

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2023-2024

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Alina Castillo	Administrative Assistant VI (10-month) - Liberal Arts	08/08/2023 (updated)
Adriel Ceja	Custodian	08/22/2023 (updated)
Nathaniel Clarke	Student Services Assistant II – Financial Aid	09/07/2023
Ashlie Lawson	Interim Dean, Counseling	09/07/23-06/30/24
Jake Perez	Custodia	09/07/2023

Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Bernadette Ezike	Adjunct Nursing Clinical Instructor (not to exceed 67%)	09/07/23-12/15/23
Catherine Kelley	Adjunct Nursing Clinical Instructor (not to exceed 67%)	09/07/23-12/15/23

Emergency Hire

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Kerry Dill	Adjunct Athletic Training Instructor (not to exceed 67%)	08/10/23-12/15/23

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Herman Porter	From Custodian to General Maintenance Worker	09/07/2023

39-Month Rehire List

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Paul Finley	Custodian	09/01/23-12/31/26

Salvatore Abbate
Human Resources

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

August 25, 2023

September 6, 2023

Date Submitted

Date Approved

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Laura Scott	Enterprise Resource Analyst	07/01/23-06/30/24
Jerry Uquillas	Maintenance Engineer	09/01/23-01/05/24

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
James Abila	Early Learning Center Asst	Child Start	08/17/23-06/30/24	\$18.91/hr.
Diane Alderer	Teacher Apprentice	SEA	08/14/23-06/23/24	\$22.00/hr.
John Babb	Journey Level Asst - EMT	General	09/07/23 - 06/30/24	\$26.00/hr.
Daniel Baptista	Asst Baseball Coach	General	09/07/23-05/31/24	\$22.00/hr.
Nicholas Benavente	Ground Maintenance Tech	General	09/07/23-06/30/24	\$15.68/hr.
Karla Cardinal	AAMP Outreach Specialist	SEA	09/07/23-06/30/24	\$19.75/hr.
Damon Clark	Theater Event Technician	General	08/12/23 - 06/20/24	\$17.25/hr.
Pace Freeman	Custodian	General	09/07/23-06/30/24	\$15.68/hr.
Deborah Garcia	Special Project	Perkins	07/01/23-07/31/23	\$45.00/hr.
Brian Guinn	Asst Baseball Coach	General	09/07/23-05/31/24	\$22.00/hr.
Christine Gumataotao	Custodian	General	09/07/23 - 06/30/23	\$15.68/hr.
Brian Houle	Asst Baseball Coach	General	09/07/23-05/31/24	\$22.00/hr.
Makayla Johnson	AAMP Outreach Specialist	SEA	09/07/23-06/30/24	\$19.75/hr.
Leilani Lobo	Theater Event Technician	General	08/12/23 - 06/20/24	\$17.25/hr.
Rodriguez, Louis	AAMP Outreach Specialist	SEA	09/07/23-06/30/24	\$19.75/hr.
Arora Palak	Student Services Asst II	SEA	09/07/23-06/30/24	\$18.91/hr.
Presley Pullin	Early Learning Center Asst	Child Start	08/17/23 - 06/30/24	\$18.91/hr.
Elizabeth Roark	AAMP Outreach Specialist	SEA	09/07/23-06/30/24	\$19.75/hr.
Julius Sanders	Grounds Maintenance Tech	General	09/07/23-06/30/24	\$15.68/hr.
Micah Scott	Theater Event Technician	General	08/18/23 - 06/20/24	\$17.25/hr.
Kyle Stafford	Instructional Lab Asst	General	08/24/23 - 06/30/24	\$17.31/hr.
Kyle Stafford	Asst Baseball Coach	General	09/07/23-05/31/24	\$22.00/hr.
Daniel Widger	Sworn Sergeant	General	09/07/23-06/30/24	\$41.75/hr.
Devonne Amour Williams	Advanced Interpreter	General	08/10/23 - 06/20/24	\$26.65/hr.

Faculty Reassigned Time

<u>Name</u>	<u>Assignment</u>	<u>Percentage</u>	<u>Effective</u>
Isabel Anderson	Accreditation – ISER Writer	20%	08/11/23-12/01/23
Saki Cabrera	Accreditation – ISER Evidence Management	25%	08/11/23-12/01/23
Kelvin Cheah	Guided Pathways Counselor	20%	08/11/23-06/30/24
Atticus Frey	Zero Textbook Cost Coordinator	20%	08/11/23-12/31/23
Maria Isip-Bautista	Interim ASTC Coordinator	67%	08/11/23-12/31/23
Ashlie Lawson	Articulation Coordinator	20%	08/11/23-06/30/26
Amanda Morrison	Ethnic Studies Program Coordinator	20%	08/11/23-12/31/23
Doug Mungin	Teachers for Equity (T4E) Coordinator	30%	08/11/23-12/31/23
Linda Noveroske-Tritten	Center for Educational Excellence Coordinator	20%	08/11/23-06/30/24
Rachel Purdie	Teachers for Equity (T4E) Coordinator	27%	08/11/23-12/31/23
Melissa Reeve	Guided Pathways Coordinator	60%	08/11/23-06/30/24

Faculty Reassigned Time (continued)

<u>Name</u>	<u>Assignment</u>	<u>Percentage</u>	<u>Effective</u>
Melissa Reeve	ESL Coordinator	20%	08/11/23-06/30/24
Michael Silva	Student Equity & Success Coordinator (SESC)	30%	08/11/23-06/30/24
Commodore St. Germain	MESA Faculty Sponsor	20%	08/11/23-12/31/23
Christopher Summers	ESL Coordinator	10%	08/11/23-12/31/23
Chor Thao	Rising Scholars Faculty Coordinator	20%	08/11/23-12/31/23
Nicholas Turney	Rising Scholars Faculty Coordinator	20%	08/11/23-12/31/23
Heather Watson-Perez	Teachers for Equity (T4E) Coordinator	45%	08/11/23-12/31/23
Curley Wikkeling-Miller	Center for Educational Excellence Coordinator	20%	08/11/23-06/30/24

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

TO: MEMBERS OF THE GOVERNING BOARD

**SUBJECT: PERSONAL SERVICES AGREEMENTS & CONTRACT
RENEWALS UNDER \$50,000**

REQUESTED ACTION:

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

CONTRACT SERVICES AGREEMENTS RENEWALS

Finance and Administration
Susan Wheet, Vice President

<u>Name</u>	<u>Description</u>	<u>Effective</u>	<u>Amount</u>
Chef's Table	Replacement commercial griddle and equipment stand for cafeteria kitchen	09/07/2023	Not to Exceed \$9,792.13
Henderson Power Services LLC	Will provide generator service and maintenance for three (3) generators at Fairfield campus and one (1) generator at Vacaville Center. Service to include monitoring, sampling, preventative maintenance and annual service.	08/01/23-06/30/24	Not to Exceed \$34,763.00

PERSONAL SERVICES AGREEMENTS

Superintendent President
Celia Esposito-Noy

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Kristie Lynn West	Consultant to provide production of Solano CARES newsletter including writing, editing, and soliciting material.	08/01/23-06/30/24	Not to Exceed \$12,000.00
Kyle Williams dba Decide2Inspire	Consultant to conduct two (2) workshops for October Flex titled "The Long Talk About the Uncomfortable Truth with Solano Community College"	10/10/23-10/10/23	Not to Exceed \$10,000.00

Academic Affairs
David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Leilani Lobo	Consultant to act as theater stage manager for the Fall 2023 production of Midsummer Night's Dream. Will be paid a flat rate at end of production.	09/07/23-12/15/23	Not to Exceed \$3,000.00
Andrea Martin	Consultant to act as costume designer for the Fall 2023 production of Midsummer Night's Dream. Will be paid a flat rate at end of production.	09/07/23-12/15/23	Not to Exceed \$3,000.00
Ivan McCoy	Consultant to act as master painter for the Fall 2023 production of Midsummer Night's Dream. Will be paid a flat rate at end of production.	09/07/23-12/15/23	Not to Exceed \$300.00
David Silverstein	Consultant will provide website management support including monitoring CCCAA compliance. Will maintain the integrity of the Solano College Athletic Presto website; write, post-game recaps and stories; upload, organize, and fill in media and other pertinent information. Purpose is be a depository for historical and current game, athletic data, and updates (COVID) for community to view and to showcase Solano's events and 10 intercollegiate athletic programs.	09/07/23-06/30/24	Not to Exceed \$5,000.00

Susan Wheet
Vice President,
Finance & Administration

August 24, 2023
Date Submitted

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

September 6, 2023
Date Approved

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

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION:

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

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Marie Mayne	Student Services Generalist – Vallejo Center 11 years, 11 months of service with SCC	10/10/2023

STUDENT SUCCESS IMPACT:

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

Ed. Code: 24205

Board Policy: 4400

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

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

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

August 25, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

September 6, 2023

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

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

TO: Members of the Governing Board

**SUBJECT: PUBLIC HEARING AND ADOPTION OF THE 2023-2024
DISTRICT BUDGETS**

REQUESTED ACTION:

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

SUMMARY:

At the Governing Board Study Session held on August 16, 2023 Susan Wheet, Vice President of Finance and Administration, presented the Board with the proposed District's 2023-2024 budgets.

The 2023-2024 District Budgets are being presented for a public hearing and adoption at this time in accordance with the California Code of Regulations (CCR), Title 5, Section 58301. The District recommends adoption of the proposed budget and spending plan that were developed and shared with the campus community over the last several months during its budget development cycle.

Copies may be viewed on the Finance & Administration website:

http://www.solano.edu/finance_admin/district_budget.php

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:3000, 3005</i>	<i>Estimated Fiscal Impact: N/A</i>
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SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Susan Wheet
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

August 24, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

September 6, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: PROPOSED SERVICE CONTRACT WITH TASSEL
SOFTWARE, INC TO PROVIDE SAAS SUPPORT AND
SERVICE**

REQUESTED ACTION:

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

SUMMARY:

Governing Board approval is requested for a service contract with Tassel Software, Inc. to provide SaaS service and support to maintain program maps and pages on the Tassel academic and career community that will highlight occupational outcomes, workforce projections and department industry partners for the Solano College Pathways system.

A copy of the vendor SOW is attached.

STUDENT SUCCESS IMPACT:

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

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$50,000.00

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Susan Wheet
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

August 25, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

September 6, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SAAS SERVICES ORDER FORM

Customer: Solano College	Contact: David Williams
Address: 4000 Suisun Valley Road	Phone: (707) 864-7117
Fairfield, CA 94534	E-Mail: david.williams@solano.edu
Services: Tassel Software platform for Academic and Career Community support (the “Service(s)”).	
Services Fees: \$ 50,000, payable in advance, subject to the terms of Section 4 herein.	Initial Service Term: 12 months for a period of July 1, 2023 through June 30, 2024.
Implementation Services: Company will use commercially reasonable efforts to provide Customer the services described in the Statement of Work (“SOW”) attached as Exhibit A hereto (“Implementation Services”), and Customer shall pay Company the Implementation Fee in accordance with the terms herein.	

SAAS SERVICES AGREEMENT

This SaaS Services Agreement (“Agreement”) is entered into on this 1st day of July, 2022 (the “Effective Date”) between Tassel Software, Inc. with a place of business at 2150 Ortega Street San Francisco, CA 94122 (“Company”), and the Customer listed above (“Customer”). This Agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Tassel Software, Inc. :

Solano College :

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

TERMS AND CONDITIONS

1. SAAS SERVICES AND SUPPORT

1.1 Subject to the terms of this Agreement, Company will use commercially reasonable efforts to provide Customer the Services [in accordance with the Service Level Terms attached hereto as Exhibit B]. As part of the registration process, Customer will identify an administrative user name and password for Customer's Company account. Company reserves the right to refuse registration of, or cancel passwords it deems inappropriate.

1.2 Subject to the terms hereof, Company will provide Customer with reasonable technical support services in accordance with the terms set forth in Exhibit C.

2. RESTRICTIONS AND RESPONSIBILITIES

2.1 Customer will not, directly or indirectly: reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation or data related to the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by Company or authorized within the Services); use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third; or remove any proprietary notices or labels.

2.2 Customer represents, covenants, and warrants that Customer will use the Services only in compliance with Company's standard published policies then in effect (the "Policy") and all applicable laws and regulations. [Customer hereby agrees to indemnify and hold harmless Company against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of the foregoing or otherwise from Customer's use of Services.] Although Company has no obligation to monitor Customer's use of the Services, Company may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.

2.3 Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.

3. CONFIDENTIALITY; PROPRIETARY RIGHTS

3.1 Each party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Company includes non-public information regarding features, functionality and performance of the Service. Proprietary Information of Customer includes non-public data provided by Customer to Company to enable the provision of the Services ("Customer Data"). The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law.

3.2 Customer shall own all right, title and interest in and to the Customer Data[, as well as any data that is based on or derived from the Customer Data and provided to Customer as part of the Services] Company shall own and retain all right, title and interest in and to (a) the Services and Software, all improvements, enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Implementation Services or support, and (c) all intellectual property rights related to any of the foregoing.

3.3 [Notwithstanding anything to the contrary, Company shall have the right collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and Company will be free (during and after the term hereof) to (i) use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Company offerings, and (ii) disclose such data solely in aggregate or other de-identified form in connection with its business.] No rights or licenses are granted except as expressly set forth herein.

4. PAYMENT OF FEES

4.1 Customer will pay Company the then applicable fees described in the Order Form for the Services and Implementation Services in accordance with the terms therein (the "Fees"). Company reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Initial Service Term or then-current renewal term, upon thirty (30) days prior notice to Customer (which may be sent by email). If Customer believes that Company has billed Customer incorrectly, Customer must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Company's customer support department.

4.2 Company may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Company thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Customer shall be responsible for all taxes associated with Services other than U.S. taxes based on Company's net income.

5. TERM AND TERMINATION

5.1 Subject to earlier termination as provided below, this Agreement is for the Initial Service Term as specified in the Order Form.

5.2 In addition to any other remedies it may have, either party may also terminate this Agreement upon sixty (60) days' notice, if the other party materially breaches any of the terms or conditions of this Agreement. Customer will pay in full for the Services up to and including the last day on which the Services are provided. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

6. WARRANTY AND DISCLAIMER

Company shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Company or by third-party providers, or because of other causes beyond Company's reasonable control, but Company shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, COMPANY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE

OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

7. INDEMNITY

Company shall hold Customer harmless from liability to third parties resulting from infringement by the Service of any United States patent or any copyright or misappropriation of any trade secret, provided Company is promptly notified of any and all threats, claims and proceedings related thereto and given reasonable assistance and the opportunity to assume sole control over defense and settlement; Company will not be responsible for any settlement it does not approve in writing. The foregoing obligations do not apply with respect to portions or components of the Service (i) not supplied by Company, (ii) made in whole or in part in accordance with Customer specifications, (iii) that are modified after delivery by Company, (iv) combined with other products, processes or materials where the alleged infringement relates to such combination, (v) where Customer continues allegedly infringing activity after being notified thereof or after being informed of modifications that would have avoided the alleged infringement, or (vi) where Customer's use of the Service is not strictly in accordance with this Agreement. If, due to a claim of infringement, the Services are held by a court of competent jurisdiction to be or are believed by Company to be infringing, Company may, at its option and expense (a) replace or modify the Service to be non-infringing provided that such modification or replacement contains substantially similar features and functionality, (b) obtain for Customer a license to continue using the Service, or (c) if neither of the foregoing is commercially practicable, terminate this Agreement and Customer's rights hereunder and provide Customer a refund of any prepaid, unused fees for the Service.

8. LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, COMPANY AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL EQUIPMENT AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR

TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND COMPANY'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY CUSTOMER TO COMPANY FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9. MISCELLANEOUS

If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sublicensable by Customer except with Company's prior written consent. Company may transfer and assign any of its rights and obligations under this Agreement without consent. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind Company in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of [California] without regard to its conflict of laws provisions. [The parties shall work together in good faith to issue at least one mutually agreed upon press release within 90 days of the Effective Date, and Customer otherwise agrees to reasonably cooperate with Company to serve as a reference account upon request.]

EXHIBIT A

Statement of Work

Career pathways and workforce projection configuration support for Solano College Pathways system

- Tassel team will assist department leaders to maintain program pages on the Tassel academic and career community that will highlight occupational outcomes, workforce projections and department industry partners. Department faculty will provide access to the industry partners to develop pages for each partner to highlight career pathways and occupational education opportunities.

Program map validation support for Solano College Guided pathways system

- Tassel team supports faculty and advisors for Associates degrees and Certificate programs in the 2023-2024 Academic year and will continue supporting the program maps at the direction of the Guided Pathways project team during the service period.
- Tassel team will support and help modify program maps based on feedback from faculty and counselors during services period.

Solano College website system synchronization

- Tassel team will support the publishing of the program maps in the Tassel Software onto the Solano College website.

Schedule

Work Activities	Timelines	Rate	Fees
Program map support for Solano College Pathways system	Work to commence July 1 2023 and continue through June 2024		Included with service

Solano College website system synchronization	Work to commence July 1 2023 and continue through June 2024		Included with service
Career pathways and workforce projection configuration support for Solano College Pathways system	Work to commence July 1 2023 and continue through June 2024		Included in service
Support Zero Textbook Cost Pathways development	Work to commence July 1 2023 and continue through June 2024		Included in service
Total			Included with service

EXHIBIT B

Service Level Terms

The Services shall be available 99%, measured monthly, excluding holidays and weekends and scheduled maintenance. If Customer requests maintenance during these hours, any uptime or downtime calculation will exclude periods affected by such maintenance. Further, any downtime resulting from outages of third party connections or utilities or other reasons beyond Company's control will also be excluded from any such calculation. Customer's sole and exclusive remedy, and Company's entire liability, in connection with Service availability shall be that for each period of downtime lasting longer than four hours, Company will credit Customer 2% of Service fees for each period of 30 or more consecutive minutes of downtime; provided that no more than one such credit will accrue per day. Downtime shall begin to accrue as soon as Customer (with notice to Company) recognizes that downtime is taking place, and continues until the availability of the Services is restored. In order to receive downtime credit, Customer must notify Company in writing within 24 hours from the time of downtime, and failure to provide such notice will forfeit the right to receive downtime credit. Such credits may not be redeemed for cash and shall not be cumulative beyond a total of credits for one (1) week of Service Fees in any one (1) calendar month in any event. Company will only apply a credit to the month in which the incident occurred. Company's blocking of data communications or other Service in accordance with its policies shall not be deemed to be a failure of Company to provide adequate service levels under this Agreement.

EXHIBIT C

Support Terms

Company will provide Technical Support to Customer via both telephone and electronic mail on weekdays during the hours of 9:00 am through 5:00 pm Pacific time, with the exclusion of Federal Holidays (“Support Hours”).

Customer may initiate a helpdesk ticket during Support Hours by calling 415-418-0515 or any time by emailing irv@tasselsoftware.com.

Company will use commercially reasonable efforts to respond to all Helpdesk tickets within one (1) business day.

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO BROOKTROUT DESIGNS FOR
THE BUILDING 1400 AUDIO VISUAL MODERNIZATION
PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the award of a professional services agreement with BrookTrout Designs for Consultant Services on the Building 1400 Audio Visual Modernization Project. This project consists of an analysis of the existing audio and video systems in the Student Center. The consultant services include design, recommendations for system improvements with professional estimate, Division of State Architect (DSA) coordination, and Construction Administration.

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: \$72,100 Measure Q Funds

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

August 28, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

September 6, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO BROOKTROUT DESIGNS FOR
THE BUILDING 1400 AUDIO VISUAL MODERNIZATION
PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The District identified issues with the existing audio visual systems lack of intelligibility and poor visual display arrangement. The scope of work for the architectural team includes full Architectural and Engineering services for all phases of the project including design, DSA (Division of the State Architect) submittal and construction administration.

The Consultant was requested to walk the existing conditions of the facility and discuss project objectives with District representatives. A committee reviewed the proposal and is recommending BrookTrout Designs be awarded this contract. It was determined that the proposal sufficiently addressed the requested outcomes of the field walk, and pricing is fair based upon comparison of previous like projects.

The Board is asked to approve a professional services contract with BrookTrout Designs in the amount not to exceed \$72,100.

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: MEASURE Q BOND SPENDING PLAN UPDATE #26

REQUESTED ACTION:

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

SUMMARY:

The Board is asked to approve the latest revision to the Measure Q Bond Spending Plan (BSP). The BSP will require periodic adjustments to accommodate the changing needs of the District over time. The original document was approved on August 20, 2014. Previous updates have been approved by the Board on the following dates:

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:

Ed. Code: N/A Board Policy: N/A Estimated Fiscal Impact: N/A. Projects are part of the total Measure Q expenditure of \$348,000,000, plus net interest revenues.

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton
VP, Facilities and Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
VP, Facilities and Executive Bonds Manager

VICE PRESIDENT APPROVAL

August 28, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

September 6, 2023
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: MEASURE Q BOND SPENDING PLAN UPDATE #26

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Update #1 March 4, 2015	Update #5 March 1, 2017	Update #9 January 17, 2018
Update #2 March 16, 2016	Update #6 April 19, 2017	Update #10 March 21, 2018
Update #3 October 19, 2016	Update #7 December 6, 2017	Update #11 June 6, 2018
Update #4 January 18, 2017	Update #8 December 20, 2017	Update #12 June 20, 2018
Update #13 July 18, 2018	Update #14 September 5, 2018	Update #15 December 5, 2018
Update #16 February 6, 2019	Update #17 May 1, 2019	Update #18 November 20, 2020
Update #19 March 18, 2020	Update #20 October 7, 2020	Update #21 February 17, 2021
Update #22 November 17, 2021	Update #23 April 20, 2022	Update #24 March 1, 2023
Update #25 August 2, 2023		

On April 2, 2014 the Board approved a Facilities Master Plan (FMP) and as stated at that time, periodic updates would be required. The Board adopted the ten-year 2020-2030 updated FMP. This plan accounted for recent updates to the District Strategic Plans as well as State policy changes. The goal of this FMP was to provide focus for both Facilities and the Bond program over the next ten years. In response to the FMP Update, adopted by the Board on December 2, 2020, various changes to the Bond Spending Plan were recommended to implement the Facilities Master Plan Update 2020.

Since the last Bond Spending Plan update on March 1, 2023 project work has proceeded and funding source allocations have been impacted. The District's FY22/23 Scheduled Maintenance allocation is being reduced and Measure Q interest earned has been received. The Library/Learning Resource Center (LLRC) has been completed, and there are project savings. These advancements of projects and fund impacts have led to various proposed changes to the current Bond Spending Plan.

Bond Spending Plan Update #26 includes the following:

- Closing of the LLRC Project and returning project savings to Program Reserve.
- Re-allocation of funds to backfill for the FY22/23 Scheduled Maintenance funds previously committed to the Replacement Substations 3 and 4 Project, which also results in a budget increase.
- Reduction of the Small Capital Projects budget to backfill for the FY22/23 Scheduled Maintenance funds previously committed to the Replacement Substations 3 and 4 Project.
- Net Interest Revenue earned for FY23 Q4 transferred to Program Reserve.

The Board is asked to approve the proposed revisions as described above and indicated in the Bond Spending Plan Update #26, which follows.



BOND SPENDING PLAN

	UPDATE 25		UPDATE 26	
PROJECT NAME	08/20/14 BOT APPROVED BSP	08/02/2023 APPROVED BSP	09/06/2023 PROPOSED REVISION	09/06/2023 PROPOSED BSP
FF CAMPUS	\$ 87,800,000	\$ 90,909,070		\$ 90,706,643
Performing Arts Building (Phase 1 B1200 Renovation)	\$ 6,200,000	\$ 6,229,718	\$ -	\$ 6,229,718
Science Building (Phase I)	\$ 33,100,000	\$ 35,005,734	\$ -	\$ 35,005,734
Agriculture (Horticulture)	\$ 2,000,000	\$ 1,348,467	\$ -	\$ 1,348,467
Library/Learning Resource Center	\$ 21,800,000	\$ 23,300,000	\$ (202,427)	\$ 23,097,573
Building 300 (Science & Math Building Phase 2)	\$ 8,000,000	\$ 2,992,000	\$ -	\$ 2,992,000
Performing Arts Building (Phase 2)/Costume Shops	\$ 13,700,000	\$ 33,151	\$ -	\$ 33,151
Building 1600 Modernization	\$ -	\$ 10,000,000	\$ -	\$ 10,000,000
Career Technology Building (B1800 Mod)	\$ 3,000,000	\$ 6,000,000	\$ -	\$ 6,000,000
Modernization B1400 (includes kitchen mod)	\$ -	\$ 2,000,000	\$ -	\$ 2,000,000
On-Campus Housing	\$ -	\$ -	\$ -	\$ -
Early Learning Center Expansion	\$ -	\$ 4,000,000	\$ -	\$ 4,000,000
VV CAMPUS	\$ 80,200,000	\$ 47,309,138		\$ 47,309,138
VV Classroom Building Purchase & Renovation	\$ 8,200,000	\$ 7,247,624	\$ -	\$ 7,247,624
VV Annex HVAC/Roof Upgrade	\$ -	\$ 2,697,000	\$ -	\$ 2,697,000
Biotechnology & Science Building	\$ 28,000,000	\$ 33,315,666	\$ -	\$ 33,315,666
Aeronautics & Workforce Development Building	\$ 15,000,000	\$ 1,898,543	\$ -	\$ 1,898,543
Student Success Center/LRC	\$ 22,000,000	\$ -	\$ -	\$ -
Fire Training	\$ 7,000,000	\$ -	\$ -	\$ -
Vacaville Center HVAC Upgrade	\$ -	\$ 2,150,306	\$ -	\$ 2,150,306
VJ CAMPUS	\$ 80,200,000	\$ 42,536,954		\$ 42,536,954
Vallejo Prop Purchase Belvedere	\$ 4,800,000	\$ 4,794,343	\$ -	\$ 4,794,343
Autotechnology Building	\$ 19,600,000	\$ 23,735,961	\$ -	\$ 23,735,961
Site Improvements	\$ 5,100,000	\$ -	\$ -	\$ -
Vallejo Prop Purchase Northgate	\$ 6,800,000	\$ 6,871,471	\$ -	\$ 6,871,471
Student Success Center/LRC	\$ 22,000,000	\$ -	\$ -	\$ -
Career Technology Building/ECHS	\$ 21,900,000	\$ 5,000,000	\$ -	\$ 5,000,000
Vallejo Center HVAC Upgrade	\$ -	\$ 2,135,178	\$ -	\$ 2,135,178
INFRASTRUCTURE IMPROVEMENTS	\$ 37,800,000	\$ 76,292,331		\$ 77,562,170
IT Infrastructure Improvements	\$ 14,000,000	\$ 14,646,000	\$ -	\$ 14,646,000
Utility Infrastructure Upgrade (Energy)	\$ 23,800,000	\$ 24,671,331	\$ -	\$ 24,671,331
Solar Energy (5 Megawatt Solar Installation)	\$ -	\$ 14,000,000	\$ -	\$ 14,000,000
Replacement Substations 3 and 4	\$ -	\$ 6,750,000	\$ 1,269,839	\$ 8,019,839
Replacement Substations 5	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000
Pool Deck Replacement	\$ -	\$ 1,225,000	\$ -	\$ 1,225,000
Central Plant Replacement	\$ -	\$ 12,500,000	\$ -	\$ 12,500,000
Water Conservation/Environmental Impact Improvements	\$ -	\$ -	\$ -	\$ -
Underground Hydraulnic Chilled & Hot Water Loops	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000
HVAC Environmental Safety Upgrades	\$ -	\$ -	\$ -	\$ -
Underground 12,000 Volt Campus Loop	\$ -	\$ -	\$ -	\$ -
ADA & CLASSROOM IMPROVEMENTS	\$ 19,200,000	\$ 41,328,261		\$ 40,809,939
Small Capital Projects	\$ 8,300,000	\$ 33,552,471	\$ (518,322)	\$ 33,034,149
ADA Improvements	\$ 10,900,000	\$ 7,775,790	\$ -	\$ 7,775,790
PLANNING, ASSESSMENTS & PROGRAM MGMT	\$ 25,400,000	\$ 53,531,570		\$ 53,531,570
Includes Program Management, Project PM/CM Services, District Staff, Professional Services, Assessments, Education Master Plan, Facilities Master Plan, District Standards & Updates, Bond Issuance	\$ 25,400,000	\$ 53,531,570	\$ -	\$ 53,531,570
RESERVE & INTEREST*	\$ 17,400,000	\$ 3,543,893		\$ 3,554,672
Program Reserve (5%)	\$ 17,400,000	\$ 2,900,154	\$ -	\$ 2,900,154
Treasury Fees (6/30/23)	\$ -	\$ 643,738	\$ 10,779	\$ 654,518
TOTAL BOND SPENDING PLAN	\$ 348,000,000	\$ 355,451,215		\$ 356,011,085
Bond Interest Earned (6/30/23)		\$ -	\$ -	\$ -

LEGEND:

No Color - Closed Projects

Yellow Color - Projects in Progress

Green Color - Future Projects

AGENDA ITEM 12.(f)
MEETING DATE September 6, 2023

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

TO: Members of the Governing Board

SUBJECT: AMENDMENT TO AON MASTER SERVICE AGREEMENT

REQUESTED ACTION:

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

SUMMARY: THIS AMENDMENT (“Amendment”) to Master Service Agreement is executed on the 23rd day of August 2023 by and The Agreement is due to expire on 31st August 2023. The term of the Agreement is further extended for a period of 2 years from 1st September 2023 and shall remain valid till 31st August 2025 unless terminated as per terms of Agreement.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	<i>N/A</i>
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SUPERINTENDENT’S RECOMMENDATION: ☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

Lisa Neeley, M.F.A

VICE PRESIDENT APPROVAL

August 24, 2023

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

September 6, 2023

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AMENDMENT TO MASTER SERVICE AGREEMENT

THIS AMENDMENT ("Amendment") to Master Service Agreement is executed on the 23rd day of August 2023 by and

BETWEEN

Aon Services Pty Ltd, a company having its registered office at 200 East Randolph, Chicago, Illinois 60601 (hereinafter referred to as "Aon", which expression shall mean and include its successors in title and permitted assigns) of the ONE PART

AND

SOLANO COMMUNITY COLLEGE DISTRICT, a company and having its registered office at 4000 Suisun Valley Road, Fairfield, CA 94534 (hereinafter referred to as "(Supplier)", which expression shall mean and include its successors in title and permitted assigns) of the OTHER PART

Aon and (Supplier) are hereinafter jointly referred to as "Parties" and individually as "Party".

WHEREAS:

- A. The Parties had entered [Master Service Agreement] dated 1st June 2021 ("Agreement") for provision of certain services more particularly described therein.
- B. The Agreement is due to expire on 31st August 2023.
- C. The Parties are now desirous of modifying the certain terms of the Agreement as set forth herein below.

IT IS AGREED AS FOLLOWS:

- 1. All capitalized terms used herein shall bear the same meaning as ascribed thereto in the Agreement, save where the context clearly indicates the contrary.
- 2. The term of the Agreement is further extended for a period of 2 years from 1st September 2023 and shall remain valid till 31st August 2025 unless terminated as per terms of Agreement.
- 3. Save for the amendments to the Agreement set out in above section, all other provisions of the Agreement remain unchanged and continue to be in full force and effect between the Parties. If there is any conflict between the provisions of this Amendment and the Agreement, then the provisions of this Amendment shall prevail.
- 4. This Amendment constitutes the sole record of the agreement between the Parties in relation to the subject-matter of the Amendment. Neither Party shall be bound by any express, tacit or implied term, representation, warranty, promise nor the like not recorded herein or in the Agreement.
- 5. No addition to, variation, novation or agreed cancellation of any provision of this Amendment shall be binding upon the Parties unless reduced to writing and signed by or on behalf of the Parties.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the date above mentioned:

For **Aon Services Pty Ltd**

For SOLANO COMMUNITY
COLLEGE DISTRICT

(Signature)

(Signature)

(Name)

(Name)

(Title)

(Title)

AGENDA ITEM 12.(g)
MEETING DATE September 6, 2023

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

TO: Members of the Governing Board

**SUBJECT: JOB DESCRIPTION: INTERIM DIRECTOR OF CULTURAL
PROGRAMMING**

REQUESTED ACTION:

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

SUMMARY:

Approval is requested for a new position for interim Director of Cultural Programming.

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.F.
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.F.
VICE PRESIDENT APPROVAL

August 28, 2023
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

September 6, 2023
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Director of Cultural Programming (and Curation)

Interim Position (1 year): Range 38

Proposed Funding: Categorical (SEA Funds)

OVERVIEW

The Director of Cultural Programming (and Curation) will be responsible for creating and delivering a range of cultural programming events, exhibits, and initiatives that align with the college's commitment to diversity, equity, inclusion, and accessibility. This includes developing and organizing events that celebrate our multi-cultural diversity, showcase talent and contributions from under-represented and under-resourced communities, bring together campus and community engagement, and foster an environment of inclusion and belonging at the college.

This position will design and implement a strategic plan for cultural programming at Solano, identifying and pursuing new opportunities for campus-wide programming and community partnerships. This includes coordinating events that address culture, climate, belonging, and healthy identity development. The Director will lead the planning and coordination of cultural programming events and exhibits, including managing logistics, liaising with relevant campus departments and community organizations, and ensuring all events are widely advertised and run successfully. Programming schedules will also include a calendar of events for the Herger Gallery as well as exhibition events in other spaces across the Fairfield, Vacaville, and Vallejo campuses.

The incumbent will organize and conduct outreach efforts and collaborate with students, campus departments and community groups, schools, and other organizations to promote program awareness and build broad, diverse participation in cultural programs. The director will be expected to cultivate inclusive and respectful working relationships that support a sense of belonging for all students, employees, and community members.

SPECIFIC RESPONSIBILITIES

Program and Exhibition Development

- Plan, schedule, implement, and evaluate an annual calendar of culturally relevant programs, events, and exhibits at the Fairfield, Vacaville, and Vallejo campuses; support cross-cultural programming opportunities with organizations, including A2Mend, Imani, Puente, SOAR, etc.
- Promote the use of campus spaces for public art, performances, events, and exhibitions, including the Herger Gallery, Library and Learning Resource Center, Theater, outdoor kiosks, and other exhibition spaces at Fairfield, Vacaville, and Vallejo campuses.

- Coordinate planning of multi-cultural heritage months related to Black/African American, Latinx, Asian American/Pacific Islander, Native American and Indigenous, LGBTQ+, and other minoritized or underrepresented communities.
- Collaborate with student organizations, campus departments, and community organizations to develop cultural programming based on the needs and interests of our campus community.
- Liaise with the Center for Excellence in Education to promote faculty in-reach and outreach
- Work collaboratively with campus departments (Facilities, IT, Campus Reservations, Purchasing, etc.) to manage a programming schedule that accommodates and balances multiple needs, interests, and college goals; ensure smooth pre-event planning and post-event follow-up.
- Attend college governance meetings, e.g. ASSC, Academic Senate, Student Equity and Success Council, College Governance Committee, etc. as needed to promote events.
- Stay current with industry trends and best practices in cultural programming and identify opportunities to incorporate new approaches and technologies into the cultural programming strategy.
- Ensures compliance with applicable district policies and procedures, and licensing and/or safety regulations and standards related to public events.
- Manage budgets and resources for cultural programming, including tracking expenses and preparing budget/expenditure reports for management.
- Directs and trains temporary staff, student workers/ambassadors, and volunteers.

Marketing and Outreach

- Prepare for publication a variety of brochures, posters, calendars, news releases, flyers, social media and related communication regarding programs and events.
- Work closely with James Thomas Media to develop and execute marketing and communication strategies, including social media, to maximize participation in cultural programming events.
- Coordinate the documentation of events (photography, video, interviews, etc.) for future marketing opportunities;
- Manage strategic outreach to ensure wide participation in cultural programming events and exhibits; build relationships with external community partners, including school districts, businesses, chambers of commerce, social service agencies, non-profits, elected officials, etc.

Evaluation and Data Tracking

- Monitor and evaluate the effectiveness of cultural programming initiatives, adjusting strategies as needed to ensure continued success; work with Research office to develop baseline data points and set measurable outcomes.
- Develop customer experience survey to track engagement and audience satisfaction.

Additional duties as assigned.

KNOWLEDGE AND SKILLS

- Works independently using sound judgement, decision-making, and troubleshooting skills
- Strong leadership skills with the ability to effectively collaborate with others, build relationships, and develop partnerships
- Excellent communication (written/verbal), report writing and presentation skills
- Strong research and analytical abilities
- Proficiency in financial tracking and management
- Demonstrates 'cultural competency' in working with diverse communities and partners.
- Knowledge of policies, issues, trends, and best practices related to cultural planning, arts, culture, and heritage development
- Established skills and experience in project management, community development, cultural planning, volunteer management and public relations are strong assets.
- Sound knowledge in the supervision of risk management of programs and facilities.
- Strong multitasking skills and flexibility to meet varying deadlines; independent self-starter with the ability to work irregular hours, including evenings and weekends.
- Proficiency in Microsoft Office (Outlook, Excel, Word, Power Point)
- Ability to provide own transportation for travel between facilities as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in cultural studies, ethnic studies, art, art history, arts administration, history, or a related field.

AND

- Two (2) years of responsible professional experience, preferably in cultural programming, event management, or a related field.

AND

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

PREFERRED QUALIFICATIONS

- Master's Degree or higher in cultural studies, ethnic studies, art, art history, arts administration, history, or a related field
- Demonstrated leadership in developing programs and services for disproportionately impacted student populations.

AGENDA ITEM 12.(h)
MEETING DATE September 6, 2023

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 23/24-01 PROCLAIMING SEPTEMBER 15 –
OCTOBER 15, 2023 AS HISPANIC HERITAGE MONTH**

REQUESTED ACTION:

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

SUMMARY:

Board approval of Resolution No. 23/24-01 to proclaim Sept. 15-Oct. 15, 2023 Hispanic Heritage 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.F.
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.F.
VICE PRESIDENT APPROVAL

August 29, 2023
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

September 6, 2023
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**PROCLAIMING HISPANIC HERITAGE MONTH
AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 23/24-01

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

WHEREAS, the 2023 National Hispanic Heritage Month theme is “Latinos: Driving Prosperity, Power, and Progress in America,” and

WHEREAS, observance of Hispanic Heritage Month was enacted on August 17, 1988, with passage of P.L. 100-402; and

WHEREAS, the contributions made by Hispanic/Latino Americans to our society are not very visible or widely celebrated; and

WHEREAS, Hispanic Americans have enriched our nation beyond measure with significant strides in the economic, political, and social growth of this nation, and by the strength of closely knit families and proud communities; and

WHEREAS, Hispanic/Latino Americans make up over 27.5 percent of Solano County’s adult population and 33 percent of Solano Community College District’s full-time student population.

RESOLVED, that the Solano Community College District Governing Board proclaims September 15 – October 15, 2023, as Hispanic Heritage Month.

PASSED AND ADOPTED, This 6th day of September 2023 by the Governing Board Solano Community College District.

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING HISPANIC HERITAGE MONTH
AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 23/24-01

(Continuing – Page 2)

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

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