

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2021-2022

<u>Short-Term/Temporary/Substitute Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Sarah Barsness	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Erica Beam	Faculty Mentor Training	SEA	01/01/22-05/25/22	\$2,500.00 (Lump Sum)
Barry Bussewitz	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
James DeKloe	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Atticus Frey	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Ruth Fuller	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Jordan Jurich-Weston	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Ashlie Lawson	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Donisha Lugo	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Amy Obegi	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Joel Powell	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Michael Reilly	Teaching for Equity	SEA	01/01/22-05/25/22	\$2,500.00 (Lump Sum)

Salvatore Abbate
Human Resources

May 26, 2023

Date Submitted

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

June 7, 2023

Date Approved

Short-Term/Temporary/Substitute (continued)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Jonathan Schouten	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)
Sheila Smith	Teaching for Equity	SEA	01/01/22-05/25/22	\$2,500.00 (Lump Sum)
Curley Wikkeling-Miller	Teaching for Equity	SEA	01/01/22-05/25/22	\$2,500.00 (Lump Sum)
Michael Wyly	Teaching for Equity	SEA	01/01/22-05/25/22	\$750.00 (Lump Sum)

EMPLOYMENT 2022-2023**Regular Assignment**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Diana Khateeb	Non-Sworn Public Safety Officer	06/08/2023
Derrick Roberts	Non-Sworn Public Safety Officer	06/08/2023

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Leigh Anne Jones	From Administrative Assistant III Liberal Arts to ERA Canvas Technician	05/18/2023

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Darah Macaraeg	EOPS Coordinator	05/26/23-06/30/23

District Resignation

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Tingan Weng	Information Analyst 6 years 2 months service at SCC	06/30/2023
May Wynton	Assistant Technology & Alternate Media Coordinator 8 months service at SCC	05/26/23

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Juan Chaidez, Jr.	Custodian	General Fund	06/08/23-06/30/23	\$15.68/hr.
Toni Coleman	Cosmo Summer Bootcamp	Perkins	06/12/23-06/30/23	\$62.63/hr.
Kerry Dill	Athletic Trainer - Sports Medicine	Perkins	06/01/23-06/30/23	\$19.33/hr.
Erin Duane	Peer Online Course Review Training	SEA	04/01/23-04/13/23	\$2,500.00 (Lump Sum)

Short-Term/Temporary/Substitute continued

<u>Assignment</u>	<u>Assignment</u>	<u>Assignment</u>	<u>Assignment</u>	<u>Assignment</u>
Doug Green	Advanced Manufacturing Bootcamp	Perkins	06/01/23-06/30/23	\$69.05/hr.
Dagmar Kuta	Administrative Assistant III	General	06/08/23-06/30/23	\$18.91/hr.
Ricky Marshall	ATEC Car Show	Perkins	06/23/23-06/30/23	\$69.05/hr.
Andrew McGee	ATEC Bootcamp & Car Show	Perkins	06/01/23-06/30/23	\$69.05/hr.
John Perez	Technologist & Ca Virtual Campus/OEI Coordination	General	01/01/23-06/30/23	\$64.87/hr.
Cynthia Ramirez	Athletic Trainer - Sports Medicine	Perkins	06/01/23-06/30/23	\$19.33/hr.
Melissa Reeve	Guided Pathways Coordination	Guided Pathways	05/17/23-06/07/23	\$3,000.00 (Lump Sum)
Michelle Ruiz	Student Services Generalist	SEA Fund	06/12/23-06/30/23	\$18.19/hr.
Sarah Wasley-Smith	Marketing/Outreach for DMA	Perkins	05/18/23-06/30/23	\$60.69/hr.
Alexandra Weatherbee	Biology Lab Technician	General Fund	06/08/23-06/30/23	\$20.17/hr.
Curley Wikkeling-Miller	Center for Education Excellence Development	General	02/02/23-06/30/23 (Revised)	\$60.69/hr.

EMPLOYMENT 2023-2024**Change in Assignment**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jeannette Ramos	From Administrative Assistant IV-(10-Mo) School of Career Technical Education and Business to Administrative Assistant IV-School of Social and Behavioral Science	07/01/2023

Faculty Release / Reassignment

<u>Name</u>	<u>Assignment</u>	<u>Release %</u>	<u>Effective</u>
Dorene Adams	Assistant Director, Nursing	40%	08/14/23-05/31/26
Maire Morinec	Director, Nursing	100%	08/14/23-05/31/26

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Isabel Anderson	ISER Writing	General	07/01/23-07/31/23	\$4,150.00 (Lump Sum)
Kevin Anderson	Cybersecurity Bootcamp Coordinator	Strong Workforce	07/10/23-07/28/23	\$71.72/hr.
Saki Cabrera	ISER Evidence	General	07/01/23-07/31/23	\$2,870.00 (Lump Sum)
Toni Coleman	Cosmetology Summer Bootcamps	Strong Workforce	07/01/23-07/31/23	\$62.63/hr.

Short-Term/Temporary/Substitute continued

<u>Name</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>
Joshua Scott	Academic Senate President	General	07/01/23-07/31/23	\$2,500.00 (Lump Sum)
Michelle Smith	Professional Development Coordinator	General	07/01/23-07/31/23	\$69.05/hr.
Andrew Wesley	Assessment Coordinator	General	07/01/23-08/09/23	\$69.05/hr.

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.

<u>Name</u>	<u>Position</u>	<u>Reduction</u>
James Anderson	Counselor	50%

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: PERSONAL SERVICES AGREEMENTS & CONTRACTS UNDER \$50,000

REQUESTED ACTION:

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

PERSONAL SERVICES AGREEMENTS

**Student Services
Lisa Neeley, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Lavon Godfrey	Consultant will provide the keynote address at the Black Graduate Recognition Ceremony to be held in the cafeteria on Saturday, May 20, 2023 at the Solano Community College's Main Campus	05/20/23-05/20/23	Not to Exceed \$150.00
Dorothea Nicholson	Consultant to administer the Foster & Kinship Care Education (FKCE) program including meeting with SCC personnel, coordination of training, attend state and regional meetings, compile program reports, and contract experts presenters.	07/01/23-06/30/24	Not to Exceed \$144,800.00

**Academic Affairs
David Williams, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Sarah Himmelman Idler	Consultant provided a 4-hour ASL Interpreting Workshop for SCC ASL students on May 4, 2023 at the Vacaville Center.	05/04/23-05/04/23	Not to Exceed \$500.00

Continued on next page

Finance and Administration
Susan Wheat, Vice President

<u>Name</u>	<u>Description</u>	<u>Effective</u>	<u>Amount</u>
Robert Diamond	Consultant will review and update Board Policy & Procedures – 3000 series; review internal controls examining absence reporting and inventory controls for FY 2022-23.	07/01/22-06/30/23	Not to Exceed \$8,000.00
Robert Diamond	Consultant will review and update Board Policy & Procedures – 3000 series; review internal controls examining absence reporting and inventory controls for FY 2023-24.	07/01/23-06/30/24	Not to Exceed \$8,000.00

CONTRACT SERVICES AGREEMENTS & RENEWALS

Finance & Administration
Susan Wheat, Vice President

<u>Name</u>	<u>Description</u>	<u>Effective</u>	<u>Amount</u>
Triumph Protection Services	Vendor to provide additional protection services and crowd control during 2023 Solano Community College Commencement. This will supplement the existing staffing of the SCC Public Safety Office (PSO). Vendor will provide 6 personnel at the rate of \$50 per hour, for up to six (6) hours each.	05/25/23 - 05/25/23	Not to Exceed \$2,100.00
Desert Information Services	Consultant to advise, assist, or install at the discretion of the Project Manager, James Calilan in support of general Banner and Ethos DBA work.	07/01/23 - 06/30/24	Not to Exceed \$14,000.00
Strata Information Group (SIG)	Vendor will provide consulting services for the staff of Solano Community College District (SCCD) as directed, to perform Banner® technical and SaaS support (billed monthly). Cost includes project management, preparation time, travel time (if applicable), on site and/or remote labor and development of consulting activity reports	07/01/23 - 06/30/24	Not to Exceed \$49,500.00

Susan Wheat
Vice President, Finance & Administration

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

May 26, 2023
Date Submitted

June 7, 2023
Date Approved

AGENDA ITEM 10.(d)
MEETING DATE June 7, 2023

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

TO: Members of the Governing Board

SUBJECT: DONATIONS – 2006 PT CRUISER AUTOMOBILE

REQUESTED ACTION:

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

SUMMARY:

**NAME AND
ADDRESS**

James DeKloe
655 Oakbrook Drive
Fairfield, CA +4534

**ITEM AND
ESTIMATED VALUE**

2006 PT Cruiser
\$1,375.00

**RECEIVING
DEPARTMENT**

Automotive Technology

Acceptance of this donation is recommended at this time.

STUDENT SUCCESS IMPACT:

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

Government Code: Board Policy: 3350 Estimated Fiscal Impact: \$ In Kind Gifts

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

707 864-7299

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

May 25, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: UPDATED CLASSIFIED, CSEA JOB DESCRIPTION:
LEARNING RESOURCES TECHNICIAN I**

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. It updates a classified, CSEA position. The Learning Resources Technician I performs a wide variety of duties in the College Library; assists students, faculty and others in the use of library equipment, materials, services and facilities; performs a variety of duties related to circulation, the reserve library, and trains and provides work direction to student workers in circulation. This position will be placed at a Range 13 on the CSEA salary schedule.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 88009

Board Policy: 4010, 4720

*Estimated Fiscal Impact: \$46,986.30 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

May 25, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

CLASS TITLE: Learning Resources Technician I

BASIC FUNCTION: ~~Under the direction of the Vice President of Student Services, performs a wide variety of duties in the College Library; assists students, faculty and others in the use of library/media equipment, materials, services and facilities; performs a variety of duties related to circulation, the reserve library, technical services and assistive technology; trains and provides work direction to student workers; performs other related responsibilities as may be assigned.~~

REPRESENTATIVE DUTIES:

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

Circulation

- ~~Assists students, faculty and library patrons at the library circulation desk; check books, periodicals and other materials in and out; collects fines; removes blocks; clear liens; issues library cards; periodicals and other materials in and out according to established guidelines and procedures; answers telephone and directs calls; answers patrons circulation queries and resolves patron circulation issues; directs reference queries to librarian as needed; provides work direction to student assistants.~~
- ~~Serve as an operational contact for the on-line library system providing information on the database functions and assisting in developing operational procedures.~~
- ~~Monitor purchase orders and current status; record items received or canceled; investigate missing items and items sent but not received; file claims for undelivered materials.~~

Circulation Data

- ~~Maintains statistical records for circulated items; runs items reports; maintains daily statistics for periodicals and pamphlets; assists librarians with and compiles reports pertaining to books, periodicals and circulations staties.~~
- ~~Assist librarians in achieving and assessing Service Area Outcomes.~~
- ~~Provide input in Library's accreditation report efforts.~~

Textbook Reserve

- ~~Supports Librarians to organize and maintain library services including the collection; circulating books, reference books, serials, textbooks, videos, and software; catalogs books into Information Library System (ILS); removes obsolete and worn materials and deletes from ILS; routes books to librarians for circulation or return to instructor; compiles reserve statistics, submits textbook requests to appropriate parties; and makes presentations to Library faculty and staff as needed.~~
- ~~Interface with Banner for text reserve fine management.~~

Technical Services—Cataloging

- ~~Under the direction of a Librarian, searches online computer (OCLC) for cataloging copy; imports and exports bibliographic data, assigns tags, performs original cataloging; creates and updates bibliographic records; processes new and gift donated books; prints labels and jackets on books, changes item status; bookmarks created files; check items in through circulation and places on bookcart for shelving.~~
- ~~Provides input to develop circulation policies and procedures.~~

Media

- ~~Maintain the library's audio-visual collection.~~
- ~~Provides training and work direction to other temporary employees and/or student workers assigned to the area; assist students in the use of library equipment.~~
- ~~Reproduce sufficient audio and visual cassettes to meet student and faculty demands, including foreign language CDs purchased by students for home use; and circulating videos; train student workers to duplicate CDs as needed to maintain supply levels; create, produce and print computer labels for audio and video tapes.~~
- ~~Call for technical service or major repairs as needed; erase returned to deleted audio/visual cassettes for reuse by staff.~~
- ~~Maintain knowledge of current computer and audio-visual hardware, operating systems, duplicating equipment, supplies, peripherals and software applications.~~

Other Daily Operational

- ~~Opens and prepares library for daily use; reads and records meters; check books in and updates computer records; check change machines and photocopies to assure proper operation; turn on public access computers.~~
- ~~Closes library turning off equipment; runs day end report, counts the cash box, places in safe along with change bag.~~
- ~~Train and provides work direction and guidance to student workers as assigned~~
- ~~Maintains library materials in assigned locations.~~
- ~~Operates a variety of library equipment including computer terminal, typewriter, printer, calculator, copier, microfilm and microfiche readers and others; troubleshoot malfunctions.~~
- ~~Performs a variety of special projects or assignments as delegated.~~

Description

Under the direction of the assigned manager, the Learning Resources Technician I performs a wide variety of duties in the College Library; assists students, faculty and others in the use of library equipment, materials, services and facilities; performs a variety of duties related to circulation, the reserve library, and trains and provides work direction to student workers in circulation; performs other related responsibilities as may be assigned.

Responsibilities

- Is the main contact for hiring student workers/temps/international students.
- Processes form 6; international student processing; maintains totals of federal student worker/temp/international student allowed hours.

- Locates substitutes when scheduled student worker/temp is out due to illness.
- Completes all necessary forms for hiring student and temp workers.
- Schedules student workers and temp employees.
- Reviews time sheets from temp/student workers for accuracy and forwards to assigned manager for final approval.
- Trains student and temp workers on circulation policies and procedures.
- Opens/closes the library following library procedures.
- Establishes and maintain positive staff and public relations; provide detailed information requiring judgment and knowledge of pertinent programs and functions in Library.
- Supports and trains student/temp workers on Library policies and procedures
- Resolves higher level patron circulation issues regarding student, faculty and community patrons.
- Collects fines; removes blocks; clear liens; issues library cards.
- Records periodicals according to established guidelines and procedures; directs reference queries to librarian as needed; provides work direction to student assistants.
- Assists with locker processes and procedures for issuing materials through library locker service, locker management service, students in database.
- Creates requisitions; monitor purchase orders for reserve record items received or canceled; investigate missing items and items sent but not received; file claims for undelivered materials.
- Instructs student workers/temps on drop box and router.
- Processes internal and external routing systems such as Link+.
- Assists librarians obtaining circulation data to complete Service Area Outcomes.
- Provides input in Library's accreditation report efforts.
- Provides input in determining policies and procedures for text reserve items and circulation.
- Supports Librarians to organize and maintain library reserve services by monitoring- reserve materials including but not limited to textbooks, calculators, chrome books.
- Interfaces with Banner for text reserve fine management.
- Under the guidance of a Librarian, creates brief records for new text reserves; removes unrequested materials from reserve shelves every semester; returns faculty loaned materials, determines if fines are needed for damage; maintains class sets for human services.
- Maintains library materials in assigned locations.
- Maintains and operates a variety of library equipment including but not limited to computer terminal, printer, calculator, copier/print management system.
- Performs a variety of special projects or assignments as delegated.

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

~~**EDUCATION AND EXPERIENCE:** Completion of two years of college with major course work in library technology or related field and two years of increasingly responsible library/media experience involving extensive public contact or any combination of training, experience, and/or education that provides the required knowledge, skills and abilities.~~

- Completion of One year of college (30 units) with major course work in library technology or related field

OR

- Two years of increasingly responsible library experience involving extensive public contact

OR

- Any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

AND

- Sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals

Ability to effectively present information and respond to questions from students, staff and the general public

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume, and schedules and calculate work hours.

Ability to prepare and maintain accurate financial and statistical records and reports

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSE, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Online catalog services, functions, hardware and software.
- Automated circulation, maintenance, functions and services.
- Interlibrary circulation, transactions, processing and services.
- Library practices, references sources, procedures and terminology.
- Library assignments such as acquisitions and processing, circulation, learning lab or instructional materials.
- Operation and use of library and office machines including computers and spreadsheet, word processing and database software.
- Audio-visual materials and equipment.
- OCLC cataloging procedures.
- Financial and statistical recordkeeping.
- Modern office practices and procedures.
- Technical library duties in the acquisition, processing, duplication and circulation of learning resources materials.
- Computer equipment and word processing, spreadsheet and data base management software including specialized learning resources software.
- Financial and statistical records and reports.
- Assign work/tasks to student employees.
- Office equipment such as adding machine, copier, automated telephone system and facsimile machine.
- Electronic keyboarding with accuracy and at an acceptable rate of speed.
- Perform assigned work with speed and accuracy.
- Effective and cooperative working relationships.
- ~~Sensitivity to relate to persons with diverse socio-economic, cultural and ethnic backgrounds, including the disabled.~~
- Health and safety rules and regulations.
- Meeting schedules and timelines.
- Effective and timely work.
- Work with minimum supervision.

PHYSICAL DEMANDS: The conditions herein 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 job functions.

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

All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 15 pounds.

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

WORK ENVIRONMENT: The conditions herein 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 job functions.

The work assigned to this classification is typically performed in a community college learning resource center or instructional services environment. While performing the duties of this classification, the employee regularly is exposed to frequent interruptions and the hazards of working with video display terminals and fumes from ink and chemicals used by the graphic arts department which is located nearby which also contributes to a very noisy work environment for some employees in this class.

SD/zg:10/21/11

Board approved: 11/2/11

Updated:

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: UPDATED CLASSIFIED, CSEA JOB DESCRIPTION:
LEARNING RESOURCES TECHNICIAN II

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. It updates a classified, CSEA position. The Learning Resources Technician II class performs a wide variety of duties in the College Library services area including LSP (Library Service's Platform) system maintenance; support; original and copy cataloging; collection organization and maintenance; library budget; internal and external reporting; staff liaison for LSP system group; scheduling/workload for librarians, trains and provides work direction to student workers in technical services area. This position will be placed at a range 17 on the CSEA salary schedule.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 88009

Board Policy: 4010, 4720

*Estimated Fiscal Impact: \$56,075.72 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

May 26, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

CLASS TITLE: Learning Resources Technician II

BASIC FUNCTION: ~~Under the direction of the Vice President of Student Services, performs a wide variety of duties in the College Library; assists students, faculty and others in the use of library/media equipment, materials, services and facilities; performs a variety of duties related to circulation, the reserve library, technical services and assistive technology; trains and provides work direction to student workers; performs other related responsibilities as may be assigned.~~

REPRESENTATIVE DUTIES:

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

Circulation

- ~~• Assists students, faculty and library patrons at the library circulation desk; check books, periodicals and other materials in and out; collects fines; removes blocks; clear liens; issues library cards; periodicals and other materials in and out according to established guidelines and procedures; answers telephone and directs calls; answers patrons circulation queries and resolves patron circulation issues; directs reference queries to librarian as needed; provides work direction to student assistants.~~
- ~~• Serve as an operational contact for the on-line library system providing information on the database functions and assisting in developing operational procedures.~~
- ~~• Monitor purchase orders and current status; record items received or canceled; investigate missing items and items sent but not received; file claims for undelivered materials.~~

Circulation Data

- ~~• Maintains statistical records for circulated items; runs items reports; maintains daily statistics for periodicals and pamphlets; assists librarians with and compiles reports pertaining to books, periodicals and circulations staties.~~
- ~~• Assist librarians in achieving and assessing Service Area Outcomes.~~
- ~~• Provide input in Library's accreditation report efforts.~~

Textbook Reserve

- ~~• Supports Librarians to organize and maintain library services including the collection; circulating books, reference books, serials, textbooks, videos, and software; catalogs books into Information Library System (ILS); removes obsolete and worn materials and deletes from ILS; routes books to librarians for circulation or return to instructor; compiles reserve statistics, submits textbook requests to appropriate parties; and makes presentations to Library faculty and staff as needed.~~
- ~~• Interface with Banner for text reserve fine management.~~

Technical Services—Cataloging

- ~~Under the direction of a Librarian, searches online computer (OCLC) for cataloging copy; imports and exports bibliographic data, assigns tags, performs original cataloging; creates and updates bibliographic records; processes new and gift donated books; prints labels and jackets on books, changes item status; bookmarks created files; check items in through circulation and places on bookcart for shelving.~~
- ~~Provides input to develop circulation policies and procedures.~~

Scheduling Librarian hours - Workload

- ~~Perform multiple projects concurrently; Perform preliminary data entry of the School's schedule of classes for Fall, Spring, and Summer semesters for multidisciplinary Schools; payroll support duties and calculations using Districts ERP system.~~
- ~~Establishes and maintains records, filing systems, and logs; monitors staff/faculty calendars as assigned; monitors and records staff/faculty attendance; provides payroll support duties and calculations using District ERP.~~

Media

- ~~Maintain the library's audio-visual collection.~~
- ~~Provides training and work direction to other temporary employees and/or student workers assigned to the area; assist students in the use of library equipment.~~
- ~~Reproduce sufficient audio and visual cassettes to meet student and faculty demands, including foreign language CDs purchased by students for home use; and circulating videos; train student workers to duplicate CDs as needed to maintain supply levels; create, produce and print computer labels for audio and video tapes.~~
- ~~Call for technical service or major repairs as needed; erase returned to deleted audio/visual cassettes for reuse by staff.~~
- ~~Maintain knowledge of current computer and audio-visual hardware, operating systems, duplicating equipment, supplies, peripherals and software applications.~~

Other Daily Operational

- ~~Opens and prepares library for daily use; reads and records meters; check books in and updates computer records; check change machines and photocopies to assure proper operation; turn on public access computers.~~
- ~~Closes library turning off equipment; runs day end report, counts the cash box, places in safe along with change bag.~~
- ~~Train and provides work direction and guidance to student workers as assigned~~
- ~~Maintains library materials in assigned locations.~~
- ~~Operates a variety of library equipment including computer terminal, typewriter, printer, calculator, copier, microfilm and microfiche readers and others; troubleshoot malfunctions.~~
- ~~Performs a variety of special projects or assignments as delegated.~~

Description

Under the direction of the assigned manager, the Learning Resources Technician II class performs a wide variety of duties in the College Library services area including LSP (Library Service's Platform) system maintenance; support; original and copy cataloging; collection organization and maintenance; library budget; internal and external reporting; staff liaison for LSP system group; scheduling/workload for librarians, trains and provides work direction to student workers in technical services area; performs other related responsibilities as may be assigned.

Responsibilities

- Serves as primary LSP support for staff side of system and system administrator for staff side of LSP.
- Assists new users in understanding and use of the LSP system.
- Manages dates, permissions, templates, passwords; affect change to library policy/procedure tables, parameter/profile tables for SCC library and sites within LSP system.
- Troubleshoots issues within LSP to determine if we can adjust internal tables or need support from vendor.
- Manages all updates to LSP to determine use and necessity for our library.
- Implements and trains all affected users of LSP updates.
- Creates or assists in developing training manuals/videos, policy and procedure materials.
- Provides input to the LSP vendor for changes needed for future updates.
- Serves as a staff side operational contact for the LSP system providing information on the database functions and assisting in developing operational procedures for our user group.
- Provides input to develop library policies and procedures.
- Reviews other LSP systems for potential use, when necessary.
- Access LSP and ad hoc reporting system to determine data information needed; pull all reports library materials; circulation/patron data.
- Pulls reports on patron accounts for issues that arise, lost materials, fines etc.
- Pulls and analyze data for annual Chancellor and IPEDs library reports; Accreditation; collection items; new purchases; library budget and any data the assigned manager or librarians need.
- Assists circulation staff and librarians in verifying student names and ID numbers for our text reserves and locker system using Banner.
- Assists librarians in achieving and assessing Service Area Outcomes.
- Provides input in Library's accreditation report efforts.
- Performs original and copy cataloging using current bibliographic repositories such as OCLC. Including updating current bibliographic records (copy cataloging), marc record tags to reflect needs of our collection; include inclusive/diverse language if necessary for equitable searchability using updated services.
- Performs original cataloging; creates new bibliographic records that reflect inclusive language for equitable searchability; includes complete information for all potential searches; reflect all subject areas of item.

- Catalogs new and donated books; prints spine labels changes item status; creates, assigns and updates circulation templates for cataloged items based on changing circulation policies for all materials in library.
- Reviews and replaces if necessary damaged/lost items; removes dated and damaged items. Moves items to different collections based on needs of library.
- Assists in development of technical services policies and procedures.
- Provides input to develop circulation policies and procedures.
- Performs multiple projects concurrently.
- Performs preliminary data entry of the school's schedule of classes for Fall, Spring, and summer semesters for library classes and librarian reference desk hours.
- Reviews pay memos for accuracy, and other payroll support duties and calculations using Districts Enterprise Resource Platform system.
- Assists in determining preliminary flex and office hour amounts.
- Maintains faculty reference desk schedule as assigned.
- Works with the assigned manager to give input into the budget needs for the library for the fiscal year.
- Assists with different accounts to use for different areas of purchase and forward for approval; discusses needs of requested items with librarians,
- Creates requisitions in Banner, orders materials through appropriate vendors and resolves issues with vendors and/or fiscal.
- Provides support for Print management system; add money to student /faculty printing accounts when error in printing or at pay station or for training.
- Trains and provides work direction and guidance to student workers in technical services area and circulation, when necessary, backup support for circulation when necessary.
- Determines locations for different materials in library and changes in system when necessary.
- Operates a variety of database and reporting systems including Library Services Platform, College Enterprise Resources Platform, meta data databases such as OCLC, reporting tools such as Simply Reports, and Library print management system.
- Operates a variety of library equipment including but not limited to computer terminal, printer, copier.
- Determines options for print management system and troubleshoots with IT and vendor to resolve issues and outages.
- Performs a variety of special projects or assignments as delegated.

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

EDUCATION AND EXPERIENCE: ~~Completion of two years of college with major course work in library technology or related field and two years of increasingly responsible library/media experience involving extensive public contact or any combination of training, experience, and/or education that provides the required knowledge, skills and abilities.~~

- Completion of Two years of college (60 units) with major course work in library technology and Three years of increasingly responsible library experience involving extensive public contact.

OR

- 5 years in a related field and two years of increasingly responsible library experience involving extensive public contact and 2 years of cataloging experience

OR

- Any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

AND

- Sensitivity to relate to persons with diverse socio-economic, cultural and ethnic backgrounds, including the disabled.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from students, staff and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, ~~circumference, and volume~~ **scheduled hours, workload calculations, spreadsheet knowledge.**

Ability to prepare and maintain accurate financial and statistical records and reports.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSE, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Online catalog services, functions, hardware and software.

- Automated circulation, maintenance, functions and services.

- Interlibrary circulation, transactions, processing and services.

- Library practices, references sources, procedures and terminology.

- Library assignments such as acquisitions and processing, circulation, learning lab or instructional materials.

- Operation and use of library and office machines including computers and spreadsheet, word processing and database software.

- Audio-visual materials and equipment.

- OCLC cataloging procedures; **use of other resources necessary such as Marchive and Homosaurus.**

- Financial and statistical recordkeeping.

- Modern office practices and procedures.

- Technical library duties in the acquisition, processing, duplication and circulation of learning resources materials.

- Computer equipment and word processing, spreadsheet and data base management software including specialized learning resources software.

- Financial and statistical records and reports.

- Assign work/tasks to student employees.

- Office equipment such as ~~adding-machine~~, copier, **and** automated telephone system ~~and facsimile machine.~~

- Electronic keyboarding with accuracy and at an acceptable rate of speed.

- Perform assigned work with speed and accuracy.

- Effective and cooperative working relationships.

Sensitivity to relate to persons with diverse socio-economic, cultural and ethnic backgrounds, including the disabled.
Health and safety rules and regulations.
Meeting schedules and timelines.
Effective and timely work.
Work with minimum supervision.

PHYSICAL DEMANDS: The conditions herein 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 job functions.

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

All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 15 pounds.

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

WORK ENVIRONMENT: The conditions herein 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 job functions.

The work assigned to this classification is typically performed in a community college learning resource center or instructional services environment. While performing the duties of this classification, the employee regularly is exposed to frequent interruptions and the hazards of working with video display terminals and fumes from ink and chemicals used by the graphic arts department which is located nearby which also contributes to a very noisy work environment for some employees in this class.

Board approved: XXX

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

TO: Members of the Governing Board

**SUBJECT: NEW CLASSIFIED, CSEA JOB DESCRIPTION:
PURCHASING GENERALIST-BUYER**

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. This position performs a variety of technical duties and assists in the purchasing of materials, supplies and equipment utilized within the District in accordance with legal guidelines and established procedures. This position will be placed at a Range 16 on the CSEA salary schedule.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 88009

Board Policy: 4010, 4720

*Estimated Fiscal Impact: \$53,642.17
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

May 26, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Purchasing Generalist-Buyer

BASIC FUNCTION: Under the direction of the assigned supervisor, perform a variety of technical duties and assist in the purchasing of materials, supplies and equipment utilized within the District in accordance with legal guidelines and established procedures.

REPRESENTATIVE DUTIES:

Essential duties and responsibilities include the following:

Receives requisitions and examine for correctness; determine if items should be quoted or bid; return improperly prepared documents or contact requisitioner to make corrections; proof quotations for accuracy; prepare requisitions for processing.

Prepares purchase orders, change orders, continuing orders, expedite orders; follow through on orders until merchandise is correctly received; contact vendor and campus personnel to resolve problems.

Reviews quotes from vendors; ensures all information on quotes is present in requisitions, issues purchase orders;

Reviews vendor applications and W9 forms for completion; sets up vendors in Enterprise Resource Platform (ERP) system; ensures new vendors have been verified on System for Award Management (SAM) website.

Assists in the development of bid specifications; prepares invitations to bid and bid advertisements; assists in the evaluation of bids and recaps.

Maintain contact with vendors; keep apprised of new products, market conditions and current prices; assist in the evaluation and selection of vendors.

Assists with Accounts Payable and Budget Managers with year-end close.

Maintains liaison with District Warehouse on matters relating to substitution, equivalents, delivery schedules and vendor problems.

Advises District personnel on proper purchasing procedures and inventory; act as a point of contact for staff on matters pertaining to the acquisition of equipment, supplies and services; provide input on operations and procedures.

Operates a variety of office equipment

Assists with updating and maintaining purchasing policies and procedures

Compares and uses piggy-back contracts when available

Performs ERP testing for updates and upgrades

Trains and assists staff on purchasing processes and procedures

Maintains District CalCard Program

Construction/Bond Related Duties:

Completes and submits documents for Public Works projects.

Attends project meetings, including pre-bid submittal meetings

Assists website administrator with the creation of new projects on Bond Purchasing page and closing projects when complete.

Assists assigned manager with the annual renewal of UPCCAA contractor listing

Performs job-related duties as assigned.

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

EDUCATION AND EXPERIENCE:

Completion of two years (60 units) of college with major course work in business, accounting or a related field

OR

Three years increasingly responsible purchasing experience in a public agency

OR

Any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

AND

Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret contracts, budgets, professional journals, technical procedures, or governmental regulations.

Ability to write bid specifications, purchasing reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to effectively present information and respond to questions from administrators, other employees, and the business community.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to prepare clear, concise and complete financial reports.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract variables.

Analyze data and solve non-routine purchasing problems using judgment and generally accepted public procurement principles.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Principles, methods, procedures and legal requirements of public procurement.
- Sources of supply, commodity markets, marketing practices and pricing methods and differentials.

Modern office practices, procedures and equipment.
Purchase goods and services in a cost effective, efficient manner.
Interpret market prices and trends.
Learn, interpret, apply and explain District policies and procedures and legal requirements related to District purchasing operations.
Analyze and compare purchasing bids.
Prepare bid specifications and purchase orders.
Establish and maintain cooperative and effective working relationships with others.
Prepare and maintain records and reports.
Work independently and exercise discretionary judgment.
Operate office equipment such as printer, calculator, copier, automated telephone system, facsimile machine, microcomputer and terminal for mainframe applications; develop and manipulate spreadsheets through the use of financial application software.
Operate an electronic keyboard accurately at an acceptable rate of speed.
Use word processing, spreadsheet and data base management computer software effectively.
Perform assigned work with speed and accuracy.
Establish and maintain effective and cooperative working relationships with others.
Maintain records and files.
Meet schedules and timelines.
Plan and organize time and work effectively.
Work independently with minimum supervision.

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, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification routinely performs work duties and attends work- related meetings at campus locations.

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

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

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

The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee frequently is exposed to frequent interruptions and the hazards of working with video display terminals. The work environment is moderately noisy.

Board approved:

AGENDA ITEM 12.(d)
MEETING DATE June 7, 2023

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

TO: Members of the Governing Board

**SUBJECT: TENTATIVE DISTRICT BUDGETS AND PROPOSED
TIME AND PLACE FOR THE PUBLIC HEARING AND
ADOPTION OF THE OFFICIAL DISTRICT BUDGETS
FOR 2023-2024**

REQUESTED ACTION:

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

SUMMARY:

Susan Wheat, Vice President of Finance and Administration, will present for acceptance the District's Tentative 2023-2024 Budgets and the dates to establish the public hearing and formal adoption of the 2023-2024 budgets.

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: Budgetary Planning

Ed. Code: (CCR) Title 5, Section 58301 Board Policy: 3000,3005 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Susan Wheat
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheat
Finance & Administration

VICE PRESIDENT APPROVAL

May 25, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: TENTATIVE DISTRICT BUDGETS AND PROPOSED
TIME AND PLACE FOR THE PUBLIC HEARING AND
ADOPTION OF THE OFFICIAL DISTRICT BUDGETS
FOR 2023-2024**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The public hearing and adoption of the official 2023-2024 budgets, in accordance with California Code of Regulations, Title 5, Section 58301, are tentatively scheduled for the Board meeting on Wednesday, September 6, 2023, in the Denis Honeychurch Board Room of the Solano Community College District, 4000 Suisun Valley Road, Fairfield, CA.

Copies of the District's 2023-2024 Tentative Budget were provided to the Board under separate Cover. Copies are available from the Office of the Vice President of Finance and Administration, and online at: http://solano.edu/finance_admin/district_budget.php



SOLANO

SERVING SOLANO COUNTY AND THE CITY OF WINTERS, CALIFORNIA

TENTATIVE BUDGET 2023-24
Governing Board Meeting
June 7, 2023

TRANSFORMING STUDENTS' LIVES



SOLANO
COMMUNITY COLLEGE

REPORT BY:

Susan Wheet

VICE PRESIDENT, FINANCE & ADMINISTRATION

With the hard work of the Fiscal Team:

Shannon Beckham

DIRECTOR OF BUSINESS SERVICES

Virgie Bender · Edith Sanchez

ASSISTANT CONTROLLERS

Janice David · Haley Howells · Zhiyan Huang · Sylvia Ramirez

ACCOUNTANTS

SOLANO COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD

Denis Honeychurch, J.D.
PRESIDENT & Area #4

Rosemary Thurston
VICE PRESIDENT & Area #3

Karimah Karah, J.D.
Area # 1

A. Marie Young
Area # 2

Quinten Voyce
Area # 5

Amber Cargo-Reed
Area # 6

Amanda Lopez-Lara
Area # 7

Sumiya Ragab
STUDENT TRUSTEE

Celia Esposito-Noy, Ed.D.
BOARD SECRETARY

SUPERINTENDENT-PRESIDENT'S CABINET

Celia Esposito-Noy, Ed.D.
SUPERINTENDENT-PRESIDENT

Lucky Lofton
VICE PRESIDENT, Facilities & Bonds

Lisa Neeley, MFA
VICE PRESIDENT, STUDENT SERVICES

Susan Wheet, MBA
VICE PRESIDENT, FINANCE & ADMINISTRATION

David Williams, Ph.D.
VICE PRESIDENT, ACADEMIC AFFAIRS

Salvatore Abbate
DIRECTOR OF HUMAN RESOURCES

Sandra Therrien
EXECUTIVE COORDINATOR, SUPERINTENDENT-PRESIDENT'S OFFICE

SOLANO COMMUNITY COLLEGE DISTRICT

Mission Statement

MISSION:	Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students' lives with undergraduate education, transfer courses, career and technical education, certificate programs, workforce development and training, basic-skills education, and lifelong-learning opportunities.
VISION:	Solano Community College will be a recognized leader in educational excellence – transforming students' lives.

STRATEGIC GOALS: *(from the 2019-2022 strategic plan)*

Goal 1:	Honor and empower students by helping them succeed in achieving their educational or career goals
Goal 2:	Honor and empower students to transfer in a timely fashion
Goal 3:	Honor and empower students to attain their education goals in a timely fashion while embracing the process of learning
Goal 4:	Honor and empower students to gain meaningful employment/careers in their chosen field of study
Goal 5:	Honor and empower student equity and success by eliminating equity gaps with a focus on disproportionately impacted populations
Goal 6:	Strengthen ties to the community and local school districts to ensure access to college for all students
Goal 7:	Honor and empower the college community by maintaining adequate and sustainable financial resources to create an environment that supports teaching and learning
Goal 8:	Maintain a campus culture that honors and empowers teaching and learning

CALIFORNIA STATE BUDGET (COMMUNITY COLLEGES)

The Governor's "May Revise" budget proposal for 2023-24 offers budget stability for California Community Colleges in order to focus on the Roadmap to the Future. Although the overall State General Fund budget is approximately \$10 billion less than 2022-23, California Community College funding remains steady. The tables on the next few pages summarize the Governor's proposed 2023-24 budget:

Ongoing funds in Proposition 98:

	Governor's Budget	May Revision	Change from Governor's Budget
POLICY ADJUSTMENTS			
Ongoing (Proposition 98)			
Provide 8.22% COLA for SCFF	\$652.6	\$678.0	\$25.4
Provide 8.22% COLA for Adult Education Program	\$48.5	\$49.1	\$0.6
Provide 0.5% for SCFF growth	\$28.8	\$26.4	-\$2.4
Provide 8.22% COLA for Extended Opportunity Programs and Services (EOPS)	\$13.8	\$13.9	\$0.1
Provide 8.22% COLA for Disabled Students Programs and Services (DSPS)	\$13.0	\$13.1	\$0.1
Provide funding for a new LGBTQ+ Pilot Program	\$0.0	\$10.0	\$10.0
Provide 8.22% COLA and a technical adjustment for Apprenticeship (community college districts)	\$4.7	-\$4.9	-\$9.6
Provide 8.22% COLA for CalWORKs student services	\$4.1	\$4.2	\$0.1
Provide 8.22% COLA and an enrollment-based adjustment for Mandates Block Grant and reimbursements	\$3.0	\$2.2	-\$0.8
Provide 8.22% COLA for Cooperative Agencies Resources for Education (CARE)	\$2.5	\$2.5	\$0.0
Provide 8.22% COLA for Childcare tax bailout	\$0.3	\$0.3	\$0.0
Increase FCMAT funding for Professional Learning Opportunities	\$0.2	\$0.2	\$0.0
Reduce Financial aid administration to reflect an enrollment-based adjustment	-\$4.2	-\$3.1	\$1.1
Provide funding for the Equal Employment Opportunity Program	\$0.0	\$4.2	\$4.2
Reduce Student Success Completion Grant to reflect an enrollment-based adjustment	\$0.0	-\$50.0	-\$50.0
Subtotal Ongoing (Proposition 98) Policy Adjustments	\$767.3	\$746.1	-\$21.2

One-time funds in Proposition 98:

	Governor's Budget	May Revision	Change from Governor's Budget
Workforce Training Grants	\$14.0	\$14.0	\$0.0
East Los Angeles College Entrepreneurship and Innovation Center	\$0.0	\$2.5	\$2.5
FCMAT Professional Learning Opportunities	\$0.1	\$0.1	\$0.0
Reduce prior year deferred maintenance funding	-\$213.0	-\$452.2	-\$239.2
Reduce prior year COVID-19 Recovery Block Grant funding	\$0.0	-\$344.7	-\$344.7
Subtotal One-Time Policy Adjustments	\$1.1	-\$680.3	-\$681.4
TECHNICAL ADJUSTMENTS			
Student Centered Funding Formula (SCFF) adjustments related to DOF estimates of 2023-24 Hold Harmless protection and FTES, supplemental, and success metrics.	-\$314.4	\$28.1	\$342.5
Subtotal Technical Adjustments	-\$314.4	\$28.1	\$342.5

STATE BUDGET IMPACT ON SOLANO COMMUNITY COLLEGE DISTRICT

Cash Impacts

Operational Impacts

The overall impact on Community Colleges is estimated as an increase of 8.22% in total state revenues. While we wait for the final State budget to be adopted at the end of June, this budget assumes a 8.22% increase in most revenues, with differing increases for some categorical programs.

State Structural Deficits

The State Department of Finance has warned that they still expect the state to return to structural deficits. The five-year plan has taken this into consideration.

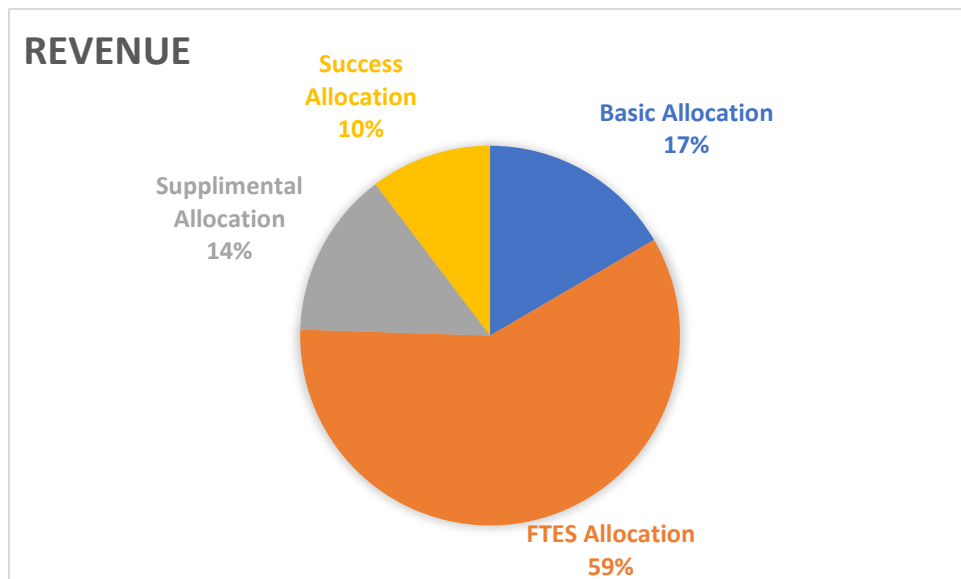
Solano CCD Structural Deficits

Solano CCD is no longer a “hold harmless” district, as of the 2022-23 fiscal year. The district expects to have deficit spending over the next several years due to increases to salaries and expenses to returning more in-person classes. This spending is planned as a way of reducing the ending fund balance.

2023-24 REVENUE ASSUMPTIONS

Revenue assumptions in the unrestricted general fund project an increase of 8.22% in 2023-24. This projection is based on the Governor's May Revise budget proposal for 2023-24. The final budget for 2023-24 is likely to differ after debate in the State Legislature and signature of the Governor in late June. Any changes from these amounts will be included in the 2023-24 Solano adopted budget, which will be adopted in September. The primary source of revenues, known as apportionment revenue, is shown below:

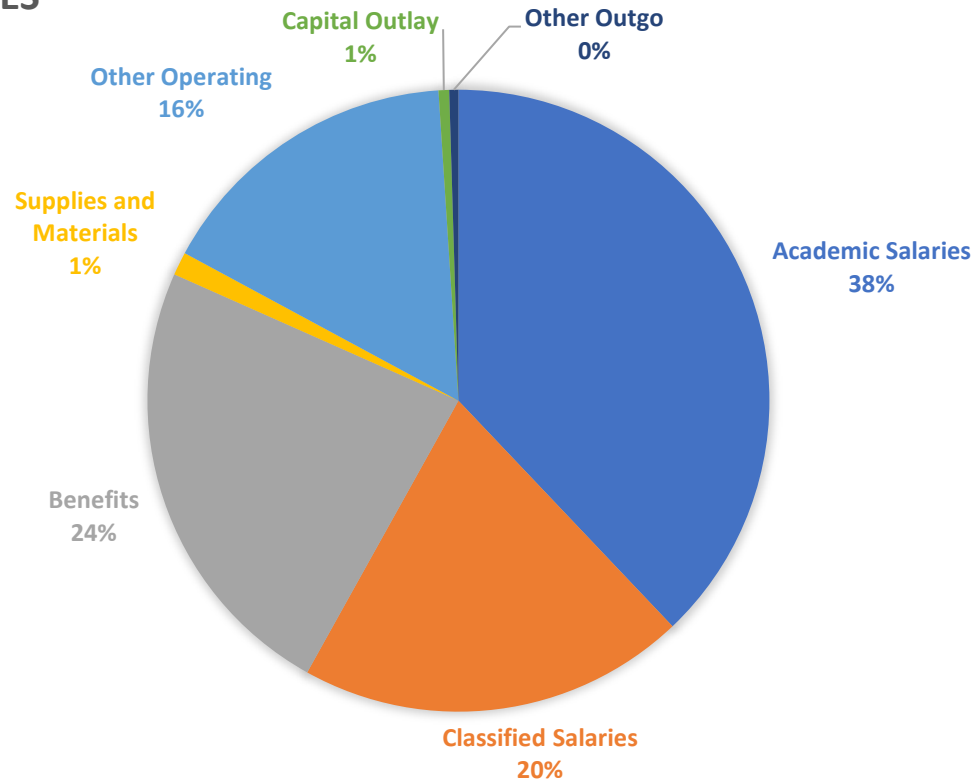
Basic Allocation	FTES Allocation	Supplemental Allocation	Success Allocation	Total Allocation
\$11,605,141	\$41,207,981	\$9,926,398	\$7,208,735	\$69,948,255



2023-24 EXPENDITURE ASSUMPTIONS

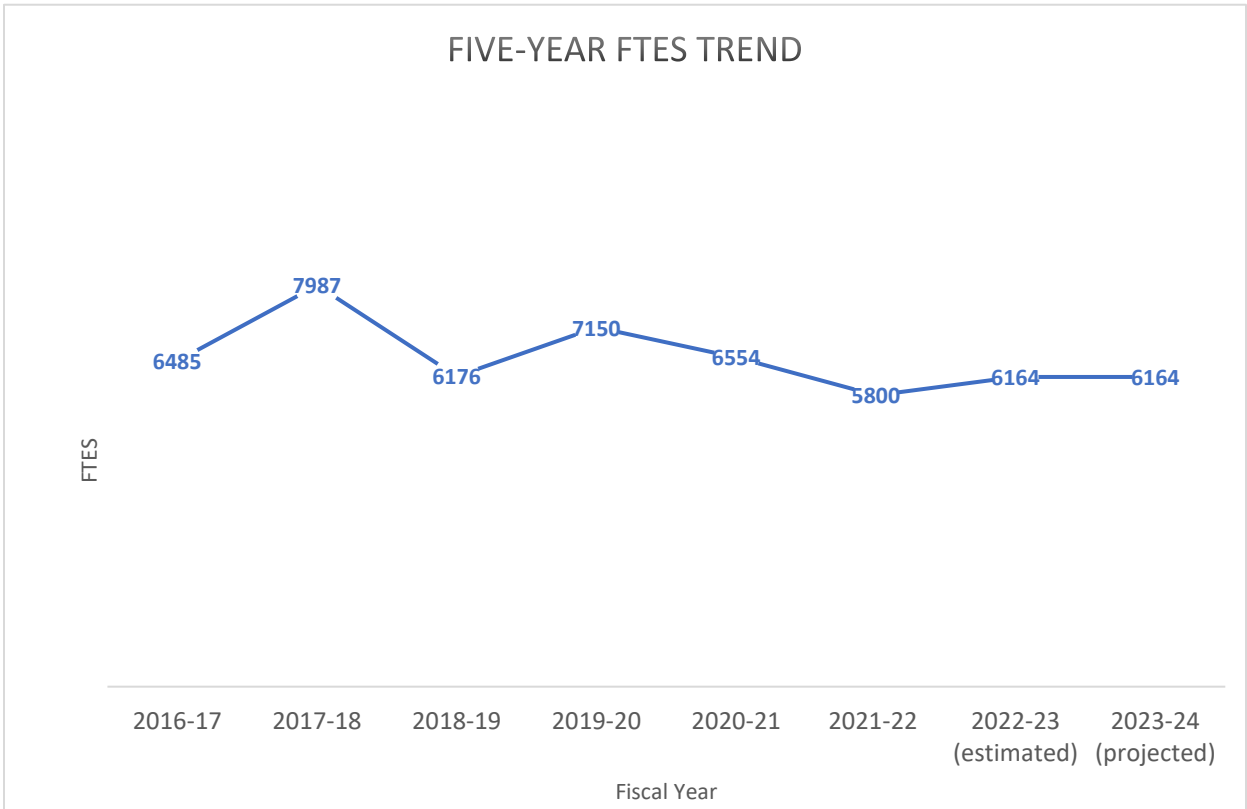
Salaries & Benefits	12.53% Increase
Supplies, Services, Equipment	24.9% Increase
OPEB contribution	\$320,000 (50% decrease)

EXPENSES



FULL-TIME EQUIVALENT STUDENTS & HOLD HARMLESS

Solano is no longer a “Hold Harmless” district under the Student-Centered Funding Formula (SCFF). Assuming no change in SCFF metrics, beginning in 2024-25 District revenues will be the new base amount for future increases. The District has experienced several years of stable enrollments.



DISTRICT FUNDS

1. GENERAL FUNDS

- a. Unrestricted [11]
- b. Restricted [12x-14x]

2. DEBT SERVICE FUNDS

- a. Measures G & Q Bond Interest & Redemption [21x]

3. SPECIAL REVENUE FUNDS

- a. Child Development [33x]

4. CAPITAL PROJECTS FUNDS

- a. Capital Outlay [411]
- b. State Funded Project-Library Construction [41601]
- c. Measure Q – Construction [421x]

5. FIDUCIARY FUNDS

- a. TRUST FUNDS
 - i. Student Financial Aid [74x]
 - ii. CCLC Retiree Health Benefit JPA [84x]

GENERAL FUND: UNRESTRICTED [11x]

	Projected Year-End	Tentative Budget
	2022-23	2023-24
REVENUES:		
Base Allocation (FTES & Basic Alloc.)	\$44,134,113	\$52,813,122
Supplemental Allocation	8,482,775	9,926,398
Student Success Allocation	6,168,831	7,208,735
Sub Total	\$58,785,719	\$69,948,255
Other State Revenue	\$2,561,663	
GFU-Pell Admin	29,204	41,775
TOTAL REVENUES	\$ 61,376,586	\$ 69,990,030
EXPENDITURES:		
Academic Salaries	23,403,253	27,107,643
Classified Salaries	12,257,722	14,419,019
Benefits	16,218,870	16,853,187
Supplies and Materials	657,619	865,929
Other Operating	9,332,107	11,514,049
Capital Outlay	234,550	392,970
Other Outgo	670,000	340,000
Contingency appropriation	250,000	250,000
GFU-Pell Admin	29,204	41,775
TOTAL EXPENDITURES	\$ 63,053,325	\$ 71,784,572
NET FUND BALANCE INCREASE (DECREASE)	\$ (1,676,739)	\$ (1,794,542)
OTHER FINANCING SOURCES (USES):		
BEGINNING FUND BALANCE	33,196,719	31,519,980
Prior Year Adjustments to Fund Balance		
Adjusted Beginning Fund Balance		
ENDING FUND BALANCE	\$ 31,519,980	\$ 29,725,438
Fund Balance / Reserve Ratio	50.0%	41.4%
FUND BALANCE COMPOSITION		
Salary Improvements 2022-23 (taken from reserve over 5 years)	7,200,000	5,400,000
STRS/PERS Premium Reserve	4,525,000	4,525,000
Designated Reserve: OPEB Liability	4,000,000	4,000,000
Board Required Minimum 5% Reserve	3,152,666	3,589,229
Stability Reserve	12,642,313	12,211,209
ENDING FUND BALANCE	\$ 31,519,980	\$ 29,725,438

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

GENERAL FUND: RESTRICTED [12x-14x]

	Projected Year-End	Tentative Budget
	2022-23	2023-24
REVENUES:		
Federal Sources	2,769,564	943,683
State Sources	45,814,769	41,153,133
Local Sources	6,834,742	6,079,424
TOTAL REVENUES	55,419,075	48,176,240
EXPENDITURES:		
Federal Programs -		
CARES/HEERF	1,951,834	-
College Work Study	158,659	360,683
Perkins	510,930	437,000
TANF/Calworks	46,069	46,000
Veterans 38	21,993	20,000
FOKE	80,079	80,000
TOTAL Federal Programs	2,769,564	943,683
State Programs -		
Student Equity & Achievement (SEA)	6,954,878	7,720,725
Strong Workforce (Local)	3,966,767	4,970,700
Strong Workforce (Regional)	2,456,859	2,694,700
Physical Plant & Instructional Support	10,415,602	5,475,374
EOPS	926,192	1,253,092
DSPS	751,663	932,904
College Promise	1,550,800	1,788,600
Cal Works	338,925	412,788
Financial Aid Administration (SFAA-BFAP)	373,390	313,612
Lottery	1,424,998	1,526,186
Covid Recovery Block Grant (one time fund)	3,908,824	(48,252)
LAEP	1,201,742	1,201,742
Undocumented Rrscs Liaisons	197,226	248,800
Veterans Resource Center (one time fund)	56,940	23,304
Veterans Resource Center (on going)	295,251	336,122
NextUp	695,145	1,324,887
EEO Best Practice	347,221	463,990
Equal Employment Opportunity	326,931	447,847
FOKE	181,403	206,107
Local Systemwide Tech Data Security	335,000	335,000
CARE	204,569	294,456
Culturally Responsive Pedagogy & Practices	300,000	296,930
Nursing	210,200	238,246
Student Retention and Outreach	1,476,851	1,542,533
MESA	1,548,576	1,548,576
Cadence	100,814	28,271
Adult Block Ed	60,633	105,062
Zero Textbook	180,000	180,000
Financial Aid Technology	144,868	139,100
Student Success Completion	1,468,930	1,064,695
Guided Pathways	514,068	611,357
Mental Health Services	326,888	339,600
CCPG (BFAP Admin)	344,499	419,537
Classified Prof Development (One-time)	27,966	13,700
Basic Needs Services	428,705	611,700
Basic Needs Center	271,117	542,117
Student Food & Housing Supp	441,023	669,700
Student Housing (Planning)	150,000	150,000
Rising Scholars	154,000	209,200
Textbook Reimb-Teaching Incar (one-time)	152,407	5,104
LGBTQ+	137,729	135,022
Other	466,171	400,000
TOTAL State Programs	45,814,769	41,153,133
Local Programs -		
Facilities-Campus Reservations	496,342	358,841
President's SCC-Local Funds	936,512	669,757
Health Center	1,032,591	813,000
Parking	663,893	563,835
CIRM (5-year grant)	2,894,500	2,891,359
Other Local Programs	820,904	792,632
TOTAL Local Programs	6,834,742	6,079,424
TOTAL EXPENDITURES	55,419,075	48,176,240
FUND BALANCE INCREASE (DECREASE)	-	-
BEGINNING FUND BALANCE	4,344,557	4,344,557
ENDING FUND BALANCE	4,344,557	4,344,557

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

DEBT SERVICE: MEASURE G and Q- BOND INTEREST & REDEMPTION [21x]

		Projected Year-End	Tentative Budget
		2022-23	2023-24
REVENUES:			
Local Sources			
Other Sources		26,079,391	30,006,671
TOTAL REVENUE \$		26,079,391	30,006,671
EXPENDITURE \$:			
Academic Salaries		0	
Other Staff Salaries		0	
Employee Benefits		0	
Supplies & Materials		0	
Services & Other Operating		3,409	3,500
Capital Outlay		0	
TOTAL EXPENDITURE \$		3,409	3,500
REVENUES OVER (UNDER) EXPENDITURES		26,075,982	30,003,171
OTHER FINANCING SOURCE \$ (USE \$):			
Debt Service - Principal		(7,748,956)	(8,915,867)
Debt Service - Interest		(3,133,365)	(3,605,217)
Other (Escrow Credit)		0	
TOTAL OTHER SOURCE \$ (USE \$)		(10,882,321)	(12,521,084)
FUND BALANCE INCREASE (DECREASE)		15,193,661	17,482,087
Prior Year Adjustments to Fund Balance			
BEGINNING FUND BALANCE		18,995,266	34,188,927
ENDING FUND BALANCE		\$ 34,188,927	\$ 51,671,014

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

CHILD DEVELOPMENT [33x]

		Projected Year-End	Tentative Budget
		2022-23	2023-24
REVENUES:			
Federal Sources		\$ 60,934	\$ 250,000
State Sources		1,130,043	950,000
Local Sources		0	113,750
	TOTAL REVENUES	1,190,977	1,313,750
EXPENDITURES:			
Academic Salaries		0	0
Other Staff Salaries		803,437	886,260
Employee Benefits		175,685	193,796
Supplies & Materials		97,966	108,065
Services & Other Operating		14,500	15,995
Capital Outlay		99,389	109,635
Other expenditures/student awards		0	0
	TOTAL EXPENDITURES	1,190,977	1,313,750
FUND BALANCE INCREASE (DECREASE)		0	0
BEGINNING FUND BALANCE		93,239	93,239
ENDING FUND BALANCE		\$ 93,239	\$ 93,239

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

CAPITAL OUTLAY [411]

		Projected Year-End	Tentative Budget
		2022-23	2023-24
REVENUES:			
Federal Sources	\$	-	\$ -
State Sources		0	
Local Sources		838,452	860,000
TOTAL REVENUES		838,452	860,000
EXPENDITURE \$:			
Academic Salaries		0	
Other Staff Salaries		0	
Employee Benefits		0	
Supplies & Materials		0	
Services & Other Operating		600,000	860,000
Capital Outlay		0	
TOTAL EXPENDITURES		600,000	860,000
REVENUES OVER (UNDER) EXPENDITURES		238,452	0
OTHER FINANCING SOURCE \$ (USE \$):			
Current Capital Projects:		0	
TOTAL OTHER SOURCE \$ (USE \$)		0	0
FUND BALANCE INCREASE (DECREASE)			0
BEGINNING FUND BALANCE		5,882,477	6,120,929
ENDING FUND BALANCE	\$	6,120,929	\$ 6,120,929

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

MEASURE Q CAPITAL PROJECTS [421x]

	Projected Year-End 2022-23	Tentative Budget 2023-24
REVENUES:		
Local Sources (interest)	1,430,802	1,500,000
TOTAL REVENUES	1,430,802	1,500,000
EXPENDITURES:		
Academic Salaries	0	0
Other Staff Salaries	352,198	383,912
Employee Benefits	171,310	164,534
Supplies & Materials	5,088	24,450
Services & Other Operating	306,221	215,950
Capital Outlay	35,604,367	46,291,376
Other Outgo	0	0
TOTAL EXPENDITURES	36,439,185	47,080,222
REVENUES OVER (UNDER) EXPENDITURES	(35,008,383)	(45,580,222)
OTHER FINANCING SOURCES (USES):		
Other Uses/Sources	0	0
TOTAL OTHER SOURCES (USES)	0	0
FUND BALANCE INCREASE (DECREASE)		
BEGINNING FUND BALANCE	82,433,216	47,424,833
ENDING FUND BALANCE	\$ 47,424,833	\$ 1,844,611

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

FINANCIAL AID [74]

	<i>Projected Year-End</i>	Tentative Budget
	2022-23	2023-24
REVENUE S:		
Federal/State Sources		
PELL (estimate)	6,997,352	6,500,000
Federal Direct Loan (estimate)	1,088,419	1,000,000
FSE OG-Fed.Supp.Educ.Oppor.Grany	171,416	166,841
CalGrant AB/C	1,191,757	1,200,000
Emerg Financial Assist	1,006,562	1,000,000
TOTAL REVENUE S	10,455,506	9,866,841
EXPENDITURE S:		
Academic Salaries	-	
Other Staff Salaries	-	
Employee Benefits	-	
Supplies & Materials	-	
Services & Other Operating	534	550
Capital Outlay	-	
Other Outgo/Student Awards	9,843,759	9,108,267
TOTAL EXPENDITURE S	9,844,293	9,108,817
FUND BALANCE INCREASE (DECREASE)	611,213	758,024
BEGINNING FUND BALANCE	16,935,353	17,546,566
ENDING FUND BALANCE	17,546,566	18,304,590

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

RETIREE HEALTH BENEFIT JPA [8401]

		<i>Projected Year-End</i>	<i>Tentative Budget</i>
		2022-23	2023-24
REVENUES:			
Contributions		\$ 640,000	\$ 320,000
Interest		163,567	185,000
TOTAL REVENUES		803,567	505,000
EXPENDITURES:			
Withdrawals		0	
Portfolio Fees		7,431	7,500
TOTAL EXPENDITURES		7,431	7,500
REVENUES OVER (UNDER) EXPENDITURES		796,136	497,500
OTHER FINANCING SOURCES (USES):			
Change in Market Value (Loss)		194,301	200,000
TOTAL OTHER SOURCES (USES)		194,301	200,000
BEGINNING FUND BALANCE		4,924,268	5,914,705
ENDING FUND BALANCE		\$ 5,914,705	\$ 6,612,205
Additional Board Reserve		\$ 4,000,000.00	4,000,000
TOTAL OPEB RESERVE		\$ 9,914,705.00	10,612,205
Liability as of 6/30/22		\$12,598,520	\$12,598,520
% Funded		78.70%	84.23%

GENERAL FUND: UNRESTRICTED [11], MULTI-YEAR BUDGET

	Estimated Actual 2022-23	Tenative Budget 2023-24	Projected Budget 2024-25	Projected Budget 2025-26	Projected Budget 2026-27	Projected Budget 2026-27
REVENUE S:						
Base Allocation (FTES & Basic Alloc.)	44,134,113	52,813,122	54,397,516	55,485,466	56,040,321	56,600,724
Supplemental Allocation	8,482,775	9,926,398	10,025,662	10,125,919	10,227,178	10,329,450
Student Success Allocation	6,168,831	7,209,735	7,209,735	7,209,735	7,209,735	7,209,735
Sub Total	58,785,719	69,948,255	71,632,913	72,821,120	73,477,233	74,139,908
Other State Revenue	2,561,663	-	0	-	-	-
GFU-Pell Admin	29,204	41,775	40,000	40,000	40,000	40,000
TOTAL REVENUES	61,376,586	69,990,030	71,672,913	72,861,120	73,517,233	74,179,908
Academic Salaries	23,403,253	27,107,643	27,378,719	27,652,507	27,929,032	28,208,322
Classified Salaries	12,257,722	14,419,019	14,563,209	14,708,841	14,855,930	15,004,489
Benefits	16,218,870	16,853,187	17,021,719	17,191,936	17,363,855	17,537,494
Supplies and Materials	657,619	865,929	874,588	883,334	892,168	901,089
Other Operating	9,332,107	11,514,049	11,629,189	11,745,481	10,862,936	10,971,566
Capital Outlay	234,550	392,970	396,900	400,869	404,877	408,926
Other Outgo	670,000	340,000	340,000	340,000	340,000	340,000
Contingency appropriation	250,000	250,000	250,000	250,000	250,000	250,000
GFU-Pell Admin	29,204	41,775	40,000	40,000	40,000	40,000
EXPENDITURES:	63,053,325	71,784,572	72,454,325	73,172,968	72,898,798	73,621,886
NET INCREASE (DECREASE) IN FUND BALANCE	(1,676,739)	(1,794,542)	(781,412)	(311,849)	618,436	558,023
Beginning Fund Balance	33,196,719	31,519,980	29,725,438	28,944,026	28,632,177	29,250,613
Estimated Ending Balance	31,519,980	29,725,438	28,944,026	28,632,177	29,250,613	29,808,635
Fund Balance / Expenditures Ratio	50.0%	41.4%	39.9%	39.1%	40.1%	40.5%
FUND BALANCE COMPOSITION						
Potential Salary Improvements	7,200,000	5,400,000	3,600,000	1,800,000	-	-
STRS/PERS Premium Reserve	4,525,000	4,525,000	4,525,000	4,525,000	4,525,000	4,525,000
Designated Reserve: OPEB Liability	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Board Required Minimum 5% Reserve	3,152,666	3,589,229	3,622,716	3,658,648	3,644,940	3,681,094
Stability Reserve	12,642,314	12,211,209	13,196,309	14,648,529	17,080,673	17,602,541
\$ 31,519,980	\$ 29,725,438	\$ 28,944,026	\$ 28,632,177	\$ 29,250,613	\$ 29,808,635	
Board Required Reserve and Stability Reserve/Expenditure Ratio	25.05%	22.01%	23.21%	25.02%	28.43%	28.91%

GANN

California Community Colleges Gann Limit Worksheet Budget Year 2023-24

DISTRICT: **SOLANO**
DATE: May 11, 2023

I. Appropriations Limit:

A. Appropriations Limit			\$ 56,477,616
B. Price Factor:		<u>1.0444</u>	
C. Population factor:			
1 2021-22	Second Period Actual FTES	<u>5,567.2800</u>	
2 2022-23	Second Period Actual FTES	<u>6,164.1700</u>	
	Population Change Factor	<u>1.1072</u>	
	(C.2. divided by C.1.)		
D. Limit adjusted by inflation and population factors			\$ 65,308,438
	(line A multiplied by line B and line C.3.)		
E. Adjustments to increase limit:			
1 Transfers in of financial responsibility			
2 Temporary voter approved increases			
3 Total adjustments - increase			-
F. Adjustments to decrease limit:			
1 Transfers out of financial responsibility			
2 Temporary voter approved increases			
3 Total adjustments - decrease			-
G. Appropriations Limit			\$ 65,308,438

II. Appropriations Subject to Limit

A. State Aid ¹	\$ 34,619,502
B. State Subventions ²	
C. Local Property taxes	20,685,196
D. Estimated excess Debt Service taxes	
E. Estimated Parcel taxes, Square Foot taxes, etc.	
F. Interest on proceeds of taxes	
G. Less: Costs for Unreimbursed Mandates ³	
H. Appropriations Subject to Limit	\$ 55,304,698

Please contact Jubilee Smallwood, jsmallwood@cccco.edu, for any instructions regarding the Gann Limit.

¹ Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours

² Home Owners Property Tax Relief, Timber Yield Tax, etc. . .

³ Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.

Proposition 30 EPA (Education Protection Account) Report

(Part of Unrestricted General Fund)

CALIFORNIA COMMUNITY COLLEGES Annual Financial and Budget Report SUPPLEMENTAL DATA		Schools and Local Public Safety Protection Act Prop 30 EPA Expenditure Report			
FY: 2022-23 Budget Year: 2023-24		DISTRICT ID: 280		Name: Solano CCD	
ACTIVITY CLASSIFICATION	ACTIVITY CODE			UNRESTRICTED	
EPA Proceeds:	8630			10,739,846	
ACTIVITY CLASSIFICATION	ACTIVITY CODE	SALARIES & BENEFITS (1000-3000)	OPERATING EXPENSES (4000-5000)	CAPITAL OUTLAY (6000)	TOTAL
Instructional Activities	0200-5900	10,739,846			10,739,846
Other Support Activities (list below)	6XXX				
Total Expenditures for EPA*					10,739,846
Revenue less Expenditures					0
*Total Expenditures for EPA may not include Administrator Salaries or other administrative costs. Note: using CCCCC Exhibit C, 22/23 FY, P1 (2/21/2023).					

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS
INCORPORATED FOR PROJECT INSPECTION
SERVICES FOR THE FAIRFIELD CAMPUS SUBSTATION
#3 & #4 REPLACEMENT PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested to award a professional services contract to Optima Inspections Incorporated for Division of State Architect (DSA) Project Inspection Services for the Substation #3 & #4 Replacement Project on the Fairfield Campus. The scope of work of this contract includes providing onsite inspections of all construction and all other items as required by the Division of State Architect (DSA).

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$32,680.00 SMSR & Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7260

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 30, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS
INCORPORATED FOR PROJECT INSPECTION
SERVICES FOR THE FAIRFIELD CAMPUS SUBSTATION
#3 & #4 REPLACEMENT PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

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

The Board is asked to approve a professional services contract for Optima Inspections Incorporated, in the amount not to exceed \$32,680.00.

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS
INCORPORATED FOR PROJECT INSPECTION
SERVICES FOR THE CENTRAL PLANT REPLACEMENT
PROJECT

REQUESTED ACTION:

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

SUMMARY:

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

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$11,400.00 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7260

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 30, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS, INC.
FOR PROJECT INSPECTION SERVICES FOR THE
CENTRAL PLANT REPLACEMENT PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were solicited from all the firms in the Board Approved Pool of Division of the State Architect (DSA) Project Inspection firms. Proposals were received from two (2) firms in the Consultant Pool. Based on the consultant's qualifications, the proposed scope of work, and submitted price, Optima Inspections Incorporated's proposal was determined to be the best value for the project.

The Board is asked to approve a professional services contract for Optima Inspections Incorporated, in the amount not to exceed \$11,400.00.

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

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO NINYO & MOORE FOR
MATERIAL TESTING & SPECIAL INSPECTION
SERVICES FOR THE CENTRAL PLANT REPLACEMENT
PROJECT**

REQUESTED ACTION:

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

SUMMARY:

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

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$33,000.00 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7260

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 30, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO NINYO AND MOORE FOR
MATERIAL TESTING & SPECIAL INSPECTION
SERVICES FOR THE CENTRAL PLANT REPLACEMENT
PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were solicited from all firms in the Board Approved Pool of Material Testing & Special Inspections firms. The District received a total of six (6) proposals for this service.

Based on qualifications and the proposed scope of work, Ninyo & Moore's proposal is considered to be the best value for this Project.

The Board is asked to approve a professional services contract to Ninyo & Moore in the amount not to exceed \$33,000.00.

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AMENDMENT #2 TO AEDIS ARCHITECTS
FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE
SWIMMING POOL DECK REPLACEMENT PROJECT

REQUESTED ACTION:

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

SUMMARY:

On May 18, 2022 the Board approved a professional services contract to Aedis Architects for architectural services for the Fairfield Campus Swimming Pool Deck Replacement Project. On September 7, 2022 the Board approved Amendment #1 to increase the original professional services agreement with Aedis Architects for additional services.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$24,750 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton
VP, Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
VP, Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

May 30, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT #2 TO AEDIS ARCHITECTS
FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE
SWIMMING POOL DECK REPLACEMENT PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

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

Due to security concerns by the District's Department of Public Safety and Pool Staff, additional security fencing and lighting around the pool area was requested. This requires additional design services by the Design Team. This additional scope includes the design of a new access gate to the pool area, modifications to existing doorways, and the design of motion activated lighting. Included in this Amendment are all architectural/engineering design services needed for the completion of the new scope, DSA approval of this space, construction administration support, and close out.

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

\$ 163,965.00 Original Contract Amount
\$ 35,050.00 Approved Amendment #1
\$ 24,750.00 Proposed Amendment #2
\$ 223,765.00 Proposed New Contract Amount

The Board is asked to approve this contract Amendment #2 to Aedis Architects in an amount not to exceed \$24,750.00.

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

AGENDA ITEM 12.(i)
MEETING DATE June 7, 2023

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 22/23-36 PROCLAIMING JUNE 2023 AS
LGBTQ+ PRIDE MONTH**

REQUESTED ACTION:

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

SUMMARY:

Seeking Board approval of a Resolution to proclaim June 2023 as LGBTQ+ Pride Month.

STUDENT SUCCESS IMPACT:

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

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

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lisa Neeley, M.A.
Vice President, Student Services

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

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

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

Lisa Neeley, M.A.
VICE PRESIDENT APPROVAL

June 1, 2023
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

June 7, 2023
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING JUNE 2023 LESBIAN, GAY, BISEXUAL,
TRANSGENDER, QUEER (LGBTQ+) PRIDE MONTH AT SOLANO COMMUNITY
COLLEGE**

RESOLUTION NO. No. 22/23-36

WHEREAS fifty-four years ago, in June, 1969, a riot at a Manhattan gay bar, the Stonewall Inn, in retaliation to a police raid, precipitated the modern fight for Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) rights, and

WHEREAS because of acts of courage from those who demanded justice and from those who quietly pushed for progress, our nation has made great strides in recognizing what these brave individuals long knew to be true in their hearts – that love is love and no person should be judged by anything but the content of their character, and

WHEREAS the 2015 landmark Supreme Court decision was a historic victory for LGBTQ+ Americans, guaranteeing marriage equality in all 50 States, ensuring dignity for same-sex couples and therefore all couples, and

WHEREAS Solano Community College recognizes the decades of struggle for freedom and civil rights by LGBTQIA+ people, and their contribution to the rich history of collective action championing equality for all people, and

WHEREAS despite this extraordinary progress, LGBTQ Americans still face discrimination simply for being who they are, and there remains much work to do to extend the promise of our country to every American, and

WHEREAS Solano Community College celebrates the rich history of the LGBTQIA+ community, acknowledging the contributions LGBTQIA+ individuals have made and continue to make to strengthen the fabric of American society and its promise of equal rights for all, and

WHEREAS Solano Community College works to honor all students, faculty, staff members, and families who identify as LGBTQIA+, fostering a welcoming school climate where they can live their authentic lives and be treated with dignity and respect, and

WHEREAS 2023 is the 25th year of the Solano County’s LGBTQ Community coming together to show our pride in Solano County through service and support of the LGBTQ community, in the organization known as Solano Pride Center, and

WHEREAS Solano Community College Governing Board Policy #1150 authorizes the display of commemorative flags on campus property, and

WHEREAS Solano Community College proudly stands with the LGBTQ+ community of Solano County, and with all communities who struggle for human rights, acceptance, visibility, safety, and in the quest for full equality under law; now therefore be it

RESOLVED that the Solano Community College District Governing Board proclaims June 2023, as Lesbian, Gay, Bisexual, Transgender and Queer Pride Month.

PASSED AND ADOPTED, this 7th day of June, 2023, by the Governing Board of Solano Community College District.

DENIS HONEYCHURCH, J.D.
BOARD PRESIDENT

CELIA ESPOSITO-NOY, ED.D.
BOARD SECRETARY

AGENDA ITEM 13.(a)
MEETING DATE June 7, 2023

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

TO: Members of the Governing Board

**SUBJECT: FIRST READING OF REVISIONS TO BOARD POLICIES
5110, 6010, 6210, 6410, and 6500**

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 5110, 6010, 6210, 6410, and 6500 are being presented for first reading.

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7000

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 24, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

June 7, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

ACADEMIC RENEWAL *WITHOUT COURSE REPITITION*

5110

POLICY: Pursuant to regulations established by the Board of Governors of the California Community Colleges, students may petition for the elimination of past substandard coursework (D, F, or NP (no pass)) up to 30 units in the calculation of their cumulative grade point average.

REFERENCES/

AUTHORITY: California Code of Regulations, Title 5, Sections ~~55044~~ & 55046

ADOPTED: June 7, 1978

REVISED: December 3, 1986; February 7, 2001; April 7, 2004; January 18, 2012, _____

SOLANO COMMUNITY COLLEGE DISTRICT

COURSE AUDITING AND AUDITING FEES

6010

POLICY: Students may audit courses.

The fee for auditing courses shall be no more than \$15 per unit. Students enrolled in classes to receive credit for ten (10) or more semester ~~credit~~ units shall not be charged a fee to audit three or fewer semester units per semester. Academic Schools shall designate courses which may **not** be audited.

No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in a course for credit ~~towards a degree or certificate~~.

**REFERENCES/
AUTHORITY:**

California Education Code, Section 76370

ADOPTED: November 19, 1986

REVISED: December 19, 2001; January 17, 2007, August 19, 2009, March 1, 2017; **Feb 2018**

SOLANO COMMUNITY COLLEGE DISTRICT

CATALOG RIGHTS

6210

POLICY: For purposes of graduation from the District, students remaining in attendance in one (1) session (quarter, semester, or summer session) at any California community college, or any combination of California community colleges, campuses of the California State University, the University of California, or any regionally accredited institution of higher education, shall elect to meet the requirements in effect at Solano Community College as follows:

- a) requirements in effect at the time of admission to Solano Community College; or
- b) requirements in effect at the time the student originally enrolled in an accredited college or university; or
- c) requirements for the major in a more recent catalog year may be substituted for the requirements in the catalog at the same time of admission; or
- d) requirements in effect at the intended date of graduation from Solano Community College.

The college may authorize or request substitution for discontinued courses.

Students changing their major field of study may be required to complete those requirements for the major in effect at the point of change.

For purposes of this section, “attendance” means attendance in at least one session (i.e., quarter, semester or summer session) in each calendar year. Absence for attendance at another accredited institution shall not be considered an interruption in attendance.

The requirement for continuous enrollment to maintain catalog rights was implemented in academic year 1990-91. Students with catalog rights prior to this are not required to maintain continuous enrollment to maintain their original catalog rights. These students may still elect a more recent catalog.

REFERENCES/

AUTHORITY: Solano Community College District Governing Board

ADOPTED: May 17, 1989

REVISED: January 17, 2007; March 1, 2017; **TBD**

SOLANO COMMUNITY COLLEGE DISTRICT

GRADING AND ACADEMIC RECORD SYMBOLS

6410

POLICY: Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the College Catalog and made available to students.

See Administrative Procedures 6410, *Grading and Academic Record Symbols*

**REFERENCES/
AUTHORITY:**

Title 5, Section 55023, **55024**

ADOPTED: November 19, 1986

REVISED: December 19, 2001; January 17, 2007; March 1, 2017, _____

SOLANO COMMUNITY COLLEGE DISTRICT

ACADEMIC CALENDAR

6500

POLICY: The Superintendent-President shall, in consultation with the appropriate groups, develop and submit to the Board for approval, an academic calendar.

REFERENCES/

AUTHORITY: California Education Code, Section 70902(b)(12)

ADOPTED: December 19, 2001

REVISED: January 17, 2007; March 1, 2017; _____