

**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**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
David Elliott	Biology Lab Technician – 10-month	12/01/2023
Yusra Ghaleb	Student Services Generalist (EOPS/CARE/NextUp)	11/28/2023

**Part-Time Adjunct Assignment – Emergency Hire**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Mireya Gravert	Adjunct Instructor-Math (not to exceed 67%)	01/11/24 – 05/23/24
Kannika Pho	Adjunct Instructor-Math (not to exceed 67%)	01/11/24 – 05/23/24
Sierra Shackelford	Adjunct Instructor-Athletics (not to exceed 67%)	10/13/23 - 12/15/23

**Change in Assignment (Updated)**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Robin Sloan	From Student Services Generalist to Transfer Center Coordinator	12/01/2023

**Short-Term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Amanda Elliot	Custodian	General Fund	08/03/23 – 06/30/24	\$15.68/hr. (Revised)
Michelle Lane Hobbs	Asst. Coach-Baseball	General Fund	11/16/23 – 05/31/24	\$22.00/hr.
James Hodgman	Special Projects – Athletics	General Fund	11/16/23 – 05/31/24	\$26.00/hr.

**Salvatore Abbate**  
Human Resources

November 03, 2023

**Date Submitted**

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

November 15, 2023

**Date Approved**

**Short-Term/Temporary/Substitute (continued)**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Sierra Shackelford	AAMP Outreach Specialist	SEA	11/02/23-06/30/24	\$19.75/hr.
Deloris Paschal	Outreach Specialist (updated)	SEA	01/02/23-06/30/24 (updated)	\$19.75/hr. (updated)
Roxana Zeedyk	Student Services Generalist	NextUp	11/16/23 – 06/30/24	\$18.91/hr.

AGENDA ITEM 11.(c)  
MEETING DATE November 15, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: WARRANTS – October 2023**

**REQUESTED ACTION:**

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

**SUMMARY:**

<u>Date</u>	<u>Payment Type</u>	<u>Check Number(s)</u>	<u>Amount</u>
10/5/2023	AP Vendor Payments	11122549 - 11122642	\$732,905.57
10/5/2023	QD Vendor Payments	11122643 - 11122645	\$561,309.50
10/5/2023	QE Vendor Payments	11122646 - 11122650	\$546,112.73
10/13/2023	AP Vendor Payments	11122651 - 11122722	\$295,699.96
10/13/2023	QE Vendor Payments	11122723	\$161.06
10/20/2023	AP Vendor Payments	11122724 - 11122831	\$271,480.32

*CONTINUED ON NEXT PAGE:*

**STUDENT SUCCESS IMPACT:**

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

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

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Susan Wheet  
Vice President, Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7209

**TELEPHONE NUMBER**

Susan Wheet, Finance and Administration

**VICE PRESIDENT APPROVAL**

November 6, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**AGENDA ITEM** 11.(c)  
**MEETING DATE** November 15, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: WARRANTS – October 2023**

**REQUESTED ACTION:**

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

**SUMMARY:**

<u>Date</u>	<u>Payment Type</u>	<u>Check Number(s)</u>	<u>Amount</u>
10/20/2023	QC Vendor Payments	11122832 - 11122833	\$2,495.20
10/20/2023	QD Vendor Payments	11122834 - 11122843	\$630,632.33
10/20/2023	QE Vendor Payments	11122844 - 11122856	\$553,011.53
<b>Total Vendor Payments</b>			<b>\$3,593,808.20</b>

**Bank Code Glossary:**

AP – General Fund account (Unrestricted and Restricted Funds)  
CP – Capital Projects Fund account (Fund 41)  
QC – Measure Q Series C account (Fund 42, Series C)  
QD – Measure Q Series D account (Fund 42, Series D)  
QE – Measure Q Series E account (Fund 42, Series E)

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

**TO: MEMBERS OF THE GOVERNING BOARD**

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

**REQUESTED ACTION:**

<input type="checkbox"/> Information	OR	<input checked="" type="checkbox"/> Approval
<input checked="" type="checkbox"/> Consent	OR	<input type="checkbox"/> Non-Consent

**PERSONAL SERVICES AGREEMENTS**

**Student Services  
Lisa Neeley, Vice President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Regina Stanback Stroud dba RSS Consulting	Consultant to provide a 1 day in person retreat training on equity and racial literacy on November 21, 2023.	11/21/23	Not to Exceed \$8,500.00
Symone Watson	Instructor to provide Hip Hop dance work shop on November 15, 2023 from 2:00 p.m. – 4:00 p.m.	11/15/23	Not to exceed \$50.00
Joe Salinas	Vendor to provide Solano County Pomo dance performance scheduled on 11/29/23 to celebrate the close of Native American Heritage month.	11/29/23	Not to exceed \$1,000.00

**CONTRACT SERVICES AGREEMENTS**

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

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Fund/Grant</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Event Services Plus	Vendor to provide seven golf/flip carts for 2024 Graduation ceremony.	General	05/22/24-05/24/24	Not to Exceed \$2,200.77

Cost to include delivery  
May 22, 2024 and pick  
up May 24, 2024.

**CONTRACT SERVICES AGREEMENTS continued**

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

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Fund/Grant</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Strata Information Group	Vendor to provide FY 23/24 Annual Banner Financial Aid Consulting Services. Services will include new year aid roll, Federal changes for FAFSA, ISE software, training and support as needed. Total 200 hours at \$165 per hour.	General	10/31/2023	Not to Exceed \$33,000.00
Sunrise Banquet Hall & Event Center	Vendor to provide four days of meeting room rentals for Foster Kinship Care Education Conference March 19-22, 2024. Costs to include all furniture, linens, use of AV system, catered meals, setup/breakdown and event staff.	122424	03/19/24-03/22/24	Not to Exceed \$30,140.27

---

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

November 3, 2023

**Date Submitted**

---

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

November 15, 2023

**Date Approved**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT WITH RFI FOR ACCESS CONTROL  
MANAGEMENT SYSTEM**

**REQUESTED ACTION:**

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

**SUMMARY:** The Board is being asked to approve an agreement with RFI for upgrade to the existing Access Control System. The cost for 2023-2024 is \$88,922 including the Annual Service Plan cost (for one year).

The Services will include:

- Project management and labor on site
- Required training
- Required software and licenses
- Partner Access Device licenses (1) license for each door

*CONTINUED ON NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

<i>Government Code:</i> N/A	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i> \$88,922.00
-----------------------------	----------------------	---

**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**

November 3, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD AGENDA ITEM

**TO:** **Members of the Governing Board**

**SUBJECT: CONTRACT WITH RFI FOR ACCESS CONTROL  
MANAGEMENT SYSTEM**

**REQUESTED ACTION:**

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

### SUMMARY:

*CONTINUED FROM PREVIOUS PAGE*

The table below includes proposed fees.

Base Scope for Migration to Lenel System	\$88,922.00
Annual Software Plan (invoiced yearly, the first year is included in the \$88,922.00 cost above)	\$1,520.00
Cost to upgrade if we go beyond 1024 locks (if necessary)	\$11,986.00

Additional Notes:
Electronic locks will need to be purchased through an integrator, such as RFI (to be invoiced on an as needed basis). District staff can be trained to install and program, but locks would still need to be purchased from an integrator.

Attached is a copy of the Scope of Work.





SCC - Lenel ADV and Wi-Q locks

**PROPOSED TO:**

Jason Yi, Solano Community College

**PREPARED BY:**

David Leiker, DLeiker@rfi.com, 669-255-5336

08/15/2023

## SCOPE OF WORK

Jason -

RFI is pleased to submit the following proposal to Solano Community College (SCC) for upgrading the existing Dormakaba Basis system to Lenel ADV Access Control Management System.

As part of this upgrade, RFI will provide the following:

- RFI has included all labor costs for training and programming of the new Lenel System.
- RFI has included required Project Management labor as part of this proposal.
- RFI will use Dormakaba to assist us with the entire Database Conversion, which we will then load into the Lenel ADV system.
- RFI will assist SCC in programming all new Users and Permissions in the Lenel ADV system as part of this project.
- RFI will, with assistance from SCC personnel and Dormakaba, test and ensure all items are correct and functioning within the new Lenel ADV software.
- RFI understands that any/all Servers/computers will be provided by SCC, and we will work with SCC IT department once on-site for all required settings, permissions and credentials which may be needed as part of this project.
- RFI has included all required Software and licenses required as part of this project, which includes the Lenel OnGuard ADV Server Software License, OnGuard ADV Client Software License, OnGuard Support for Remote Desktop Protocol, OnGuard Browser Client Bundle, which includes Licenses for two (2) OnGuard Credentials Clients and OnGuard Monitor Clients (Additional licenses can be added at any time should you require it.)
- RFI has included Six Hundred One (601) Partner Access Device licenses as part of this project, one (1) license for each door. (Per our conversation during site visit. Should additional licenses be required, these can be added at any time)
- Per your request, RFI has included the Annual Service Plan Cost, (for one year) as part of this proposal. This is an annual cost that is reoccurring.
- RFI assumes all existing locks and equipment are functional, service/repair is not included.

## Head End

- |     |   |
|-----|---|
| 1   | OnGuard Browser client bundle for ADV systems only.   |
| 1   | ADV SUSP PLAN - Tier 1; 64-128 Readers. Covers ADV / ADVI / IDADV Systems   |
| 1   | OnGuard ADV Client Software License – OnGuard Client software license includes; System Administration; Alarm Monitoring; Map Designer and Login Driver. (SOFTWARE IS SUPPORTED ON PC-CONFIG#6 PLATFORM) |
| 1   | OnGuard support for Remote Desktop Protocol; Citrix Support [see compatibility chart for versions] and Terminal Services for 32ES, ADV, and PRO Level solutions [DOES NOT INCLUDE CITRIX].              |
| 601 | Partner Access Device License for ANY electronic locks NOT PURCHASED through LenelS2 and attached to an OnGuard system [REQUIRED license for all Third Party Locks][license per lock]                   |

- 1 OnGuard ADV Server Software License – OnGuard Server software license includes: System Administration; Alarm Monitoring; Map Designer; License Server; Comm. Server; Video Verify Support; E-mail Support; Guard Tour; Login Driver; Account Linkage; support for up to 64 card access readers and first year



- 1 Professional services for Database conversion

## Project Expenses

---

- 1 Transportation Surcharge

## PROJECT SUMMARY

**Base Scope Total:****\$88,922.00**

Sales tax, if applicable, will be added at time of invoice

### CYBERSECURITY PROTOCOLS:

1. RFI will modify all default authentication credentials on all systems devices installed in this scope of work.
2. All logins and passwords will be delivered to the customers upon project completion.
3. RFI will ensure all network devices installed in this scope of work are updated with the latest supported software and firmware upon project completion.
4. Proper industry cyber hygiene protocols recommend that these items are updated on the regular basis to avoid cyber vulnerabilities. RFI can provide this maintenance upon a separate contract, if desired.

### CLARIFICATIONS/EXCLUSIONS

1. Pricing reflects COVID-19 safety requirements that are in place at the time of proposal, per CDC guidelines. Any additional site or project specific requirements for PPE, testing, time delays or changes to CDC guidelines may be subject to an additional cost impact.
2. All work shall be performed during normal business hours Mon-Fri (7:00am to 4:00 pm) and normal working conditions. (Unless specifically addressed otherwise in this proposal)
3. RFI shall provide qualified supervisory labor at the job site. Idle time incurred by RFI employees due to absence of required escorts, clearances, inability to enter the workspace, or other factors beyond our control, shall be considered a change to the contract.
4. Customer will provide access to all areas, including escorted areas such as computer, telephone, equipment and fabrication rooms.
5. RFI assumes no responsibility or warranty for equipment supplied and or installed by others.
6. Bond provisions are not applicable.
7. RFI requires written notification of any existing environmental hazard (i.e. asbestos, lead, etc) that RFI personnel could be exposed to while providing this system. Each area of concern will require separate notification. RFI is not responsible for any abatement, disposal or handling of any hazardous material (i.e. asbestos, lead, etc). All responsibility and cost associated with handling of any hazardous materials will be the responsibility of others.
8. The labor rates used for this project are based on standard industry rates. No provision has been made in the event that State, Federal or Any prevailing wage is required. Additional labor charges may be necessary if prevailing wages are required.

9. All servers and workstation computers with appropriate operating systems and database software and licenses will be provided by customer.
10. If additional readers surpass current license capacity, customer is responsible for acquiring additional licenses.
11. Customer will provide client software and workstation computer for the access control system. RFI will perform programming from the local workstation. The client is responsible for assisting RFI with network setup and install programming required to add the new workstation to the existing server.
12. Programming for the Systems provided will be limited to basic functions detailed in RFI scope of work. Customer will be responsible for user desired configurations for hardware, alarm map, software (door groups, schedules, clearance codes, alarm events, etc.) and personnel / cardholder database entry and programming for the system.
13. RFI will utilize the existing access control panel and power supplies. If spare reader ports, or necessary power supply capacity are not available to accommodate the addition, a change order will be required to complete this contract.
14. Internet, cellular service or adequate communication services to be provided by customer.
15. Network equipment and connections other than that addressed and provided in the scope of work will be provided, installed, programed and configured by others.
16. New or Existing POE or POE+ Switches and/or Ports shall be provided and installed by others. Adequate ports and Power for each IP device will be made available by customer. RFI will connect the new devices to an open port on existing video equipment. Lack of an open port will constitute a change to this contract. All network switches must support PoE in IEEE standard 802.3af and 802.3at power.
17. The customer will be responsible for providing the IP addresses, subnet, gateway information and identifying the ports on the customer network for connection of equipment provided for this scope of work.
18. Electrified locking hardware shall be supplied and installed by others.
19. If applicable, Customer will inform RFI prior to our work of any doors being operated by Auto operators. Additional Hardware will be required that is not included in our scope of work. Additional hardware & Power & Modules maybe required by the Door Contractor / Supplier.
20. If applicable, Customer must provide proper working Electrified door hardware. All new or existing hardware is presumed to be in good working condition and remains the responsibility of the customer. Any hardware found to be non-working or insufficient for the needs of the system will be replaced as necessary but will require a change order to be issued prior to any additional work being completed. If applicable, the customer must provide door alignments, as necessary.
21. If applicable, all electrified hardware is to be wired from the Electrified door hardware to the power transfer hinge by the door hardware provider.
22. If applicable, all Electrified door hardware is to have the built in RX switch installed, and to be wired Common normally open.
23. All conduit, raceways, cable trays, back boxes, sleeves, trenching, cabling pathways, and/or cores shall be supplied and installed by others.

- 24. If cabling is installed by others, RFI will need a detailed map with the cables labeled according to the map.
- 25. Alarm monitoring or other subscription services are NOT included in this proposal but are available under separate contract.

**TERMS AND CONDITIONS**

Upon acceptance of RFI's proposal one of the following methods will be utilized to establish the basis for agreement of scope of work and terms and conditions of this engagement.

**Installation, Service, Testing and Preventative Services Agreements (One of the following methods)**

- A. Customer's contract or master agreement documents including proposal, scope of work and terms and conditions can be submitted for RFI's acceptance and approval.
- B. Customer's Purchase Order documents including proposal, scope of work and terms and conditions can be submitted for RFI's acceptance and approval.
- C. In the absence of A or B above RFI will provide RFI's Installation, Service, Testing and Preventative Services Agreements including proposal, scope of work and terms and conditions.

Use the link below to preview our Sample Agreements Terms and Conditions:

[https://rfi.com/sales/RFI\\_SecurityInstallation\\_ServiceandPreventativeServicesAgreementSAMPLE.pdf](https://rfi.com/sales/RFI_SecurityInstallation_ServiceandPreventativeServicesAgreementSAMPLE.pdf)

[https://rfi.com/sales/RFI\\_FireAlarmInstallation\\_ServiceandTestingAgreementSAMPLE.pdf](https://rfi.com/sales/RFI_FireAlarmInstallation_ServiceandTestingAgreementSAMPLE.pdf)

**Monitoring, Subscription and Managed Services Agreements**

Customers will need to sign RFI's Monitoring, Subscription and Managed Services Agreements and accompanying documents including proposal, scope of work and terms and conditions.

Use the link below to preview our Sample Agreements Terms and Conditions:

[https://rfi.com/sales/RFI\\_SecurityMonitoringAgreementSAMPLE.pdf](https://rfi.com/sales/RFI_SecurityMonitoringAgreementSAMPLE.pdf)

[https://rfi.com/sales/RFI\\_FireAlarmMonitoringAgreementSAMPLE.pdf](https://rfi.com/sales/RFI_FireAlarmMonitoringAgreementSAMPLE.pdf)

This offer is contingent on satisfactory review of credit application and references, RFI reserves the right to deny, revoke or modify any credit at its sole discretion.

**PAYMENT TERMS**

RFI's preferred method of payment is ACH/EFT.

Upon Contract Award of lump sum or fixed price contracts, RFI will require a deposit/down payment of 30% of the total contract price. Projects exceeding one calendar month will be billed for work completed during each month (progressive billing). Progressive Billing will include invoicing engineering, labor, and/or programming prior to onsite installation and material stored at RFI. Payment is due 30 days from the date of invoice. Customer agrees to pay each invoice when due. In addition to all other rights and remedies available, RFI shall have the option to withhold any further shipments of material and/or provision of any service, including but not limited to Technical Assistance, until Customer's account is paid in full. Further, in the event payment is not received according to terms, RFI may at its discretion, assess interest at the maximum rate allowed by law. Customer agrees to pay reasonable attorney's fees or agency commissions sustained by RFI in pursuit of payment. Any alteration or deviation from the above specifications involving extra cost will be made only upon written agreement and will become an extra charge over and above the estimate.

If Extended Care is selected, Subscriber will be invoiced for the entire contract amount upfront at the date of Substantial completion. Additions to existing systems with Extended Care Plans will be pro-rated against the remaining duration of the current Extended Care Plan.

For Monitoring and Subscription Services, Service Plans, Preventative Services or Test and Inspection Plans Subscriber will be invoiced in advance, monthly, quarterly or annually at RFI's option. RFI will make all reasonable efforts to honor our pricing for fourteen (14) days.

**SPECIAL NOTICE: Supply chain and economic uncertainty continues to cause potential and unpredictable events. Such events continue to significantly and suddenly impact the cost and/or availability of products, materials and labor. Our intent and desire is to honor prices for 14 days. Our ability to honor pricing for 14 days is directly predicated on the stability or instability of the global economy and supply chain.**

RFI may withdraw and/or revise pricing, scope, delivery and schedule commitments in or adjoining this offer at any time without penalty if:

- 1) RFI is of the opinion that performance under this offer may jeopardize the health and safety of its employees or agents, or cause unreasonable harm.
- 2) Any reason of unrest, global or domestic volatility, public health emergency, sanctions, tariffs or any other reason unexpectedly or significantly impacts the cost and/or availability of products, materials or labor.

We look forward to maintaining a trusted, long term business relationship. If you have any questions regarding this proposal or any other matter, please feel free to contact me.

*David Leiker*

08/15/2023

Signature

Date

David Leiker



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

**TO:** **Members of the Governing Board**

**SUBJECT:** **CONTRACT AGREEMENT WITH ENVISIONS, INC  
FOR AROGOS CONSULTING SERVICES**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Contract Agreement with Envisions, Inc for Consulting and Development for Argos. This Professional services work order constitutes a binding agreement between Envisions, Inc (Vendor) and Solano Community College (SCC). This work order is hereby incorporated by the reference to the Software License agreement, dated 12/5/2019. All applicable terms of the agreement shall govern this work order. Project dates 11/6/2023 to 11/6/2024 and are subject to availability of resources. Includes 300 hours of remote Argos consulting services at \$200 per hour, for a total of \$60,000. Attached is a copy of the Scope of Work.

**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: \$60,000.00
------------------	-----	---------------	--------------------------------------

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

Jon Cornelison  
Vice President, Technology Services and Support

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7275

**TELEPHONE NUMBER**

Jon Cornelison  
Technology Services and Support

**VICE PRESIDENT APPROVAL**

November 3, 2023

**DATE SUBMITTED TO**

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

November 15, 2023

**DATE APPROVED BY**  
**SUPERINTENDENT-PRESIDENT**

## Work Order Cover Sheet

11/1/23

Attn: James Calilan  
Solano Community College District  
4000 Suisun Valley Road  
Fairfield California, 94534

Dear Mr. Calilan,

Evisions is pleased to submit this Work Order for Professional Services to engage in Consulting and Development for Argos as summarized on Attachment 1. The services set forth will be contingent upon the execution of the enclosed Work Order by a signatory who is authorized to sign on behalf of your institution. Please return the signed Work Order and associated purchase order to Evisions via email at [jaclyn.tocco@evisions.com](mailto:jaclyn.tocco@evisions.com) signed Work Order can also be faxed to 714-730-2524. A countersigned copy will be returned to you in the same manner.

If you prefer to receive hard copies of the Work Order, please print and sign two (2) copies of the enclosed Work Order and send to the address below.

Evisions  
Attn: Finance Department  
440 Exchange, Suite 200  
Irvine, CA 92602  
Fax: (714) 730-2524

Please contact me at 714-824-5252 ext 298 or at [Jaclyn.tocco@evisions.com](mailto:Jaclyn.tocco@evisions.com) should you have any questions. Thank you for your assistance with this matter, we look forward to doing business with you.

Sincerely,

Jaclyn Tocco  
Account Representative

## SERVICES WORK ORDER

Date: 11/1/23

### Client Contact Information

Institution	Solano Community College
Contact	James Calilan
Email	<a href="mailto:James.calilan@solano.edu">James.calilan@solano.edu</a>
Phone	(707) 864-7104

### Evisions Contact Information

Account Manager	Jaclyn Tocco
Email	Jaclyn.tocco@evisions.com
Phone	714-824-5252 ext 298
Fax	714-730-2524
Address	440 Exchange, Suite 200, Irvine, CA 92602
Tax ID	88-0411440

This Professional Services Work Order (the "Work Order") constitutes a binding agreement between Evisions, Inc. ("Service Provider") and Solano Community College (Client"). This Work Order is deemed made effective as of the date that it has been signed by both parties ("Execution Date"). The scope covered in the estimates projected within this document is limited to the topics covered herein. This Work Order is hereby incorporated by this reference to the Software License Agreement, dated as of 12/5/2019 (the "Agreement"), between the parties hereto. All applicable terms of the Agreement shall govern this Work Order; including, but not limited to, provisions relating to Confidentiality and Proprietary Information, Warranty Disclaimer, Limitation of Liabilities, Disputes and Choice of Law. In the event of a conflict between the terms of the Agreement and this Work Order, the terms of the Work Order shall prevail and supersede the terms of the Agreement to the minimum extent necessary to resolve the conflict.

FOR THE AVOIDANCE OF DOUBT, SERVICE PROVIDER SHALL NOT BE LIABLE WITH RESPECT TO ANY SERVICES UNDER THIS WORK ORDER FOR ANY AMOUNT EXCEEDING THE TOTAL PORTION OF THE FEES ACTUALLY PAID BY CLIENT FOR SUCH SERVICES FOR THE YEAR IN WHICH THE EVENT GIVING RISE TO LIABILITY COMMENCES. IN NO EVENT SHALL SERVICE PROVIDER BE LIABLE, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST SAVINGS, LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR ANY OTHER PECUNIARY LOSS), EVEN IF

NOTIFIED IN ADVANCE OF SUCH POSSIBILITY, ARISING OUT OF OR PERTAINING TO THE SUBJECT MATTER OF THIS WORK ORDER

SERVICES, GENERALLY

For the services fee of \$60,000.00 Service Provider will perform the services described in the Scope of Services attached hereto as Attachment 1 (the "Services"), subject to the terms and conditions of this Work Order and the Agreement if applicable. This Work Order is limited to the scope of services as defined in Attachment 1. Any work that falls outside the scope will require an addendum or a new Work Order signed by both parties to proceed.

SERVICES:

300 Hours of Remote Professional Services Consulting and Development for Argos @ \$200.00/hour	\$60,000.00
	TOTAL: \$60,00.00

PROJECTED SCHEDULE

The estimated start date for the Services provided above is 11/6/2023 ("Planned Start Date") and the estimated end date for such services is 11/6/2024 ("Planned End Date"). The designation of a Planned Start Date and a Planned End Date is not a representation by Service Provider that particular Services will begin or be completed on such dates but are merely estimates provided for preliminary scheduling and planning purposes. Client acknowledges and agrees that Service Provider's obligation to provide Services as of any particular date is subject to the then-current availability of appropriate Service Provider resources to provide such Services. Failure to schedule services within first six (6) months of Execution Date, or failure to complete delivery of services within twelve (12) months from Execution Date could be subject to forfeiture of payments made and project cancellation.

SERVICE PROVIDER PERFORMANCE DEPENDENCIES

Client will provide:

- Project leader - Client will provide a primary contact who will work directly with the Service Provider manager to assist and coordinate activities related to this engagement, such as meetings, interviews, and acceptance of deliverables.
- Access to appropriate staff - Client will provide access to key individuals or groups for information-gathering purposes and interviews in relation to the performance of Service Provider's services.
- Access to information - Client will provide access (where available) to procedures documents, published strategy and tactical documents, process requirement documents, etc. for information gathering purposes in relation to the performance of Service Provider's services.

- Access to institution environment - Client will provide access to the administrative systems and information in relation to the performance of Service Provider's services.
- Cooperation and Assistance - Client will cooperate with and assist Service Provider as necessary to enable Service Provider to render the services described herein.

## INVOICING AND PAYMENT TERMS

The Services shall be invoiced monthly as incurred and are due within thirty (30) days of the Invoice Date. Sales and use tax are the responsibility of Client. Any late payment may be charged interest until paid at a rate equal to the lesser of (a) one and one half percent (1.5%) per month, or (b) the maximum rate permitted by applicable law.

Once Client and Service Provider have scheduled the dates during which Service Provider will provide Services under this Work Order, Client will be obligated to pay Service Provider for such scheduled Services. Client may reschedule or cancel Services that have been scheduled by notifying Service Provider at least thirty (30) days prior to the date which Service Provider is scheduled to perform such Services. Requests for any additional Services beyond those set forth herein will be provided at Service Provider's then-current rates under separate written agreement that is signed by both parties hereto.

## INTELLECTUAL PROPERTY RIGHTS AND LICENSE

Deliverables provided by Service Provider to Client under this Work Order (the "Deliverables") are produced, distributed, owned, and copyrighted by Service Provider. Deliverables are for Client's internal business uses that are in accordance with this Work Order and the Agreement. Upon payment by Client of the fees hereunder, Service Provider hereby grants to Client a nontransferable, nonexclusive, worldwide, fully-paid right and license to access and use the Deliverables for its internal business use only.

Client acknowledges and agrees that background technologies, including any routines, methodologies, processes, tools, libraries or technologies created, adapted or used by Service Provider in its business generally, including all associated intellectual property rights (collectively, the "Development Tools"), shall be and remain the sole property of Service Provider. In addition, Service Provider shall be free to use any ideas, concepts, or know-how developed or acquired by Service Provider during the performance of this agreement for use with third parties for the benefit of Service Provider.

## INTEGRATION PROVISION

Except as expressly modified by this Work Order, the Agreement remains unchanged and in full force and effect. By the execution of this Work Order, each party represents and warrants that it is bound by the signature of its respective signatory. Any changes to this Work Order must be made in writing to both parties hereto and subject to acceptance.

CONFIRMED

BY: 

DocuSigned by:  
*Susan Wheel*  
8347AA0553E54BD...

PRINT NAME: Susan wheet

PRINT TITLE: VP of Finance/Administration

DATE SIGNED: 11/2/2023

BY: 

DocuSigned by:  
*Ronald Franklin*  
016BB026BB114A6...

PRINT NAME: Ronald Franklin

PRINT TITLE: Manager, PS

DATE SIGNED: 11/1/2023

A purchase order for the services described in this Work Order shall be provided prior to Service Provider beginning or delivering any services.

Please remit signed Work Order and corresponding Purchase Order to Evisions as directed in the cover letter.

# Attachment 1

## Statement of Work

### DESCRIPTION OF SERVICES

300 Professional Services Hours for Remote Argos Consulting and Report Development @ \$200/Hour  
Evisions will utilize this block of hours to provide Argos consulting and report development services for Solano Community College.

Argos consulting hours are conducted in remote sessions with an Evisions consultant to cover Argos topics such as report conversion guidance, Argos development best practices, and review of complex report requests.

Any report development requests will be configured by an Evisions consultant to work within the Institution's existing environment as specified by the client. As this block of hours are purchased without specific DataBlock/report details, Evisions will scope these reports with Solano Community College, provide hour estimates, and receive approval of the work prior to development starting. There is no guarantee to the number of DataBlocks/reports that will be generated due to the nature of this hours block.

### SERVICES

This project will be managed by an Evisions Project Manager and a team of developers & consultants. For any report development requests to Evisions, the development process will proceed with the following steps:

1. Specification
  - a. Client will provide specification and detail for priority reports. If the work is based off an existing report, we ask that it be provided as reference.
  - b. If there are no detailed specifications, Evisions will consult and work with the client to gather the specifications for the reports.
2. Quoting
  - a. Evisions will generate an estimate of the development time for the reports.
3. Approval
  - a. Client will approve the specification and time estimate
4. Development
  - a. Evisions will develop the DataBlocks or reports based on the agreed specifications and estimate
5. Testing
  - a. Client will test the delivered DataBlocks or reports

- b. Client will sign off when the report is complete

## PROJECT MANAGEMENT & COMMUNICATION

Evisions will have a dedicated resource to act as your main point of contact on the project. This team member will keep your project up to date in our project management tool, and ensure that your project is staffed appropriately, and address any project questions you may have. This team member will schedule a recurring project status meeting with all team members to ensure project progress is properly progressing and addressing questions/concerns.



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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AGREEMENT WITH DYNEK  
SERVICES, INC. FOR IT CONSULTING SERVICES**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Contract Agreement with DynTek Services, Inc for IT consulting services and IT project management. Contract includes 280 hours of remote project management at \$210 per hour, totaling \$58,800 and 500 hours of remote project management at \$210 per hour, totaling \$105,000. The total for services is \$163,800 and will be paid by categorical funds. Attached is the scope of work.

**STUDENT SUCCESS IMPACT:**

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

<i>Government Code:</i>	<i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$163,8000.00</i>
-------------------------	------------	----------------------	---

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Jon Cornelison  
Vice President, Technology Services and Support

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7275

**TELEPHONE NUMBER**

Jon Cornelison  
Technology Services and Support

**VICE PRESIDENT APPROVAL**

November 3, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## Project Management Services

Quote #011896 v1

**Prepared For:**

**Solano Community College**

Jon Cornelison  
 4000 Suisun Valley R  
 Fairfield, CA 94534

**P:** (707) 864-7275

**E:** jon.cornelison@solano.edu

**Prepared by:**

**DynTek Services, Inc - California**

Brian Brakeville  
 5241 California Avenue  
 Suite 150  
 Irvine, CA 92617

**P:** (949) 271-6741

**E:** brian.brakeville@dyntek.com

**Date Issued:**

**10.25.2023**

**Expires:**

**11.23.2023**

## Professional Services

Ln #	Qty	Part Number	Description	Notes	Unit Price	Extended Price
1	280	PS-PM-I	Project Management Hourly - Remote	8 weeks @ 35 hours per week  Only actual services rendered will be billed	\$210.00	\$58,800.00
2	500	PS-PM-I	Project Management Hourly - Remote	20 weeks @ 25 hours per week  Only actual services rendered will be billed	\$210.00	\$105,000.00
Subtotal:						<b>\$163,800.00</b>

Quote Summary		Amount
Professional Services		\$163,800.00
Total:		<b>\$163,800.00</b>

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #3 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 and on June 7, 2023 the Board approved Amendment #2 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: \$8,490 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**

November 6, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #3 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 #3 for additional design services needed for additional project scope.

Due to a number of unforeseen underground conditions on the project, Aedis Architects and their consultants needed to spend additional time and resources to address these issues and provide solutions on how to keep the project moving forward. These unforeseen underground conditions included the relocation and reconfiguration of multiple existing utilities servicing the existing pool. This additional work also increased the overall duration of the project.

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 Approved Amendment #2  
\$ 8,490.00 Proposed Amendment #3  
\$ 232,255.00 Proposed New Contract Amount

The Board is asked to approve this contract Amendment #3 to Aedis Architects in an amount not to exceed \$8,490.00 and includes a time extension through February 29, 2024.

The contract amendment 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 AEDIS ARCHITECTS FOR THE  
FAIRFIELD CAMPUS SWING SPACE PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for award of a professional services agreement to Aedis Architects for design services for the Fairfield Campus Swing Space Project. Additional classroom space is needed in order to provide swing space for classrooms being displaced by upcoming construction projects. These projects include the Building 300 Modernization Project and the Building 1600 Modernization Project. Both of these projects require displacing all active classrooms in these buildings. It is anticipated that the Cosmetology Program in Building 1600 will be utilizing separate swing space off campus.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: N/A Board Policy: N/A Estimated Fiscal Impact: \$191,645 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**

November 6, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO:                                       Members of the Governing Board**

**SUBJECT:                           CONTRACT AWARD TO AEDIS ARCHITECTS FOR THE  
FAIRFIELD CAMPUS SWING SPACE PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The scope of this project includes all site work needed for the installation of seven (7) 36'x40' Modular DSA Classroom buildings and one (1) Modular Restroom Building. The District anticipates leasing these buildings for the duration of the construction projects. This project will also include all DSA required ADA modifications.

The scope of work for the design team includes full architectural and engineering services for the project, including design, construction administration, and Division of State Architect (DSA) project submittal and certification.

A proposal was requested from Aedis Architects based upon their qualifications and experience on projects of similar scope. Aedis Architects is listed on the District's pre-qualified pool of architecture firms. Aedis Architects' proposal was reviewed and is appropriate for the scope of work requested.

The Board is asked to approve a professional services contract with Aedis Architects, in the amount not to exceed \$191,645.

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 CONTI, LLC FOR  
CONSTRUCTION SERVICES FOR FAIRFIELD CAMPUS  
GYM SOUND SYSTEM PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the award of a contract to Conti, LLC for the Fairfield Campus Gym Sound System Project. This project consists of demolition and replacement of the existing speaker line up in the Gymnasium for a zone line array system, replacement of the existing AV Rack, and installation of two new articulating projection screens.

*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: \$292,966.00 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) 863-7260

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

November 6, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO CONTI, LLC FOR  
CONSTRUCTION SERVICES FOR FAIRFIELD CAMPUS  
GYM SOUND SYSTEM PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Sealed bids were due on October 26, 2023, and a live stream bid opening was conducted. The District received a total of two (2) responsive bid.

<b><u>Contractor</u></b>	<b><u>Base Bid</u></b>	<b><u>Total Bid</u></b>
Conti, LLC	\$266,333	\$292,966
PCD	\$270,932.47	\$298,025.72

\* Total Bid Amount includes a 10% Owners Allowance.

This procurement effort was held over a 5-week period advertising in local papers. Upon completion of the Mandatory Pre-Bid Meeting conducted on September 28, 2023, 2 firms were documented as active potential bidders. On the date of Bid opening, all qualified firms were responsive. It was determined that Conti, LLC submitted the lowest responsible and responsive Base Bid. The submission is within the overall budget threshold of the project, and it is recommended that the Board award a contract to Conti, LLC for the Total Bid Amount of \$292,966.00.

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: APPROVAL OF REVISIONS TO BOARD POLICY 1003  
DISTRICT MISSION STATEMENT**

**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. BP 1003 was submitted for first reading at the November 1, 2023 Governing Board Meeting. At this time, Board approval of Board Policy 1003 District Mission Statement is being presented for approval.

**STUDENT SUCCESS IMPACT:**

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

<i>Government Code:</i> N/A	<i>Board Policy:</i> 1003	<i>Estimated Fiscal Impact:</i> N/A
-----------------------------	---------------------------	-------------------------------------

**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**

November 6, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## SOLANO COMMUNITY COLLEGE DISTRICT

### DISTRICT MISSION

1003

**POLICY:** Mission Statement –

Solano Community College's District'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 College transforms students' lives with ~~undergraduate education~~, transfer courses, ~~career and technical~~ career and technical education, ~~certificate programs~~, ~~workforce development and training~~, and ~~basic skills~~ basic skills education preparation leading to certificate programs, associate's degrees, bachelor's degrees, and lifelong-learning opportunities.

**REFERENCES/  
AUTHORITY:** The mission is evaluated and revised on a regular basis.

**ADOPTED:** **ACCJC Accreditation Standard I.A**

**REVISED:** June 6, 2007; **October XX, 2023**

**REVIEWED:** June 6, 2007; March 17, 2010, June 15, 2016

June 2, 2010; December 19, 2012; March 1, 2017; October 5, 2022

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

**TO: Members of the Governing Board**

**SUBJECT: GRAND CANYON UNIVERSITY AND SOLANO  
COMMUNITY COLLEGE SCHOLARSHIP PROGRAM  
AGREEMENT**

**REQUESTED ACTION:**

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

**SUMMARY:**

A scholarship program agreement between Grand Canyon University and Solano Community College is being presented for review and approval by the Governing Board. Approval of this agreement grants eligible SCC Nursing Program students a scholarship rate of \$250 per credit hour for the courses required to complete the Concurrent Enrollment Pathway (CEP). The requirements and terms are outlined on the agreement, which will be in effect for 3 years.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: None</i>
------------------	----------------------	--------------------------------------

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

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

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7117

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

October 27, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



# GRAND CANYON UNIVERSITY™

## **Solano Community College & Grand Canyon University Concurrent Enrollment Pathway Agreement**

This Agreement is entered into by and between Grand Canyon University (“GCU”), an Arizona nonprofit corporation, with its principal place of business located at 3300 West Camelback Road, Phoenix, Arizona 85017 and Solano Community College (“Partner”) with its principal place of business located at 4000 Suisun Valley Road, Fairfield, California 94534 (the “Agreement”). This Agreement refers to GCU and Partner collectively as (the “Parties”). This Agreement shall replace or supersede all other agreements between the Parties.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein expressed, the Parties do hereby agree as follows:

**PURPOSE OF AGREEMENT.** GCU and Partner wish to enter into an agreement in which in return for the promises contained herein GCU shall offer a scholarship to Partner’s students subject to the terms of this Agreement. The scholarship shall apply to online and local cohort students who are concurrently enrolled in partner Associate Degree in Nursing program and a GCU RN to BSN (“BSN”) or a GCU Bridge to Master of Science Nursing (“MSN”) to be known as the Concurrent Enrollment Pathway (the “CEP”).

**PERFORMANCE BY PARTNER.** Partner shall work with GCU to create and make available to Partner’s students marketing materials which describe the CEP and provide qualifying students at Partner’s facilities with all relevant information regarding the CEP. Partner shall also provide any additional services that may be listed in Exhibit A to this Agreement

**PERFORMANCE BY GCU.** GCU shall provide the content, instruction, and academic oversight of the above-mentioned CEP including concurrent enrollment requirements, course requirements, and requirements for matriculation into the BSN or MSN. GCU shall also provide the services listed in Exhibit A to this Agreement.

**TERMS OF AGREEMENT.** This Agreement shall be effective when signed by all Parties and shall remain in effect until the earlier of (a) three (3) year from the date of the last signature below, or (b) the termination of this Agreement by either party in accordance with the terms below. Either party may terminate this Agreement with sixty (60) days written notice. In the event this Agreement is terminated, any student enrolled in the CEP at the time of termination will be permitted to continue their studies and complete the programs under the terms specified in this Agreement. This Agreement contains the entire understanding of the Parties and replaces all other agreements or understandings, written or verbal, which may be in effect between the Parties relating to the subject matter herein.

**FINANCIAL AID FOR PARTNER’S CURRENT STUDENTS.** Under U.S. Department of Education code 34 CFR 690.11, Federal Pell Grant payments are limited to one institution meaning, students are not entitled to receive Federal Pell Grant payments concurrently from more than one institution. Students entering GCU while in attendance at another university would be subject to cost of attendance limitations potentially resulting in an overlapping loan scenario, which would create a large out of pocket expense for the student. Overlapping loans will impact students awarded aid from semester-based institutions (block tuition and semester-based funding) as GCU participates in borrower-based aid (earned credits and weeks of instructional time). Students are awarded aid for the duration of the academic year. Students are not eligible to receive concurrent aid between two schools in this scenario.

**FIRST TIME NCLEX\_RN PASS RATES.** Used by state boards of nursing, accrediting bodies, and nursing programs, first-time NCLEX-RN pass rates are a strong indicator of nursing program quality. As such, GCU evaluates the NCLEX-RN pass rates of prospective and current community college partners on an on-going basis and utilizes this data as a primary criterion for initiating or dissolving an educational partnership. Nursing programs must maintain an NCLEX-RN first-time pass rate of greater than 80% in any calendar year.

Any school who is disciplined/sanctioned by their respective board of nursing or accreditor must notify GCU's College of Nursing and Health Care Professions within 10 days of the sanction. Support will be provided to current community college partners who fall below an 80% first time pass rate with the understanding that in order to continue the partnership nursing programs will have one year, or (4) testing cycles, to bring their first-time NCLEX-RN pass rate at or above 80%.

IN WITNESS WHEREOF, the undersigned Parties have caused this Agreement to be executed by themselves or by their duly authorized representatives as of the day and date first written above.

Is the participant organization a 501 c(3) or 501 c(4)? \_\_\_\_\_ YES \_\_\_\_\_ NO

**GRAND CANYON UNIVERSITY**

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

Print Name: Ray Kaselonis

Title: Chief Administrative Officer

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

**SOLANO COMMUNITY COLLEGE**

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

Print Name: David Williams

Title: Vice President, Academic Affairs

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

**EXHIBIT A**  
**Performance of Services by GCU and Solano Community College**

GCU offers content, instruction, and academic oversight of the Concurrent Enrollment Pathway (the “CEP”) known as the RN-BSN (“BSN”) or Bridge to Master of Science in Nursing (“MSN”).

The CEP courses will follow the outlines of concurrent courses shown in the attachment Exhibit B. As improvements are made to the related degree programs, the courses may change, however, credit hour requirements will follow the specifications of the current catalog.

GCU Requirements Include:

1. GCU shall grant eligible Partner student intenders a scholarship rate of \$250 a credit hour for the courses required to complete the CEP which is a reduction in the undergraduate tuition as shown in the current GCU University Policy Handbook (the “UPH”) (the “Partner Scholarship”). This Partner Scholarship shall be available as long as the Agreement is in place and student maintains eligibility in the CEP. GCU reserves the right to change the pricing in its UPH at any time and the Partner Scholarship will be applied only as an offset to tuition stated in the UPH. The Partner Scholarship cannot be used in conjunction with any other scholarships, awards, promotions and/or other programs offered by GCU. The Partner Scholarship applies to all eligible Partner students who apply to GCU for the CEP on or after the effective date of this Agreement. GCU shall provide a welcome page to Partner for students interested in learning more about GCU’s CEP offering with Partner.
2. GCU shall provide marketing literature and informational sessions in collaboration with Partner to promote the CEP and support student educational goals. GCU shall also include the CEP in its general marketing efforts and, at the request of Partner, shall conduct periodic marketing efforts specifically targeted at potential students for the CEP. GCU shall also conduct all necessary public relations activities designed to enhance and further the status and reputation of the CEP with Partner’s prior consent, and which consent shall not be unreasonably withheld.
3. GCU shall provide a local University Development Counselor to act as a primary contact, Partner resource, and information session/event host.
4. GCU will provide all necessary student advisement to ensure student success during the CEP and necessary coordination with Partner processes.

Partner Requirements Include:

1. Partner shall announce the formation of the alliance with GCU to appropriate student intenders to the CEP and shall work with GCU to communicate to appropriate students the benefits of programs offered by GCU.
2. Partner shall provide communication to known intenders for the CEP to GCU and will include GCU in recruitment efforts.
3. Partner shall allow access to present information regarding the CEP with GCU to Partner students via information meetings as appropriate when there are groups of students interested in pursuing a CEP option.
4. Partner shall also work with GCU to provide outreach to potential students, including but not limited to informational webinars, posting of flyers, profiling in Partner’s newsletters, and other activities as appropriate.
5. Partner will provide appropriate clinical space / experiences / skills labs for student involved in the CEP with GCU according to the clinical requirements necessary to sit for the NCLEX-RN exam and obtain RN licensure in the State of California. These services and measures will be provided in a timely manner to ensure completion of the program.
6. Partner will notify GCU of the CEP student acceptances, withdrawals, leave of absences, suspensions, or failures as relates to student groups/cohorts that may affect student progress in the GCU required coursework so long as such student has consented to the release in writing.

7. Partner will identify / designate point of contact for the CEP to provide coordination with GCU appointed personnel on administrative, advising, and student service support to partner students.

**EXHIBIT B**  
**Solano Community College & Grand Canyon University**  
**ADN to BSN – CEP**  
**FALL START**

Semester I	Fall	Credits
NURS 071A	Foundations of Nursing I	6
NURS 071B	Foundations of Nursing II	6
NURS 071S	Nursing Simulation Skills Lab I	2
	Winter Break	
(GCU) NRS – 415	Nursing Leadership & Interprofessional Collaboration (online – 5 week course)	3
Semester II	Spring	
NURS 072A	Medical/Surgical I and Geriatrics	5
NURS 072B	Maternal/Neonatal Nursing	5
NURS 072S	Nursing Skills Lab II	2
	Summer Break	
(GCU) NRS – 420	Health Assessment (online – 5 week course)	3
(GCU) NRS – 425	Health Promotion and Population Health (online – 5 week course)	3
Semester III	Fall	
NURS 073	Issues and Leadership in Health Care Today	2
NURS 073A	Medical/Surgical II	5
NURS 073B	Psychiatric and Mental Health Nursing	5
NURS 073S	Nursing Simulation and Skills Lab III	1
	Winter Break	
(GCU) NRS – 450	Nursing Informatics (online – 5 week course)	3
Semester IV	Spring	
NURS 074A	Medical/Surgical III	6
NURS 074B	Pediatric Nursing	5
NURS 074S	Nursing Simulation and Skills Lab IV	1
	Summer	
(GCU) NRS – 455	Pathophysiology (online – 5 week course)	3
(GCU) NRS – 460	Complex Disease Management (online – 5 week course)	3
	Graduate from Solano Community College with ADN; Pass NCLEX-RN Complete Remaining BSN Course Requirements*	
(GCU) PHI-413V	Ethical and Spiritual Decision-Making in Healthcare (online – 5 week course)	3
(GCU) HLT-362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 445	Nursing Research and Evidence Based Practice (online – 5 week course)	3
(GCU) NRS – 465	Applied Evidence-Based Project and Practicum (practicum completed locally – 10 week course) **	6

**\*Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits**

**General Education Requirements (May be taken at GCU or substituted through course equivalency):** MAT-144 College Mathematics (4 credits) and BIO-319 Applied Nutrition (4 credits). Recommended elective coursework to fulfill baccalaureate requirements for graduation (120 credit hours): UNV-103 University Foundations (online) and CWV-101 Christian Worldview (online). Students must have 120 credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University.

**\*\*100 Direct Practicum Hours** (50 Leadership / 50 Community – Public Health): Clinical Placements Field Experience Support



**EXHIBIT B**  
**Solano Community College & Grand Canyon University**  
**ADN to MSN Bridge – CEP**  
**FALL START**

Semester I	Fall	Credits
NURS 071A	Foundations of Nursing I	6
NURS 071B	Foundations of Nursing II	6
NURS 071S	Nursing Simulation Skills Lab I	2
	Winter Break	
(GCU) NRS – 415	Nursing Leadership & Interprofessional Collaboration (online – 5 week course)	3
Semester II	Spring	
NURS 072A	Medical/Surgical I and Geriatrics	5
NURS 072B	Maternal/Neonatal Nursing	5
NURS 072S	Nursing Skills Lab II	2
	Summer Break	
(GCU) NRS – 420	Health Assessment (online – 5 week course)	3
(GCU) NRS – 425	Health Promotion and Population Health (online – 5 week course)	3
Semester III	Fall	
NURS 073	Issues and Leadership in Health Care Today	2
NURS 073A	Medical/Surgical II	5
NURS 073B	Psychiatric and Mental Health Nursing	5
NURS 073S	Nursing Simulation and Skills Lab III	1
	Winter Break	
(GCU) NRS – 455	Pathophysiology (online – 5 week course)	3
Semester IV	Spring	
NURS 074A	Medical/Surgical III	6
NURS 074B	Pediatric Nursing	5
NURS 074S	Nursing Simulation and Skills Lab IV	1
	Summer Break	
(GCU) HLT – 362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 445	Nursing Research and Evidence Based Practice (online – 5 week course)	3
	Graduate from Solano Community College with ADN; Pass NCLEX-RN Complete Remaining Bridge Course Requirements Enroll into MSN and complete Remaining Course Requirements*	
(GCU) NRS – 465	Applied Evidence-Based Project and Practicum (10 week course; practicum completed locally) **	6
(GCU) NUR – 513	Introduction to Advanced Registered Nursing (online – 8 week course)	4
(GCU) NUR – 514	Operational Leadership and Informatics (online – 8 week course)	4
(GCU) NUR – 550	Translational Research and Population Health Management (online – 8 week course)	4
(GCU) NUR – 590	Evidence-Based Practice Project (online – 8 week course)	4
	<b>Remaining MSN courses based on emphasis selected</b>	<b>20-24</b>

\* A minimum cumulative GPA of 3.0 and a previous bachelor's degree are required. Students will select a graduate program concentration and complete graduate-level coursework in their chosen graduate emphasis. Student may choose from the following graduate program emphases: Nursing Education, Nursing Leadership in Health Care Systems, Public Health, and Health Care Informatics. Students completing this concurrent enrollment program pathway will not receive a BSN but rather, GCU will confer an MSN upon completion of graduate program concentration requirements. GCU reserves the right to update the MSN course requirements at any time with timely and proper notice.

\*\*100 Direct Practicum Hours (50 Leadership / 50 Community – Public Health); Clinical Placement Requirements and Field Experience Counselor Support

**EXHIBIT B**  
**Solano Community College & Grand Canyon University**  
**ADN to BSN – CEP**  
**FALL MIDPOINT START**

Semester I	Fall	Credits
NURS 071A	Foundations of Nursing I	6
NURS 071B	Foundations of Nursing II	6
NURS 071S	Nursing Simulation Skills Lab I	2
Semester II	Spring	
NURS 072A	Medical/Surgical I and Geriatrics	5
NURS 072B	Maternal/Neonatal Nursing	5
NURS 072S	Nursing Skills Lab II	2
	Summer Break	
(GCU) NRS – 415	Nursing Leadership & Interprofessional Collaboration (online – 5 week course)	3
(GCU) NRS – 420	Health Assessment (online – 5 week course)	3
Semester III	Fall	
NURS 073	Issues and Leadership in Health Care Today	2
NURS 073A	Medical/Surgical II	5
NURS 073B	Psychiatric and Mental Health Nursing	5
NURS 073S	Nursing Simulation and Skills Lab III	1
	Winter Break	
(GCU) NRS – 455	Pathophysiology (online – 5 week course)	3
Semester IV	Spring	
NURS 074A	Medical/Surgical III	6
NURS 074B	Pediatric Nursing	5
NURS 074S	Nursing Simulation and Skills Lab IV	1
	Summer	
(GCU) NRS – 460	Complex Disease Management (online – 5 week course)	3
(GCU) NRS – 450	Nursing Informatics (online – 5 week course)	3
	Graduate from Solano Community College with ADN; Pass NCLEX-RN Complete Remaining BSN Course Requirements*	
(GCU) NRS – 425	Health Promotion and Population Health (online – 5 week course)	3
(GCU) PHI-413V	Ethical and Spiritual Decision-Making in Healthcare (online – 5 week course)	3
(GCU) HLT-362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 445	Nursing Research and Evidence Based Practice (online – 5 week course)	3
(GCU) NRS – 465	Applied Evidence-Based Project and Practicum (practicum completed locally – 10 week course) **	6

**\*Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits**

**General Education Requirements (May be taken at GCU or substituted through course equivalency):** MAT-144 College Mathematics (4 credits) and BIO-319 Applied Nutrition (4 credits). Recommended elective coursework to fulfill baccalaureate requirements for graduation (120 credit hours): UNV-103 University Foundations (online) and CWV-101 Christian Worldview (online). Students must have 120 credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University.

**\*\*100 Direct Practicum Hours** (50 Leadership / 50 Community – Public Health): Clinical Placements Field Experience Support

**EXHIBIT B**  
**Solano Community College & Grand Canyon University**  
**ADN to MSN Bridge – CEP**  
**FALL MIDPOINT START**

Semester I	Fall	Credits
NURS 071A	Foundations of Nursing I	6
NURS 071B	Foundations of Nursing II	6
NURS 071S	Nursing Simulation Skills Lab I	2
Semester II	Spring	
NURS 072A	Medical/Surgical I and Geriatrics	5
NURS 072B	Maternal/Neonatal Nursing	5
NURS 072S	Nursing Skills Lab II	2
	Summer Break	
(GCU) NRS – 415	Nursing Leadership & Interprofessional Collaboration (online – 5 week course)	3
(GCU) NRS – 420	Health Assessment (online – 5 week course)	3
Semester III	Fall	
NURS 073	Issues and Leadership in Health Care Today	2
NURS 073A	Medical/Surgical II	5
NURS 073B	Psychiatric and Mental Health Nursing	5
NURS 073S	Nursing Simulation and Skills Lab III	1
	Winter Break	
(GCU) NRS – 425	Health Promotion and Population Health (online – 5 week course)	3
Semester IV	Spring	
NURS 074A	Medical/Surgical III	6
NURS 074B	Pediatric Nursing	5
NURS 074S	Nursing Simulation and Skills Lab IV	1
	Summer Break	
(GCU) NRS – 455	Pathophysiology (online – 5 week course)	3
(GCU) HLT – 362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
	Graduate from Solano Community College with ADN; Pass NCLEX-RN Complete Remaining Bridge Course Requirements Enroll into MSN and complete Remaining Course Requirements*	
(GCU) NRS – 445	Nursing Research and Evidence Based Practice (online – 5 week course)	3
(GCU) NRS – 465	Applied Evidence-Based Project and Practicum (10 week course; practicum completed locally) **	6
(GCU) NUR – 513	Introduction to Advanced Registered Nursing (online – 8 week course)	4
(GCU) NUR – 514	Operational Leadership and Informatics (online – 8 week course)	4
(GCU) NUR – 550	Translational Research and Population Health Management (online – 8 week course)	4
(GCU) NUR – 590	Evidence-Based Practice Project (online – 8 week course)	4
	<b>Remaining MSN courses based on emphasis selected</b>	<b>20-24</b>

\* A minimum cumulative GPA of 3.0 and a previous bachelor's degree are required. Students will select a graduate program concentration and complete graduate-level coursework in their chosen graduate emphasis. Student may choose from the following graduate program emphases: Nursing Education, Nursing Leadership in Health Care Systems, Public Health, and Health Care Informatics. Students completing this concurrent enrollment program pathway will not receive a BSN but rather, GCU will confer an MSN upon completion of graduate program concentration requirements. GCU reserves the right to update the MSN course requirements at any time with timely and proper notice.

\*\*100 Direct Practicum Hours (50 Leadership / 50 Community – Public Health); Clinical Placement Requirements and Field Experience Counselor Support

**EXHIBIT B**  
**Solano Community College & Grand Canyon University**  
**ADN to BSN – CEP**  
**FALL 3<sup>rd</sup> SEMESTER START**

Semester I	Fall	Credits
NURS 071A	Foundations of Nursing I	6
NURS 071B	Foundations of Nursing II	6
NURS 071S	Nursing Simulation Skills Lab I	2
Semester II	Spring	
NURS 072A	Medical/Surgical I and Geriatrics	5
NURS 072B	Maternal/Neonatal Nursing	5
NURS 072S	Nursing Skills Lab II	2
Semester III	Fall	
NURS 073	Issues and Leadership in Health Care Today	2
NURS 073A	Medical/Surgical II	5
NURS 073B	Psychiatric and Mental Health Nursing	5
NURS 073S	Nursing Simulation and Skills Lab III	1
	Winter Break	
(GCU) NRS – 415	Nursing Leadership & Interprofessional Collaboration (online – 5 week course)	3
Semester IV	Spring	
NURS 074A	Medical/Surgical III	6
NURS 074B	Pediatric Nursing	5
NURS 074S	Nursing Simulation and Skills Lab IV	1
	Summer	
(GCU) NRS – 420	Health Assessment (online – 5 week course)	3
(GCU) NRS – 455	Pathophysiology (online – 5 week course)	3
	Graduate from Solano Community College with ADN; Pass NCLEX-RN Complete Remaining BSN Course Requirements*	
(GCU) NRS – 460	Complex Disease Management (online – 5 week course)	3
(GCU) NRS – 425	Health Promotion and Population Health (online – 5 week course)	3
(GCU) NRS – 450	Nursing Informatics (online – 5 week course)	3
(GCU) PHI-413V	Ethical and Spiritual Decision-Making in Healthcare (online – 5 week course)	3
(GCU) HLT-362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 445	Nursing Research and Evidence Based Practice (online – 5 week course)	3
(GCU) NRS – 465	Applied Evidence-Based Project and Practicum (practicum completed locally – 10 week course) **	6

**\*Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits**

**General Education Requirements (May be taken at GCU or substituted through course equivalency):** MAT-144 College Mathematics (4 credits) and BIO-319 Applied Nutrition (4 credits). Recommended elective coursework to fulfill baccalaureate requirements for graduation (120 credit hours): UNV-103 University Foundations (online) and CWV-101 Christian Worldview (online). Students must have 120 credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University.

**\*\*100 Direct Practicum Hours** (50 Leadership / 50 Community – Public Health): Clinical Placements Field Experience Support

**EXHIBIT B**  
**Solano Community College & Grand Canyon University**  
**ADN to MSN Bridge – CEP**  
**FALL 3<sup>rd</sup> SEMESTER START**

Semester I	Fall	Credits
NURS 071A	Foundations of Nursing I	6
NURS 071B	Foundations of Nursing II	6
NURS 071S	Nursing Simulation Skills Lab I	2
Semester II	Spring	
NURS 072A	Medical/Surgical I and Geriatrics	5
NURS 072B	Maternal/Neonatal Nursing	5
NURS 072S	Nursing Skills Lab II	2
Semester III	Fall	
NURS 073	Issues and Leadership in Health Care Today	2
NURS 073A	Medical/Surgical II	5
NURS 073B	Psychiatric and Mental Health Nursing	5
NURS 073S	Nursing Simulation and Skills Lab III	1
	Winter Break	
(GCU) NRS – 415	Nursing Leadership & Interprofessional Collaboration (online – 5 week course)	3
Semester IV	Spring	
NURS 074A	Medical/Surgical III	6
NURS 074B	Pediatric Nursing	5
NURS 074S	Nursing Simulation and Skills Lab IV	1
	Summer Break	
(GCU) NRS – 420	Health Assessment (online – 5 week course)	3
(GCU) NRS – 455	Pathophysiology (online – 5 week course)	3
	Graduate from Solano Community College with ADN; Pass NCLEX-RN Complete Remaining Bridge Course Requirements Enroll into MSN and complete Remaining Course Requirements*	
(GCU) NRS – 425	Health Promotion and Population Health (online – 5 week course)	3
(GCU) HLT – 362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 445	Nursing Research and Evidence Based Practice (online – 5 week course)	3
(GCU) NRS – 465	Applied Evidence-Based Project and Practicum (10 week course; practicum completed locally) **	6
(GCU) NUR – 513	Introduction to Advanced Registered Nursing (online – 8 week course)	4
(GCU) NUR – 514	Operational Leadership and Informatics (online – 8 week course)	4
(GCU) NUR – 550	Translational Research and Population Health Management (online – 8 week course)	4
(GCU) NUR – 590	Evidence-Based Practice Project (online – 8 week course)	4
	<b>Remaining MSN courses based on emphasis selected</b>	<b>20-24</b>

\* **A minimum cumulative GPA of 3.0 and a previous bachelor's degree are required.** Students will select a graduate program concentration and complete graduate-level coursework in their chosen graduate emphasis. Student may choose from the following graduate program emphases: Nursing Education, Nursing Leadership in Health Care Systems, Public Health, and Health Care Informatics. Students completing this concurrent enrollment program pathway will not receive a BSN but rather, GCU will confer an MSN upon completion of graduate program concentration requirements. GCU reserves the right to update the MSN course requirements at any time with timely and proper notice.

\*\*100 Direct Practicum Hours (50 Leadership / 50 Community – Public Health); Clinical Placement Requirements and Field Experience Counselor Support

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

**TO: Members of the Governing Board**

**SUBJECT: CLINICAL EXPERIENCE AGREEMENT RENEWAL FOR  
CNA/HHA PROGRAM WITH UNIVERSITY RETIREMENT  
COMMUNITY AT DAVIS, INC.**

**REQUESTED ACTION:**

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

**SUMMARY:**

This agreement renewal with University Retirement Community at Davis, Inc. benefits Solano Community College CNA/HHA Program students by providing them with geriatric clinical experience in which to train. This agreement must be current, reviewed periodically, and revised, as indicated. A copy of the Agreement will be available in the Office of the Superintendent-President, in the Office of the Dean of the School of Health Sciences, and in the offices of University Retirement Community at Davis, Inc. The term of this agreement is 3 years.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: None</i>
------------------	----------------------	--------------------------------------

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

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

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

**ADDRESS**

707 864-7117

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

October 27, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## CLINICAL EXPERIENCE AGREEMENT

This Renewal Agreement is between **University Retirement Community at Davis, Inc.** (hereinafter known as Health Center) located at **1515 Shasta Drive, Davis, Ca 95616** and **Solano Community College** (hereinafter known as *SCHOOL*) and located at **4000 Suisun Valley Road, Fairfield, California 94534-3197** and is effective as of November 1, 2023.

### RECITALS

- A. *HEALTH CENTER* owns and operates an assisted living and skilled nursing care facility (hereinafter referred to as "Facility").
- B. *SCHOOL* owns and operates a **Certified Nursing Assistant (CNA) and/or Home Health Aide (HHA) Program** which is accredited by the **California Board of Registered Nursing**. *SCHOOL* desires its students to obtain practical experience at *HEALTH CENTER*'s Facility through participation in a clinical program for its CNA or HHA students ("School").
- C. It is to the mutual benefit of the parties to this Agreement that the students of *SCHOOL's Program* use such Facility for their clinical experience.

Now, therefore, the parties agree as follows:

### 1. GENERAL INFORMATION

- A. Both parties before the beginning of the training shall agree upon the period of time for each student's clinical experience.
- B. The maximum number of students to receive training shall be mutually agreed upon by the parties at least 30 days prior to beginning of training based upon the availability of space and other considerations.
- C. Faculty and appropriate facility staff will arrange for faculty and student orientations, and identify a process for ongoing communication between the facility and the school at the beginning of each clinical experience.
- D. Faculty and appropriate facility staff will annually review the appropriateness of the learning environment in relation to the program's written objectives.

## 2. SCHOOL'S RESPONSIBILITIES

- A. Student Profile. *SCHOOL* shall complete and send to *HEALTH CENTER* a profile for each student enrolled in the Program which shall include the student's name, address and telephone number, driver's license number and social security number, prior to the beginning of the planned clinical experience.
- B. Schedule of Assignments. *SCHOOL* shall notify the *HEALTH CENTER* of its planned schedule of student assignments, including the name of the student, level of academic preparation and length and dates of clinical experience prior to the planned clinical experience.
- C. Program Coordinator. *SCHOOL* shall designate a faculty member to coordinate with a designee of *HEALTH CENTER* in the planning of the Program to be provided students.
- D. Records. *SCHOOL* shall maintain all personnel and academic records of the students.
- E. Rules and Regulations. *SCHOOL* shall enforce rules and regulations governing the students that are mutually agreed upon by *SCHOOL* and *HEALTH CENTER*.
- F. Supervision. *SCHOOL* shall supervise all instruction and clinical experiences for students assigned in groups at the *HEALTH CENTER*.
- G. Health and Background Policy. *SCHOOL* shall provide *HEALTH CENTER*, prior to a student's arrival at the *HEALTH CENTER*, with proof of immunity consistent with *HEALTH CENTER* employee health policy and notify the *HEALTH CENTER* if student is a known carrier of an infectious or communicable disease. If such information indicates that patients of *HEALTH CENTER* would be placed at risk if treated by a particular student, *HEALTH CENTER* reserves the right to refuse to allow such student to participate in the clinical experience at the *HEALTH CENTER*.
- H. Student Responsibilities. *SCHOOL* shall notify the students that they are responsible for:
  - 1) Following the clinical and administrative policies, procedures, rules and regulations of *HEALTH CENTER*.
  - 2) Arranging for their own transportation and living arrangements when not provided by *SCHOOL*.
  - 3) Arranging for and assuming the cost of their own health insurance.



- 4) Assuming responsibility for their personal illness, necessary immunizations, tuberculin test, and annual health examination.
  - 5) Maintaining confidentiality of patient information. No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the clinical experience. The discussion, transmission or narration in any form by students of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the Program is forbidden except as a necessary part of the practical experience.
  - 6) Following dress code of the *HEALTH CENTER* and wearing name badges identifying themselves as students.
  - 7) Attending an orientation of the *HEALTH CENTER* provided by its staff and instructors.
  - 8) Providing services to the *HEALTH CENTER*'s patients under the direct supervision of a faculty provided by *SCHOOL* or *HEALTH CENTER*-provided staff/preceptors.
- I. Payroll Taxes and Withholdings. *SCHOOL* shall be solely responsible for any payroll taxes, withholdings, workers' compensation and any other insurance or benefits of any kind for students, employees, and agents of *SCHOOL* providing services under this Agreement. *SCHOOL* shall defend, indemnify, and hold *HEALTH CENTER* harmless from all liability and responsibilities therefore.

### **3. HEALTH CENTER'S RESPONSIBILITIES**

- A. Clinical Experience. *HEALTH CENTER* shall accept from *SCHOOL* the mutually agreed upon number of students enrolled in the aforementioned Program and shall provide said students with supervised clinical experience.
- B. HEALTH CENTER Designee. *HEALTH CENTER* shall designate a member of *HEALTH CENTER*'s staff to participate with the designee of *SCHOOL* in planning, implementing and coordinating the training Program, including orientation.
- C. Access to Facilities. *HEALTH CENTER* shall permit students enrolled in the Program access to *HEALTH CENTER* Facilities as appropriate and necessary for their Program, provided that the presence of the students shall not interfere with the activities of *HEALTH CENTER*. Facilities

includes space for clinical conferences and access to *HEALTH CENTER's* Medical Library.

- D. Withdrawal of Students. *HEALTH CENTER* may request *SCHOOL* to withdraw from the Program any student who *HEALTH CENTER* determines is not performing satisfactorily, or who refuses to follow *HEALTH CENTER's* administrative policies, procedures, rules and regulation. Such request must be in writing and must include a statement as to the reason or reasons why *HEALTH CENTER* desires to have the student withdrawn. Said request shall be complied with within five (5) days of receipt of same. *HEALTH CENTER* reserves the right to suspend from participation immediately any student who poses an imminent danger of harm to patients or others.
- E. Emergency Health Care/First Aid. *HEALTH CENTER* shall, on any day when student is receiving training at its Facility, provide to students necessary emergency health care or first aid for accidents occurring in its Facility. Except as provided regarding such emergencies, *HEALTH CENTER* shall have no obligation to furnish medical or surgical care to any student. Students will be financially responsible for all such care rendered in the same manner as any other patient.
- F. Staffing. *HEALTH CENTER* shall provide staff adequate in number and quality to insure safe and continuous health care services to patients. Student shall perform in a training capacity only and shall not be utilized to treat patients in lieu of trained professionals employed by the *HEALTH CENTER*.
- G. Supervision. In situations of single preceptorships/internships, *HEALTH CENTER* shall assume daily supervision of student.

#### **4. AFFIRMATIVE ACTION AND NON-DISCRIMINATION**

The parties agree that all students receiving clinical training pursuant to the Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, sexual orientation, age, or veteran status.

#### **5. STATUS OF SCHOOL AND HEALTH CENTER**

It is expressly agreed and understood by *SCHOOL* and *HEALTH CENTER* that students under this Program are in attendance for educational purposes, and such students are not considered employees of *HEALTH CENTER* for any purpose, including, but not limited to, compensation for services, employee welfare and pension benefits, or workers' compensation insurance.

## **6. INDEMNIFICATION**

- A.** *SCHOOL* agrees to indemnify, defend and hold harmless, *HEALTH CENTER* and its affiliates, its directors, trustees, officers, agents, and employees from and against all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from negligent or intentional acts or omissions of the *SCHOOL*, its officers, employees, agents or its students.
- B.** *HEALTH CENTER* agrees to indemnify, defend and hold harmless *SCHOOL*, its officers, agents, employees from and against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from negligent or intentional acts or omissions of the *HEALTH CENTER*, its agents or its employees.

## **7. INSURANCE**

- A.** The *SCHOOL* shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it and *HEALTH CENTER* against liability arising from or incident to the use and operation of the *HEALTH CENTER* by the *SCHOOL*'s students and naming *HEALTH CENTER* as an additional insured.
- B.** Coverage under such insurance shall be not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) aggregate for each professional liability insurance and comprehensive general liability insurance.
- C.** The *SCHOOL* shall also maintain and provide evidence of workers' compensation and disability coverage as required by law.
- D.** The *SCHOOL* shall provide *HEALTH CENTER* with a certificate of insurance evidencing the insurance coverage required under this section and providing for not less than thirty (30) days written notice to the *HEALTH CENTER* of the cancellation of such insurance. The *SCHOOL* shall promptly notify the *HEALTH CENTER* of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

## 8. TERM AND TERMINATION

- A. Term. This Agreement shall be effective as of the date first written above, and shall remain in effect for three (3) years thereafter.
- B. Renewal. This Agreement may be renewed for subsequent three (3) year terms, by either party giving the other at least 30 days prior written notice of their desire to renew, and the other party's agreeing to such a renewal prior to the expiration of the then current term of the Agreement.
- C. Termination.
  - 1) Mutual Agreement. This Agreement may be terminated at any time upon the written concurrence of the parties.
  - 2) Without Cause. This Agreement may be terminated without cause with 30 days prior written notice by either party. Such termination shall not take effect, however, with regard to students already enrolled until such time as those students have completed their training for the school semester during which such termination notice is given.

## 9. GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties. Notwithstanding the foregoing, should any provision of this Agreement be in conflict with a governing State or federal law, it shall be deemed amended accordingly.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this Section shall be null and void.
- C. Attorney's Fees. In the event that any action, including arbitration, is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonable attorney's fees, in addition to such other relief as the court or arbitrator may deem appropriate.
- D. Captions. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall

not be used for the interpretation or determination of validity of this Agreement or any provision hereof.

- E. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- F. Entire Agreement. This Agreement, including all Attachments, is the entire Agreement between the parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- G. Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.
- H. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
- I. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

1. Notice to the *HEALTH CENTER*:

Maria Burton  
Healthcare Administrator  
University Retirement Community at Davis, Inc.  
1515 Shasta Drive  
Davis, Ca 95616

Telephone: (530) 747-7008  
Mfburton@retirement.org

2. Notice to the *SCHOOL*

David Williams Ph.D.  
Vice President, Academic Affairs  
Solano Community College  
4000 Suisun Valley Road, Room 805A  
Fairfield, CA 94534

Telephone: (707) 864-7117  
FAX: (707) 646-2062  
[David.Williams@solano.edu](mailto:David.Williams@solano.edu)

- J. Remedies. The various rights, options, elections, powers, and remedies of the respective parties hereto contained in, granted, or reserved by this Agreement, are in addition to any others that said parties may be entitled to by law, shall be construed as cumulative, and no one of them is exclusive of any of the others, or of any right or priority allowed by law.
- K. Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.
- L. Waiver of Provisions. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.
- M. Compliance with Law and Regulatory Agencies. *HEALTH CENTER* and *SCHOOL* shall comply with all applicable provisions of law and other valid rules and regulations of all governmental agencies having jurisdiction over: (i) the operation of the *HEALTH CENTER*; (ii) the licensing of health care practitioners; and (iii) the delivery of services to patients of governmentally regulated third party payers whose members/beneficiaries receive care from *HEALTH CENTER*. This shall specifically include compliance with applicable provisions of Title 22 of the California Code of Regulations. *SCHOOL* shall also comply with all applicable standards and recommendations of the Joint Commission on Accreditation of Healthcare Organizations, bylaws and rules and regulations, and policies and procedures of *HEALTH CENTER* its Medical Staff and Medical Staff departments.

## 10. EXECUTION

By their signatures below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

**HEALTH CENTER**

**University Retirement Community at Davis, Inc.**

By: Maria Burton  
Maria Burton

Title: Healthcare Administrator  
Healthcare Administrator

Date: 10/25/2023

**SCHOOL**

**Solano Community College**

By: \_\_\_\_\_  
David Williams, Ph.D.

Title: Vice President , Academic Affairs

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

AGENDA ITEM 13.(j)  
MEETING DATE November 15, 2023

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT RENEWAL FOR CHILD DEVELOPMENT  
SERVICES – CALIFORNIA STATE PRESCHOOL PROGRAM  
(CSPP)**

**REQUESTED ACTION:**

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

**SUMMARY:** To be considered for continued funding for fiscal year 2024-2025, contractors must submit a continued funding application. The submission of the application indicates the District's intention to automatically renew the California State Preschool Program local agreement for child development services.

**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>
------------------	----------------------	---------------------------------	------------

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

Lisa Neeley  
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**

November 1, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



**RESOLUTION AUTHORIZING CONTINUED FUNDING APPLICATION**

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency’s current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable, will be automatically renewed for fiscal year (FY) 2024–2025. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2024–2025 contract documents.

**RESOLUTION**

BE IT RESOLVED that the Governing Board of

authorizes that the person/s listed below, is/are authorized to sign the FY 2024–2025 CFA and all related contract documents for the Governing Board.

NAME/S OF AUTHORIZED REPRESENTATIVE/S	TITLE/S

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ (month year), by the Governing Board of \_\_\_\_\_ of \_\_\_\_\_ County, in the State of California.

I, \_\_\_\_\_, Clerk of the Governing Board of \_\_\_\_\_, of \_\_\_\_\_ County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

## **CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION**

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

## **CERTIFICATION**

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

1. Proposer/Bidder Firm Name (Printed):
2. Federal ID Number:
3. By (Authorized Signature):
4. Printed Name and Title of Person Signing:
5. Date Executed:
6. Executed in the County and State of:

# Contractor Certification Clauses

CCC 04/2017

## CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
---------------------------------------	-------------------

By (Authorized Signature)

Printed Name and Title of Person Signing

Date Executed	Executed in the County of
---------------	---------------------------

## CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

# **FEDERAL CERTIFICATIONS**

**CO.8 (REV.06/20)**

**California Department of Education**

## **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

---

### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

---

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the

site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)



☐ Check if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

- a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

**ENVIRONMENTAL TOBACCO SMOKE ACT**

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

---

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

FISCAL YEAR 2024-25

CONTRACTOR NAME

VENDOR ID NUMBER

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

**AGENDA ITEM** 13.(k)  
**MEETING DATE** November 15, 2023

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

**TO:** **Members of the Governing Board**

**SUBJECT:** **CONTRACT BETWEEN SOLANO COMMUNITY COLLEGE  
DISTRICT AND SOLANO COUNTY OFFICE OF EDUCATION**

**REQUESTED ACTION:**

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

**SUMMARY:** Solano Community College – Early Learning Center and the Solano County Office of Education (Solano COE) enter into this contract regarding the Solano Inclusive Early Education Expansion Program (IEEPP).

Two Teaching Pyramid Module Training Series participants are eligible for extra duty compensation for a maximum of forty (40) hours.

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

Lisa Neeley, M.F.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**

November 1, 2023  
\_\_\_\_\_  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023  
\_\_\_\_\_  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**CONTRACT BETWEEN  
SOLANO COUNTY OFFICE OF EDUCATION AND SOLANO COMMUNITY  
COLLEGE – EARLY LEARNING CENTER  
2023-2024**

**Solano Community College – Early Learning Center** and the **Solano County Office of Education (Solano COE)** enter into this contract regarding the **Solano Inclusive Early Education Expansion Program (IEEEP)**.

This contract will be in effect upon execution and remain in effect until June 30, 2024. **Solano COE** shall commence work on July 1, 2023, to offer **Teaching Pyramid Training Modules**, and the work shall be completed no later than June 30, 2024.

**Solano Community College – Early Learning Center** will provide compensation to a total of two (2) of its early learning teachers and staff (as shown on the attached attendance roster) who attended the **23/24 SCOE Teaching Pyramid Module Training Series**, for attendance outside of the employees' regular duty day, specifically on Saturdays throughout FY 2023/24. Extra duty compensation will be paid for a maximum of forty (40) hours of participation for each employee, based upon the number of hours completed for each individual staff member.

Upon submission of supporting documentation and invoice for payment, **Solano COE** agrees to reimburse **Solano Community College – Early Learning Center** for a maximum of 40 hours of extra duty compensation, including statutory benefits, for each employee who has participated in the Saturday **23/24 SCOE Teaching Pyramid Module Training Series**. Payment shall be made to **Solano Community College – Early Learning Center** by **Solano COE** within 30 days of receipt of invoice.

**Solano COE** shall defend, indemnify, and hold harmless the **Solano COE**, its officers, employees, agents, and volunteers against all claims, damages, losses, expenses (including reasonable attorneys' fees), and liabilities (referred to collectively as "losses") of any kind or character arising out of and in the course of their performance under this Agreement. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of **Solano Community College – Early Learning Center**, its agents, or employees.

**Solano Community College – Early Learning Center** shall defend, indemnify, and hold harmless **Solano COE**, its Board, officers, employees, agents, and volunteers against all claims, damages, losses, expenses (including reasonable attorneys' fees), and liabilities (referred to collectively as "losses") of any kind or character arising out of and in the course of their performance under this Agreement. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of **Solano Community College – Early Learning Center** its agents, or employees.

**Solano Community College – Early Learning  
Center:**

Date:

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

Title:

Department:

**Solano County Office of Education:**

Date:

\_\_\_\_\_  
Andrea Lemos, Deputy Superintendent  
Educational Services & Special Education

Date:

\_\_\_\_\_  
Michelle Hensen, Deputy Superintendent  
Administrative Services & Operations

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

**TO: Members of the Governing Board**

**SUBJECT: FY 2023-2024 BUDGET UPDATE AND CCFS-311Q  
FINANCIAL REPORT, 1st QUARTER**

**REQUESTED ACTION:**

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

**SUMMARY:**

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. VP Susan Wheet will present the budget report with anticipated changes, based on the end of the first quarter 2023-2024 expenditures and needs. Additionally, the CCFS-311Q quarterly financial report for the first quarter of FY 2023-2024 is attached for the Board's review and information.

**STUDENT SUCCESS IMPACT:**

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

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

**SUPERINTENDENT'S RECOMMENDATION:**

☐ 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**

November 3, 2023

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 15, 2023

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## **2023-24 Budget Update**

### **As of 09/30/2023**

#### **Table of Contents:**

SCFF Breakdown.....	2
Budget Update:	
Summary of Budget Updates .....	8
Fund 11 (Unrestricted) .....	9
Fund 12 (Restricted) – Federal .....	11
Fund 12 (Restricted) – State .....	12
Fund 12 (Restricted) – Local .....	13
Outlook of Other Funds .....	14
Informational Items:	
CCFS - 311Q Report (Quarterly Financial Status Report) .....	15

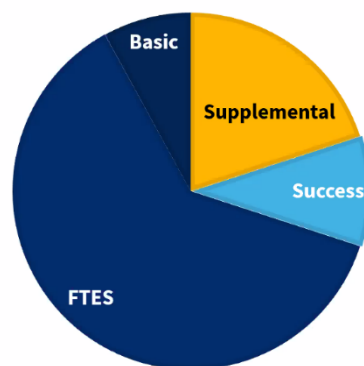
## SCFF Breakdown

### Student Centered Funding Formula

I. Base = Basic + FTES

II. Supplemental

III. Success



#### Base = Basic + FTES Allocation:

- Basic – relies on college and center size – allocated based on prior year & current year data (estimated, then recalculated in throughout the year)
- FTES – relies on and is allocated based on current year data (estimated, then recalculated in throughout the year). Primary allocations based on 3-year average.

#### Supplemental Allocation:

- Based on prior year headcounts in:
  - AB 540, California College Promise Grant, and Pell Grant recipients

#### Success Allocation:

- Based on an average of 3 prior years of data in:
  - Associate Degrees for Transfer, Associate Degrees, Baccalaureate Degrees, Credit Certificates, Transfer level Math & English, Transfer to a 4-year University, Nine or More CTE Units, Regional Living Wage

## Breakdown for Solano Community College

### Basic Allocation:

District	Funding	23-24	Count	Rate
SOLANO	College	\$6,439,548	7031.33 FTES	\$6,439,548 (for single college < 10,000 FTES)
	Center	\$4,293,033	Vallejo – 773.41 FTES Vacaville – 1090.17 FTES	\$2,46,517 Per Center
Total	Total	\$10,732,582		

### FTES Allocation (based on 3-year average and will then be recalculated as FTES changes):

District	FTES Category	23-24	Count (FTES)	Rate
SOLANO	Credit	\$30,926,091	5903.76	\$5,238.37
	Incarcerated Credit	\$2,070,596	281.87	\$7,345.93
	Special Admit Credit	\$2,789,249	379.70	\$7,345.93
	CDCP	\$0	0	0
	Noncredit	\$0	0	0
Total	Total	\$35,785,936	6565.33	

**Total Basic + FTES = \$46,518,518**



**Supplemental Allocation:**

District	Group	
		23-24
SOLANO	AB540	\$328,257
	Supplemental Pell	\$2,795,762
	Supplemental CCPG	\$6,056,040
	Total	\$9,180,060

**Supplemental Counts:**

District	Group	
		23-24
SOLANO	AB540	265
	Supplemental Pell	2,257
	Supplemental CCPG	4,889
	Total	7,411

**Supplemental Rate: \$1,238.71 (rounded)**

### Success Allocation:

District	Total	
		23-24
SOLANO	Success Funding - All Students	\$5,213,975
	Success Funding - Pell	\$684,859
	Success Funding - CCPG	\$765,018
	Total	\$6,663,853

### Success Funding – All Students:

District	Metric	Allocation	Count
		23-24	23-24
SOLANO	Associate Degrees for Transfers	\$927,145	317.33
	Associate Degrees	\$1,222,722	558.00
	Baccalaureate Degrees	\$42,364	19.33
	Credit Certificates	\$66,712	45.67
	Transfer Level Math and English	\$604,787	414.00
	Transfer to a Four Year University	\$530,284	484.00
	Nine or More CTE Units	\$831,217	1,138.00
	Regional Living Wage	\$988,744	1,353.67
	Total	\$5,213,975	4,330.00

## Success Funding – Pell

District	Metric	Allocation	Count
		23-24	23-24
SOLANO	Associate Degrees for Transfers	\$140,021	126.67
	Associate Degrees	\$195,937	236.33
	Baccalaureate Degrees	\$6,080	7.33
	Credit Certificates	\$8,659	15.67
	Transfer Level Math and English	\$71,300	129.00
	Transfer to a Four Year University	\$66,188	159.67
	Nine or More CTE Units	\$108,056	391.00
	Regional Living Wage	\$88,619	320.67
	Total	\$684,859	1,386.33

## Success Funding – CCPG (Promise Grant)

District	Metric	Allocation	Count
		23-24	23-24
SOLANO	Associate Degrees for Transfers	\$149,601	203.00
	Associate Degrees	\$200,820	363.33
	Baccalaureate Degrees	\$6,817	12.33
	Credit Certificates	\$11,546	31.33
	Transfer Level Math and English	\$76,520	207.67
	Transfer to a Four Year University	\$75,169	272.00
	Nine or More CTE Units	\$122,150	663.00
	Regional Living Wage	\$122,396	664.33
	Total	\$765,018	2,417.00

### Success Rates (rounded):

Metric	Student Group	23-24
Associate Degrees for Transfers	All Students	\$2,921.68
	Pell	\$1,105.43
	CCPG	\$736.95
Associate Degrees	All Students	\$2,191.26
	Pell	\$829.07
	CCPG	\$552.71
Baccalaureate Degrees	All Students	\$2,191.26
	Pell	\$829.07
	CCPG	\$552.71
Credit Certificates	All Students	\$1,460.84
	Pell	\$552.71
	CCPG	\$368.48
Transfer Level Math and English	All Students	\$1,460.84
	Pell	\$552.71
	CCPG	\$368.48
Transfer to a Four Year University	All Students	\$1,095.63
	Pell	\$414.54
	CCPG	\$276.36
Nine or More CTE Units	All Students	\$730.42
	Pell	\$276.36
	CCPG	\$184.24
Regional Living Wage	All Students	\$730.42
	Pell	\$276.36
	CCPG	\$184.24

## **Budget Update Summary**

### **End of 1<sup>st</sup> Quarter 2023-24**

#### **Fund 11 - Unrestricted Revenue:**

- Decrease in Base Allocation due to new allocations of actual and estimated enrollments – this will change as the new enrollments for 2023-24 are certified
- Additional \$5.88M in reallocated funds from 2022-23 due to final FTES certification
- EPA funds from 2022-23 not yet received – expected in December

#### **Fund 11 - Unrestricted Expenses:**

- Increase in Supplies/Materials and Other Outgoing (services) as more students return to campus
- Maintaining Contingency appropriation as a safety

#### **Fund 11 - Unrestricted Ending Fund Balance & Composition:**

- Beginning Fund Balance – Estimated while finishing audit
- Addition of Potential Year End Bucket Distribution (80%) of Fund Balance Increase
- Addition of Potential Technology/Non-Capitol Expense Reserve (20%) of Fund Balance Increase
- Required Board 5% reserve increased due to expenses increasing
- Board Required Reserve plus Stability Reserve = 21.3% (State recommends a minimum of 2 months, SCC 2 months = approx. 18.42%)

#### **Fund 12- Restricted Funds:**

- Adjustments to Federal and State Revenues to align with fundings and expenditures

Please Note: Beginning Fund balances are estimates – will have final numbers once audit is completed.

## UNRESTRICTED FUND

	Proposed Adopted Budget	<i>after 9/30</i> Budget Update end of Qtr 1
	2023-24	2023-24
<b>REVENUES:</b>		
Base Allocation (FTES & Basic Alloc.)	\$48,764,617	\$46,518,518
Supplemental Allocation	9,180,059	9,180,060
Student Success Allocation	6,663,854	6,663,853
Sub Total	\$ 64,608,530	\$ 62,362,431
Education Protection Account (EPA) - reallocation from 2022-23		-
State General Fund Allocation - reallocation from 22-23		5,884,371
Other State Revenue	1,269,217	858,546
GFU-Pell Admin & Interest	45,877	45,877
<b>TOTAL REVENUES</b>	<b>\$ 65,923,624</b>	<b>\$ 69,151,225</b>
<b>EXPENDITURES:</b>		
Academic Salaries	25,604,998	25,604,998
Classified Salaries	13,315,224	13,315,224
Benefits	16,893,937	16,893,937
Supplies and Materials	865,929	1,029,929
Other Operating	10,163,330	10,204,330
Capital Outlay	392,970	392,970
Other Outgo	340,000	340,000
Contingency appropriation	250,000	250,000
GFU-Pell Admin	45,877	45,877
<b>TOTAL EXPENDITURES</b>	<b>\$ 67,872,265</b>	<b>\$ 68,077,264.700</b>
<b>NET FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ (1,948,640)</b>	<b>\$ 1,073,959.99</b>
<b>BEGINNING FUND BALANCE</b>	<b>30,385,877</b>	<b>28,437,237</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 28,437,237</b>	<b>\$ 29,511,197</b>

## UNRESTRICTED FUND – ENDING FUND BALANCE

	Proposed Adopted Budget	<i>after 9/30</i> Budget Update end of Qtr 1
	<i>2023-24</i>	<i>2023-24</i>
<b>BEGINNING FUND BALANCE</b>	30,385,877	28,437,237
<b>ENDING FUND BALANCE</b>	<b>\$ 28,437,237</b>	<b>\$ 29,511,197</b>
<b>FUND BALANCE COMPOSITION/RATIO:</b>		
Potential Year End Bucket (Distributed in Oct 2024)		859,168
Potential Technology/Non-Capitol Expense Reserve		214,792
Salary Improvements 2022-23 (taken from reserve over 5 years)	5,400,000	5,400,000
Designated Reserve: OPEB Liability	4,000,000	4,000,000
STRS/PERS Premium Reserve	4,525,000	4,525,000
Board Required Minimum 5% Reserve	3,393,613	3,403,863
Stability Reserve	11,118,624	11,108,374
<b>ENDING FUND BALANCE</b>	<b>\$ 28,437,237</b>	<b>\$ 29,511,197</b>
<b>Fund Balance / Reserve Ratio</b>	41.9%	43.3%
<b>Required Min. Reserve and Stability Reserve Ratio</b>	21.4%	21.3%

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

## RESTRICTED FUNDS – FEDERAL

	Proposed Adopted Budget		<i>after 9/30</i> Budget Update end of Qtr 1	
	2023-24		2023-24	
<b>REVENUES:</b>				
Federal Sources	\$	770,766	\$	767,178
<b>EXPENDITURES:</b>				
<b>Federal Programs -</b>				
CARES/HEERF	\$	-	\$	-
College Work Study	\$	175,855	\$	175,855
Perkins	\$	448,867	\$	448,867
TANF/Calworks	\$	46,000	\$	42,453
Veterans 38	\$	20,044	\$	19,338
FCKE	\$	80,000	\$	80,665
<b>TOTAL Federal Programs</b>	<b>\$</b>	<b>770,766</b>	<b>\$</b>	<b>767,178</b>

## RESTRICTED FUNDS – STATE



	<b>Proposed Adopted Budget</b>		<b>after SF36 Budget Update end of Qtr 1</b>	
	<b>2023-24</b>		<b>2023-24</b>	
<b>REVENUES:</b>				
State Sources	\$	40,485,834	\$	40,396,058
<b>EXPENDITURES:</b>				
<b>State Programs -</b>				
Student Equity & Achievement	\$	7,138,071	\$	7,085,071
Strong Workforce (Local)	\$	4,886,353	\$	4,919,019
Strong Workforce (Regional)	\$	2,397,860	\$	2,397,352
Physical Plant & Instructional Support	\$	3,731,805	\$	3,785,024
EOPS	\$	1,121,697	\$	1,121,697
DSPS	\$	870,857	\$	871,119
College Promise	\$	1,654,841	\$	1,654,841
Interfund Transfers/Other Outgo	\$	349,765	\$	349,765
Financial Aid Administration (SFAA-BFAP)	\$	371,290	\$	371,290
Lottery	\$	1,422,296	\$	1,847,397
Covid Recovery Block Grant (one time fund)	\$	1,788,430	\$	1,767,988
LAEP	\$	1,200,630	\$	1,200,630
Undocumented Rscs Liaisons	\$	183,539	\$	243,692
NextUp	\$	1,351,276	\$	1,351,276
EEO Best Practice	\$	315,558	\$	315,558
Equal Employment Opportunity	\$	261,269	\$	261,269
FCKE	\$	175,563	\$	169,625
Local Systemwide Tech Data Security	\$	335,000	\$	335,000
CARE	\$	267,141	\$	267,141
Culturally Responsive Pedagogy & Practices	\$	296,490	\$	296,490
Culturally Comp-Faculty Prof Dev (one-time)	\$	2,461	\$	2,461
Culturally Comp-Faculty Prof Dev	\$	150,000	\$	150,000
Nursing	\$	178,670	\$	178,670
Student Retention and Outreach	\$	1,716,326	\$	1,102,894
MESA	\$	1,548,576	\$	1,552,039
Adult Block Ed	\$	44,784	\$	44,784
Zero Textbook	\$	180,000	\$	180,000
Asian-American, Native Hawaiian & Pacific Islander	\$	150,697	\$	280,297
Financial Aid Technology	\$	164,568	\$	164,568
Student Success Completion	\$	1,635,072	\$	1,635,072
Guided Pathways	\$	591,004	\$	591,004
Mental Health Services	\$	354,959	\$	354,959
CCPG (BFAP Admin)	\$	412,820		
Classified Prof Development (One-time)	\$	12,892	\$	12,892
Basic Needs Services	\$	603,016	\$	381,193
Basic Needs Center	\$	569,234	\$	569,234
Student Food & Housing Supp	\$	632,016	\$	632,016
Rising Scholars	\$	212,459	\$	212,459
Textbook Reimb-Teaching Incar (one-time)	\$	200,000	\$	200,000
LGBTQ+	\$	63,918	\$	129,243
CCC Equitable Placement & Completion	\$	504,623	\$	504,623
Deaf and Hard of Hearing	\$	110,833	\$	110,833
Transfer Ed and Articulation - Seamless Transfer	\$	48,695	\$	48,695
Instructional Equipment (one-time)	\$	107,562	\$	107,562
RERP	\$	59,692	\$	59,692
Rancho Santiago CCCD	\$	18,578	\$	18,578
Statewide Technology & Data Security	\$	59,138	\$	59,138
Hunger Free Campus	\$	11,631	\$	11,631
Zero Textbook Costs	\$	21,879	\$	21,879
Veterans Resource Center (one-time)	\$	-	\$	40,373
Veterans Resource Center (ongoing)	\$	-	\$	329,025
Cal LAV	\$	-	\$	99,000
<b>TOTAL State Programs</b>	<b>\$</b>	<b>40,485,834</b>	<b>\$</b>	<b>40,396,058</b>

## RESTRICTED FUNDS – LOCAL

GENERAL FUND: RESTRICTED [14x]		
	Proposed Adopted Budget	<i>after 9/30</i> Budget Update end of Qtr 1
	2023-24	2023-24
<b>REVENUES:</b>		
Local Sources	5,769,286	6,066,197
<b>TOTAL REVENUES</b>	<b>5,769,286</b>	<b>6,066,197</b>
<b>EXPENDITURES:</b>		
<b>Local Programs -</b>		
Facilities-Campus Reservations	370,869	370,869
President's SCC-Local Funds	680,462	684,869
Health Center	617,177	912,249
Parking	418,828	418,828
Graphics Dept	52,418	52,418
SCC Theatre	53,597	53,597
UC Berkeley-Puente	53,067	85,226
Athletic Teams	72,689	66,776
CIRM (5-year grant) - reimbursable	2,812,443	82,956
NIMBL - reimbursable	31,788	2,812,443
Other Local Programs	605,947	525,965
<b>TOTAL EXPENDITURES</b>	<b>5,769,286</b>	<b>6,066,197</b>
<b>NET FUND BALANCE INCREASE (DECREASE)</b>	<b>-</b>	<b>-</b>

## OUTLOOK ON OTHER FUNDS

Fund Number	Fund Name	Estimated Ending Fund Balance at Adopted Budget	Revenues Projected as of 1st Quarter	Expenses/ Disbursements Projected as of 1st Quarter	Ending Fund Balance Projected as of 1st Quarter
Fund 21	Debt Services	\$3,728,988	\$20,918,425	\$17,367,928	\$2,585,764
Fund 33	Child Development	\$79,265	\$1,440,977	\$1,313,751	\$261,468
Fund 41	Capital Outlay	\$4,779,929	\$990,000	\$390,000	\$6,795,743
Fund 42	Measure Q	\$13,821,893	\$1,771,000	\$42,170,742	\$26,018,076
Fund 72	Student Rep Fee	\$66,996	\$73,097	\$70,042	\$66,987
Fund 73	Student Body Center Fee	\$209,382	\$9,051	\$9,051	\$267,063
Fund 74	Finance Aid	\$17,546,566	\$8,624,881	\$3,158,608	\$23,001,546
Fund 81	ASSC and Clubs	\$256,772	\$225,081	\$225,081	\$256,772
Fund 82	Scholarships	\$0	\$162,183	\$159,879	\$2,304

Notes:

Ending Fund Balances estimated until Audit is completed

## District:

		As of June 30 for the fiscal year specified			
Line	Description	Actual 2020-21	Actual 2021-22	Actual 2022-23	Projected 2023-24
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8800, 8800)	60,680,342	59,481,760	63,417,107	69,151,225
A.2	Other Financing Sources (Object 8900)	10,120	637,590	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	60,690,462	60,119,350	63,417,107	69,151,225
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-8000)	51,181,211	54,520,681	59,055,040	67,737,264
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	33,439	0	6,006	340,000
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	51,214,650	54,520,681	59,061,046	68,077,264
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	9,475,812	5,598,669	4,356,061	1,073,961
D.	<b>Fund Balance, Beginning</b>	18,866,811	26,775,754	33,196,719	28,437,237
D.1	Prior Year Adjustments + (-)	(1,566,869)	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	17,299,942	26,775,754	33,196,719	28,437,237
E.	<b>Fund Balance, Ending (C. + D.2)</b>	26,775,754	32,374,423	37,552,780	29,511,198
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	52.3%	59.4%	63.6%	43.3%
Line	Description	Actual 2020-21	Actual 2021-22	Actual 2022-23	Projected 2023-24
<b>II. Annualized Attendance FTES:</b>					
G.1	Annualized FTES (excluding apprentice and non-resident)	6,554.20	6,102.23	6,206.80	N/A
		As of the specified quarter ended for each fiscal year			
Line	Description	2020-21	2021-22	2022-23	2023-24
<b>III. Total General Fund Cash Balance (Unrestricted and Restricted)</b>					
H.1	Cash, excluding borrowed funds		16,643,714	0	39,977,686
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1 + H.2)</b>	0	16,643,714	0	39,977,686
Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8800, 8800)	65,923,624	69,151,225	15,795,788	22.8%
I.2	Other Financing Sources (Object 8900)	0	0	0	0.0%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	65,923,624	69,151,225	15,795,788	22.8%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-8000)	67,872,265	67,737,264	15,239,219	22.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	340,000	340,000	0	0.0%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	68,212,265	68,077,264	15,239,219	22.4%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	(2,288,641)	1,073,961	556,569	
L.	<b>Adjusted Fund Balance, Beginning</b>	28,437,237	28,437,237	28,437,237	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	26,148,596	29,511,198	28,993,806	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	38.3%	43.3%		