.00 total \$13,637.20

\$30,000.00 due in two weeks after start of job and remainder after completion \$56,734.80

**Notes**

cost for the lift \$4000

Sub Total \$100,372.00 USD  
 Total \$100,372.00 USD

<p>Remove the old light fixtures and replace with new 200 watt 5000k</p> <p>retrofit fixtures under solar panels</p> <p>install new circuits for cameras</p>	
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**EPIC iO**

# SAFER, SMARTER & MORE CONNECTED

We have prepared a quote for you

**Solano College - Campus wide Site Protection**

Quote # 002002  
Version 1

Prepared for:

**Solano Community College - Fairfield Campus**

Brian Travis  
[brian.travis@solano.edu](mailto:brian.travis@solano.edu)



# EPIC iO

SAFER  
SMARTER  
& MORE  
CONNECTED

Thursday, April 06, 2023

Solano Community College - Fairfield Campus

Brian Travis

4000 Suisun Valley Road

Fairfield, CA 94534

brian.travis@solano.edu

Dear Brian,

Epic IO's Smart Community as a Service (SCaaS) brings immediate value to local communities across the country as an affordable monthly subscription. Delivered as a cloud-based or on-premises solution, Epic IO SCaaS addresses the needs of today's communities with the latest state-of-the-art safety and security monitoring solutions.

Epic IO's SCaaS solution helps communities efficiently and cost-effectively manage safety and security with the intent to reduce crime rates. Epic IO offers a complete video management solution featuring AI-based edge analytics, sensors, video recording, LED lighting and loudspeakers. Epic IO provides remote and interactive access to video footage via fiber or LTE/cellular networks.

Epic IO is with you every step of the way. Epic IO will help you plan, design, implement and operate your IoT, Safety and Security and Computer Vision deployments. Epic IO offers a turnkey solution paired with best-in-class customer experience. Please do not hesitate to reach out to me with your questions and concerns. I can be reached at [elpidio.compres@epicio.com](mailto:elpidio.compres@epicio.com).

Thank you and I look forward to working with you.

Elpidio

EPIC iO



[sales@epicio.com](mailto:sales@epicio.com)



[epicio.com](https://epicio.com)





## Subscriptions - 5 Year (Monthly Pricing)

Product Details		Quantity
IOT-UIGAI-5YR	<b>UIG with AI Capability - 5 Year Rental</b> Rugged edge compute gateway with AI capability. Remote site design included. 5 year rental.	21
IOT-CAM-FXDBLT-5YR	<b>Fixed Bullet Camera - 5 Year Rental</b> Fixed Bullet Camera - 5 Year Rental	64
IOT-CAM-PAN-DOME-5YR	<b>Indoor/Outdoor 180° Panoramic Dome Camera - 5 Year Rental</b> Indoor/outdoor 180° panoramic dome camera. 5 year.	8
IOT-CAM-PTZDOME-5YR	<b>PTZ Speed Dome Camera - 5 Year Rental</b> Pan-tilt-zoom (PTZ) outdoor speed dome camera with 30x zoom. 5 year rental.	1
DVAI-SMVR-5YR	<b>DeepInsights AI Module: Vehicle Recognition (LPR)</b> Vehicle make, model, color, and license plate recognition with real-time alerting. 5 year subscription.	8
IOT-DI-ENTEDGE-5YR	<b>DeepInsights Enterprise Edge - 5 Year Subscription</b> DeepInsights Enterprise Edge license. 5 year subscription.	18
IOT-DI-ESS-5YR	<b>DeepInsights Essential - 5 Year Subscription</b> DeepInsights dashboard and video management. Priced per stream. 5 year subscription.	1
IOT-CARE-PKG-5YR	<b>IntelliCare Maintenance Plan - 5 Year Subscription</b> The IntelliCare Maintenance Plan covers system health monitoring, remote support, and advanced replacement per system. 5 year subscription.	21

Monthly - 5 Year Subtotal: **\$9,598.00**

## Professional Services

Product Details		Discount Price	Qty	Total Amount
IOT-UIG-OSFI	<b>UIG On-Site Field Install</b>  Installation costs are currently Budgetary/ROM and subject to change based upon final acceptance of site design/statement of work.	\$3,000.00	21	\$63,000.00





## Professional Services

Product Details		Discount Price	Qty	Total Amount
Service - Fixed Fee	<b>Service - Fixed Fee</b>  Fixed fee labor for service or project work to be completed by Pacific West Electric Inc.  Reg. No: CSLB#1027508 3661 Bausell st Sacramento Ca 95821 United States Phone: (916)349-6416 pacificwestelectricinc@gmail.com  Pacific West Electric Inc. is a third party vendor not related to EPIC iO and EPIC iO cannot be held accountable for their actions or delivery.	\$100,372.00	1	\$100,372.00

Subtotal: **\$163,372.00**

## Shipping

Description		Price	Qty	Ext. Price
Shipping	<b>Shipping</b> Shipping	\$250.00	11	\$2,750.00

Subtotal: **\$2,750.00**





# EPIC iO

SAFER  
SMARTER  
& MORE  
CONNECTED

## Solano College - Campus wide Site Protection

### Prepared by:

**EPIC iO**

Elpidio  
9176206979  
elpidio.compres@epicio.com

### Prepared for:

**Solano Community College - Fairfield Campus**

4000 Suisun Valley Road  
Fairfield, CA 94534  
Brian Travis  
(707) 864-7000  
brian.travis@solano.edu

### Quote Information:

**Quote #: 002002**

Version: 1  
Delivery Date: 04/05/2023  
Expiration Date: 04/20/2023

## Quote Summary

Description	Recurring Interval	Recurring Amount	One-Time Amount
Subscriptions - 5 Year (Monthly Pricing)	Monthly - 5 Year	\$9,598.00	
Professional Services			\$163,372.00
Shipping			\$2,750.00
Total:		\$9,598.00	\$166,122.00

Jurisdictional taxes will be applied whenever applicable. Shipping, handling, and other fees may also apply. We reserve the right to cancel orders arising from pricing or other errors.

**EPIC iO**

**Solano Community College - Fairfield Campus**

Signature: \_\_\_\_\_

Name: Elpidio Compres

Title: \_\_\_\_\_

Date: 04/05/2023

Signature: \_\_\_\_\_

Name: Susan Wheet

Date: \_\_\_\_\_



## Document Type:

Site Design Document (SDD) REV 4

Date: April 5th, 2023

Project Type: Smart City Security & General Surveillance / LPR

Project Name: Solano Community College  
4000 Suisun Valley Rd  
Fairfield, CA 94534

Customer Name: Solano College  
Brian Travis






Provided by: Steve Peterson, Pre-Sales Engineer

Epic iO Contacts: Steve Peterson, Pre-Sales Engineer, 801-369-2069,  
[steve.peterson@epicio.com](mailto:steve.peterson@epicio.com)



Symbol Legend

- C = Camera
- P = Pole
- UA = UIG (AI)
- UX = UIG (XT)
- AR = Arm (of pole)
- SP = Solar Panel
- IO = IoT Sensor
- S = Speaker
- ST = Strobe Light
- W = WiFi
- P2P = Point-to-Point Radio
- T = Trailer
- C6 = CAT6 Cable

Description	Icon
UIG (AI) Universal IoT Gateway With edge compute	
Fixed AI Camera	
Bullet LPR Camera	
PTZ Speed Dome Camera	
Fixed Dome Camera	

Description	Icon

Description	Icon

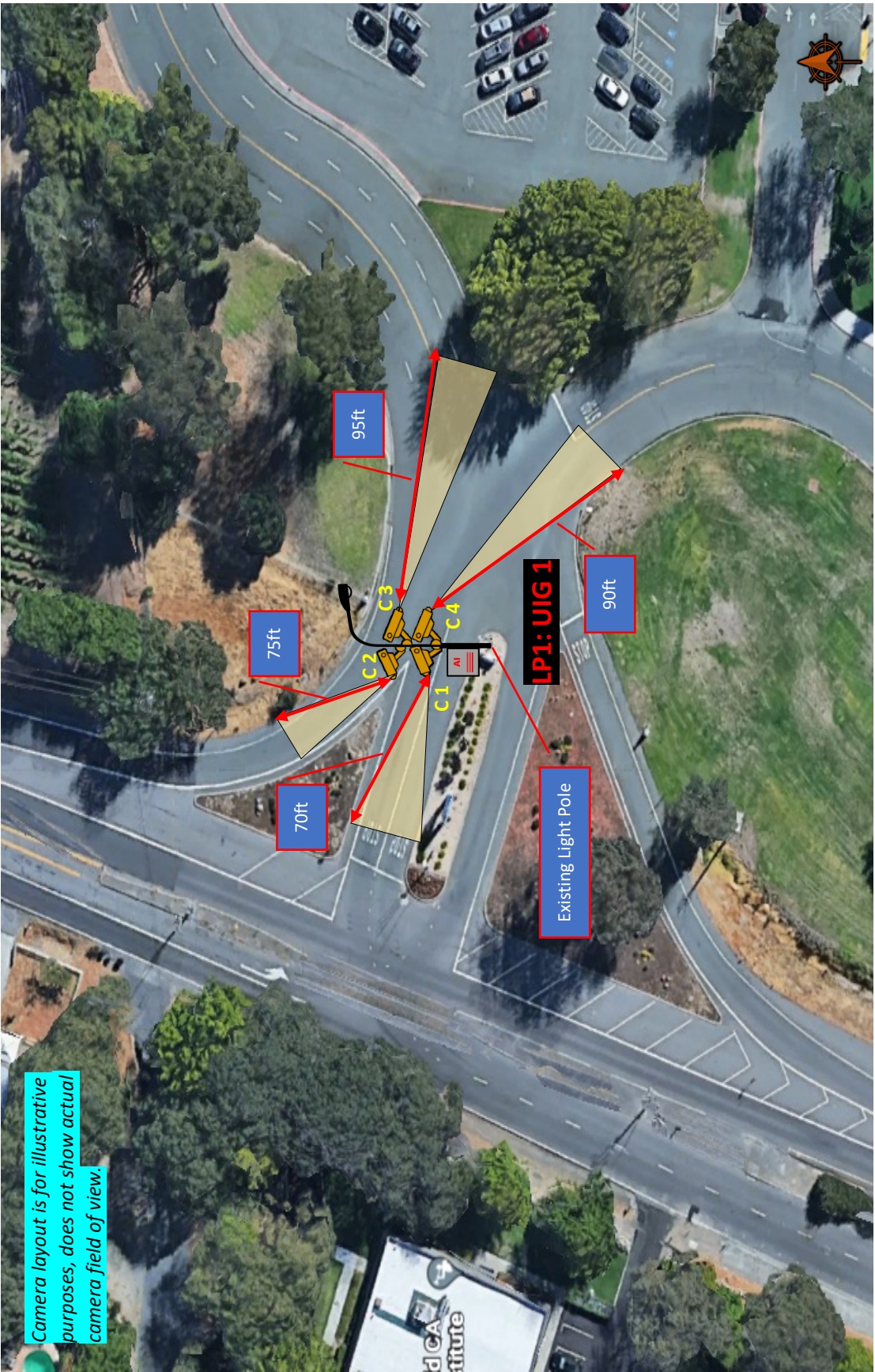















Description	Icon

# Assumptions

- The pictures depicted in this document are intended to represent a preliminary high level site design for the suggested Epic iO, project for the Customer.
- The outlined illustrations below were created to show approximate installation locations, hardware types, quantities, and (Select Capture Type) capture zones for the intended purpose of visual aid and to assist in building the Build of Materials (aka: B.O.M).
- All Cameras shown in this document will be utilizing (Constant Power 120VAC). All images and data will be transmitted utilizing (Cellular LTE) to Epic iO DeepinSights software platform where all plate captures and data will be processes, stored and analyzed based on the rules provided and agreed upon between the end user and the Epic is Engineering Team also listed within this scope of work document.
- For questions regarding hardware and software setup and compliance, please reach out to the Pre-Sales Engineer at the contact listed above.
- Epic iO is NOT responsible for equipment and associated hardware that may become damaged due to vandalism or “Acts of God”. Any equipment and associated hardware replacement cost including re-installation will be the responsibility of the customer.
- Customer is responsible for obtaining and purchasing any required permitting and/or authorization in order to successfully install this solution as depicted within the site drawings.
- Customer will be responsible for calling in and scheduling underground utility located for all areas impacted in this project for the areas depicted within the site drawings.
- Video footage and telemetry retention for DeepInsight is currently set for up to 30days based on 60% scene activity for 4 (2MP cameras).
- DeepInsight alert triggers will be setup by Epic iO and will be sent to the person(s) provided by the end user.
- DeepInsights dashboard configuration to be setup by Epic iO.
- All (Solution Type(s)) and associated mounting hardware shall be provided by (Epic iO) to the end user (Solano College) for installation at the proposed (site(s)) shown within this statement of work document. Hardware to be shipped include the following.



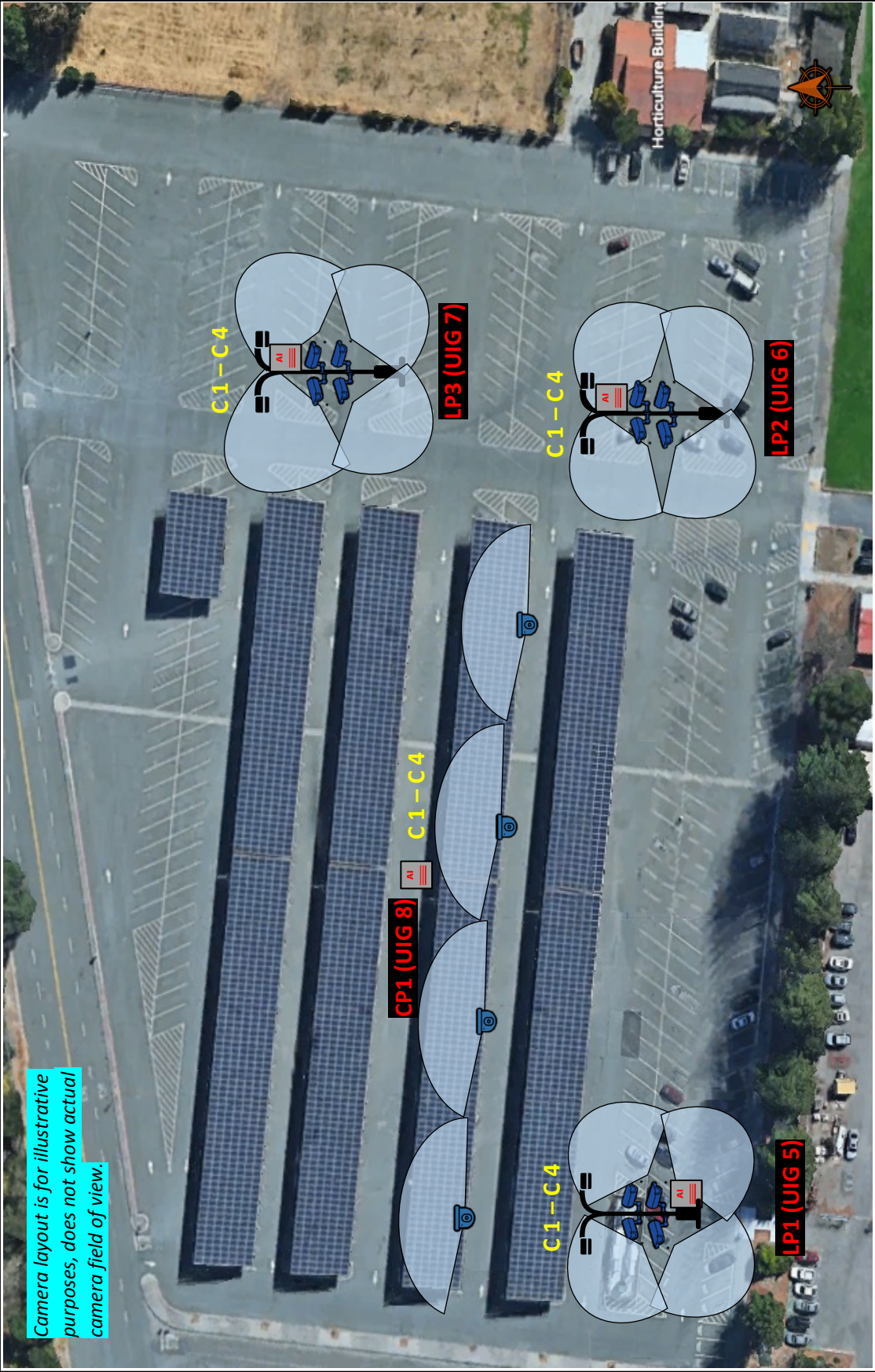











PROJECT BOM					
QTY	Product Code	Description	Type	Note	
56	IOT-CAM-FXDBLT-5YR	Fixed Bullet Camera – 5 Year Rental	Hardware	AI Fixed outdoor IR bullet camera. 5 Year rental.	
8	IOT-CAM-PAN-DOME-5YR	AI 180° Panoramic Mini Dome Network Camera	Hardware	AI Fixed outdoor IR bullet camera. 5 Year rental.	
8	IOT-CAM-FXDBLT-5YR	Fixed Bullet Camera (4x zoom) – 5 Year Rental	Hardware	LPR IR Fixed bullet camera. 5 Year rental.	
1	IOT-CAM-PTZDOME-5YR	PTZ Speed Dome Camera – 5 Year Rental	Hardware	Pan-tilt-zoom(PTZ) outdoor speed dome camera with 30x zoom. 5year rental.	
21	IOT-UIGAI-5YR	UIG with AI Capability - 5 Year Rental	Hardware	Rugged edge compute gateway with AI capability. Remote site design included. 5 Year rental.	
18	IOT-DI-ENTEDGE-5YR	DeepInsights Enterprise Edge AI (4 Streams) - 5 Year Subscription	Software	DeepInsights Enterprise Edge license. 5 year subscription.	
1	IOT-DI-ADV-5YR	DeepInsights Advanced AI (1 Stream) - 5Yr Sub	Software	On-camera video analytics, DeepInsights dashboard and video management, and AI software license (module). Includes camera and software set up and calibration. 5 year subscription.	
8	DVAI-SMVR-5YR	DeepInsights LPR License – 5 Year Rental	Software	For cameras using LPR within DeepInsights (per camera)	
21	IOT-CARE-PKG-5YR	IntelliCare Maintenance Plan - 5 Year Subscription	Software	The IntelliCare Maintenance Plan covers system health monitoring, remote support, and advanced replacement per system. 5year subscription.	
33					
21	IOT-UIG-OSFI	Installation of all Hardware	Service	Installation costs are currently Budgetary / ROM and subject to change based upon final acceptance of site design / statement of work.	

Equipment Layout Overview	Solano College <a href="#">North Entry / Exit</a>	Site 1: North Entry / Exit	Notes	Equipment List																											
<div>Camera layout is for illustrative purposes, does not show actual camera field of view.</div> 	<div><div>Light Poles Details</div><div>(LP1) North Entry / Exit</div><div>1 UIG AI, 4 LPR fixed</div><div>Bullet Cam (4X zoom)</div><div>Total:</div><div>1 UIG AI</div><div>4 Bullet LPR</div></div>			<table><tr><th colspan="3">Cameras</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td>C 1 </td><td>Fixed LPR Bullet</td><td>Pole Mount</td></tr><tr><td>C 2 </td><td>Fixed LPR Bullet</td><td>Pole Mount</td></tr><tr><td>C 3 </td><td>Fixed LPR Bullet</td><td>Pole Mount</td></tr><tr><td>C 4 </td><td>Fixed LPR Bullet</td><td>Pole Mount</td></tr></table> <table><tr><th colspan="3">Other Hardware</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td>UIG </td><td>AI</td><td>Pole Mount</td></tr></table>	Cameras			Name	Type	Mounting	C 1 	Fixed LPR Bullet	Pole Mount	C 2 	Fixed LPR Bullet	Pole Mount	C 3 	Fixed LPR Bullet	Pole Mount	C 4 	Fixed LPR Bullet	Pole Mount	Other Hardware			Name	Type	Mounting	UIG 	AI	Pole Mount
Cameras																															
Name	Type	Mounting																													
C 1 	Fixed LPR Bullet	Pole Mount																													
C 2 	Fixed LPR Bullet	Pole Mount																													
C 3 	Fixed LPR Bullet	Pole Mount																													
C 4 	Fixed LPR Bullet	Pole Mount																													
Other Hardware																															
Name	Type	Mounting																													
UIG 	AI	Pole Mount																													
<div><div>Image detail portrays 2MP camera at 90ft away.</div><div><div>Day - Ideal</div><div>Dark With IR</div></div><div><div>62.0 ppf</div><div>90 ft</div><div>Away</div><div>Warning results may vary depending on light and camera</div></div></div>			<div>Camera QTYs and types are subject to change. Further site visits maybe required to select the appropriate camera hardware for best coverage.</div>																												
<div><div>Customer is responsible for providing 120V constant power at each location, for UIG and camera power.</div><div>Customer is responsible for providing all work permits and traffic control for equipment installation or replacement.</div></div>																															

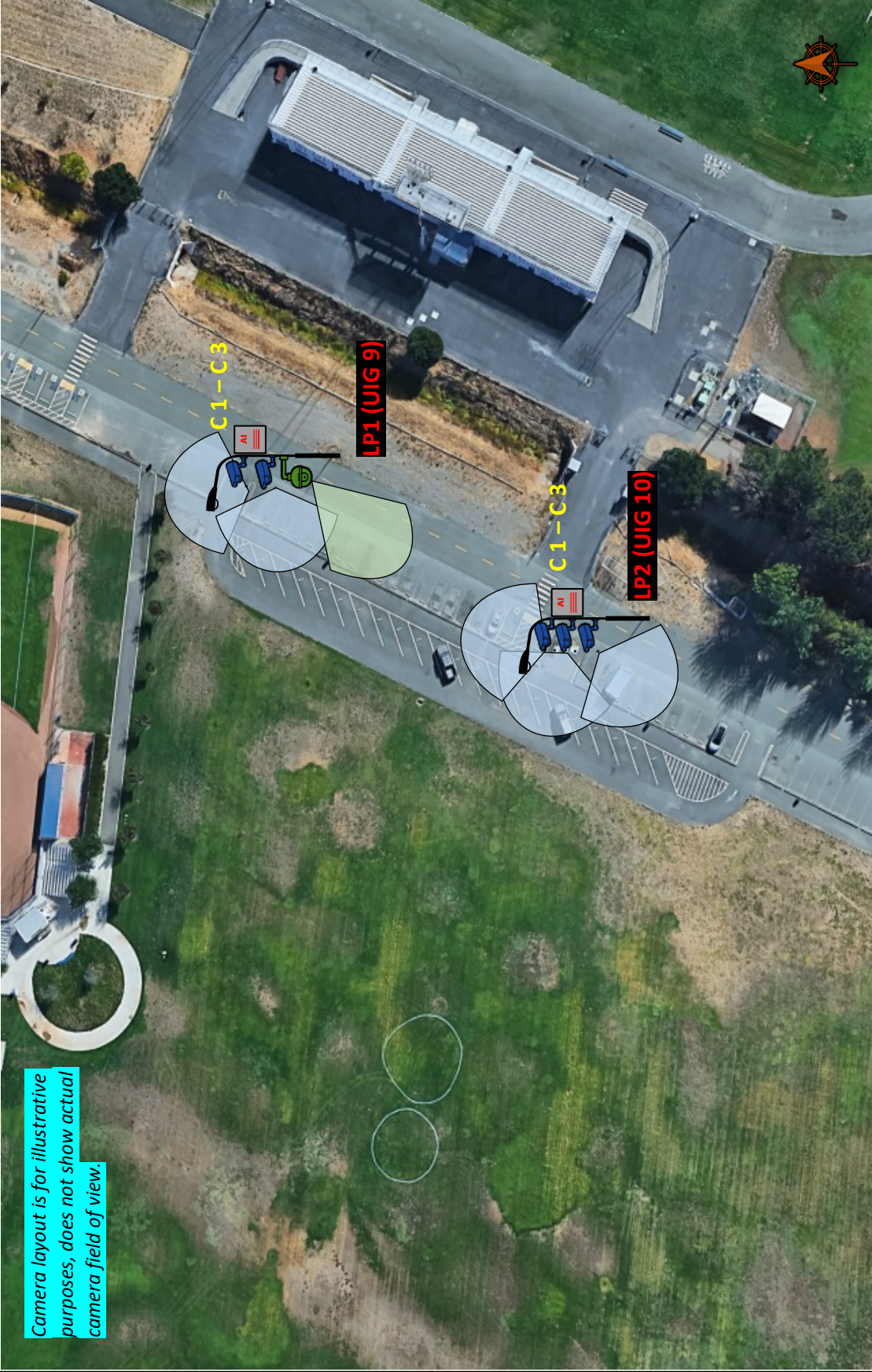


























Equipment Layout Overview	Solano College North Parking Lot	Site 3: Northeast Parking Lot	Notes	Equipment List																					
<div>Camera layout is for illustrative purposes, does not show actual camera field of view.</div> 			<p><b>Light Poles &amp; Solar Covered Parking Details</b></p> <p>(LP1) North Parking Lot 1 UIG AI, 4 Fixed Bullet Cams</p> <p>(LP2) North Parking Lot 1 UIG AI, 4 Fixed Bullet Cams</p> <p>(LP3) North Parking Lot 1 UIG AI, 4 Fixed Bullet Cams</p> <p>(CP1) North Covered Parking 1 UIG AI, 4 Fixed Dome 180 Cams</p> <p>Total: 4 UIG Ai 4 Fixed 180 dome cams 12 Fixed bullets cams</p>	<table><tr><th colspan="3">Cameras</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td></td><td>Fixed Bullet</td><td>Pole Mount</td></tr><tr><td></td><td>Fixed Dome</td><td>Surface Mount</td></tr></table> <p>Camera QTYs and types are subject to change. Further site visits maybe required to select the appropriate camera hardware for best coverage.</p> <table><tr><th colspan="3">Other Hardware</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td>UIG </td><td>AI</td><td>Pole Mount</td></tr></table>	Cameras			Name	Type	Mounting		Fixed Bullet	Pole Mount		Fixed Dome	Surface Mount	Other Hardware			Name	Type	Mounting	UIG 	AI	Pole Mount
Cameras																									
Name	Type	Mounting																							
	Fixed Bullet	Pole Mount																							
	Fixed Dome	Surface Mount																							
Other Hardware																									
Name	Type	Mounting																							
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<div>Image detail portrays 2MP camera at 50ft away.</div> <div><div>Day - Ideal</div></div> <div><div>Dark With IR</div></div> <div><div>39.7 ppf</div><div>50 ft Away</div><div>Warning results may vary depending on light and camera</div></div>																									



Equipment Layout Overview	Solano College <a href="#">Softball Field Parking</a>	Site 4: Softball Field Parking	Notes	Equipment List																					
<div>Camera layout is for illustrative purposes, does not show actual camera field of view.</div> 	<div>Light Poles Details</div> <div>(LP1) Parking Lot near Softball Field</div> <div>1 UIG AI, 2 Fixed Bullet Cams</div> <div>1 PTZ</div> <div>(LP2) Parking Lot near Softball Field</div> <div>1 UIG AI, 3 Fixed Bullet Cams</div> <div>Total:</div> <div>2 UIG AI</div> <div>1 PTZ cam</div> <div>5 Fixed Bullet cams</div>			<table><tr><th colspan="3">Cameras</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td></td><td>Fixed Bullet</td><td>Pole Mount</td></tr><tr><td></td><td>PTZ Speed Dome</td><td>Pole Mount</td></tr></table> <table><tr><th colspan="3">Other Hardware</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td>UIG </td><td>AI</td><td>Pole Mount</td></tr></table>	Cameras			Name	Type	Mounting		Fixed Bullet	Pole Mount		PTZ Speed Dome	Pole Mount	Other Hardware			Name	Type	Mounting	UIG 	AI	Pole Mount
	Cameras																								
	Name	Type	Mounting																						
		Fixed Bullet	Pole Mount																						
		PTZ Speed Dome	Pole Mount																						
Other Hardware																									
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Equipment Layout Overview	Storage Buildings	Site 5: Storage Buildings	Notes	Equipment List																			
<div>Camera layout is for illustrative purposes, does not show actual camera field of view.</div> 	<div><div>Day - Ideal</div><div></div></div> <div>Image detail portrays 2MP camera at 50ft away.</div> <div><div>39.7 ppf</div><div><div>50 ft</div><div>Away</div></div></div> <div>Warning results may vary depending on light and camera</div> <div><div>Dark With IR</div><div></div></div>			<div><div>Light Poles Details</div><div>(Bldg. 1) Building Structure near Baseball fields</div><div>1 UIG AI, 1 Fixed Bullet Cam</div></div> <div>Total: 1 UIG AI 1 Fixed Bullet Cams</div>	<table><tr><th colspan="3">Cameras</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td></td><td>Fixed Bullet</td><td>Wall Pendant Mount</td></tr></table> <table><tr><th colspan="3">Other Hardware</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td>UIG </td><td>AI</td><td>Pole Mount</td></tr></table> <div>Camera QTYs and types are subject to change. Further site visits maybe required to select the appropriate camera hardware for best coverage.</div>	Cameras			Name	Type	Mounting		Fixed Bullet	Wall Pendant Mount	Other Hardware			Name	Type	Mounting	UIG 	AI	Pole Mount
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Equipment Layout Overview	Solano College <a href="#">South Parking Lot</a>	Site 6: Southwest Parking Lot	Notes	Equipment List												
			<b>Light Poles Details</b>													
			(LP1) South Park Lot 1 UIG AI, 4 Fixed Bullet Cam													
			(LP2) South Park Lot 1 UIG AI, 4 Fixed Bullet Cam													
			(LP3) South Park Lot 1 UIG AI, 4 Fixed Bullet Cams													
			(LP4) South Park Lot 1 UIG AI, 4 Fixed Bullet Cams													
			Total: 4 UIG AI 16 Fixed bullets cams													
				<div>Cameras</div> <table><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td></td><td>Fixed Bullet</td><td>Pole Mount</td></tr></table> <div>Other Hardware</div> <table><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td>UIG </td><td>AI</td><td>Pole Mount</td></tr></table> <p>Camera QTYs and types are subject to change. Further site visits maybe required to select the appropriate camera hardware for best coverage.</p>	Name	Type	Mounting		Fixed Bullet	Pole Mount	Name	Type	Mounting	UIG	AI	Pole Mount
Name	Type	Mounting														
	Fixed Bullet	Pole Mount														
Name	Type	Mounting														
UIG	AI	Pole Mount														

Image detail portrays 2MP camera at 50ft away.

Day - Ideal

39.7 ppf  
50 ft Away  
Warning: results may vary depending on light and camera

Dark With IR

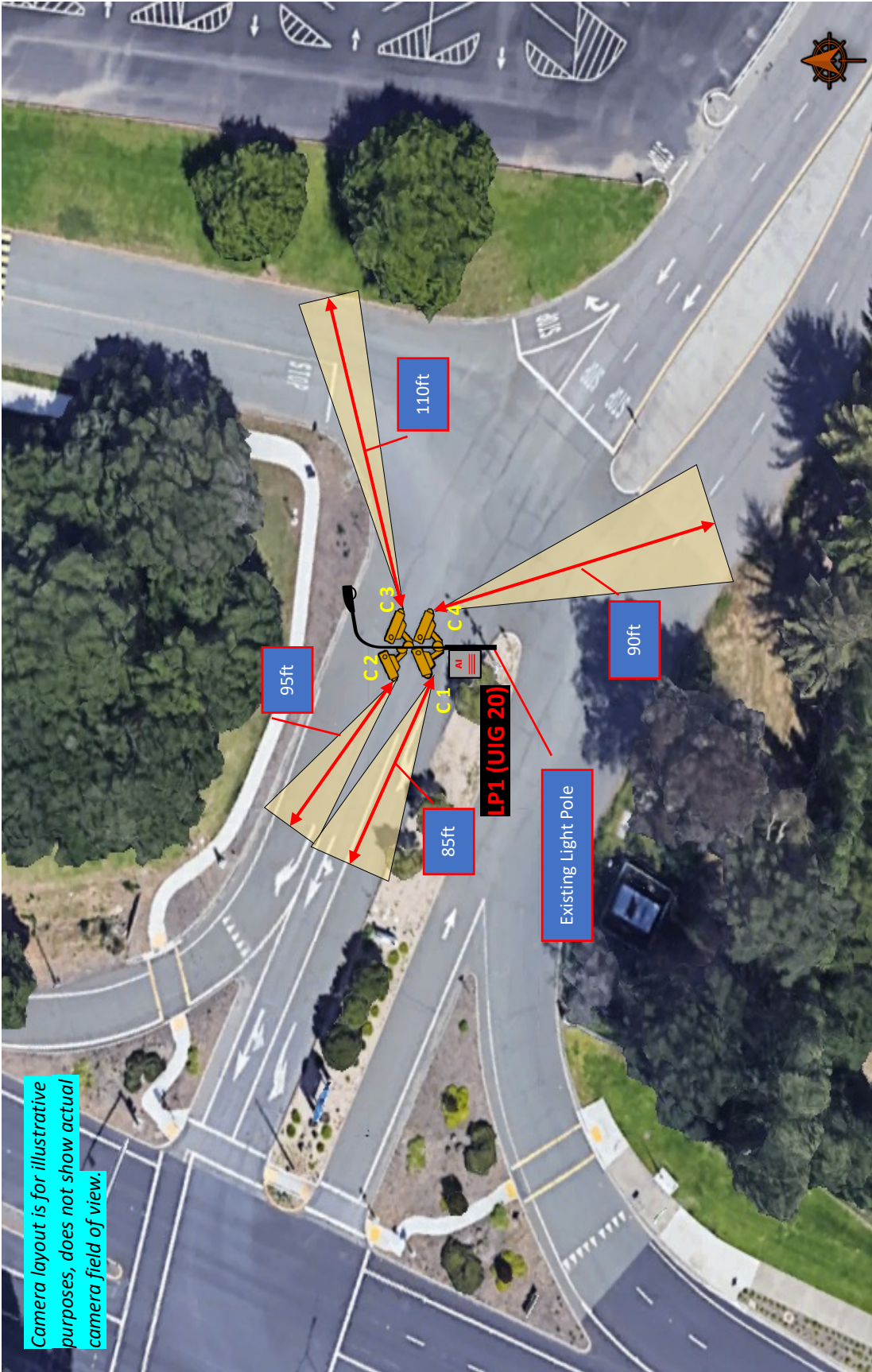















Customer is responsible for providing 120V constant power at each location, for UIG and camera power.

Customer is responsible for providing all work permits and traffic control for equipment installation or replacement.



Equipment Layout Overview	Solano College <a href="#">South Parking Lot</a>	Site 7: Southeast Parking lot	Notes	Equipment List																		
			<p><b>Light Poles Details</b></p> <p>(LP1) South Park Lot 1 UIG AI, 4 Fixed Bullet Cam</p> <p>(LP2) South Park Lot 1 UIG AI, 4 Fixed Bullet Cam</p> <p>(CP1-CP3) South Covered Parking 2 UIG AI, 5 Fixed Dome 180 Cams</p> <p>Total: 4 UIG AI 8 Fixed bullet cams 4 Fixed 180 dome cams</p>	<table><tr><th>Icon</th><th>Type</th><th>Mounting</th></tr><tr><td></td><td>Fixed Bullet</td><td>Pole Mount</td></tr><tr><td></td><td>Fixed Dome</td><td>Surface Mount</td></tr></table> <table><tr><th colspan="3">Other Hardware</th></tr><tr><th>Icon</th><th>Type</th><th>Mounting</th></tr><tr><td></td><td>AI</td><td>Pole Mount</td></tr></table> <p>Camera QTYs and types are subject to change. Further site visits maybe required to select the appropriate camera hardware for best coverage.</p>	Icon	Type	Mounting		Fixed Bullet	Pole Mount		Fixed Dome	Surface Mount	Other Hardware			Icon	Type	Mounting		AI	Pole Mount
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Equipment Layout Overview	Site 8: South Entry / Exit	Notes	Equipment List																											
<div>Camera layout is for illustrative purposes, does not show actual camera field of view.</div> 	<p><b>Light Poles Details</b></p> <p>(LP1) South Entry / Exit</p> <p>1 UIG AI, 4 fixed LPR Bullet Cam</p> <p>Total:</p> <p>1 UIG AI</p> <p>4 Fixed Bullet LPR</p>	<table><tr><th colspan="3">Cameras</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td>C 1 </td><td>Fixed LPR Bullet</td><td>Pole Mount</td></tr><tr><td>C 2 </td><td>Fixed LPR Bullet</td><td>Pole Mount</td></tr><tr><td>C 3 </td><td>Fixed LPR Bullet</td><td>Pole Mount</td></tr><tr><td>C 4 </td><td>Fixed LPR Bullet</td><td>Pole Mount</td></tr></table>	Cameras			Name	Type	Mounting	C 1 	Fixed LPR Bullet	Pole Mount	C 2 	Fixed LPR Bullet	Pole Mount	C 3 	Fixed LPR Bullet	Pole Mount	C 4 	Fixed LPR Bullet	Pole Mount	<table><tr><th colspan="3">Other Hardware</th></tr><tr><th>Name</th><th>Type</th><th>Mounting</th></tr><tr><td>UIG </td><td>AI</td><td>Pole Mount</td></tr></table>	Other Hardware			Name	Type	Mounting	UIG 	AI	Pole Mount
		Cameras																												
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C 2 	Fixed LPR Bullet	Pole Mount																												
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Equipment Layout Overview	Solano College Pool Area	Site 9: Pool Area	Notes	Equipment List															
<div></div>			<p><b>BLDG 2 Details</b></p> <p>(BLDG 2) Pool area 1 UIG AI, 2 Fixed Bullet Cam</p> <p>Total: 1 UIG AI 2 Fixed bullet cams</p>	<table><tr><th>Icon</th><th>Type</th><th>Mounting</th></tr><tr><td></td><td>Fixed Bullet</td><td>Wall Mount</td></tr></table> <table><tr><th colspan="3">Other Hardware</th></tr><tr><th>Icon</th><th>Type</th><th>Mounting</th></tr><tr><td></td><td>AI</td><td>Pole Mount</td></tr></table> <p>Camera QTYs and types are subject to change. Further site visits maybe required to select the appropriate camera hardware for best coverage.</p>	Icon	Type	Mounting		Fixed Bullet	Wall Mount	Other Hardware			Icon	Type	Mounting		AI	Pole Mount
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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM**

**TO: Members of the Governing Board**

**SUBJECT: AFFILIATE AND SUBAWARD AGREEMENTS WITH  
UNIVERSITY OF CALIFORNIA, DAVIS FOR IDEA-CBMS  
STUDY**

**REQUESTED ACTION:**

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

**SUMMARY:** Board approval is requested for Affiliate and Subaward Agreements with University of California, Davis, for a study to Increase Diversity, Equity, and Advancement in Cell Based Manufacturing Sciences (IDEA-CBMS). The California Institute for Regenerative Medicine is the prime sponsor and awarded Solano Community College with a grant for \$2,894,500.00.

The subaward initial period of performance is 5/1/2023 through 12/31/2023 with \$17,500 in funding (carryover restricted). The incrementally estimated total (5/1/2023 through 12/31/2027) is \$87,500.00.

Copies of the Affiliate and Subaward Agreements are attached.

**STUDENT SUCCESS IMPACT:**

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

<i>Government Code: N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$87,500.00</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**

April 7, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## TRAINING AGREEMENT

THIS AGREEMENT is made and entered into by and between The Regents of the University of California, a corporation described in California Constitution Art. IX, Sec. 9, on behalf of University of California Davis Health ("UNIVERSITY"), and, the Trustees of Solano Community College, on behalf of Solano Community College ("AFFILIATE").

### RECITALS

WHEREAS, AFFILIATE operates approved courses and such courses require directed observation and/or practical experience for students ("Trainees") in various fields of study; and

WHEREAS, UNIVERSITY has facilities for furnishing directed observation and/or practical experience and is able and willing to furnish such practical experience to AFFILIATE'S Trainees; and

WHEREAS, UNIVERSITY has determined that provision of such experience to AFFILIATE'S Trainees furthers its mission of teaching, research, public service and patient care,

NOW, THEREFORE, the parties agree as follows:

#### 1. UNIVERSITY PERFORMANCE

UNIVERSITY will:

- A. Designate a staff member to coordinate Trainees' schedules and activities at UNIVERSITY, and to act as liaison with AFFILIATE.
- B. Provide practical experience and observational opportunities at UNIVERSITY to Trainees. The selection of activities for Trainee experience and/or observation will be made only by UNIVERSITY. UNIVERSITY shall provide appropriate personnel to supervise Trainees while they are at UNIVERSITY.
- C. Provide classroom, conference space, and lockers at UNIVERSITY to the extent such space is available and necessary to achieve adequate training of Trainees, and permit Trainees and AFFILIATE personnel to use the library and cafeteria facilities at their own expense. Trainees and AFFILIATE personnel shall provide their own transportation.
- D. Not decrease the normal complement of its staff as a result of the assignment of Trainees.
- E. Limit the number of Trainees, have final selection rights, and provide periodic evaluations and progress reports on each Trainee to AFFILIATE.
- F. Permit, upon reasonable notice, its clinical facilities to be inspected by agents charged with the responsibility for accreditation of AFFILIATE, such inspection being limited to the scope necessary for accreditation of AFFILIATE'S Program.
- G. Provide identification badges to Trainees and AFFILIATE personnel. Trainees and AFFILIATE personnel must pay for lost badges.
- H. Provide orientation seminar to each Trainee and AFFILIATE personnel, including Health Insurance Portability and Accountability Act ("HIPAA") training.
- I. Provide a criminal background investigation for Trainees and AFFILIATE personnel.
- J. Provide Privacy and Security course training and testing for Trainees and AFFILIATE personnel.

#### 2. AFFILIATE PERFORMANCE

AFFILIATE will:

- A. Designate a staff member to coordinate Trainees' schedules and activities at UNIVERSITY, and to act as liaison with UNIVERSITY ("AFFILIATE liaison").
- B. AFFILIATE liaison shall coordinate all Trainees' schedules through the following UNIVERSITY office:

Human Resources Training and Development Office  
University of California, Davis, Medical Center  
2730 Stockton Boulevard, Suite 2600  
Sacramento, CA 95817  
(916) 734-2676

- C. Provide to UNIVERSITY the names of Trainees and AFFILIATE personnel proposed for assignment to UNIVERSITY sufficiently in advance of the start of this program to allow for scheduling of Trainees. AFFILIATE shall assign only properly prepared, qualified and insured Trainees and AFFILIATE personnel to UNIVERSITY. Trainees' schedules shall be arranged as mutually satisfactory by AFFILIATE and UNIVERSITY.
- D. Provide certification that each Trainee and any AFFILIATE personnel who come to UNIVERSITY in performance of this Agreement have been immunized against those communicable diseases specified in the UNIVERSITY Health Clearance Criteria, a copy of which is attached hereto as Exhibit A and by this reference is incorporated herein.
- E. Require its Trainees and AFFILIATE personnel to conform to the dress policy of the UNIVERSITY department to which they are assigned.
- F. Inform each TRAINEE and STAFF that he/she shall not: (a) drive or ride in an ambulance; (b) drive on behalf of UCD or AFFILIATE; (c) transport patients by automobile; and (d) except for driving his/her personal vehicle to and from training sites (including patient homes), operate a vehicle in the course and scope of activities under this Agreement.
- G. Inform each Trainee and AFFILIATE personnel that he/she shall be subject to a criminal background investigation before beginning training, instructing or observing at UNIVERSITY.
- H. Inform each Trainee and AFFILIATE personnel of each provision of this Agreement, and make its best efforts to ensure that each Trainee and AFFILIATE personnel understands and complies with each provision of this Agreement.
- I. Inform each Trainee that they are required to provide a CPR certificate if requested.
- J. Inform each Trainee that he/she shall be required to attend an orientation seminar, including Health Insurance Portability and Accountability Act (HIPAA) training.
- K. Inform each Trainee that he/she shall be required to participate and receive a passing grade in UNIVERSITY'S Privacy and Security Course training and testing.
- L. Advise Trainee that neither UNIVERSITY nor AFFILIATE assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation in a learning activity at UNIVERSITY facility.

3. JOINT UNIVERSITY AND AFFILIATE RESPONSIBILITIES

- A. Both UNIVERSITY and AFFILIATE agree not to discriminate in the selection or acceptance of any Trainee pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition (cancer-related) as defined in section 12926 of the California Government Code, ancestry, or marital status; or citizenship, within the limits imposed by law or University policy.
- B. Acceptance into practical/clinical experience programs offered by UNIVERSITY does not denote any promise of future employment.
- C. Each Trainee participating under the terms of this Agreement shall be enrolled in the Program at AFFILIATE for academic credit.
- D. Trainees and AFFILIATE personnel will be subject to the policies, rules, and regulations of UNIVERSITY while on duty at UNIVERSITY.
- E. UNIVERSITY and AFFILIATE each reserve the right to refuse to accept or to terminate assignment of any Trainee or AFFILIATE personnel participating under the terms of this Agreement for any cause. A statement of reasons for refusal or termination will be provided to the affected institution.

- F. UNIVERSITY shall hold each Trainee and AFFILIATE personnel responsible for reimbursing UNIVERSITY for all emergent and nonemergent medical and surgical services provided to that Trainee or AFFILIATE personnel. Trainees and AFFILIATE personnel are in no way required to seek medical or surgical care from UNIVERSITY, including care for injuries or illnesses resulting from activities within the terms of this Agreement.
- G. All Trainees and AFFILIATE personnel proposed by AFFILIATE for practical experience at UNIVERSITY pursuant to this Agreement shall be subject to a background check arranged and paid for by UNIVERSITY prior to acceptance by UNIVERSITY for clinical experience at UNIVERSITY facilities.

4. FINANCIAL OBLIGATIONS

Neither party has any financial obligation to the other party under the terms of this Agreement.

5. INSURANCE AND INDEMNIFICATION

The parties' respective indemnification and insurance rights and obligations will be governed by the terms of the attached STANDARD INDEMNIFICATION AND INSURANCE LANGUAGE BETWEEN SOLANO COMMUNITY COLLEGE AND THE UNIVERSITY OF CALIFORNIA, which is attached hereto as Exhibit B and by this reference is incorporated herein.

- A. All Trainees performing Academic Internships or Service-Learning who are registered in for-credit courses at AFFILIATE campus and for which the Academic Internship or Service-Learning experience is required are covered with general and/or professional liability insurance through the Northern California Community College Self-Insurance Authority (NCCCSIA).

6. TRAINEE STATUS

- A. UNIVERSITY is responsible only for the actions of its respective officers, agents and employees. AFFILIATE is responsible only for the actions of its respective officers, agents, and employees.
- B. Trainees and AFFILIATE personnel assigned to UNIVERSITY for training, instructing or observing pursuant to this Agreement shall be considered neither employees nor students of UNIVERSITY.
- C. UNIVERSITY does not assume any liability as a result of damages or injuries that arise from Trainees or AFFILIATE personnel traveling to or from UNIVERSITY.
- D. The parties expressly understand and agree that the Trainees enrolled in the program are in attendance for educational purposes, and such Trainees are not considered employees of either UNIVERSITY or AFFILIATE for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance.

7. PERIOD OF AGREEMENT

The term of this Agreement shall commence as of the date last signed by the parties below (the "Effective Date"), and shall continue through December 31, 2027, unless earlier terminated pursuant to Section No. 9 below, and may be extended by mutual written agreement of the Parties.

8. TERMINATION

Either party may terminate this Agreement without cause at any time by giving sixty (60) days advance written notice of termination to the other party. Either party may terminate this Agreement for breach by giving thirty (30) days written notice to the other party. Such termination shall not affect the Trainees then enrolled in the clinical program and they shall be allowed to complete their rotation notwithstanding such termination.

9. NOTICES

Any legal notices required or authorized by this Agreement shall be in writing and sent by certified mail, return receipt requested, addressed as follows:

To UNIVERSITY	To AFFILIATE
UC Davis Health Contracts Sherman Building, Suite 2300 2315 Stockton Boulevard Sacramento, CA 95817	Solano Community College Fiscal Services 4000 Suisun Valley Road Fairfield, CA 94534

10. AMENDMENTS OR ADDENDA

Additions to this original Agreement may be made by properly executed written amendments or addenda only.

11. ASSIGNMENT

No party to this Agreement may assign the Agreement, assign rights under the Agreement, or delegate duties under the Agreement without the prior written consent of the other party hereto. Except as specifically provided in this Agreement, any attempted assignment or delegation of a party's rights, claims, privileges, duties or obligations hereunder shall be null and void.

12. ENTIRE AGREEMENT

This Agreement, together with Exhibits A and B, contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter.

(Signature page to follow)

By their signatures below, the parties agree to be bound by the terms of this Agreement:

SOLANO COMMUNITY COLLEGE

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

APPROVED BY:

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

Annie Reyes-Salgado, MBA  
Director, Supply Chain Management and Contracting  
Services  
UC Davis Health Hospital

Date \_\_\_\_\_



**EXHIBIT A**  
**UNIVERSITY HEALTH CLEARANCE CRITERIA**

**Mandatory MEASLES (RUBEOLA) Criteria:**

Proof of immunity to measles. Acceptable criteria:

- Positive serology for Antibody to Measles is required (**copy of lab slip**).
- OR**
- Documentation of **TWO** measles shots in lifetime.

**Mandatory RUBELLA (GERMAN MEASLES) Criteria:**

Proof of immunity to Rubella. Acceptable criteria:

- Positive serology for Antibody to Rubella is required (**copy of lab slip**).
- OR**
- Documentation of **TWO** immunizations for Rubella (**MMR, MR, Rubella immunization**).

**Mandatory COVID 19 Criteria:**

- Evidence of vaccination from elsewhere or vaccinated at UNIVERSITY Employee Health Services (EHS).

**Mandatory TUBERCULOSIS (TB) Criteria:**

- Evidence of PPD skin test results within 1 year. **TWO** Step required with second test within 90 days.  
Or Quantiferon lab result within 90 days.
- If Trainee is already PPD Positive:  
Evidence of a chest x-ray within the last 90 days and interview the Trainee for TB symptoms (symptom interview).

*TB clearance is required annually for all health care providers by either a skin test or a symptom interview.*

**Mandatory SEASONAL FLU VACCINE** – is offered yearly.

- Evidence of vaccination from elsewhere or vaccinated at EHS during flu season (roughly Nov 1<sup>st</sup> to April 1<sup>st</sup>).

**Mandatory immunity or declination VARICELLA (CHICKEN POX) Criteria:**

Proof of immunity to Varicella. Acceptable criteria:

- Varicella (VZ) by serology, not history (**copy of lab slip**).
- OR**
- **TWO** Varivax injections – will be given quarantine policy if non-immune.

**Mandatory immunity or declination MUMPS**

Proof of immunity to Mumps. Acceptable criteria:

- Documentation of **TWO** MMR's in a lifetime.
- OR**
- Positive serology antibody for mumps (**copy of lab slip**).
- Sign a declination.

**Mandatory immunity or declination Hepatitis B only for Trainees at risk of Bloodborne exposure – (exception – volunteers are not eligible, only if in CLA class)**

- EHS requires all **THREE** doses of Hepatitis B Vaccine or **TWO** doses of Heplisav-B.
- EHS requires a Hepatitis B Surface antibody test (CDC states a quantitative number value of '10' represents life-time immunity – lab values that are positive – may or may not reflect this).

**Mandatory TETANUS, DIPHTHERIA AND PERTUSSIS VACCINE (TDAP)** (*once in a life-time booster as an adult for Whooping cough*) if working in patient care environments.

**OR**

- Antibody test only for Trainees at risk of Bloodborne exposure Hepatitis C.
- Tested by serology (This does not preclude the Trainees's ability to work if positive – stays confidential).

**NOTE:** Trainees will not be allowed to have any patient contact or work in patient care areas if they are not compliant with the above criteria. Immunization requirements can change at any time, and Trainees are expected to adhere to current UNIVERSITY requirements.

**EXHIBIT B**  
**STANDARD INDEMNIFICATION AND INSURANCE LANGUAGE BETWEEN SOLANO COMMUNITY COLLEGE AND THE UNIVERSITY OF CALIFORNIA**

Solano Community College and the University of California have agreed that the following standard language shall be included in agreements between them that do **not** involve acutely high hazard/risk activities.

**1. INDEMNIFICATION**

THE TRUSTEES OF SOLANO COMMUNITY COLLEGE shall defend, indemnify, and hold THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of THE TRUSTEES OF SOLANO COMMUNITY COLLEGE, its officers, employees or agents.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA shall defend, indemnify, and hold THE TRUSTEES OF SOLANO COMMUNITY COLLEGE, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, its officers, employees or agents.

**2. INSURANCE**

UC and SCC hereby agree that the following insurance provisions will govern future Agreements:

UC and SCC shall maintain the following programs of self-insurance:

General Liability Self-Insurance with minimum limits of (1) one million dollars (\$1,000,000) each occurrence; (2) one million dollars (\$1,000,000) Personal and Advertising Injury; and, (3) to the extent there is a program aggregate, three million dollars (\$3,000,000) General Aggregate.

Each party represents that the other party qualifies as an additional covered party under their respective General Liability Self-Insurance programs identified above, subject to the terms and conditions of the programs.

Workers' Compensation coverage in a form and amount covering each party's full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.

Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance.

## Subaward Agreement

<b>Prime Sponsor: California Institute for Regenerative Medicine</b>			
<b>Prime Grant Recipient (PGR):</b> Solano Community College PGR PI: James D. DeKloe		<b>Subawardee:</b> The Regents of the University of California (UC Davis) Sub PI: Jan Nolta, Ph.D.	
PGR Award No: EDU5-13619		Subaward No: 13619A	
Project Title: Increase Diversity, Equity, and Advancement in Cell Based Manufacturing Sciences (IDEA-CBMS)			
Subaward Period of Performance (Budget Period): Start: 5/1/2023      End: 12/31/2023		Amount Funded this Action (USD): \$17,500.00 <u>Carryover is restricted.</u>	
Estimated Project Period (if incrementally funded): Start: 5/1/2023      End: 12/31/2027		Incrementally Estimated Total (USD): \$87,500.00	
<p>1) <b>Subaward:</b> PGR hereby awards a cost reimbursable subaward, as described above, to Subawardee. The statement of work and budget for this Subaward are as shown in Attachment 4, which is hereby made a part of this Subaward Agreement.</p> <p>2) <b>Invoicing and Payment:</b> Subawardee shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PGR agrees to process payments in accordance with this Subaward. All invoices shall be submitted using Subawardee's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), Subaward number, and a certification that the invoice is complete and accurate and that all invoiced expenditures are for the purposes and objectives set forth in the terms and conditions of this Subaward. Invoices that do not reference PGR Subaward number shall be returned to Subawardee. Invoices and questions concerning invoice receipt or payments shall be directed to the appropriate party's Financial Contact, as shown in Attachments 3A and 3B. Upon receipt of proper invoices, PGR agrees to process payments in accordance with this Subaward Agreement. All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subawardee.</p> <p>3) <b>Financial Reporting:</b> A final statement of cumulative costs incurred, including cost sharing, marked "FINAL," must be submitted to PGR's Financial Contact, as shown in Attachment 3A, NOT LATER THAN 30 days after the Subaward Period of Performance end date. The final statement of costs shall constitute Subawardee's final financial report.</p> <p>4) <b>Technical Reporting:</b> Technical reports are required as shown in Attachment 4.</p> <p>5) <b>Party Contacts:</b> Matters concerning the technical performance of this subaward should be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachments 3A and 3B. Any such changes made to this Subaward require the written approval of each party's Authorized Official, as shown in Attachment 3A and 3B.</p> <p>6) <b>Key Personnel:</b> Subawardee's Principal Investigator is considered essential to the work to be performed under this Subaward Agreement. Substitution or substantial reduction in commitment of Subawardee's Principal Investigator requires the prior written approval of PGR. In the event that Subawardee notifies PGR that it desires to replace Subawardee's Principal Investigator, Subawardee shall notify PGR in writing within 14 business days of the date of such replacement and shall propose a substitute principal investigator, identifying the proposed substitution in the notice. PGR shall notify Subawardee within 14 business days after receipt of such notice of its decision either to continue the Subaward Agreement with the substitute principal investigator or to terminate the Subaward Agreement.</p> <p>8) <b>Incorporation of Attachments and Order of Precedence:</b> The following listed attachments are hereby made part of this Subaward Agreement. Any inconsistencies in this Subaward Agreement shall be resolved by giving precedence in the following order:</p> <ol style="list-style-type: none"> <li>a. This document and Attachment 1, "Representations and Certifications";</li> <li>b. Attachment 2, "Special and General Terms and Conditions";</li> <li>c. Attachment 4, "Reporting Requirements, Statement of Work and Budget";</li> <li>d. Other documents, exhibits and attachments.</li> </ol> <p>9) <b>Entire Agreement:</b> This Subaward Agreement constitutes the entire agreement between the parties regarding the subject matter herein. Unless otherwise provided for in Attachment 2, any modification to this Subaward Agreement shall be made in writing and must be signed by an authorized representative of each Party.</p> <p>10) By signing this Subaward, Subawardee certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Prime Award, including the appropriate Terms and Conditions of the Prime Sponsor, as referenced in the attachments hereto.</p>			
By an Authorized Official of Prime Grant Recipient:		By an Authorized Official of Subawardee	
Susan Wheat VP of Finance & Administration		Name: Title:	
Date		Date	

**Attachment 1**  
Special and General Terms and Conditions

Not used.

## Attachment 2

### Special and General Terms and Conditions

#### **Special Terms and Conditions**

1. Subawardee agrees to abide by the conditions on activities and restrictions on expenditures that may be applicable to this Subaward to the extent those restrictions are pertinent. This may include any recent conditions or restrictions noted on Prime Awardee's website: <https://www.cirm.ca.gov/>
2. Subawardee agrees to comply with all provisions of the PGR Award applicable to Subawardee's work under this Subaward.

#### **General Terms and Conditions**

##### **A. TERMS OF UNDERSTANDING**

- 1) **Term:** The term of this Subaward shall expire on the date stated on the face page of this Subaward Agreement and may be extended upon written mutual agreement. Any renewal is subject to compliance with the reporting and fiscal requirements outlined in this Subaward. This Subaward is issued under and in connection with the award from Prime Sponsor, as referenced on the face page of this Subaward Agreement.
- 2) **Termination. Without cause:** Either party may terminate this Subaward Agreement without cause on 30 days' written notice to the other party's Authorized Official as shown in Attachments 3A and 3B. **For cause:** PGR may upon thirty (30) days' advance notice terminate this Subaward and be relieved of any payments should Subawardee fail to perform the requirements of this Subaward at the time and in the manner herein provided. In the event of such termination PGR may proceed with the work in any manner it deems proper. All costs to PGR shall be deducted from any sum due Subawardee under this Subaward and the balance, if any, shall be paid to Subawardee upon demand. Notwithstanding the foregoing, following such termination, if the costs to PGR to proceed with the work exceed the amount due to Subawardee under this Subaward, then Subawardee shall pay the difference to PGR within thirty (30) days after demand made by PGR to Subawardee. In the case of any termination, whether without cause or for cause, Subawardee shall, in accordance with Attachment 4, furnish PGR all necessary data and final reports that were completed or in progress through the date of termination.
- 3) **Subcontracting and Assignment:** Subawardee shall not subcontract with or subaward to any other entity to perform in whole or in part the services hereunder, nor is this Subaward assignable by the Subawardee, in whole or in part, without the prior written approval of PGR.
- 4) **Amendment:** No amendment or variation of the terms of this Subaward shall be valid unless made in writing, signed by the parties, and approved as required, except that PGR may unilaterally make non-substantive changes to the terms or conditions of this Subaward, which changes shall become effective upon notice to the Subawardee. No oral understanding or Subaward not incorporated in the Subaward is binding on any of the parties.
- 5) **Prior Approvals:** Subawardee understands that any requests for changes to this Subaward, whether programmatic or financial, must be sought from the PGR's appropriate contact as listed in Attachment 3A, and not from the Prime Sponsor.

##### **B. RESPONSIBILITIES**

- 1) **Official Contact:** Each party will appoint a person to serve as the administrative contact and coordinate the activities of each organization in carrying out this Subaward. The initial appointees of each organization are listed in Attachments 3A and 3B of the Subaward.
- 2) **Subawardee Name Change or Personnel Change:** Subawardee shall provide a written notice to PGR at least thirty (30) days before any changes to Subawardee's current legal name. Subawardee shall provide a written notice to PGR at least thirty (30) days before any changes in personnel requiring assignment of a new individual to serve as the principal investigator and/or administrative contact.

##### **C. GENERAL PROVISIONS**

- 1) **Independent Contractor:** Subawardee and the agents and employees of Subawardee, in the performance of this Subaward, shall act in an independent capacity and not as officers, employees or agents of PGR or Solano Community College.
- 2) **Reimbursement:** Subawardee will be reimbursed a total amount not to exceed the amount stated on the face page of this Subaward Agreement for the period stated on the face page of this Subaward Agreement, subject to compliance with performance, reporting, and fiscal requirements of the Subaward. Expenditures relating to this project shall be in accordance with the budget which is set forth in Attachment 4 to the Subaward.
- 3) **Commencement of Work:** Any work performed by Subawardee prior to Subaward execution will be done at Subawardee's risk and PGR will have no obligation to make payment for these services.
- 4) **Program Reports:** A failure to submit timely reports, meet Program objectives as delineated in Subawardee Program proposals, or make expenditures in compliance with the approved budget may, without limitation, result in disallowance of award costs, refund of award funds to PGR and/or termination of this Subaward. The final invoice payment will be withheld pending submission and approval of required Program technical and financial reports.
- 5) **Rights in Data:** Subawardee grants to PGR and to the Prime Sponsor the unlimited, perpetual right to publish, translate, reproduce, deliver, use and dispose of and to authorize others to do so, all data including but not limited to reports, drawings, blueprints, and technical information resulting from the performance of work under this Subaward, for the purposes specified in the award from the Prime Sponsor, and/or for purposes benefiting the educational mission of Solano Community College.
- 6) **Copyright Rights:** Subawardee grants to PGR an irrevocable, royalty-free, transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PGR's obligations to the Prime Sponsor under its PGR Award. Subawardee further grants to PGR the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PGR's obligations to the Prime Sponsor under its PGR Award and for purposes benefiting the educational mission of Solano Community College.
- 7) **Work Involving Human Subjects or Vertebrate Animals:** Subawardee agrees that any non-exempt human-subject and/or vertebrate animal research that Subawardee conducts under this Subaward shall not commence until such research is first approved by an Institutional Review Board (IRB) and/or an Institutional Animal Care and Use Committee (IACUC), as applicable. In a case when PGR and Subawardee are both engaged in a collaborative research project, Subawardee agrees to negotiate with PGR in regard to which institution's IRB or IACUC is most appropriate to review and approve the non-exempt human-subject and/or vertebrate animal research and to cooperate in the submission of an appropriate protocol. In the event Subawardee seeks approval from any IRB or IACUC other than PGR's, Subawardee will ensure that 1) such IRB or IACUC is in full compliance with applicable state and federal laws and regulations, 2) Subawardee's application for approval is entirely consistent with Subawardee's work under this Subaward, and 3) Subawardee's principal investigator maintains current and duly approved research protocols for all periods of the Subaward involving human-subject and/or vertebrate animal research. In no event shall Subawardee invoice or be reimbursed for any human-subject or vertebrate animal-related research expenses that were incurred while any applicable IRB/IACUC approval was not properly in place.  
  
Unless Subawardee's research protocol was approved by PGR's IRB or IACUC, Subawardee agrees to send verification of IRB and/or IACUC approval to PGR's Administrative Contact as soon as is practically possible after receipt of such approval.
- 8) **Title to Equipment:** Title to equipment, as defined in 2 CFR 200.33, that is purchased or fabricated with funds from this Subaward Agreement as direct costs of the project or program, shall vest in the Subawardee unless otherwise indicated by the Prime Sponsor.
- 9) **Use of Name:** Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

- 10) Indemnification and Insurance:** Each party shall defend, indemnify and hold the other parties, its officers, agents or employees harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Subaward but only in proportion to and to the extent such liability, loss expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officer, agents, or employees. In any case in which Subawardee is obligated hereunder to indemnify, defend and/or hold harmless PGR, Subawardee shall also be obligated to indemnify, defend and hold harmless the Trustees of the California State University, the State of California, and Solano Community College, and all of their employees, agents, directors, officers and representatives. The indemnification obligations of this section shall survive any expiration or earlier termination of this Subaward. Subawardee shall maintain the following insurance policies: (i) general liability insurance coverage in an amount not less than One Million Dollars (\$1,000,000) at all times during the term of this Subaward; (ii) professional liability insurance in an amount of not less than One Million Dollars at all times during the term of the Subaward as well as for a period of three (3) years thereafter, and (iii) workers' compensation insurance coverage as required by applicable law at all times during the term of this Subaward. The general liability insurance coverage shall be endorsed to name UEI; the Trustees of the California State University; Solano Community College; the State of California; and all of said entities' employees, agents, directors, and officers as additional insureds. The general liability insurance policy and the workers' compensation insurance policy shall each be endorsed to waive subrogation in favor of UEI; the Trustees of the California State University; Solano Community College; and all of said entities' employees, agents. Upon execution of this Subaward and annually upon renewal of each such policy, Subawardee shall provide PGR certificates of insurance demonstrating compliance with the provisions of this paragraph.
- 11) Audit/Retention:** Subawardee agrees that PGR and its Prime Sponsor, as identified on the face page of this Subaward Agreement, or any auditor acting on behalf of either, shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Subaward.
- 12) Record Maintenance:** Subawardee agrees to maintain all documentation including but not limited to financial reporting and backup documentation, Program reports and other deliverables and any other required data and deliverables for a period of three (3) years past the date of final payment to Subawardee, unless a longer period of record retention is stipulated. Subawardee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
- 13) Equal Employment Opportunity:** Subawardee shall be in compliance with E.O. 11246 "Equal Employment Opportunity." As amended by E.O. 11375, "Amending Executive Order 11246 Relation to Equal Employment Opportunity."
- 14) Certification Regarding Lobbying:** If PGR's funding source for this Subaward is federal, Subawardee shall comply with provision of Section 1352, Title 31 U.S.C., which imposes prohibitions and requirement for disclosure and certification related to lobbying by recipients of Federal contracts, grants, cooperative agreements and loans. Section 1352 Title 31 U.S.C. also applies to sub-tier contractors and/or Federal Agency in connection with the award of a particular contract, grant, cooperative agreement, loan or any sub tier contract, and/or sub-grant. By signing this Subaward, Subawardee agrees to this provision.
- 15) Drug-Free Workplace:** If PGR's funding source for this Subaward is federal, Subawardee shall comply with the Drug-Free Workplace Act of 1988, Title 12, CFR, Part 76, and Subpart F, which requires prime recipients and any sub-tier contractor, and/or sub-grantees to certify that they will maintain a drug-free workplace. If PGR's funding source for this Subaward is from the State of California, Subawardee shall comply with California's Drug-Free Workplace Act of 1990, which requires every employer who is awarded a contract or grant from any California state agency to certify that it does or will provide a drug-free workplace, including a workplace free of marijuana use. By signing this Subaward, Subawardee agrees to this provision.
- 16) Disputes:** Any dispute that cannot be resolved by Subawardee and PGR shall be forwarded to the Executive Director of PGR or his/her designee and the top-ranking official for Subawardee or his/her designee. If the dispute cannot be resolved at this level, either party may seek whatever legal remedy it desires. Disputes pertaining to non-programmatic issues such as invoicing and payment shall be forwarded initially to the PGR Administrator for resolution. If the dispute cannot be resolved at this level it shall be resolved in the manner noted above. Subawardee shall continue performing its responsibilities under this Subaward during any dispute. Should any litigation, arbitration, or any action be commenced between the parties relating to this Subaward, the prevailing party shall be entitled to an award of its costs, including reasonable attorneys' fees at hearing or trial and on appeal.

- 17) Unenforceable Provision:** In the event that any provision of this Subaward is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Subaward have force and effect and shall not be affected thereby.
- 18) Integration:** This Subaward Agreement and its attachments contain the entire agreement between the parties, and no statements, promises, or inducements made by either party or agent of either party that are not contained in this written Subaward Agreement shall be valid or binding; and this Subaward may not be enlarged, modified, or altered except in writing signed by the parties.
- 19) Counterparts:** This Subaward Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.



**Attachment 3A**  
Prime Grant Recipient (PGR) Contacts

**PGR Information**

Entity Name: Solano Community College

Legal Address: 4000 Suisun Valley Road,  
Fairfield, Ca 94534

Website: www.solano.edu

**PGR Contacts**Principal Investigator (PI): James D. DeKloe  
Email: [james.dekloe@solano.edu](mailto:james.dekloe@solano.edu) Telephone Number: (707) 864-4351Administrative Contact: Karen Leung  
Email: [karen.nicole.leung@gmail.com](mailto:karen.nicole.leung@gmail.com) Telephone Number: (707) 864-4351

COI Contact Email (if different from above):

Financial Contact: Susan Wheet  
Email: [susan.wheet@solano.edu](mailto:susan.wheet@solano.edu) Telephone Number: (707) 864-7209Email Invoices: ☒ Yes ☐ No Invoice Email (if different): [accounts payable@solano.edu](mailto:accounts payable@solano.edu)Authorized Official: Susan Wheet  
Email: [susan.wheet@solano.edu](mailto:susan.wheet@solano.edu) Telephone Number: (707) 864-7209**Administrative Address:**Name: Karen Leung  
Address: Solano Community College  
Biotech Center  
2001 North Village Parkway  
Vacaville, CA 95688**PI Address:**Name: James D. DeKloe  
Address: Solano Community College  
Biotech Center  
2001 North Village Parkway  
Vacaville, CA 95688**Invoice Address:**Name: Accounts Payable  
Address: Solano Community College  
4000 Suisun Valley Road  
Fairfield, CA 94354

Attachment 3B Subawardee Contacts	
<b>Subawardee Information</b>	
Entity's DUNS Name: The Regents of the University of California (University of California, Davis)	
EIN No.: 94-6036494	Institution Type: Institution of Higher Learning
	Currently registered in SAM.gov: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
UEI: TX2DAGQPENZ5	Exempt from reporting executive comp: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if no, complete 3B pg2)
Parent UEI: n/a	<i>This Section for US Entities:</i>
Place of Performance Address:	Congressional District: CA-007 Zip Code+4: 95817-2307
<b>Subawardee Contacts</b>	
Central Email: awards@ucdavis.edu	
Website: https://research.ucdavis.edu/proposals-grants-contracts/spo/	
Principal Investigator (PI): Email: Jan Nolta janolta@ucdavis.edu	Telephone Number: 916-703-9300
Administrative Contact: Email: Sean Bissing smbissing@ucdavis.edu	Telephone Number: 916-703-9342
Financial Contact: Email: James Ringo jaringo@ucdavis.edu	Telephone Number: 530-752-8140
Invoice/Payment Email (if different from Financial Contact): efa-invoices@ucdavis.edu	
Authorized Official: Email: Saojane Celarbo proposals@ucdavis.edu	Telephone Number: 530-752-7188
<b>Legal Address:</b> 1850 Research Park Drive, Suite 300 University of California Davis, CA 95618-6153	
<b>Administrative Address:</b>  UC Davis 2921 Stockton Blvd, Suite 1300 Sacramento, CA 95817	
<b>Payment Address:</b>  Name: UC Davis AR Lockbox Address: PO Box 741816 Los Angeles, CA 90074-1816	

**Attachment 4**  
Reporting Requirements, Statement of Work and Budget

**Reporting Requirements**

Subawardee agrees to submit the following reports:

**Technical**

- ☐ A Final technical/progress report will be submitted to the PGR's Principal Investigator within 30 days after the end of the period of performance.
- ☒ Technical/progress report(s) as follows: Annual progress reports are due annually on Dec 1 to satisfy reporting obligations by the PGR's Principal Investigator to CIRM. The report should include a list of publications and/or inventions resulting from CIRM Bridges student research activities at UC Davis.
- ☒ Technical/progress report as may be required by the PGR's Principal Investigator in order for the PGR to satisfy its reporting obligations to the Prime Sponsor.

**Other**

- ☐ Subawardee agrees to notify PGR's Administrative Contact within 60 days after Subawardee's inventor discloses invention(s) in writing to Subawardee's personnel responsible for patent matters. The Subawardee will submit a final invention report using Prime Sponsor specific forms to the PGR's Administrative Contact within 60 days of the end of the Project Period so that it may be included with the PGR's final invention report to the Prime Sponsor.

A negative report ☐ is / ☐ is not required.

- ☐ Property Inventory Report; frequency, type, and submission instructions listed here and only to be used when required by PGR Award:

**Other Special Reporting Requirements:** N/A

**Statement of Work**

- ☐ Below; or ☒ Attached as "Statement of Work Attachment to Attachment 4" - 1 page

**Budget Information**

*(All amounts are in US Dollars)*

<b>Indirect Cost</b> (IDC) Rate Applied at 0% on <input checked="" type="checkbox"/> MTDC; <input type="checkbox"/> SWB; <input type="checkbox"/> TDC; or <input type="checkbox"/> Other _____	Cost Sharing: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [enter amount] \$	Direct Costs: \$17,500.00 Indirect Costs: \$0.00 Total Costs: \$17,500.00
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**Budget Details**

- ☐ Below or ☒ Attached as "Budget Details Attachment to Attachment 4"

**STATEMENT OF WORK ATTACHMENT TO  
ATTACHMENT 4**

**Increase Diversity, Equity, and Advancement in Cell Based Manufacturing Sciences  
(IDEA-CBMS)**

The UC Davis Stem Cell Program and Institute for Regenerative Cures will host Solano Community College CIRM COMPASS Trainees on the project titled “Increase Diversity, Equity, and Advancement in Cell Based Manufacturing Sciences (IDEA-CBMS)” from May 1, 2023 – December 31, 2027. UC Davis will host up to 5 CIRM COMPASS trainees in calendar year 2023 and up to 5 CIRM COMPASS trainees in each ensuing calendar year during the project period.

UC Davis will provide the trainees with:

- Opportunities to participate in supervised research in the fields of stem cell/regenerative medicine, gene therapy and/or human disease

## BUDGET DETAILS ATTACHMENT TO ATTACHMENT 4

### Increase Diversity, Equity, and Advancement in Cell Based Manufacturing Sciences (IDEA-CBMS)

	<b>Year 1</b> 5/1/23- 12/31/23	<b>Year 2</b> 1/1/24- 12/31/24	<b>Year 3</b> 1/1/25- 12/31/25	<b>Year 4</b> 1/1/26- 12/31/26	<b>Year 5</b> 1/1/27- 12/31/27	<b>Total</b> 1/1/23- 12/31/27
Research-related supplies – Host Laboratory (\$2,500 per student)	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$87,500
<b>Total</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$87,500</b>

**Attachment 5**

Prime Award and any additional documents

- ☒ The following pages include the Prime Award and/or any applicable additional documentation referenced throughout this Subaward.
- ☐ Not incorporating the NOA or any additional documentation to this Subaward.

# NOTICE OF AWARD – Funding Opportunity For Bridges To Stem Cell Research And Therapy Awards. California Institute for Regenerative Medicine

Issue Date: 9/10/2021

Award Number: EDUC2-12691  
 Awardee Name: California State University, Sacramento  
 Program Director: Kimberly A Mulligan  
 Project Title: Strengthening the Pipeline of Master's-level Scientific and Laboratory Personnel in Stem Cell Research

Project Period Start: 01/01/2022  
 Project Period End: 12/31/2027  
 Total Award Amount: \$2,946,500

Authorized Organizational Official and Address: Monica F. Kauppinen  
 Director  
 University Enterprises Inc Hornet Bookstore STE  
 3400 6000 J St  
 Sacramento, CA 95819-6111

Electronic Remittance Advice will be sent to: mkauppi@csus.edu

The California Institute for Regenerative Medicine (CIRM) hereby awards the amount of **\$2,946,500** to **Solano Community College** in support of the above referenced project. This award is made pursuant to the California Stem Cell Research and Cures Act (Health and Safety Code section 125290.10 et. seq.) and is subject to terms and conditions referenced below. Capitalized terms are defined in the [CIRM Grants Administration Policy for Discovery, Translation, and Education Projects](#) (GAP).

In accepting this Award, the Awardee warrants to CIRM that any funds expended under the Award will be for the purposes set forth in the approved Application and agrees to comply with all applicable CIRM regulations and standards.

**To accept this Award, the Program Director and Authorized Organizational Official must sign and return this Notice of Award (NOA) to CIRM within 30 days of the issuance of the NOA. Payment will be issued only after the fully signed NOA is received by CIRM.** Award payments will be sent via Electronic Funds Transfer (EFT) if EFT details were provided to CIRM via the Grants Management System. If the Applicant cannot accept the award, including the legal obligation to perform in accordance with the provisions of this NOA, it should notify CIRM immediately.

If you have any questions about this award, please contact the CIRM staff referenced on page 4.

*Rosa Canet-Aviles*

Rosa Canet-Aviles, Ph.D.  
 Vice President, Scientific Programs  
 California Institute for Regenerative Medicine

**AWARD ACCEPTANCE:** The Program Director and Authorized Organizational Official or delegate must sign below and return the entire NOA to CIRM to accept the Award.

	Program Director	Authorized Organizational Official
Name	Kimberly A Mulligan, Ph.D.	Monica F. Kauppinen
Signature	<i>Kimberly A. Mulligan</i>	<i>Monica F. Kauppinen</i>
Date	9/10/2021	9/14/2021

**TERMS AND CONDITIONS:**

- A. This award is based on the application submitted to CIRM, and as approved by the Application Review Subcommittee of the Independent Citizens' Oversight Committee (ICOC) on **07/20/2021** on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:
1. The [California Stem Cell Research and Cures Act](#) (Health and Safety Code Section 125290.10 *et. seq.*) and regulations adopted by the ICOC.
  2. The [CIRM Grants Administration Policy for Discovery, Translation, and Education Projects](#) (Title 17, California Code of Regulations, Section 100504), *CIRM Intellectual Property Policy and Revenue Sharing Requirements for Non-Profit and For-Profit Grantees* (Title 17, California Code of Regulations, Section 100650), the *CIRM Medical and Ethical Standards Regulations* (Title 17, California Code of Regulations, Sections 100010-1000120), and any subsequently adopted or amended applicable [regulations](#).
  3. The terms and requirements detailed in Funding Opportunity For Bridges To Stem Cell Research And Therapy Awards ([March 2021](#)) including but not limited to:
    - a. PD Effort: The Program Director must commit at least 5 percent effort to working on this project.
    - b. Salaries for all personnel shall not exceed the annual rate posted on our [website](#), which is updated biennially pursuant to the CIRM Grants Administration Policy.
    - c. Grantees will be required to provide annual written progress and financial reports to CIRM. Bridges Training Programs also will be required to submit Intern Appointment Forms describing the planned laboratory placement, mentor and research activities/project for each trainee prior to start of the internship. CIRM will only disburse trainee internship funds upon submission of a signed Intern Appointment Form for an eligible trainee.
    - d. CIRM allows carry-forward of any obligated trainee funds from one grant year to the next. All unobligated trainee funds at the end of each trainee internship must be returned to CIRM and cannot be used to fund additional internships, additional program administration funding or for any other purpose unless specifically approved in advance by CIRM for exceptional circumstances. CIRM will allow carry-forward of unobligated program administration funds from one grant year to the next in order to allow use of those funds in a way that best serves the trainees.
    - e. No-cost extensions (NCEs) are only permitted under exceptional circumstances, where an extension would facilitate the completion of a trainee's normal internship term; such an extension would require specific approval by CIRM
  4. Budget and payment detail set out on page 3, including the maximum allowed facilities costs referenced in the "Award Detail" section of the NOA.
- B. Noncompliance: If CIRM determines, in its sole discretion, that Awardee has not complied with the terms and conditions of this award, CIRM may suspend or permanently cease Disbursements, or pursue other remedies as allowed by law as indicated in section V.Q, *Failure of Compliance and Award Termination*, of the GAP.
- C. The timing of the distribution of funds pursuant to this grant shall be contingent upon the availability of funds in the California Stem Cell Research and Cures Fund in the State Treasury, as determined by CIRM in its sole discretion.

Please check the [CIRM Stem Cell Grant Regulations](#) page for updated policy documents.



**AWARD DETAIL (U.S. Dollars)**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Approved Trainee Slots</b>	10	10	10	10	10
<b><u>Direct Project Costs</u></b>					
<b>Trainee Funds</b>					
Trainee Stipends	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000
Tuition and Fees	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
Research Related Funds	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000
Techniques Course Fees	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Trainee Travel Funds	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Trainee Funds</b>	<b>\$393,000</b>	<b>\$393,000</b>	<b>\$393,000</b>	<b>\$393,000</b>	<b>\$393,000</b>
Program Administration	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
<b>Total Direct Project Costs</b>	<b>\$543,000</b>	<b>\$543,000</b>	<b>\$543,000</b>	<b>\$543,000</b>	<b>\$543,000</b>
Adjust Project Costs (less tuition and fees)	\$463,000	\$463,000	\$463,000	\$463,000	\$463,000
<b><u>Indirect Costs</u></b>					
Indirect Costs @ 10%	\$46,300	\$46,300	\$46,300	\$46,300	\$46,300
<b>TOTAL CIRM BUDGET</b>	<b>\$589,300</b>	<b>\$589,300</b>	<b>\$589,300</b>	<b>\$589,300</b>	<b>\$589,300</b>

**DISBURSEMENT SCHEDULE**

<b>Payment #</b>	<b>Schedule Date</b>	<b>Amount</b>
1	Upon fully executed agreement/Start of Year 1	\$165,000
2	Upon submission of Year 1 Appointment forms	\$424,300
3	Start of Year 2	\$165,000
4	Upon submission of Year 2 Appointment forms	\$424,300
5	Start of Year 3	\$165,000
6	Upon submission of Year 3 Appointment forms	\$424,300
7	Start of Year 4	\$165,000
8	Upon submission of Year 4 Appointment forms	\$424,300
9	Start of Year 5	\$155,000
10	Upon submission of Year 5 Appointment forms	\$424,300
11	On approval of all final reporting requirements.	\$10,000

*\*Any interest accrued by the Awardee from the Award payments must be used for the Funding Opportunity For Bridges To Stem Cell Research And Therapy Awards*

**PROGRESS & FINANCIAL REPORTS SCHEDULE**

<b>Report Type</b>	<b>Due Date</b>	<b>Reporting Period</b>
Year 1 Progress Report		
Annual Progress Report	01/01/2023	Year 1
Annual Financial Report	03/01/2023	Year 1
Annual Progress Report	01/01/2024	Year 2
Annual Financial Report	03/01/2024	Year 2
Annual Progress Report	01/01/2025	Year 3
Annual Financial Report	03/01/2025	Year 3
Annual Progress Report	01/01/2026	Year 4
Annual Financial Report	03/01/2026	Year 4
Annual Progress Report	01/01/2027	Year 5

For an explanation of reporting requirements, please refer to the CIRM Grants Administration Policy for Discovery, Translation and Education Projects.

**CIRM CONTACTS:**

Ryan Wells, Grants Management Specialist II

Phone/Fax: 415-699-3948 Email: [rwells@cirm.ca.gov](mailto:rwells@cirm.ca.gov)

Dr. Uta Grieshammer, Science Officer II

Phone/Fax: 415-396-9118 Email: [ugrieshammer@cirm.ca.gov](mailto:ugrieshammer@cirm.ca.gov)

The CIRM home page is at <http://www.cirm.ca.gov>

**CIRM Mailing Address:**

California Institute for Regenerative Medicine

Attn: Ryan Wells, Grants Management Specialist II

1999 Harrison Street, Suite 1650

Oakland, CA 94612

**CIRM USE ONLY:** 6445-601-6091001/H&S Code 125290.70.5 Statute Yr. 2020

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

**TO: Members of the Governing Board**

**SUBJECT: PROPOSED FACILITY RENTAL PROCEDURES AND  
RATES EFFECTIVE FY 2023-2024**

**REQUESTED ACTION:**

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

**SUMMARY:**

The following proposed facility rental procedures and rate schedule is attached for Governing Board approval for the 2023-24 fiscal year. The current fee schedule has been in place since FY 2019-20. Due to the increase in maintenance and utility costs, the non-profit rates have been adjusted by 10%, with the commercial rates equalized across the board to 30% over the non-profit rates. Personnel rates have been adjusted to reflect current salaries plus burden for all clients.

The attached proposal includes current and proposed rates; the final version will contain the correct rate for the appropriate fiscal year only.

**STUDENT SUCCESS IMPACT:**

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

<i>Government Code:</i>	<i>Board Policy: 3020</i>	<i>Estimated Fiscal Impact:</i>
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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**

April 7, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



# **Solano Community College Campus Reservations & Facility Request Procedures**

You want your event to run smoothly; we do too. Here is how you can help us help you:

- ☑ Submit your application as early as possible, and at least three weeks prior to your event. Be sure to return your liability insurance for \$1,000,000 naming the college as “Additionally Insured” with the signed contract and the “Hold Harmless” form.
- ☑ Any changes to your contract must be in writing – this helps to reduce misunderstandings.
- ☑ Make sure we have a daytime contact number for you in case we have questions or need to clarify a request.
- ☑ We will automatically notify maintenance and the campus police of your activity – they will be responsible for opening and closing the facility. We are not able to give you keys.
- ☑ Send us any flyers or promotional materials so we will be able to answer simple questions about your activity (especially if you’re selling pre-event tickets).
- ☑ Please advise all participants about our parking regulations which are in effect Monday - Friday. There are no parking fees on weekends for designated student parking lots. Parking meters are at the entrance to each lot, and the Daily Parking Permit may be purchased for \$2/day per vehicle.
- ☑ If your event will draw more than 300 people you will need to contact the Cordelia Fire Department to file an emergency evacuation plan and to arrange for ALS ambulance service (707-864-0468).

And please remember, although we book hundreds of events and meetings each year, we are an educational institution, not a conference center. We will, however, do our best to see your event is a success.

Please note that the rates displayed in this document include the current and proposed rate for FY 23-24; the final document will include the correct rate for the fiscal year

Thank you for your cooperation!

**Solano Community College**

4000 Suisun Valley Road

Fairfield CA 94534-3197

Phone: (707) 864-7000 x 7259

Email: [Campus.Reservations@solano.edu](mailto:Campus.Reservations@solano.edu)

# Using Campus Facilities

**General Policy:** The use of District facilities by community groups and public agencies is granted under provisions of the Civic Center Act and the Community Recreation Act, and also may be granted under the provisions of the Education Code Sections 82537-82548, to private groups and religious organizations.

All use of college facilities for activities other than regularly scheduled classes and events requires approval of the VP of Finance or his/her authorized representative. This applies to any group of students or employees of the District. Community groups, governed by this policy, must have written approval before using the college facility.

**Facility Use by Campus Affiliates:** Organizations that are directly affiliated with Solano Community College District students or staff will be able to use campus facilities on a no-charge basis, if it is deemed that there are not substantial costs to the District.

The Director of Athletics will approve or deny use of any campus Athletic facilities (i.e. pool, gymnasium, baseball field, etc.) if available, and if the use will not detract from the educational use of the facilities.

**Use by Non-Profit Groups:** Non-profit groups may be granted a contract for use of campus facilities for meetings, programs and recreational or cultural activities that benefit the community and the use occurs during SCC normal hours of operation (Monday through Friday, 8 a.m. – 5 p.m., when classes are in session).

Non-profit groups must supply their **Non-profit tax ID number** when a contract is signed to get the non-profit rate for facility rentals.

In any use, if the event requires special equipment and/or services, such as supervision, set-up, clean-up, security, etc., the organization shall be charged equipment and labor charges in accordance with the appropriate Fee Schedule.

**Commercial (For Profit) Users:** Private organizations not qualifying as Not-Profit may apply for a permit to use college facilities (not to exceed five rentals each fiscal year) provided the User plans to present events of educational, cultural, or recreational nature which otherwise would not be available to the community. Applications for dances and/or concerts may not be considered.

**Religious Organizations:** The use of college facilities by a religious organization for religious purposes shall be based on fair rental value and shall not exceed five rentals in each fiscal year. The current Fee Schedule (Non-Profit rate) shall be deemed fair rental value. (See Education Code Section 82537-82548).

**Priorities for Facility Use:** To provide for maximum use of college facilities and to minimize potential conflict these priorities are followed:

- I. College educational programs/college events
- II. Non-profit groups such as youth groups, District schools and the Office of Education, civic and service groups, and other community groups organized for cultural, educational, or recreational activities.
- III. Public agencies when the purpose is educational.
- IV. Private organizations commercial interests, and religious organizations.

**General Procedures:**

1. Applications for use of college facilities are available on-line at [www.solano.edu](http://www.solano.edu), under Campus & Community tab, select Facility Rental under Community Resources.  
[http://www.solano.edu/campus\\_info/facilityrentals.php](http://www.solano.edu/campus_info/facilityrentals.php)
2. All requests for facility use must be submitted in writing to the Facilities Coordinator at least three weeks prior to the event. If approved, a contract will be issued stating all conditions. The signed copy of the contract, the certificate of liability insurance, the “hold harmless” and applicable deposit must be received by the Facilities Coordinator prior to use.
3. If your event draws more than 300 people, you will need to submit the facility application 6 weeks prior to the event.
4. If use is denied, the applicant may appeal the decision to the District Superintendent-President. All appeals must be in writing and sent to the Facilities Coordinator, who will forward it onto the District Superintendent-President.
5. The application must include all requested facilities, equipment, hours needed (including set-up and take-down) and personnel. Facilities and equipment not listed on the contract cannot be used. The Facilities Coordinator will make arrangements for all necessary District Personnel and equipment.
6. Contracts for facility use are for the dates and times specified. Users cannot arrive before the authorized time and must leave college premises by the time noted. Additional hours will be charged accordingly.
7. Final invoices (minus the 50% deposit) are mailed by the college business office within 30 days following the event; payment is expected within 60 days of use. Failure to remit on time will result in the organization being barred from future campus use and submission of the bill to a collections agency.
8. Student-sponsored events requiring extraordinary set-up/clean-up will be charged according to Fee Schedule I (Non-profit rate).
9. Organizations that are directly affiliated with Solano Community College District students or staff will be able to use campus facilities on a no-charge basis if it is deemed that there are not substantial costs to the District. College personnel must participate fully in and assume at least equal responsibility for the event, i.e., a member of the SCC group must be involved in planning, development, implementation and production, and must be present and responsible at the event.

Note: Use of the Theatre must be scheduled with and approved by the Managing Director of Theatre Operations.

**Parking Permits:** Parking permits can be purchased by organizations that will be using the facilities for a period longer than 20 days. For daily parking Monday through Friday, parking meters are at the entrance to each lot, and the Daily Parking Permit may be purchased for \$2/day per vehicle. There is no charge for parking on weekends and holidays.

# All Facilities

- Applications under the Civic Center Act shall originate with established and responsible clubs, organizations, or associations.
- Applications from individuals are not accepted.
- Permits for use of campus facilities cannot be issued when the purpose of such use is for private or personal gain.
- In accordance with Education Code no permit will be issued to any individual, group or organization whose purpose is to accomplish the overthrow of the government of the United States by force or violence.
- The laws of the State specify that no entertainment shall be permitted which reflects negatively in any way upon persons because of ethnic group identification, religion, age, sex, physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, or sexual orientation.
- The pool, Student Center, gym and stadium can be rented while the campus is open (Monday through Friday 8AM-5PM) and there is a custodian assigned to cover the campus (additional personnel will be assigned based on the size and scope of the use at the User's expense). Use outside of these hours will include costs for appropriate personnel.
- The use or possession of narcotics, firearms, dangerous drugs, alcoholic beverages, (with the exception of the theatre use under Section 25608 of the Business and Professions Code) or gambling equipment on college property is expressly prohibited. Any person under the influence of intoxicating liquor, narcotics or drugs shall be denied opportunity to participate in any way.
- Groups using college facilities shall conform to all City and County ordinances and fire regulations.
- Approval must be obtained from the Facilities Coordinator for any decorations to be used. Decorations must be flame retardant and shall be erected and taken down in a manner not destructive to property. The use of any material or device which constitutes a hazard, as determined by the college, is expressly prohibited.
- Smoking is prohibited on all campuses.
- Overnight camping in or out of vehicles is strictly prohibited. No barbecue fires or cooking of any type is permitted on campus, unless prior approval is given to you from the Facilities Coordinator/ Director of Maintenance.
- Groups with minors in attendance shall provide their own chaperones. The number required shall be in accordance with the CA Health and Safety Code (30751).
- The college does require that the applicant cover the cost of public safety officers as deemed necessary by the Facilities Coordinator and/or the Campus Public Safety Office (PSO), as well as additional liability insurance, in a specific amount, naming the College District as an additional insured. All security requirements for any event will be covered by the PSO; outside security is not permitted.
- Any group using the outdoor facilities only (e.g., playing fields, tennis courts, parking lots) when the campus is closed, must arrange for their own portable sanitation units, or will pay for a minimum of four hours of custodial services to, clean-up and restock restrooms.
- The college does not allow golf, go carts, skateboarding, 2-wheel balance board/hover board, model airplane flying, drone, horseback riding or radio-controlled cars on campus at any time. All dogs shall be leashed and no animals shall be allowed on the inner campus during school hours with the exceptions of certified canine assistants.
- The college has an approved catering service for food and/or refreshments to participants. However, if an outside caterer/food vendor is providing food and/or refreshments, then a copy of a valid catering license will need to be provided prior to the event.

- The User is liable for the care and protection of college property and facilities and will be charged for any damages sustained to the premises, furniture or equipment because of the occupancy of the college premises.
- The User shall be held responsible for any and all loss, accident, negligence, injury or damage to person, life or property which may be the result of, or may be caused by, the User's occupancy of the facilities or premises, and for which the District might be held liable. The User shall protect and indemnify the District, the Board and /or any officer, agent or employee of the District and save them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence.
- Cancellation of a contract must be made at least 48 hours prior to the scheduled use. Failure to provide this notice will result in a charge equal to half the estimated contract amount or deposit.
- No employee of the District may accept any gifts or gratuity of any kind from any group using college facilities under any circumstances.
- The Facilities Coordinator may cancel or revoke any permit or contract for any of the following:
  - a. If the group fails to comply with college rules and regulations.
  - b. If the conduct of the group is unsatisfactory.
  - c. If any youth group meets without appropriate adult supervision.
  - d. If there are any overdue charges for rental, labor costs, or damages.
  - e. Incorrect or misleading information has been given on the application.
  - f. The signed contract, required deposit or certificate of insurance is not received 1 week prior to the event date.
  - g. If the group has not supplied their non-profit tax identification number or commercial group does not supply their business tax identification number.



# Parking

Solano Community College (SCC) parking regulations and California Vehicle Code (CVC) regulations are in effect 24 hours a day, 5 days a week, Monday through Friday.

There are no parking fees on weekends for designated student parking lots. Parking meters are at the entrance to each lot and the Daily Parking Permit may be purchased for \$2/day per vehicle. There can be no unauthorized parking in faculty/staff stalls. The PSO will enforce all parking and CVC regulations.

All vehicles parked on campus grounds (including the Vallejo Center and Vacaville Center) require a parking permit except in designated 30-minute visitor parking and 15-minute child care drop off / pick up. Parking is prohibited in unmarked areas. All other reserved spaces require a special parking permit.

Motorcycles do not require a parking permit if parked in designated motorcycle spaces. Otherwise, a parking permit is required.

Designated disabled parking spaces are available at all Solano Community College campuses. A disabled placard or plates AND a SCC parking permit are required.

Visitors to any Solano Community College campus may park in Visitor parking for a maximum of 30 minutes only. If the visit is longer than 30 minutes, visitors must purchase a Daily Parking Permit for \$2.00. Parking Permits are valid at any campus for use in Lots 1-6 (except in stalls labeled as reserved spaces).

Parking Permit Dispensers are located in the following areas:

Parking Permit Dispensers	
Fairfield Campus	Lots 1, 2, 3, 4, 5, and 6
Vacaville Center	At the parking lot entrance
Vallejo Center	In the middle of the main parking lot

- Student and general parking are allowed in numbered lots (1-6) except for designated reserved parking spaces.
- Faculty/Staff parking (Lots A-F and designated reserved spaces in Lots 1-6) require an employee permit.
- Public vehicle access to the inner campus is not allowed day or night without the prior approval of the SCC Sheriff Department or designee. Parking is not permitted on lawns and fields.

# Athletic Facilities

## Limitations on Use:

- Permission to use the Physical Education/Athletic facilities cannot be granted for a period of more than one semester, and events cannot be scheduled more than six months in advance.
- No food or drink concessions may be operated without the proper permits required by the Facilities Coordinator. If portable stands (trailers) are used for concessions, an inspection certificate must be obtained from the Solano County Health Department prior to use.
- Permission to use the Athletic facilities will be granted only when college personnel are available to open and close the facility; no keys will ever be given to outside users.
- No animals shall be allowed in any Athletic facility with the exception of certified canine assistants.
- Non-conformance with regulations governing the use of athletic facilities may result in the withdrawal of the use permit.

## Gymnasium:

- The gymnasium is not available for such events as light shows, dances, concerts, circuses or similar activities.
- Only non-marking gym shoes (or dance shoes in the dance studio) are permitted on the hardwood floors and these must be cleaned before entering if they have been worn outside.
- Food and beverages are prohibited in the gymnasium, auxiliary facilities and locker rooms.
- Food and beverages are allowed only in the main lobby where the concessions are sold.
- Nothing shall be used on the floors which would mar the playing surface in any way.
- Materials specifically authorized by the Facilities Coordinator for decorations cannot be attached with nails or tacks. Decorating materials must be removed immediately after the event.
- A custodian may be required for events with the cost paid by the User according to the appropriate fee schedule.
- Saturday and Sunday Users must hire a campus custodian so facilities are clean for classes on Monday morning.
- Use of or moving the mats, stereos, piano or other supplies/equipment in these rooms is prohibited.

## Pool:

- Time available for organized swim club activities shall be shared equally between clubs. Time schedules for club use will be subordinate to scheduled college programs. There shall be a half hour buffer between college use and use by outside groups, but is negotiable under the discretion of the athletic director or the head swim coach.
- Upon application from management, recognized swim clubs may use the pool for practice. Practices cannot be scheduled earlier than 6 a.m. A certified lifeguard must be present at all times. Lifeguard and CPR certificates must be on file with the Athletic Coordinators office before any use of facilities. If the User does not provide their own certified lifeguards personnel costs for the guards will be borne by the User.
- Groups using the pool first in the morning and last in the evening are responsible for removing the pool covers and replacing them properly. Under no conditions should there be more than one cover-per roller.
- Pool renters will provide officials for home SCC swim meets as part of their current contract.
- In order to prevent unnecessary damage to college adaptive and swim team equipment, use of this equipment is prohibited unless prior approval is granted by the Athletic Director.
- All pool rules must be obeyed including: No smoking or food on or around the pool decks.

- In order to prevent electrical overload, excessive usage of electrical outlets is not permitted.
- Decks and rest areas must be cleaned daily.
- Groups wishing to erect tents must receive prior permission to the event.
- Groups using the locker rooms must supervise/monitor them at all times to ensure the safety of the children using the locker rooms and for cleanliness.
- A custodian is required for events with over 50 in attendance during the day and when campus is closed. The PSO's are required for events with over 100 in attendance during the day and for all night events. All such costs will be paid by the User according to the current fee schedule.
- Users must follow the Pool User's Check-List to ensure all facilities and equipment is used properly.

#### **Football Stadium:**

- The Stadium football field is available for use by outside groups. Emergency requests made by local schools will be considered on a case-by-case basis.
- Only participants and officials are allowed on the football field.
- Any activity that could damage the football field is strictly prohibited.
- No vehicles, other than those of Solano College maintenance, are allowed on the football playing field and track.
- The football field shall be maintained by college employees. Users shall exercise care and good judgment in the use of college property and facilities.
- The cost to prepare the field prior to an event and the subsequent clean-up will be paid by the User according to the current fee schedule.
- If field conditions (such as heavy rains) so dictate any scheduled use of the stadium can be cancelled by the Athletic Director, and/or the Director of Maintenance.
- Locker rooms must be maintained in an orderly manner and all equipment left undisturbed.
- A grounds/custodial person and sufficient Sheriff Deputies/SSO's are required for all events, **at the User's expense**, according to the current fee schedule.

#### **Tennis Courts:**

- For tournaments, complete court use can be arranged through the Facilities Coordinator with one month's notice.
- Individuals must not interfere with the college's regularly scheduled tennis classes and intercollegiate tennis program from 12-6 p.m.
- The following regulations are to be observed:
  - a) The tennis courts shall be used for no activity other than playing tennis.
  - b) Tennis shoes must be worn on the courts.
  - c) No smoking, food, or beverages are allowed on the courts.
  - d) Players must refrain from hanging or sitting on the nets.
  - e) No vehicles of any kind including roller skates, skateboards, bicycles, wagons, etc. are allowed on the tennis courts.
  - f) Metal racquets must have head guards.
  - g) Players are limited to two (2) sets, or one (1) hour, if others are waiting.
  - h) No private tennis instruction is allowed.

#### **Baseball & Softball Fields:**

- Field Users are required to pay the labor cost for infield preparation, which includes pre and post event infield care.
- Only games using 90-foot base lines (baseball) or 60-foot base lines (softball) are permitted.
- The following regulations must be observed:

- a) No pitching allowed in front of pitcher's mound.
  - b) No hitting is allowed against the backstop or fences.
  - c) Players must stay off the mound and diamond area when it is being serviced for a game.
  - d) Garbage containers must be used for refuse.
  - e) No pets are allowed on the athletic playing fields.
- Electrical hook-ups are available for a fee. Contact the Facilities Coordinator for details.
  - No vehicles are allowed to park within the fenced area or the service roads.
  - Bases are not provided.

**Soccer Fields:**

- The Soccer fields are not available for use by outside groups August through March of each year. Emergency requests made by local schools will be considered on a case-by-case basis.
- Only participants and officials are allowed on the soccer field.
- Any activity that could damage the soccer field is strictly prohibited.
- No vehicles, other than those of the college maintenance, are allowed on the soccer playing field and track.
- The soccer field shall be maintained by college employees. Users shall exercise care and good judgment in the use of college property and facilities. The cost to prepare the field prior to an event and the subsequent clean-up will be paid by the User according to the current fee schedule.
- A grounds/custodial person and sufficient campus PSO are required for all events, the cost to be borne by the User according to the current fee schedule. A minimum of two campus PSO's are required pending crowd assessment.

# Fee Schedule

**Deposit:** A fifty percent (50%) deposit in the form of a check made payable to Solano College or a credit draft is required with the signed contract, prior to the event. First time users must pay the full amount (100%) of the contract, prior to the event. Failure to submit the deposit, contract and liability insurance will result in cancellation of the reservation.

Non-Profit Groups and Public Agencies are allowed use of campus facilities free of charge when all the following conditions are met. (An example of this is a meeting of which Solano College participates):

- 1) No set-up, clean-up or supervision is required.
- 2) There are no direct or indirect costs to the District.
- 3) The use takes place during the college's normal hours of operation (8a.m. – 5 p.m.)
- 4) No equipment or personnel is required.
- 5) No admission fee or money is collected. Money collected includes the following: admission charge, solicitation of a donation, freewill offering, tuition payment, registration fee, entry fee, and charge for class supplies or payment of a speaker, or sale of literature or any other materials.

**Please Note:** If any of the conditions listed above—do not apply, the organization will be billed according to the fee schedule for Non-Profit Groups and Public Agencies.

**Commercial Organizations:** Those that do not meet the requirements of a non-profit organization under the Civic Center Act will be billed at the rate for Commercial Users.

**Scheduled Campus Closures:** During scheduled campus closures, special arrangements may be made to use facilities at the Users expense as long as all direct and indirect costs are covered by the use.

**Fees are subject to yearly increase:** July 1, of each year, prices are subject to ten-percent (10%) increase (rounded up to the nearest dollar) at the discretion of the Superintendent/President.

**Additional labor:** Costs apply for any special set up, equipment use, and custodial or grounds work.

## Solano Campus Facility Fee Schedules

FAIRFIELD CAMPUS FACILITIES	Capacity	CURRENT		PROPOSED FOR 2023-24	
		Non-Profit Hrly Rate	Commercial Hrly Rate	Non-Profit Hrly Rate	Commercial Hrly Rate
Large Lecture Room (Room 308)	85	\$115	\$148	\$127	\$164
Regular Classroom	30-50	\$68	\$115	\$75	\$97
Conference Room	Variable	\$68	\$102	\$75	\$97
Full Cafeteria (avail on weekends & campus closures only)	302	\$161	\$189	\$177	\$230
Half Cafeteria	235	\$81	\$105	\$89	\$116
Bldg 1400 Lobby (avail on weekends & campus closures only)	134	\$73	\$95	\$80	\$104
Faculty/Staff Lounge	40-60	\$81	\$121	\$89	\$116
Computer Lab (additional fee for IT Technician)	30-42	\$182	\$243	\$200	\$260
Clock Tower - Quad - Outdoor Ampitheater		\$50	\$50	\$55	\$72

CURRENT				PROPOSED FOR 2023-24	
VACAVILLE & VALLEJO CENTER FACILITIES	Capacity	Non-Profit Hrly Rate	Commercial Hrly Rate	Non-Profit Hrly Rate	Commercial Hrly Rate
Multipurpose Room	VV 496 VJO 250	\$115	\$161	\$127	\$164
Large Lecture Room	75	\$115	\$148	\$127	\$164
Regular Classroom	30-50	\$68	\$102	\$75	\$97
Conference Room	16-25	\$68	\$102	\$75	\$97
Computer Lab (additional fee for IT Technician)	41-43	\$182	\$273	\$200	\$260
Lobby (avail on weekends & campus closures only)		\$81	\$102	\$89	\$116

### Athletic Facilities

CURRENT				PROPOSED FOR 2023-24	
FAIRFIELD CAMPUS ATHLETIC FACILITIES	Capacity	Non-Profit Hrly Rate	Commercial Hrly Rate	Non-Profit Hrly Rate	Commercial Hrly Rate
Gymnasium with bleachers	1648	\$201	\$261	\$100	\$130
Gymnasium w/out beachers	1648	\$68	\$88	\$75	\$97
Snack Bar / Lobby		\$100	\$125	\$110	\$143
Locker Rooms - Men's & Women's (each)	50	\$53	\$75	\$58	\$76
Baseball Field		\$53	\$75	\$58	\$76
Baseball Field Prep (drag/line - flat fee)		\$100	\$161	\$110	\$143
Softball Field		\$53	\$61	\$58	\$76
Softball Field Prep (drag/line - flat fee)		\$100	\$134	\$110	\$143
Soccer Field Usage		\$53	\$75	\$58	\$76
Soccer field 1st prep		\$504	\$544	\$400	\$520
Soccer field Touch-up prep		\$126	\$136	\$100	\$130
Paint - 1st Prep		\$75	\$75	\$83	\$107
Paint - Touch Up		\$50	\$50	\$55	\$72
Old Football Practice Field		\$46	\$75	\$51	\$66
All other fields		\$25	\$25	\$28	\$36
Tennis Courts - Turnements (12 courts)		\$81	\$107	\$89	\$116
Football Stadium (no lights)	2400	\$132	\$368	\$145	\$189
Football Stadium (with lights)	2400	\$168	\$401	\$185	\$240
Football Stadium Lining (1st pre 2 emps @ 6 hrs each; touch up - 1 emp @ 3 hrs)		\$57	\$63	\$63	\$82
Ramada		\$28	\$47	\$31	\$40
Pool -up to 8 lanes with locker room		\$35	\$97	\$39	\$50
Pool -up to 12 lanes with locker room		\$37	\$127	\$41	\$53
Pool -all lanes (2 polo areas) with locker room		\$41	\$156	\$45	\$59
Track - only		\$92	\$121	\$101	\$132

### Campus Parking Facility Rates

FAIRFIELD CAMPUS PARKING							
				CURRENT		PROPOSED FOR 2023-24	
Lot	Regular	Disabled	Motorcycle	Non-Profit Hrly Rate	Commercial Hrly Rate	Non-Profit Hrly Rate	Commercial Hrly Rate
1	399	2	4	\$33	\$46	\$36	\$47
2	390	6	13	\$33	\$46	\$36	\$47
3	858	15	7	\$68	\$81	\$75	\$97
4	411	0	4	\$39	\$52	\$43	\$56
5	1282	0	0	\$83	\$96	\$91	\$119
6	248	0	4	\$31	\$43	\$34	\$44

VACAVILLE & VALLEJO CENTER PARKING							
				CURRENT		PROPOSED FOR 2023-24	
Lot	Regular	Disabled	Motorcycle	Non-Profit Hrly Rate	Commercial Hrly Rate	Non-Profit Hrly Rate	Commercial Hrly Rate
VV	359	15	6	\$33	\$46	\$36	\$47
VJO	348	10	17	\$33	\$46	\$36	\$47

### Personnel / Labor Rates

PERSONNEL FEES	CURRENT	PROPOSED FOR 2023-24
	HOURLY COST All Clients	HOURLY COST All Clients
Audio-Visual Technician	\$89	\$66
Custodian	\$57	\$47
Electrician or Engineer	\$72	\$71
Lead Carpenter	\$61	\$74
Carpenter	\$57	\$71
Grounds Maintenance	\$63	\$49
Phys Ed or Athletic Assistant	\$54	\$65
Pool Maintenance Technician	\$65	\$49
DPS Sergeant	\$93	\$129
DPS PSO	\$44	\$77
Support Staff (Emp hourly OT wage)	TBD	TBD
Scoreboard/Clock Operator <i>2 for football &amp; basketball</i> <i>1 for all other sports</i>	\$60	\$65

When figuring costs for SCC facility use, campus personnel time is required. Campus personnel costs are not included in facility costs. Personnel must set-up prior to an event and clean-up after the event. Campus Hourly Rates apply to any additional Support Staff needed. The number of Police Officers/Aides assigned will be determined by the SCC PSO Department based on numbers in attendance. These additional personnel and support staff costs must be paid by the User. The Campus Reservations team can provide details on time estimates and total costs.

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO ALLANA BUICK & BERS, INC.  
FOR THE VACAVILLE CENTER WATER INTRUSION  
PROJECT

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the award of a professional services agreement with Allana Buick & Bers, Inc. for Consultant Services on the Vacaville Center Water Intrusion Project. This project consists of a comprehensive water investigation throughout the facility, production of a testing report with recommend remediation, and client debrief.

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: \$82,600 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**

April 10, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Dr. Celia Esposito-Noy**  
Superintendent-President

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO ALLANA BUICK & BERS, INC.  
FOR THE VACAVILLE CENTER WATER INTRUSION  
PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The scope of work for the consultant team includes visual assessment of leakages within the Lecture Hall (133), Hallway (131), Learning Lab (138), Lobby (100), Classroom (118), Science Lab (271), Mens Restroom (216), Computer Lab (208), Computer Lab (211), and Copy Alcove (244). The recommended Consultant will conduct water spray testing to investigate the cause of leaks during major rain events and provide a report detailing the findings.

The Consultant was provided photos of the existing conditions of the facility in addition to as-built drawings and discussed project objectives with District representatives. A committee reviewed the proposal and is recommending Allana Buick & Bers, Inc. be awarded this contract. It was determined that the proposal sufficiently addressed the requested outcomes of the assessment, and pricing is fair based upon comparison of previous like projects.

The Board is asked to approve a professional services contract with Allana Buick & Bers, Inc. in the amount not to exceed \$82,600.

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 HMR ARCHITECTS, INC. FOR  
THE BUILDING 1800 MAKER SPACE AWNING PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the award of a professional services agreement to HMR Architects, Inc. for Architectural Services at the Fairfield Campus B1800 Maker Space Awning Project. This project consists of an assessment of the existing electrical panel to provide power and lighting to awning, analysis of site conditions to establish facility constraints for a proposed outdoor work space structure, and construction administration services.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$12,000 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**

April 10, 2032

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Dr. Celia Esposito-Noy**  
Superintendent-President

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO HMR ARCHITECTS, INC. FOR  
THE BUILDING 1800 MAKER SPACE AWNING PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The scope of work for the architectural team includes full architectural and engineering services for all phases of the project including electrical design, DSA (Division of the State Architect) submittal facilitation, and construction administration. The assessment phase of the project will determine if the electrical services are adequate for the proposed improvements, and outdoor work structure can be installed without triggering additional facility upgrades. The Design Intent of the project is to utilize a premanufactured DSA Certified Structure to meet the needs of the extended exterior work space.

An RFP (Request for Proposals) was issued to HMR Architects, Inc., a member of the District's Architectural Services Pool consultants, which was approved at the April 17, 2019 Board Meeting. The consultant has successfully executed multiple projects within B1800 and was the Architect of Record for the previous shade structure project. A committee reviewed the proposal and is recommending HMR Architects, Inc. be awarded this contract. The proposal sufficiently addressed the requested outcomes of the RFP, and pricing is fair upon comparison of previous like projects.

The Board is asked to approve a professional services contract with HMR Architects, Inc. in the amount not to exceed \$12,000.

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 HMR ARCHITECTS, INC. FOR  
THE BUILDING 1800B POWER/ELECTRICAL PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the award of a professional services agreement to HMR Architects, Inc. for Architectural Services at the Fairfield Campus B1800 Power/Electrical Project. This project consists of a comprehensive assessment of the existing electrical infrastructure. Findings will produce an updated electrical drawing set, understand available free power left within the building, and determine existing competing power demands between the facility programs.

*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: \$37,700 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**

April 10, 2032

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Dr. Celia Esposito-Noy**  
Superintendent-President

April 19, 2023  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO HMR ARCHITECTS, INC. FOR  
THE BUILDING 1800B POWER/ELECTRICAL PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The scope of work for the architectural team includes full architectural and engineering services for the assessment of the existing power infrastructure at Building 1800B. The analysis of the facilities will determine if the electrical services are adequate for the existing equipment orientations throughout the building, including expansions to Welding, and the addition of the Dress shop, Mechatronics, Makers space, and Silk screening. In addition this will document (“as-built”) the electrical infrastructure for appropriate future work. The scope of services includes:

- A complete system load study with meter installed at building switch gear
- Production of new overall one-line diagram
- Updated building load calculations
- Updated Electrical Floor Plans for MSB, Panels, and transformer locations
- Updated Panel Schedules and corresponding calculations

An RFP (Request for Proposals) was issued to HMR Architects, Inc., a member of the District’s Architectural Services Pool consultants, which was approved at the April 17, 2019 Board Meeting. The consultant has successfully executed multiple projects within B1800. A committee reviewed the proposal and is recommending HMR Architects, Inc. be awarded this contract. The proposal sufficiently addressed the requested outcomes of the RFP, and pricing is fair upon comparison of previous like projects.

The Board is asked to approve a professional services contract with HMR Architects, Inc. in the amount not to exceed \$37,700.

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: AGREEMENT BETWEEN THE CITY OF FAIRFIELD AND  
SOLANO COMMUNITY COLLEGE DISTRICT FOR THE  
USE OF THE CITY OF FAIRFIELD FIRE DEPARTMENT  
TRAINING FACILITY**

**REQUESTED ACTION:**

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

**SUMMARY:**

A facility use agreement between Solano Community College District and the City of Fairfield, California, is being presented for review and approval by the Governing Board. The City of Fairfield Fire Department Training Facility meets the requirements of State and local safety regulations, and its equipment and facilities are adequate, safe and suitable for Firefighter Academy training. This agreement greatly enhances the success of students in our fire technology program. This is a limited term agreement to be entered into on October 8, 2023.

**STUDENT SUCCESS IMPACT:**

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

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

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 31, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**LICENSE AGREEMENT  
FOR USE OF THE CITY OF FAIRFIELD  
FIRE DEPARTMENT TRAINING FACILITY**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the CITY OF FAIRFIELD, a municipal corporation ("CITY"), and Solano Community College, a ("USER"). CITY and USER are sometimes referred to as the "Parties," and individually as "Party."

**RECITALS**

WHEREAS, the CITY operates the Fairfield Fire Training Facility, located at 1633 Union Avenue, Fairfield, CA ("Training Facility"); and

WHEREAS, USER desires to use the Training Facility under the terms and conditions hereafter set forth;

NOW, THEREFORE, the parties hereby agree as follows:

1. License to Use Training Facility. The CITY agrees to grant USER a non-exclusive license to use the Training Facility for official training or qualification purposes ("Training Events").
2. Term. The term of this Agreement shall be for thirty-six (36) months from the effective date of this Agreement, unless sooner terminated by either Party.
3. Payment and Scheduling.

A. Prior to use of the Training Facility, USER must pay the CITY a fee as designated in Exhibit "A," which is hereby referenced and incorporated into this Agreement. The CITY may adjust this fee schedule at any time, upon thirty (30) days written notice to USER. The total fee per use is dependent upon the nature of the desired training and will be determined by the CITY following a formal request from USER through the application found in Exhibit "C".

B. CITY and USER will cooperate to establish the exact times that USER will use the Training Facility for Training Events, and the CITY will maintain this schedule in a master calendar. The CITY has final authority to approve USER's schedule and the master calendar. The Training Facility is subject to the needs of the CITY and as such USER's use of the Training Facility may be cancelled by the CITY at any time. In the event CITY determines, in its sole and absolute discretion, that the Training Facility is needed for any CITY purposes, USER shall immediately vacate the Training Facility upon notice by the CITY. No private use of the Training Facility is permitted.

C. USER may elect to cancel its reservation for a full refund by notifying the CITY in writing no less than seven (7) calendar days prior to the assigned reservation date. If USER cancels its reservation date less than seven (7) calendar days before the assigned reservation date, USER will be billed for the time reserved and shall not receive a refund.

D. If USER prematurely terminates or otherwise fails to use the total allotted time during the USER's assigned reservation, USER shall not be credited or refunded for such time unless CITY granted USER a modification to its scheduled reservation at least seven (7) days prior to the originally reserved date.

E. If USER requests to extend its assigned reservation time on the day of the booking, such an extension will be at the discretion of Fairfield Fire Department on-site personnel and subject to availability. Additional hours will be billed according to the hourly rates in effect on the date of the booking.

F. USER shall submit payment to CITY no later than thirty (30) days from the date of all invoices, at the address provided in Paragraph 6 below.

4. Use of Training Facility.

A. USER represents and warrants that all employees, attendees, participants, students, observers, instructors, and any other persons brought to the Training Facility by USER ("User Invitees") are qualified to participate in training events and use the Training Facility. CITY retains the discretion to terminate this Agreement and require all User Invitees to immediately vacate the Training Facility if the training events or anyone's participation in the Training Events poses any kind of threat or liability to the City, the public, User Invitees or anyone else. User Invitees shall not be considered an employee or agent of CITY for any purpose related to the Training Events.

B. At all times during use of the Training Facility, USER shall provide appropriate staffing levels and adhere to CITY policies. Unless USER is limiting reservation to classroom usage only, a minimum of one Fairfield Fire Department Facility Liaison ("Liaison") will be on-site for the duration of the USER's reservation. Additional Fairfield Fire Department personnel may be required on-site based on the nature of the training to be performed as defined in Exhibit "A", or at the discretion of the Fire Chief or his/her designee.

C. USER acknowledges and understands that Liaisons will not, and shall not be requested to, provide training instruction. USER agrees that the Liaison's purpose is to manage facility equipment, provide instruction for proper use of operating Training Facility equipment and to provide visual inspections upon check-in/check-out. User will provide its own safety officer for any Training Events that require a safety officer position.



D. USER shall supply User Invitees with all fire equipment necessary to use the Training Facility. All such equipment shall be in good working condition. All consumables shall be requested through the reservation process and supplied by the Fairfield Fire Department for a fee as defined in Exhibit "A".

E. USER shall comply with the Training Facility Safety Rules established by CITY and all orders of CITY personnel, including but not limited to the Liaisons. The current Safety Rules in effect are attached as Exhibit "B" and incorporated herein by reference. The Liaison will terminate a Training Event without refund if he or she deems activities conducted by USER to be damaging to the Training Facility and/or CITY equipment or in violation of the Safety Rules.

F. After using the Training Facility, USER personnel shall leave the Training Facility in the same condition it was in before use, including but not limited to, removal of all debris. As defined in Exhibit "A", the Administrative Fee built into the reservation request encompasses the cost for disposal of debris on-site. If USER fails to adequately restore the Training Facility to the same condition it was in before a Training Event, the CITY reserves the right to charge USER for any additional costs the CITY incurs in restoring the Training Facility to its prior condition.

5. Termination.

A. Either party shall have the right to terminate this Agreement for any reason or for no reason upon thirty (30) calendar days' written notice to the other party.

B. In the event of termination or cancellation of this Agreement by CITY, USER agrees to cease use of the Training Facility upon receipt of such notice.

6. Notices. Any notices, bills, invoices, or other communications provided pursuant to this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving Party's regular business hours; or (b) on the second business day following deposit in the United States Postal Service mail, registered or certified, postage prepaid and addressed as follows, or to such other addresses as the Parties may, from time to time, designate in writing pursuant to this Section:

If to CITY:                      Fairfield Fire Department  
   Attn: Tossah Woodruff  
   1200 Kentucky Street  
   Fairfield, CA 94533

With a copy to:                Fairfield Fire Department  
   Attn: Taylor Armour  
   1200 Kentucky Street  
   Fairfield, CA 94533

If to USER:

**Solano Community College**

Attn: Celia Esposito-Noy

4000 Suisun Valley Road

Fairfield, CA 94534

7. Indemnification. USER shall indemnify, defend, and hold harmless CITY, its officers, agents, employees, and volunteers against any and all claims, causes of action, damages, suits, judgments, liabilities or financial losses (including, without limitation, attorney's fees and costs), including death or injury to any person or damage to or destruction of any property, arising out of or occurring in connection with any act or omission of USER or its officers, agents, employees, or representatives during performance of this Agreement or use of the Training Facility, except as arising from the sole and active negligence or willful misconduct of USER. USER shall defend CITY, with counsel of CITY's choosing, at USER's own cost and expense, and shall satisfy any judgment, award, or decree that may be rendered against CITY. USER shall reimburse CITY for any and all legal expenses and costs incurred by CITY in connection therewith or in enforcing the indemnity herein. USER's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by USER or CITY. This Section shall survive expiration or termination of this Agreement.

8. Assumption of Risk and Waiver.

A. USER may make an appointment with the CITY to inspect the Training Facility prior to use. USER acknowledges that its use of the Training Facility may involve risk of serious injury or death. USER recognizes and accepts that the Training Facility is not suited for flowing master stream appliances (aerial, deck guns, ground monitors, etc) directed at or into the Training Facility and accepts the Training Facility with all defects, latent or patent. USER, on behalf of itself and its User Invitees, as a material part of the consideration for this Agreement, hereby assumes the risk of and releases CITY from any and all liability of any kind whatsoever that may arise out of use of the Training Facility by USER or User Invitees, including, but not limited to, any defect, latent or patent, or any act or omission of CITY, its officers, agents, employees, or volunteers related to this Agreement or the Training Facility. In that connection, USER waives the benefit of California Civil Code Section 1542, which provides as follows:

A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.

The foregoing assumption of risk shall be effective except to the extent any liability is caused by the gross negligence or willful misconduct of CITY; shall survive

termination of this Agreement; and is in addition to any other rights or remedies which CITY may have under the law or under this Agreement.

B. USER shall ensure that all User Invitees observing or participating in the Training Events sign and execute a release of liability and assumption of risk form, substantially in the same form as set forth in the attached Exhibit "D", incorporated by this reference ("Release Form"). No one shall attend or participate in a Training Event or use the Training Facility without signing the Release Form.

9. Insurance.

A. USER shall maintain in full force and effect, at all times during use of the Training Facility, Commercial General Liability Insurance coverage including, but not limited to, Premises-Operations, Contractual Liability Insurance (specifically concerning the indemnity provisions of this contract), Broad Form Property Damage, and Personal Injury for liability arising out of this Agreement with the CITY. This policy shall have minimum limits for Bodily Injury Liability and Property Damage Liability of \$1,000,000 for each occurrence and \$2,000,000 aggregate. An additional insured endorsement (CG 20 10 11 85) to the Commercial General Liability insurance policy shall name the CITY and its officers, agents, volunteers, and employees as additional insureds.

B. If USER is self-insured for liability, it may submit a certification of self-insurance and additional insured endorsement to the CITY's Risk Manager, providing for the same level of insurance coverage listed above. Upon acceptance of that written commitment by the City Risk Manager, the requirements of Subparagraph A shall be satisfied.

C. USER shall submit a certificate of insurance or equivalent written proof that it is insured against liability for workers compensation in accordance with the provisions of Section 3700 of the Labor Code. In signing this Agreement, USER makes the following certification, required by Section 1861 of the Labor Code:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract."

D. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve USER from liability in excess of such coverage, nor shall it preclude the CITY from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.

10. Assignment. USER is prohibited from either assigning or subletting all or any portion of this Agreement. Any attempt by USER to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.
11. Entire Agreement; Amendment. This document contains the entire agreement between the parties relating to the services, rights, obligations, and covenants contained herein and assumed by the parties respectively. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto and no oral understanding or agreements not incorporated herein shall be binding on any of the parties hereto.
12. Governing Law; Venue. The interpretation and implementation of this Agreement shall be governed by the laws of the State of California. If any Party initiates an action to enforce the terms of this Agreement or declare rights hereunder, the parties agree that the venue thereof shall be the County of Solano, California.
13. Authorization. Each person executing this Agreement on behalf of USER represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of USER and that this Agreement is binding on USER in accordance with its terms.
14. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed on the date first written above.

SOLANO COMMUNITY COLLEGE,

CITY OF FAIRFIELD,

By \_\_\_\_\_  
Superintendent-President

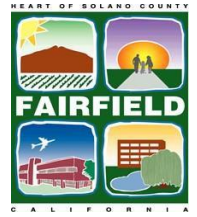
By \_\_\_\_\_  
City Manager

## EXHIBIT "A"



# FAIRFIELD FIRE DEPARTMENT

## Training Division



*NOTE: All services will require a Fairfield Fire Department facility representative to be on site. Some services will require both a Facility Liason and an Ignition Officer.*

Item	Rate	Note
Training Tower (W/O Burn room or Props)	\$75 Per Hour	Minimum charge of (2) hours
Training Tower with use of Props	\$100 Per Hour	Minimum charge of (2) hours
Training Tower w/ Burn Room, supplies included	\$175 Per Hour	Minimum charge of (2) hours plus cost of Ignition Officer
Confined Space Tubing Prop	\$25 Per Hour	Minimum charge of (2) hours
Movable Maze	\$25 Per Hour	Minimum charge of (2) hours
Rebar Prop, supplies included	\$75 Per Hour	Minimum charge of (2) hours
Garage Door Prop	\$50 Per Hour	Minimum charge of (2) hours Must supply garage door panels
Forcible Entry Prop, supplies included	\$75.00 Per Hour	Minimum charge of (2) hours
Rappelling Tower	\$25.00 Per Hour	Minimum charge of (2) hours
Ventilation Prop, supplies included	\$150 Per Hour	Minimum charge of (2) hours
Smoke Machine w/ Fluid	\$50 Per Gallon	
Rescue Systems Site / LARRO	TBA	
Draft / Test Pit	\$50 Per Hour	Minimum charge of (2) hours
Classroom	\$75 Per Hour	Minimum charge of (2) hours
Type 1 Engine	\$75 Per Hour	Minimum charge of (2) hours

### MISCELLANEOUS CHARGES

Item	Rate	Note
Facility Liaison	\$90 Per Hour	Minimum charge of (2) hours
Ignition Officer	\$90 Per Hour	Minimum charge of (2) hours
Administration Fee	10% of Total Cost	

## **EXHIBIT “B”**

### **Training Facility Safety Rules**

1. Be respectful of our neighbors
2. All students and instructors shall be courteous at all times
3. NFPA 1403 shall be adhered to at all times
4. Proper PPE shall be used during training
5. Eye and hearing protection shall be worn when appropriate
6. SCBA shall be worn during smoke drills and live burns
7. Training Facility shall be restored to original condition following use; burn debris are to be completely extinguished and disposed of in the proper trash receptacle
8. Master stream appliances (aerial, deck guns, ground monitors, etc) shall not be directed at or into the Training Facility
9. All tools shall be returned to the tool storage area
10. All lights shall be turned off after use
11. Ventilation prop wood shall be replenished after use; all scrap wood and saw dust shall be cleaned and disposed of in the proper trash receptacle
12. All props shall be returned to working condition; any consumables shall be replaced
13. Any damage to the Training Facility or props shall be reported to the designated Fairfield Fire Department Operator
14. Water shall be pushed out of the Training Facility after use
15. Hydrant caps shall be replaced after use
16. Under no circumstance will training or drills performed at the Training Facility include the use of personnel as victims. Only inanimate objects, including fire training dummies, hose dummies, and mannequins will be used as victims
17. A Safety Officer shall inspect all ropes, knots, and hardware prior to repelling

**EXHIBIT "C"****FAIRFIELD FIRE DEPARTMENT****TRAINING FACILITY APPLICATION FOR USE**


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 DEPARTMENT/ ORGANIZATION

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 APPLICATION DATE

---

 CONTACT PERSON NAME

---

 PHONE NUMBER

---

 EMAIL ADDRESS

---

 BILLING ADDRESS

---

 CITY

---

 STATE

---

 ZIP

Note: Please visit our website at [www.fairfield.ca.gov](http://www.fairfield.ca.gov) to check for availability.

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 Date(s) Requested

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 Arrival / Departure Time

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 Total Hours of Use

Please select services below:

X	Item	Cost	Hours / Gallons	Total
	Training Tower (W/O Burn room or Props)	\$75		\$ 0
	Training Tower with use of Props	\$100		\$ 0
	Training Tower w/ Burn Room*	\$175		\$ 0
	Confined Space Tubing Prop	\$25		\$ 0
	Movable Maze	\$25		\$ 0
	Rebar Prop, supplies included	\$75		\$ 0
	Garage Door Prop	\$50		\$ 0
	Forcible Entry Prop, supplies included	\$75		\$ 0
	Rappelling Tower	\$25		\$ 0
	Ventilation Prop, supplies included	\$150		\$ 0
	Smoke Machine w/ Fluid	\$50		\$ 0
	Rescue Systems Site / LARRO	TBA		
	Draft / Test Pit	\$50		\$ 0
	Classroom	\$75		\$ 0
	Type 1 Engine	\$75		\$ 0
	Facility Liaison	\$90	0	\$ 0
	Ignition Officer*	\$90	0	\$ 0
<b>Sub-Total</b>				<b>\$ 0</b>
	Administration Fee (10%)	.10		\$ 0
<b>Grand Total</b>				<b>\$ 0</b>

**USE AGREEMENT AND INSURANCE MUST BE ON FILE BEFORE APPROVAL**

Cancellation Policy: You must cancel within 7 business days of the training or your fee will be forfeited. **NOTE: Payment must be made in advance to secure your reservation.**

Your Signature below indicates that you have a use agreement on file and that you have read and understand the agreement.

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 Applications Signature/Title



# CITY OF FAIRFIELD FIRE TRAINING TOWER FACILITY



Name of Participant: \_\_\_\_\_ Age: \_\_\_\_\_

Email : \_\_\_\_\_ Phone: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

## RELEASE OF LIABILITY AND ASSUMPTION OF RISK

I, \_\_\_\_\_, wish to participate in activities associated with the firefighting and/or emergency responder training(s) conducted by the above-listed Agency/Organization and held at the Fairfield Fire Training Facility, 1633 Union Avenue, Fairfield CA 94533 (hereinafter referred to as "Training"). In exchange for being allowed to participate in the Training, I agree as follows:

I understand that the Training includes activities that may be of a hazardous nature and/or include physical and/or strenuous exercise, and that there is a risk of sustaining injuries ranging from minor to life-threatening, or even death. I certify that said activities have been explained to me, and I am not aware of any physical, mental, or other health limitation that would prevent my safe participation. I understand that participants have a responsibility to reduce the chance of injury by following all safety rules, reporting unsafe conditions to instructor(s), inspecting personal protective gear, recognizing signs of fatigue, and voluntarily removing oneself from training. I assume full responsibility for all risks associated with participation, including bodily injury, death, and property damage.

I, for myself and my heirs, assigns, and other successors in interest (collectively, "Successors"), release, hold harmless, waive, discharge and covenant not to sue or bring any action or claim, including but not limited to actions or claims for personal injury, wrongful death, and/or property damage, that I or my Successors have or may accrue in connection with the Training (collectively, "Claims"), against the City of Fairfield, its officers, employees, volunteers, and agents (collectively, "Releasees"), whether such Claims are caused by the active or passive negligence of Releasees or otherwise, or the condition of the facilities, equipment, or areas where the Training is being conducted.

In the event of a sudden illness and/or accident or injury during the Training, I give permission to the Releasees administer first aid and obtain for me emergency medical treatment and/or emergency transportation, as they deem advisable. I understand that reasonable efforts will be made to contact one or both emergency contacts listed below if medical treatment becomes necessary. I also fully understand and agree that it is my responsibility, through insurance or otherwise, to cover all medical expenses incurred as a result of such transportation and/or treatment.

**I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT BY SIGNING THIS FORM I AM GIVING UP IMPORTANT LEGAL RIGHTS, AND I SIGN IT OF MY OWN FREE WILL.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If Participant is under the age of 18, permission of the parent or legal guardian is required:***

**I, THE PARENT OR LEGAL GUARDIAN OF THE MINOR PARTICIPANT LISTED ABOVE, HAVE READ THIS DOCUMENT AND DO HEREBY CONSENT TO ALL TERMS STATED ABOVE.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_





# CITY OF FAIRFIELD FIRE TRAINING TOWER FACILITY



## EMERGENCY CONTACTS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Please list any allergies to food, medication, insect bites, or other events/substances that may trigger an allergic reaction:

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AGENDA ITEM 14.(a)  
MEETING DATE April 19, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: FIRST READING OF REVISIONS TO BOARD POLICIES  
3800, 3810, 3820, AND 3830**

**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 Policies 3800, 3810, 3820, and 3830 are being presented for first reading. Board approval will be requested at the May 3, 2023 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:

<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 29, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

April 19, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## SOLANO COMMUNITY COLLEGE DISTRICT

COLLEGE POLICE DEPARTMENT

3800

POLICY:

The Governing Board establishes a College Police Department. This department shall be staffed with sworn police officers. The department shall be responsible for:

1. The enforcement of federal, state and county laws.
2. District regulations.
3. The security of students and staff.
4. The preparation of an annual crime statistics report as required by the Crime Awareness and Campus Security Act of 1990.

REFERENCES/

AUTHORITY:

California Education Code, Sections 72330, 72330.2, 72330.5, 72332

California Penal Code, Section 830.32

Section 201 Public Law 101-542 as amended by P.L. 102-26 Crime Awareness

ADOPTED: January 21, 1987

REVISED: March 17, 1993; May 17, 2000; April 19, 2023

REVIEWED: 2008 No Updates

## SOLANO COMMUNITY COLLEGE DISTRICT

### COLLEGE ~~POLICE~~ DEPARTMENT OF PUBLIC SAFETY- FIREARMS

3810

**POLICY:** Persons employed by the District as ~~sworn police officers~~ employees of the Department of Public Safety and who have completed the required trainings and certifications shall be authorized to carry weapons.

Persons other than the above employees or members of an official public law enforcement agency who are required to carry weapons shall not bring weapons onto District property.

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

**REFERENCES/  
AUTHORITY:**

Education Code Sections 72330, 72330.2, 72330.5  
California Penal Code Sections 626.9, 832(b)(c), 12002, 12403, 626.7

**ADOPTED:** January 21, 1987

**REVISED:** May 17, 2000; October 18, 2006; April 19, 2023

**REVIEWED:** 2008 – No Updates

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **RESPONSE TO DISASTER**

**3820**

**POLICY:** The District recognizes that a major disaster may strike at any time and could possibly result in injuries to students and staff and damage to District property. Recognizing that planning is the only way to effectively respond to a disaster, the District has established the Emergency Preparedness Plan which contains emergency procedures to be followed in case of disaster. The plan shall comply with relevant laws and regulations of the United States and the State of California. In the event of a declared disaster, the Superintendent/President or his/her ~~their~~ designee is responsible for activating and implementing the Emergency Preparedness Plan.

### **REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** June 15, 2005

**REVISED:** April 19, 2023

**REVIEWED:** 2008 – No Updates

## SOLANO COMMUNITY COLLEGE DISTRICT

### CAMPUS SAFETY

3830

**POLICY:** The Governing Board is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President or his/her their designee shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes to safety precautions to be made during the next 24 months.

#### REFERENCES/

**AUTHORITY:** Education Code 67380(a)(4)

**ADOPTED:** October 18, 2006

**REVISED:** April 19, 2023

**REVIEWED:** 2008 – No Updates