

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2023-2024

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
James Abila	Early Learning Specialist	04/01/2024
Cecilia Leonen	Early Learning Specialist	04/01/2024
Shannon Marshall	Outreach Specialist	04/01/2024
Jailene Yanez	Scheduling Analyst	03/21/2024

Part-Time Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Elizabeth Baum	Adjunct Instructor – Psychology (not to exceed 67%)	08/08/24-12/13/24

Temporary Full Time Faculty Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
David Lake	Welding Instructor (FT Temporary)	02/26/24-05/23/24

Leave of Absence

<u>Name</u>	<u>Leave Type</u>	<u>Effective</u>
Porfirio Loza	Unpaid Leave of Absence	03/24/24-09/22/24

Salvatore Abbate
Human Resources

March 8, 2024

Date Submitted

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

March 20, 2024

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

Governing Board Meeting

March 20, 2024

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Faculty Reassigned Time

<u>Name</u>	<u>Assignment</u>	<u>Percentage</u>	<u>Effective</u>
Gary (Dean) Engle	English Success & Equity Coordinator	20%	03/01/24-05/23/24
Glenn Keyser	English Success & Equity Coordinator	10%	03/01/24-05/23/24
Commodore St Germain	Student Success & Equity Coordinator	30%	02/01/24-05/22/25

District Resignation

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jacob Perez	Custodian 5 months service with SCC	03/04/2024

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Lance Barnett	Special Project	General	01/16/24-06/30/24	\$26.00/hr.
Harjot Bajwa	Non-sworn Public Safety Officer	General	03/21/24-06/30/24	\$26.00/hr.
Graciela Case	Special Project	Perkins	03/21/24-05/17/24	\$26.00/hr.
Sarah Donovan	Math Instructional Support in ASTC	AB705	03/04/24-05/27/24	\$78.90/hr.
Evangeline East	MC – Dance Production	General	04/19/24-05/31/24	\$403.00 (lump sum)
James Harmon	Special Project	Perkins	03/21/24-05/17/24	\$26.00/hr.
Veronica Harmon	Special Project	Perkins	03/21/24-05/17/24	\$26.00/hr.
Maria Isip-Bautista	AANHPI Faculty Support	AANHPI	03/04/24-06/30/24	\$64.65/hr.
LaNae Jaimez	Falcons Scholars Prog Dev	SEA	01/16/24-06/30/24	\$81.95/hr.
Will Martinelli	Math Instructional Support in ASTC	AB705	03/04/24-05/27/24	\$78.90/hr.
Randy Robertson	Math Instructional Support in ASTC	AB705	03/04/24-05/27/24	\$78.90/hr.
Rebecca Tilli	Instructional Assistant I	Perkins	03/06/24-05/23/24	\$16.59/hr.
Michael Wyly	Falcons Scholars Prog Dev	SEA	01/16/24-06/30/24	\$78.90/hr.
Michael Wyly	Suisun Valley Writers Conference Chair	SEA	01/16/24-06/30/24	\$5,000.00 (lump sum)
Teresa Yumae	Theater Production Musician	General	03/06/24-05/23/24	\$600.00 (lump sum)

AGENDA ITEM 11.(c)
MEETING DATE March 20, 2024

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

TO: Members of the Governing Board

SUBJECT: WARRANTS – FEBRUARY 2024

REQUESTED ACTION:

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

SUMMARY:

2/1/2024	AP Vendor Payments	11123933 - 11123996	\$1,014,543.50
2/1/2024	QD Vendor Payments	11123997	\$53,391.05
2/1/2024	QE Vendor Payments	11123998 - 11124002	\$47,868.16
2/8/2024	AP Vendor Payments	11124003 - 11124075	\$199,021.61
2/8/2024	QE Vendor Payments	11124076 - 11124084	\$711,839.69
2/15/2024	AP Vendor Payments	11124085 - 11124159	\$283,500.27
2/15/2024	QE Vendor Payments	11124160 - 11124164	\$81,307.99
2/23/2024	AP Vendor Payments	11124165 - 11124224	\$321,237.96

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

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 20, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 11.(c)
MEETING DATE March 20, 2024

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

TO: Members of the Governing Board

SUBJECT: WARRANTS – FEBRUARY 2024

REQUESTED ACTION:

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

SUMMARY:

2/23/2024	QD Vendor Payments	11124225 - 11124227	\$3,728.42
2/23/2024	QE Vendor Payments	11124228 - 11124236	\$387,161.54
1/27/1900	RF Vendor Payments	13003810 - 13003824	\$243,369.17

Total Vendor Payments \$3,346,969.36

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)
RF – Revolving Fund account (Unrestricted and Restricted Funds)

**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

CONTRACT SERVICES AGREEMENTS

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

<u>Name</u>	<u>Description</u>	<u>Effective</u>	<u>Amount</u>
Arbor Environmental	Vendor will provide onsite fit testing services to SCC Staff at the rate of \$30 per individual/test. The rate includes testing, training and materials, and OSHA-Compliant Online Medical Evaluation	04/15/24-05/30/24	Not to Exceed \$1,700.00
Desert Information Services	Addendum to Contract originally approved on 6/7/2023 (\$14,000) to provide additional consultant support general Banner and Ethos DBA Work. Requesting increase of \$11,000, bring the total contract to \$25,000.00	07/01/23-06/30/24	Not to Exceed 25,000.00
SoGlam Photobooth	Vendor to provide photobooth rental with accessories for 90 minutes at the ORIDE Drag Show on 4/28/2024	04/28/24-04/28/24	Not to Exceed \$1,400.00

PERSONAL SERVICES AGREEMENTS

**Academic Affairs
David Williams, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Katreena Alder	Consultant to provide a workshop on digital media and identity perception via Zoom	03/19/24-03/19/24	Not to Exceed \$200.00
Michael Beveridge	Consultant contracted to perform in spring theater production.	02/27/24-05/30/24	Not to Exceed \$1,500.00
Rosalinda Mancillas	Consultant to facilitate 2 workshops for Digital Media Arts students on the topic of using art in activism at the Fairfield and Vallejo campuses.	03/06/24-03/26/24	Not to Exceed \$200.00

SOLANO COMMUNITY COLLEGE
 FINANCE & ADMINISTRATION CONSENT CALENDAR
 Governing Board Meeting
 March 20, 2024
 Page 2

Student Services
Lisa Neeley, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Madison Gunther	Panel presenter for Black History Month DEI Professionals Career Panel	02/28/24-02/28/24	Not to Exceed \$500.00
Tracy Reppert	Consultant to provide editorial and leadership communications to SCC's "I Am Solano" campaign, including content coordination and design of content suitable for website, social media and other platforms.	03/21/24-06/30/24	Not to Exceed \$20,000.00
Diana Rosales	Original PSA approved 10/04/2023 to provide RFA+ classes in Spanish for Foster Kinship Care Education for \$2,400.00; requesting increase due to need for additional support for a total PSA of \$4,800.00	10/10/23-06/30/24	Not to Exceed \$4,800.00

Susan Wheet
 Vice President,
 Finance & Administration

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

March 8, 2024
Date Submitted

March 20, 2024
Date Approved

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: DISPOSITION, TRANSFER OR TRADE-IN OF CAMPUS EQUIPMENT

REQUESTED ACTION:

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

In compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of authorizing the disposal the equipment identified below which are unsatisfactory for retention and no longer suitable for school use.

SUMMARY:

<u>Asset Number</u>	<u>Description</u>	<u>Location</u>	<u>Original Value</u>
2193	Water Heater (Welding)	Fairfield	Unknown
Unknown	Water Cooler	Rm 628 Fairfield	\$200.00
Unknown	Cabinet	Rm 807 Fairfield	Unknown

Acceptance of this disposal is recommended at this time.

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i>	<i>Board Policy: 3350</i>	<i>Estimated Fiscal Impact: N/A</i>
SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> TABLE

Susan Wheet
Vice President,
Finance & Administration

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

March 8, 2024
Date Submitted

March 20, 2024
Date Approved

SOLANO COMMUNITY COLLEGE DISTRICT

Disposition, Transfer or Trade-In of College Equipment

It is requested that the equipment inventory records for the listed equipment be adjusted as follows:
(check only one reason)

- ☐ Returned to vendor (attach to yellow copy of approved form)
☐ Lost or stolen (attach copy of theft report form)
☐ To be sold as surplus
☒ To be destroyed or broken up for parts
☐ Trade-in or sale in lieu of trade-in list P.O. number and vendor

=====

☐ Transfer to (location)

Bldg No. 1800 Room No. 1853

Comment _____

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
<u>2193</u>	Broken water heater	1800	1853

Action Performed by Jerry Uquillas Date 3/4/24

Division or Organizational Unit Facilities

Approved by  _____
Unit Manager or Division Dean

Distribution :

Original to District Director of Facilities
Duplicate for your files

=====

For District Facilities Office Use

=====

For Surplus Items:

Board authorization to sell _____

Invoice/receipt number and date _____

Fixed Asset - 02
8.00

SOLANO COMMUNITY COLLEGE DISTRICT

Disposition, Transfer or Trade-In of College Equipment

It is requested that the equipment inventory records for the listed equipment be adjusted as follows:
(check only one reason)

- ☐ Returned to vendor (attach to yellow copy of approved form)
☐ Lost or stolen (attach copy of theft report form)
☐ To be sold as surplus
☒ To be destroyed or broken up for parts
☐ Trade-in or sale in lieu of trade-in list P.O. number and vendor

Transfer to (location)

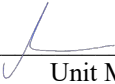
Bldg No. 600 Room No. 628

Comment _____

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
unknown	Brio water cooler		

Action Performed by Tracy Vest Date 03/05/2024

Division or Organizational Unit Finance

Approved by 
Unit Manager or Division Dean

Distribution :

Original to District Director of Facilities

Duplicate for your files

For District Facilities Office Use

For Surplus Items:

Board authorization to sell _____

Invoice/receipt number and date _____

Fixed Asset - 02
8.00

SOLANO COMMUNITY COLLEGE DISTRICT

Disposition, Transfer or Trade-In of College Equipment

It is requested that the equipment inventory records for the listed equipment be adjusted as follows:
(check only one reason)

- ☐ Returned to vendor (attach to yellow copy of approved form)
☐ Lost or stolen (attach copy of theft report form)
☐ To be sold as surplus
☒ To be destroyed or broken up for parts
☐ Trade-in or sale in lieu of trade-in list P.O. number and vendor

Transfer to (location)

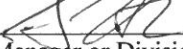
Bldg No. 800 Room No. 807

Comment _____

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
Not Applicable	Cabinet		

Action Performed by _____ Date _____

Division or Organizational Unit _____

Approved by  2/28/24
Unit Manager or Division Dean

Distribution :

Original to District Director of Facilities
Duplicate for your files

For District Facilities Office Use

For Surplus Items:

Board authorization to sell _____

Invoice/receipt number and date _____

Fixed Asset - 02
8.00



AGENDA ITEM 13.(a)
MEETING DATE March 20, 2024

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: APPROVAL OF REVISIONS TO BOARD POLICY 1025
REGULAR AND OTHER TYPES OF BOARD MEETINGS

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 1025 is being submitted 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: _____

Government Code:	N/A	Board Policy:	Estimated Fiscal Impact: N/A
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SUPERINTENDENT'S RECOMMENDATION: ☐ APPROVAL ☐ DISAPPROVAL
☒ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7299

TELEPHONE NUMBER

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

March 20, 2024

VICE PRESIDENT APPROVAL

March 11, 2024

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT

REGULAR AND OTHER TYPES OF **BOARD** MEETINGS

1025

POLICY:

REGULAR MEETINGS

The date, time and place of the regular Board meetings shall be established at the annual organizational meeting of the Board. The date, time and place of the regular meeting may be changed by action of the Board at any previous meeting. In the event of a change of meeting date, time or place, the Secretary of the Board shall give written notification to the Board members and shall inform the public of the change at least seventy-two (72) hours in advance of the meeting.

Regular meetings of the Board shall be held the first and third Wednesday of each month, except in January and July when regular meetings shall be held only on the third Wednesday, **and in June when Juneteenth falls on the third Wednesday, regular meetings of the Board shall be held only on the first Wednesday in June.** Regular meetings of the Board shall normally be held at 4000 Suisun Valley Road, Room 626, Fairfield, CA 94534.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

OTHER TYPES OF MEETINGS

Recessed Meetings

Meetings may be recessed by the Board President with the consent of the majority of members present.

Adjourned Meetings

The Board may, at any time in a meeting, adjourn to complete any unfinished business of an adjourned meeting at a specified time and place, and such time and place shall be posted within twenty-four (24) hours after the time of adjournment. The adjourned meeting shall take up its business at the point in the agenda when the motion was acted

upon to adjourn.

REFERENCES/

AUTHORITY: California Education Code Section 72000(d)

California Government Code Sections 54952.2, 54953
et seq.; 54955, 54961

ADOPTED: March 18, 1987

REVISED: May 19, 1999; June 6, 2007; March 1, 2017; **March 20, 2024**

REVIEWED: June 2, 2010; October 5, 2022

AGENDA ITEM 13.(b)
MEETING DATE March 20, 2024

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF SPACE/ROOM NAMING NOMINATION:
BOBBY CAMPO**

REQUESTED ACTION:

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

SUMMARY:

It is the policy of Solano Community College to offer naming opportunities in recognition for an individual who has made a significant contribution to time, effort, or service to the District. Approval is being requested at this time.

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i>	<i>Board Policy: 1130</i>	<i>Estimated Fiscal Impact: None</i>
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SUPERINTENDENT'S RECOMMENDATION: ☒ **APPROVAL** ☐ **DISAPPROVAL**
 ☐ **NOT REQUIRED** ☐ **TABLE**

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7299

TELEPHONE NUMBER

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

March 20, 2024

VICE PRESIDENT APPROVAL

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

March 11, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

SPACE/ROOM NAMING NOMINATION FORM: ACKNOWLEDGING SIGNIFICANT TIME, EFFORT, OR SERVICE

It is the policy of Solano Community College District that facilities naming opportunities are made available to recognize very significant monetary contributions to Solano Community College, the Educational Foundation or the Scholarship Foundation. Naming recognition may also be considered for an individual or a business or organization who has made a significant contribution of time, effort, or service to Solano Community College District.

If you would like to nominate an individual, business, or organization due to their contribution of time, effort, or service, please fill out the form below.

Nominations shall include documentation as evidence of the time, effort, or service that warrants naming consideration. Nominations will be reviewed by the Superintendent-President before submitted to the District Board of Trustees for consideration.

All naming decisions depend on the ongoing good standing of the reputation of the nominee and can be revoked at any time by vote of the SCCD Governing Board. If nominating an individual, that person may not be a current employee of the District.

PROCESS AND SCORING RUBRIC

The Foundation will annually provide and post an inventory¹ to its website for those who would like to submit a proposal to name a space or room.

Proposals based on service will be reviewed by an ad hoc committee of faculty, staff and managers, and students appointed by the faculty Senate, the Superintendent-President, and the Associated Students of Solano College. Appointments to this ad hoc committee will be reviewed annually to maximize diversity of perspective. The ad hoc committee will assess applicants according to a rubric, assigning points to the following criteria using a scale of 1 to 5, 1 being "somewhat significant" to 5 being "extremely significant" considering examples or evidence provided in the application:

1. To what extent has the individual/organization/company made a significant, positive, long-lasting contribution to the college, specifically in meeting its mission?

Bobby Campo was a baseball and football player for Vallejo CC in 1960-62 who excelled and received a scholarship to Fresno State. Once he returned to the area, Bobby came back to Solano Community College to volunteer in several roles on campus. He served as a Booster club member, Volunteer football score board operator, Hall of Fame committee, Basketball volunteer table staff, and was an assistant baseball coach for 17 years. He was a wonderful example and mentor to our student athletes of what community pride and service to that community. He was a role model and great example of maturity and stability in these athletes' lives.

2. To what extent has the individual/organization/company remained engaged with the College?

Bobby and his Family served the College in multiple events and celebrations. He is a Solano College Hall of Fame member and outstanding Alumni recognized in 2023 at the Foundation event. He received the Bay Valley Conference assistant coach of the year award in 2023, showing the impact that he has made throughout the entire conference and Bay area.

3. To what extent will recognizing the individual/organization/company inspire others to support the College?

Bobby is a Vallejo resident and has been a constant supporter and representative of Solano Community College in Vallejo and the surrounding areas. He has recruited athletes to come to the college, from Solano County. He has donated time and resources to multiple events in the community and on the campus.

4. To what extent will recognizing the individual/organization/company add value to the College?

This recognition will bring light to the success of the baseball program and athletics for its long legacy of developing student athletes and providing opportunities for the continued education and growth of student athletes.

Bobby Campo Donated \$20,000+ for the purchase of the original baseball clubhouse , because the athletes did not have a facility to dress for games and practice. This clubhouse was later replaced by the new existing building (2022) . He has donated an uncountable number of hours to field preparation, recruiting, driving vans to events for all teams, game staff for multiple sports. Bobby was the first one to arrive and the last to leave, due to his pride in the field, program, athletes and the College This is a family award due to the family's overall support of the program.

If the nominator wants to propose the naming of a space not included in the inventory, they must provide substantial evidence for their request in the application.

The ad hoc committee will forward recommendations to the Superintendent-President for review and feedback. The S-P will forward recommendations to the Governing Board who may choose to accept, decline, or table the recommendation.

INSTRUCTIONS FOR THE NOMINATOR:

- Complete the nomination form.
- Submit with the nomination form the nominee's curriculum vitae, resume, or other documentation of evidence of time, effort, or service in support of the college.
- Secure the endorsement signatures of ten current or former employees of SCCD. The signature page must include the name of the individual/organization/company and the purpose for securing signatures.
- Complete a STATEMENT OF SUPPORT, describing the special qualifications of your nominee, and what impact they made that warrants naming recognition.
- **Funds to cover the creation and mounting of signage are the responsibility of the nominator(s) and must be available prior to securing Board approval.**

NOMINATION FORM:

Name of nominee: Bobby Campo Family

Email address and phone of nominee: b.campo@sbcglobal.net 707 334- 3555

Dates the nominee attended/served SCC: 1960-present

In what capacity did nominee attend/serve SCC: (e.g., student, employee, community member):
Student 1960-62, volunteer/staff 1995-present, baseball assistant coach since 2007

Name(s) of nominator: Scott Stover

Email address and phone of nominator: scott.stover@solano.edu ext 7822

Requested space/room (Building and room number or area): Baseball clubhouse/ locker room building

Expenses related to creating and mounting signage will be the responsibility of the nominator(s). All signage must comply with standards established by the SCC Governing Board. If nomination is accepted, nominator(s) will be advised of total cost due and must provide funds before request will be recommended to the Governing Board.

ENDORSEMENTS

ENDORSEMENTS

[Provide name of nominee, nominator, and requested room or space]

We, the undersigned have read and understand the request to name the above referenced room/
space in recognition of Bobby Campo Family.

As current or former employees/students of Solano Community College, we agree that the above
referenced nominee meets the criteria for recognition as outlined in the nominating criteria.

(10) Printed Name:

Scott Stover

Signature:

Alison Aubert

Erik Visser

Darla Williams

Matt Borchert

John Nagle

Diego Reyes

Kristin Olson

Alonso Frias

Kyle Stafford

Kerry Dill

Brian Houle

Brian Gwynn

RESOURCES:

SCC Mission Statement:

Solano Community College 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 transforms students' lives with undergraduate education, transfer courses, career-and technical education, certificate programs, workforce development and training, basic-skills education, and lifelong-learning opportunities.

Criteria:

Distinguished Alumni Program

The Distinguished Alumni program was established in 2014 to recognize the prominent role of SCC alumni in our community. SCC alumni make a difference every day as leaders in business, education, the arts, government, and non-profit organizations. Through their association with SCC, they promote the value of educational excellence, inspire others to reach their potential, encourage personal growth, and promote the enrichment of life through education & community service.

Class of 2023 Distinguished Alumni



Bobby Campo (2023 Alumnus of the Year)

Bobby Campo is an SCC Assistant Baseball Coach and in 2023 he enjoyed his thirteenth-year coaching on the field with the Falcons. He is affectionately called "Coach Bobby," and has participated in local sports activities for more than 70 years. Bobby grew up in Vallejo and in 1959 graduated from Vallejo High School. Following a short stint of active duty in the Army, Bobby enrolled at Vallejo Junior College. Following the 1961 football season he was selected to the National Junior College All-American Football Team and played in the 1962 Junior College All-American Classic. Bobby then attended San Francisco State where he played football and baseball, and graduated in 1965 with a BA Degree in Business. While at SF State his Gators won Far Western Conference championships in both sports. Bobby has been inducted into the City of Vallejo Sports Hall of Fame and the Solano College Athletic Hall of Fame. Bobby went on to earn a Masters of Science Degree in Business from St. Mary's College in Moraga. Following his graduation, Bobby had a distinguished career lasting 45 years in the electric utility industry. This included 30 years with PG&E in San Francisco, where he was involved in power contracting and system operations. In 1995, he performed similar duties for Portland General Electric Company, Southern Company (Atlanta, GA) and MIECO, Inc. (Long Beach). On numerous occasions he was called upon to represent PG&E and other utilities as an expert witness in system operation matters before the California Public Utilities Commission in Sacramento and the Federal Energy Regulatory Commission in Washington D.C.

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

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION:

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

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Kevin Anderson	Computer Science Instructor 26 years of service with SCC	05/23/2024
Debbie Dorrough	Nursing Instructor 8 years of service with SCC	05/23/2024

STUDENT SUCCESS IMPACT:

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

Ed. Code: 24205

Board Policy: 4400

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

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

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 20, 2024

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

AGENDA ITEM 13.(d)
MEETING DATE March 20, 2024

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

TO: Members of the Governing Board

SUBJECT: 2024–2025 CLASSIFIED WORK CALENDAR

REQUESTED ACTION:

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

SUMMARY:

The following Proposed 2024-2025 Classified Work Calendar is presented to the Governing Board for review and approval.

STUDENT SUCCESS IMPACT:

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

Government Code: Board Policy:4002 Estimated Fiscal Impact: N/A

SUPERINTENDENT’S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

March 20, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



SOLANO COMMUNITY COLLEGE

2024-2025

CLASSIFIED WORK CALENDAR

JULY 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Workdays
1 Holiday

AUGUST 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Workdays
0 Holidays

SEPTEMBER 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 Workdays
1 Holiday

OCTOBER 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 Workdays
0 Holidays

NOVEMBER 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 Workdays
3 Holidays

DECEMBER 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Workdays
2 Holidays
**Campus Closed*

JANUARY 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 Workdays
3 Holidays

FEBRUARY 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

18 Workdays
2 Holidays

MARCH 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Workdays
0 Holidays

APRIL 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21 Workdays
1 Holiday

MAY 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21 Workdays
1 Holiday

JUNE 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 Workdays
1 Holiday

 Holiday Beginning of Semester/First Day of Flex First Day of Classes End of Semester

Holidays			
July 4	Independence Day	January 1	New Year's Day
September 4	Labor Day	January 2	District Holiday - Day following New Year's Day
November 10	Veteran's Day	January 15	Martin Luther King Jr. Day
November 23	Thanksgiving Day	February 16	Lincoln's Birthday Observed
November 24	District Holiday - Friday after Thanksgiving Day	February 19	President's Day
December 25	Christmas Day	April 12	Spring Vacation Day - Friday of Spring Break week
December 26	District Holiday - Day following Christmas Day	May 27	Memorial Day
		June 19	Juneteenth Holiday

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

TO: Members of the Governing Board

**SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT EQUAL
EMPLOYMENT OPPORTUNITY PLAN 2023-2026**

REQUESTED ACTION:

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

SUMMARY:

The Solano Community College District believes in taking steps to ensure equal employment opportunity and creating an academic environment which is welcoming to all, fosters diversity, promotes educational excellence, and provides a quality student learning experience.

The Solano Community College District Equal Employment Opportunity Plan 2023-2026 is being presented for approval.

STUDENT SUCCESS IMPACT:

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

Ed. Code: *Board Policy: 4000* *Estimated Fiscal Impact: N/A*

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

March 20, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: UPDATED CLASSIFIED, CSEA JOB DESCRIPTION:
EARLY LEARNING CENTER ASSISTANT**

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. It updates a classified, CSEA position. The Early Learning Center Assistant is responsible for a variety of duties relative to the planning, organizing, and implementing instructional, social, and physical activities for children in accordance with Title 5 and Title 22 regulations. Assist in developing & implementing lesson plans consistent with children's interests, cognitive abilities, and development. This position will be placed at a range 12 on the CSEA salary schedule.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 88009 Board Policy: 4010, 4720 Estimated Fiscal Impact: \$50,376.63 Plus Benefits Yearly

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

March 20, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANOCOMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Early Learning Center Assistant

BASIC FUNCTION: Under the supervision of the Early Learning Center Director, plan, organize and implement instructional, social and physical activities for children in accordance with Title 5 and Title 22 regulations. Assist in developing & implementing lesson plans consistent with childrens interests, cognitive abilities and development.

DISTINGUISHING CHARACTERISTICS: Early Learning Center Assistant provides developmentally appropriate activities for children in response to their individual needs and learning styles. Incumbents may be assigned site supervision and are assigned leadership responsibilities in the planning, organization and implementation of programs for children and supervision of assigned student workers.

REPRESENTATIVE DUTIES:

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

Design the classroom environment to support children's participation during child choice time, including providing developmentally appropriate, open-ended materials that invite active engagement based on observations of children's development.

Develops the daily schedule to include ample time for child-centered play. Plans opportunities for families to observe and engage with their children in play, and initiates discussions with staff and families about the importance of play for child development and learning.

Oversee and provide training and work direction and guidance to student workers and volunteers.

Evaluate student worker job performance according to the evaluation timeline and write performance improvement plans as necessary. Provide on-going monitoring and feedback to support their professional growth.

Maintain clean and orderly learning environments conducive to optimal growth and development of children.

Oversee the activities of a group of children engaged in daily activities; notate anecdotal notes and maintain work samples and other observations in children's files as required to support the authentic assessment process Desired Results Developmental Profile (DRDP).

Develop and promote developmentally, culturally, and linguistically appropriate strategies for addressing learning style differences.

Interact with children individually to encourage self-expression and language development.

Maintain records and prepare reports related to attendance, lesson plans, parent conferences, meal count ~~documentation~~, menus, injuries, program evaluation and action plans, and other required data.

Comply with food safety guidelines for handling and storage.

Conduct intake interviews with new families and regularly scheduled developmental conferences to promote each child's development in partnership with their parents/guardians.

Conduct daily health checks for each child in the program. Recognize and appropriately respond to signs of illness or injury in children. Protect the confidentiality of children and families with regard to daily health checks.

Utilizes current research and developmental theory to inform decisions, and provide professional development opportunities on pertinent information for members of the classroom team on a regular basis.

Facilitate weekly classroom staff meetings; attend program staff meetings workshops and other educational meetings as requested.

Secondary Functions:

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Hold or be eligible for ~~Site Supervisor~~ **Teacher** Child Development Permit. **Must apply within 60 days of employment.**

LANGUAGE SKILLS:

Ability to read and interpret documents such as **Title 5 and Title 22 regulations,** safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of students, the public or employees of the district.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATION:

Child Development ~~Site Supervisor~~ **Teacher** Permit

Certification in infant/child CPR and pediatric first aid

Submission of proof of a satisfactory medical examination and TB test (State requirement) prior to employment, **and every 3 years thereafter.**

Completion of CDSS mandated reporter training withing 30 days of employment and biennially thereafter.

Documentation of a measles vaccine

Pertussis vaccine every 10 years.

Provide verification of an annual flu shot or a signed declination.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of child development theory, developmentally appropriate activities for children, positive guidance methods, early childhood education, health and safety regulations.

Relate warmly and supportively with children.

Plan, implement and provid positive learning, social and physical activities for children.

Observe and analyze the behavior and interactions of children.

Communicate with the Director regarding the progress, problems and special needs of children enrolled.

Work cooperatively with other staff members in providing quality programs for children.

Learn, apply and explain program policies, rules and regulations.

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

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

While performing the duties outlined in this classification, employees in this classification are frequently required to stand for long periods of time, move quickly to assist children; use hands to finger, handle, or feel objects, a keyboard or other office machines, tools or controls, reach with hands and arms, stoop, kneel, crouch, speak clearly and distinctly to provide information, and hear and understand voices over telephone and in person.

Employees assigned to this classification must regularly lift and carry children weighing up to 50 pounds.

Specific vision abilities required for positions in this classification include close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors); peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

The work assigned to this classification is performed in a children's preschool environment. While performing the duties of this classification, the employee is occasionally exposed to the risks of exposure to childhood illnesses. The work environment is moderately noisy.

~~Marlys Grodt & Associates—1993~~

SD/zg

Board approved: 6/19/96

Revised: 5/21/98

Revised: **12/12/2023**

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

TO: Members of the Governing Board

**SUBJECT: UPDATED CLASSIFIED, CSEA JOB DESCRIPTION:
CHILDCARE FOOD PROGRAM TECHNICIAN, EARLY
LEARNING CENTER**

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. It updates a classified, CSEA position. The Childcare Food Program Technician is responsible for a variety of duties relative to the planning, ordering, purchasing, and preparation of meals and snacks for children at the center; compliance with USDA Childcare Food Program (CACFP), regulations and reporting requirements. This position will be placed at a range 9 on the CSEA salary schedule.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 88009 Board Policy: 4010, 4720 Estimated Fiscal Impact: \$44,136.75 Plus Benefits Yearly

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

March 20, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Child Care Food Program Assistant ~~Technician~~, Early Learning Center

BASIC FUNCTION: Under the direction of the Director of the Early Learning Center perform a variety of duties relative to the planning, ordering, **purchasing**, and preparation of meals and snacks for children at the center; ~~complete reports for the Child and Adult Care Food Program (CACFP).~~ **maintain compliance with USDA Childcare Food Program (CACFP), regulations and reporting requirements.**

DISTINGUISHING CHARACTERISTICS: The successful incumbent prepares and serves food to young children, **while maintaining accurate records.**

REPRESENTATIVE DUTIES:

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

Implement the Nutritional Requirements and Guidelines

- Accurately implement the CACFP guidelines
- Collaborate with staff and food program consultants to ensure an age appropriate and nutritious diet for children ~~ages 8 months to 5 years~~ **under age 5.**
- Create weekly menus and daily meal production records (~~MPR's~~) per the CACFP guidelines

Order and Maintain Food and Kitchen Supplies

- Maintain inventory of food and supplies
- Shop for food and food service items and other supplies from vendors on a weekly basis

Prepare Meals and Snacks

- Prepare lunch for approximately 125 **80 - 150** children on a daily basis
- Follow California food safety regulations to maintain a clean and sanitary work environment; clean and sanitize dishes, cooking implements, and food carts; store food items per State guidelines
- **Plan and prepare meals for children with food allergies or meal restrictions**

General Duties

- Perform duties that are related to the CACFP funding terms
- **Perform minimal clerical duties including but not limited to, answering the phones, and assisting students and the campus community.**
- **Maintain confidentiality**
- **Establish and maintain respectful and cooperative work relationships with faculty, staff, students, children, and the general public**
- Perform other duties as assigned

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

EDUCATION AND EXPERIENCE:

Graduation from high school or any combination of training, experience and/or education that provides the required knowledge, skills, and abilities.

And

Must possess or complete a food safety handler certificate within 30 days of employment.

CERTIFICATES, LICENSES, REGISTRATION:

- Successfully pass a fingerprint and child abuse clearance
- ~~Provide proof of a recent TB skin test, MMR and Pertussis vaccines, and successful completion of a pre-employment physical~~
- Prior to employment and biennially thereafter, a measles vaccine, and a pre-employment physical.
- A pertussis vaccine every 10 years.
- Annual Flu shot or signed letter of declination.
- Valid California Driver's License and car insurance.
- Completion of CDSS mandated reporter training within 30 days of employment and biennially thereafter.
- ~~Must possess or complete a food safety handler certificate within 30 days of employment~~

KNOWLEDGE & ABILITIES

Knowledge of:

- Safe and sanitary guidelines for food preparation
- Creating a clean and sanitary food preparation area
- Basic math skills including fractions, measuring and weights.
- Correct English usage, vocabulary, and spelling sufficient to complete menus and forms
- How to use a kitchen scale

Ability to:

- Accurately complete forms
- Communicate effectively with others
- Learn quickly and work independently
- ~~Prepare meals for approximately 125 children~~
- Perform basic computer operations, including spreadsheets, word documents, and email

JOB EXPECTATIONS

- ~~To know and follow safe work practices~~
- ~~To know and follow district policies, procedures, and guidelines~~
- ~~To demonstrate sound judgment~~
- ~~To meet work commitments~~
- ~~To demonstrate effective work habits and attitudes~~
- ~~To demonstrate punctual, reliable, work attendance~~
- ~~To understand and maintain confidentiality~~
- ~~To establish and maintain respectful and cooperative work relationships with faculty, staff, students, children, and the general public~~

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: STATEMENT OF WORK BETWEEN SOLANO
COMMUNITY COLLEGE DISTRICT AND CLIFTON,
LARSON, ALLEN LLP FOR DISTRICT AND BOND AUDIT
SERVICES

REQUESTED ACTION:

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

SUMMARY:
Board approval is requested for the change in the Statement of work (SOW) for auditing services provided by Clifton Larson Allen, LLP (CLP) for the year ended June 30, 2024, for the Solano Community College District and Bond Audit.

CLP will also audit the financial statements and conduct a performance audit of the Measure Q (2012) bond program funds in accordance with Section 1(b)(3)(c) of Article XIII A of the California Constitution and certain provisions of Section 15264 and 15272-15286 of the California Education Code.

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: _____

Government Code:	N/A	Board Policy:	Estimated Fiscal Impact: \$104,000.00
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SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

Susan Wheet
Vice President, Finance

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7275

TELEPHONE NUMBER

Susan Wheet
Finance

VICE PRESIDENT APPROVAL

March 8, 2024

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

March 20, 2024

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: STATEMENT OF WORK BETWEEN SOLANO
COMMUNITY COLLEGE DISTRICT AND CLIFTON,
LARSON, ALLEN LLP FOR DISTRICT AND BOND AUDIT
SERVICES**

REQUESTED ACTION:

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

CLA will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

- Schedule of Expenditures of Federal Awards
- Schedule of State Financial Assistance - Grants
- Schedule of Workload Measures for State General Apportionment Annual (Actual) Attendance
- Reconciliation of Annual Financial Budget Report and Audited Financial Statements
- Reconciliation of the 50 Percent Law Calculation
- Schedule of Education Protection Act (EPA) Expenditures Report

CLA will begin the audit in April 2024 and intend to complete the audit to meet the regulatory deadline of December 31, 2024. The general timeframe is outlined below:

- Planning and interim internal controls - April/May 2024
- Preliminary Student Financial Aid and State Compliance - June 2024
- Year-end Fieldwork, final Student Financial Aid and State Compliance - October 2024
- Report Draft - mid-November 2024
- Issue report - mid-December 2024



Statement of Work - Audit Services

February 27, 2024

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated April 4, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Solano Community College District ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2024.

Gema M Ptasinski is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the Business-type activities and the discretely presented component unit (OPEB Trust), which collectively comprise the basic financial statements of Solano Community College District, and the related notes to the financial statements as of and for the year ended June 30, 2024.

We will also audit the financial statements and conduct a performance audit of the Measure Q (2012) bond program funds in accordance with Section 1(b)(3)(c) of Article XIII A of the California Constitution and certain provisions of Section 15264 and 15272-15286 of the California Education Code.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

Schedule of Expenditures of Federal Awards

Schedule of State Financial Assistance - Grants

Schedule of Workload Measures for State General Apportionment Annual (Actual) Attendance

Reconciliation of Annual Financial Budget Report and Audited Financial Statements

Reconciliation of the 50 Percent Law Calculation

Schedule of Education Protection Act (EPA) Expenditures Report

The following supplementary information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

History and Organization

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of the schedule of federal awards.
- Converting modified-accrual basis accounting records to accrual basis.
- Preparation of the data collection form

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.
- Opinion (or disclaimer of opinion) on compliance with requirements described in the 2023-24 Contracted District Audit Manual.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. The State Compliance report will include a paragraph that states that the purpose of the report over compliance is to express an opinion on compliance with the types of requirements described in the 2023-24 Contracted District Audit Manual; however, that the audit does not provide a legal determination of the entity's compliance. All reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Revenue recognition
- Management override of controls

We plan to use an auditors' specialist to We plan to use an auditor's specialist to gain an understanding of Information Technology controls..

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because

the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our

procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our audit of compliance with State programs will consist of tests of transactions and other applicable procedures as described in the 2023-24 Contracted District Audit Manual (the Guide), for the applicable programs. The purpose of those procedures will be to express an opinion on the district's compliance with those requirements in our report on State Compliance.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of

contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the

purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying

to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic

site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We will begin our audit in April 2024 and intend to complete the audit to meet the regulatory deadline of December 31, 2024. We anticipate a general timeframe as outlined below:

Planning and interim internal controls - April/May 2024

Preliminary Student Financial Aid and State Compliance - June 2024

Year-end Fieldwork, final Student Financial Aid and State Compliance - October 2024

Report Draft - mid-November 2024

Issue report - mid-December 2024

Our proposed timeline is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the timelines will likely be extended, while still striving to meet the December regulatory deadline.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to California Community Colleges Chancellor's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit,

to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California Community Colleges Chancellor's Office, or its designee, a federal agency providing direct or indirect fundings or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial and compliance Audit, including assistance with GASB conversion entries and preparation of footnote disclosures.	
Initial Quote, discounted	\$62,000
Market condition adjustments FY21 to FY24	\$40,000

Additional audit testing for GASB 87, Leases and GASB 96, SBITA's	\$8,000
Implementation of the New Risk Auditing Standards which includes an increase in information technology testing and new auditing standards on auditing estimates.	\$12,000
Student Financial Aid testing - new requirements	\$8,000
Assistance with preparation and filing of the Data Collection From	Included above
Total - Financial and Compliance Audit	\$130,000
Financial and Performance Audit - Measure Q	\$10,000
Financial and Performance Audit	\$10,500
Consulting Services:	
SBITAs audit resource fee	\$1,000
Assistance in implementing SBITA's	\$800 per agreement
Lease Solution - assistance with calculation of lease asset and liability.	Under separate agreement

We will also bill for expenses including travel and confirmation processing fees not to exceed \$5,000, and a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as follows:

Progress bill to be mailed on	Amount to be billed
Upon start of initial planning phase (estimated in February/March)	30%

Progress billing June	30%
Progress billing September	30%
Issuance of report	10%

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Solano Community College District.

CLA
CLA

Gema M Ptasinski

Gema M Ptasinski, Principal

SIGNED 2/27/2024, 4:49:39 PM PST

Client

Solano Community College District

SIGN:

Susan Wheet, VP of Finance and Administration

DATE:

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO 19SIX ARCHITECTS FOR
CONSULTANT SERVICES ON THE FAIRFIELD CAMPUS
SAND VOLLEYBALL PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a professional services contract to 19six Architects for conceptual architectural and engineering services for the Sand Volleyball Project on the Fairfield 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: Modernization of existing instructional space.

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$ 53,500 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton
Vice President, Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
Vice President, Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

March 20, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO 19SIX ARCHITECTS FOR
CONSULTANT SERVICES ON THE FAIRFIELD CAMPUS
SAND VOLLEYBALL PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A proposal was requested from 19six Architects based upon their experience with design of volleyball sports complexes. 19six Architects is part of the District's approved Architectural Pool, which was Board-approved at the April 17, 2019 Board Meeting.

The Consultant's scope of work includes conceptual architectural and engineering design that will be used to determine the feasibility of constructing a sand volleyball complex on the Fairfield Campus. Scope of services includes topographic and utility surveys, program definition and test fit design options, concept design, and a construction cost estimate.

19six Architects is recommended for award of this contract for the Sand Volleyball Project.

The Board is asked to approve a professional services contract to 19six Architects in the amount of \$53,500.00

The agreement is available online at: <https://welcome.solano.edu/measureq/approved-contracts/>

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO NINYO & MOORE FOR
MATERIAL TESTING & SPECIAL INSPECTION
SERVICES FOR THE QUAD WATER CONSERVATION
PROJECT**

REQUESTED ACTION:

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

SUMMARY:

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

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$38,164.00 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7260

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 20, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO NINYO AND MOORE FOR
MATERIAL TESTING & SPECIAL INSPECTION
SERVICES FOR THE QUAD WATER CONSERVATION
PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A proposal was solicited directly from Ninyo & Moore. This firm is part of the February 7, 2024 Board approved pool of Material Testing & Special Inspections firms. Based upon qualifications and the proposed scope of work, Ninyo & Moore's proposal was reviewed and is appropriate for the scope of work requested.

The Board is asked to approve a professional services contract to Ninyo & Moore in the amount not to exceed \$38,164.00.

The agreement is available online at: <https://welcome.solano.edu/measureq/approved-contracts/>

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CLINICAL EXPERIENCE AGREEMENT BETWEEN
SOLANO COMMUNITY COLLEGE AND VACAVILLE
CONVALESCENT AND REHABILITATION CENTER

REQUESTED ACTION:

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

SUMMARY:

This agreement with Vacaville Convalescent and Rehabilitation Center (VCRC) benefits Solano Community College CNA/HHA Program students by providing them clinical experience in which to train. A copy of the agreement will be available in the offices of the Superintendent-President, the Dean of the School of Health Sciences, and VCRC. Effective May 1, 2024, this new agreement will replace our current two-year agreement and will be valid continuously. We will no longer be required to renew this agreement on a two-year cycle.

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:	Board Policy:	Estimated Fiscal Impact: None
SUPERINTENDENT’S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
David Williams, Ph.D. Vice President, Academic Affairs		
PRESENTER’S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS		Celia Esposito-Noy, Ed.D. Superintendent-President
707-864-7117		
TELEPHONE NUMBER		
David Williams, Ph.D. Vice President, Academic Affairs		March 20, 2024
VICE PRESIDENT APPROVAL		DATE APPROVED BY
March 11, 2024		SUPERINTENDENT-PRESIDENT
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

CLINICAL EXPERIENCE AGREEMENT

This Renewal Agreement is between **Vacaville Convalescent and Rehabilitation Center (VCRC)** (hereinafter known as Health Center) located at **585 Nut Tree Road, Vacaville, Ca 95688** and **Solano Community College** (hereinafter known as *SCHOOL*) and located at **4000 Suisun Valley Road, Fairfield, California 94534-3197** and is effective as of **May 1, 2024**

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 continuously.
- B. 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*:

Joe Niccoli
Healthcare Administrator
Vacaville Convalescent and Rehab Center (VCRC)
585 Nut Tree Road
Vacaville, Ca 95688
Telephone: (707) 449-8000
Jniccolivcrc@yahoo.com

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

- 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

SCHOOL

**Vacaville Convalescent and Rehab center
(VCRC)**

By: 
Joe Niccoli

Title: Administrator
Healthcare Administrator

Date: 6 March 2024

Solano Community College

By: _____
David Williams Ph. D.

Title: _____
Vice President, Academic Affairs

Date: _____

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

TO: Members of the Governing Board

**SUBJECT: MOU WITH TOURO UNIVERSITY CALIFORNIA FOR
GUARANTEED INTERVIEW IN THE DOCTOR OF
OSTEOPATHIC MEDICINE OR PHARMACY
PROGRAMS, OR ADMISSION TO THE ADN TO MSN
PROGRAM**

REQUESTED ACTION:

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

SUMMARY:

Under this MOU, competitive SCC students/alumni may qualify for a guaranteed interview in the Doctor of Osteopathic Medicine program, the Doctor of Pharmacy program, and the Associate Degree in Nursing to the Master of Science in Nursing (ADN to MSN) program at Touro University California (TUC). TUC will offer up to 10 guaranteed interviews in each Doctor program and up to 5 guaranteed admissions to the nursing program.

This agreement shall remain in effect through February 1, 2029. It has no fiscal implications and greatly improves our students' ability to achieve their education and career goals.

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>NONE</i>
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SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

David Williams

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

ADDRESS

707-864-7117

TELEPHONE NUMBER

David Williams

Vice President, Academic Affairs

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Memorandum of Understanding

This Memorandum of Understanding (hereafter referred to as the “agreement”), shall be between **Touro University California**, located at 1310 Club Drive, Vallejo, CA 94592 (hereafter referred to as TUC) and **Solano Community College**, located at 4000 Suisun Valley Road (hereafter referred to as SCC). This agreement sets forth the terms and conditions under which competitive current students or graduates who attended/are attending SCC may qualify for a guaranteed interview in the Doctor of Osteopathic Medicine program within the College of Osteopathic Medicine (COM), the Doctor of Pharmacy program within the College of Pharmacy (COP), and the Associate Degree in Nursing to the Master of Science in Nursing (ADN to MSN) program within the College of Education and Health Sciences (CEHS).

TUC is committed to accepting a diverse group of qualified individuals from a variety of backgrounds and experiences. Preference is given to applicants who demonstrate a commitment to the mission of the program through background, community service, and/or clinical experience.

It is mutually agreed that TUC will offer up to **ten (10)** SCC students/alumni (future senior undergraduates, post-baccalaureate program students, and future MS Biology students) who graduate from an approved accredited four-year institution a ***guaranteed interview*** to the **Doctor of Osteopathic Medicine** program each academic year if the SCC applicants meet the following requirements:

- A. Applicant has graduated from an approved accredited four-year institution within three years of the current application cycle or is classified as a current senior in good standing at an accredited.
- B. Earned a science and cumulative Grade Point Average (GPA) of 3.20 or better as calculated by the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS).
- C. Earned a Medical College Admissions Test (MCAT) score of 500 or better.
- D. Completed or are on track for all Doctor of Osteopathic Medicine admissions requirements as outlined on the TUC Admissions website at the time of application.
- E. Completed at least 20 hours of volunteer experience working with osteopathic physicians, primary care clinics, and/or underserved or under-resourced communities.
- F. Submitted at least one letter of recommendation from an osteopathic physician (D.O.)
- G. Be free of any findings of professionalism standards or academic integrity violations.
- H. Followed the standard TUC application process, including the submission of the AACOMAS and supplemental applications, letters of recommendation, and other

required documents. Applications must be completed and submitted by September 1st of the student's final academic year at the approved accredited four-year institution.

It is mutually agreed that TUC will offer up to **ten (10)** current SCC students a ***guaranteed interview*** to the **Doctor of Pharmacy** program each academic year if the SCC applicants meet the following requirements:

- A. Applicant has graduated within one year of the current application cycle or is classified as a current senior who is in good standing at SCC.
- B. Earned a science and cumulative Grade Point Average (GPA) of 3.00 or better as calculated by the Pharmacy College Application Service (PharmCAS).
- C. Upon matriculation, must have completed all Doctor of Pharmacy admissions requirements as outlined on the TUC Admissions website including all prerequisite coursework, the submission of the PharmCAS application, and the submission of one reference letter.
- D. Be free of any findings of professionalism standards or academic integrity violations.
- E. Students applying under this agreement for the TUC PharmD program must submit their application no later than March 1st of the current admissions cycle.

It is mutually agreed that TUC School of Nursing will offer SCC students the benefits of the Solano Community College Scholarship Program based on the term set for in TUC/SCC Memorandum of Understanding signed by SCC on July 21, 2021. In addition, it is mutually agreed that TUC will offer up to **five (5) current** SCC students guaranteed admission in the Associate Degree in Nursing to the Master of Science in Nursing (ADN to MSN) program based on the following TUC Requirements:

- A. Applicant is classified as a current student who is in good standing at SCC, or has graduated within one year of the current application cycle from SCC.
- B. Earned a science and cumulative Grade Point Average (GPA) of 2.75 or better as calculated by the Nursing College Application Service (NursingCAS).
- C. Successfully passed the "free" TUC "Current Issues in Professional Nursing and Writing in the Discipline" course outlined in the July 21, 2021 Memorandum of Understanding.
- D. Upon matriculation, must have completed all ADN to MSN admissions requirements as outlined on the TUC Admissions website including all prerequisite coursework, completed an associate degree in nursing from SCC, received a valid California registered nurse license (before the start of student's second semester), and completed the submission of the Nursing CAS application.
- E. Be free of any findings of professionalism standards or academic integrity violations.
- F. Students applying under this agreement for the ADN to MSN program must submit their application no later than March 30th of the current admissions cycle.

Expectations of TUC and SCC Regarding the Memorandum of Understanding

- A. SCC will identify and submit to TUC the names and email addresses of up to **ten (10)** qualified applicants who are to be considered for **guaranteed interview** within the TUC

Doctor of Osteopathic Medicine program by November 1st of the current admissions cycle.

- B. SCC will identify and submit to TUC the names and email addresses of the **ten (10)** qualified applicants who are to be considered for a **guaranteed interview** into the TUC **Doctor of Pharmacy** program by November 1st of the current admissions cycle.
- C. SCC will identify and submit to TUC the names and email addresses of up to **ten (5)** qualified applicants who are to be considered for **guaranteed admission** within the TUC **Associate Degree in Nursing to the Master of Science in Nursing degree** (ADN to MSN) program by November 1st of the current admissions cycle.
- D. If requested, TUC will provide SCC with the final admission status of each student considered under this agreement.
- E. For those SCC students/graduates who apply and are accepted into the Doctor of Pharmacy program, TUC will offer them membership to the College of Pharmacy Peer Student Mentorship Program.
- F. Selected Students will be notified of their status via the processes described on the TUC website. Those not selected will also be notified by the same process.
- G. TUC will add student information to the campus-wide CRM to continue communicating to SCC students after graduation and/or transferring to a four-year institution, indicated by SCC, of future potential engagement events that will provide updated information on programs, application preparation, interactions with faculty, and direct admissions-related activities during the application cycle.

Limitations

While this document outlines certain criteria for the admission of SCC graduates, SCC agrees that acceptance into TUC also depends on a variety of criteria, including, but not limited to, academic ability, clinical experience, fit to mission, and interview performance. Acceptance into the TUC Doctor of Osteopathic Medicine or the Doctor of Pharmacy programs are therefore not guaranteed to any SCC student considered under this agreement.

Compliance with the Family Educational Rights and Privacy Act (“FERPA”)

In addition to the foregoing obligations, if SCC provides TUC with any legally confidential information, including but not limited to confidential personnel information or "personally identifiable information" from student education records as defined by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the implementing regulations in Title 34, Part 99 of the Code of Federal Regulations (“FERPA”), TUC hereby certifies that collection of this information from SCC is necessary for the performance of the TUC’s duties and responsibilities on behalf of SCC under this Agreement. TUC further agrees to handle information protected by FERPA in the same manner it would protect the confidentiality of the personally identifiable information of its students and employees.

Neither TUC nor SCC shall discriminate against any candidate, employee, applicant, or student enrolled in their respective programs because of age, creed, gender identity, national origin, race, sex, sexual orientation or any other basis protected by law.

Implementation, Expiration, and Termination

This agreement shall become effective upon the date that both parties have indicated their agreement by signing this document and shall remain in effect for five (5) years through February 1, 2029, with the possibility of extension should both parties agree. This agreement may be terminated by either party, without cause, with 60 days prior written notice.

The laws of the State of California shall govern the validity and the interpretation of this MOU. Any and all disputes arising out of or relating to this Memorandum of Understanding shall be presented to expedited arbitration before a single arbitrator (who shall be an attorney knowledgeable about matters relating to this Agreement) and shall be conducted at and by the American Arbitration Association (AAA). The costs of such arbitration shall be borne equally by the parties with each party bearing its own attorneys' fees and any costs associated with presenting its proof. If resolution cannot be reached through arbitration, the matter may be submitted to the Marin County Superior Court, located in San Rafael, California.

The parties agree to defend, indemnify, and hold each other harmless against any and all claims, suits, liabilities, and costs including but not limited to reasonable attorneys' fees for claims or suits arising out of or related to the negligence or intentional wrongful acts or omissions of the institutions or their employees, officers, trustees, or students.

This Agreement constitutes all the terms of the Memorandum of Understanding. Any amendments must be submitted in writing and agreed to by all parties.

Execution

The individuals executing this Memorandum of Understanding are authorized to sign on behalf of their institutions and certify that their institutions have accepted the terms of the Agreement and further agree to comply with its terms.

Touro University California

Printed Name: Tami Hendriksz

Signature: _____

Title: Interim Chief Academic Officer

Date: _____

Solano Community College

Printed Name: David Williams, Ph.D.

Signature: _____

Title: Vice President, Academic Affairs

Date: _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____

AGENDA ITEM 13.(m)
MEETING DATE March 20, 2024

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

TO: Members of the Governing Board

SUBJECT: TIMELYCARE CONTRACT RENEWAL 2024-2026

REQUESTED ACTION:

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

SUMMARY: The Foundation for California Community Colleges (“Foundation”) has entered into a systemwide CollegeBuys Master Services Agreement (“Master Services Agreement”) for telehealth/tele-mental health services with TimelyCare. TimelyCare is the market leader and the only telehealth provider that is 100% focused on the higher education sector, providing on-demand 24/7 medical, on-demand 24/7 “TalkNow” mental and emotional support, Scheduled Counseling, Psychiatry, and Health Coaching services.

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: _____ *Board Policy:* _____ *Estimated Fiscal Impact:* \$320,625

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

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

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

Lisa Neeley, M.A.
VICE PRESIDENT APPROVAL

March 5, 2024
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 20, 2024
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Service Outcomes

The Outcomes report reflects how members find value in our services.

Mental Health Improvement- Counseling

Mental Health Improvement- TalkNow

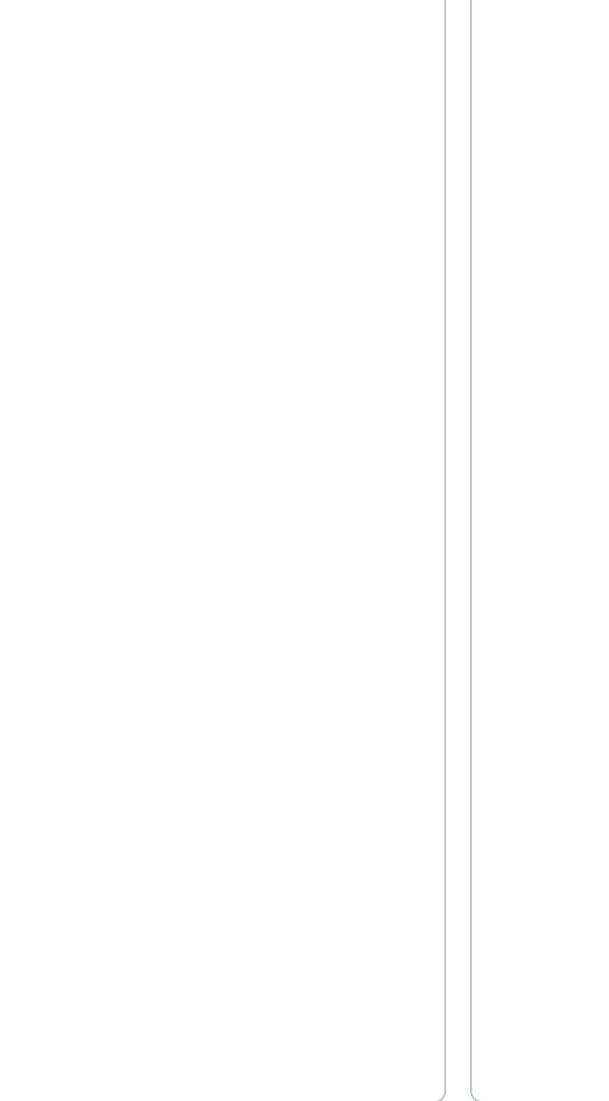
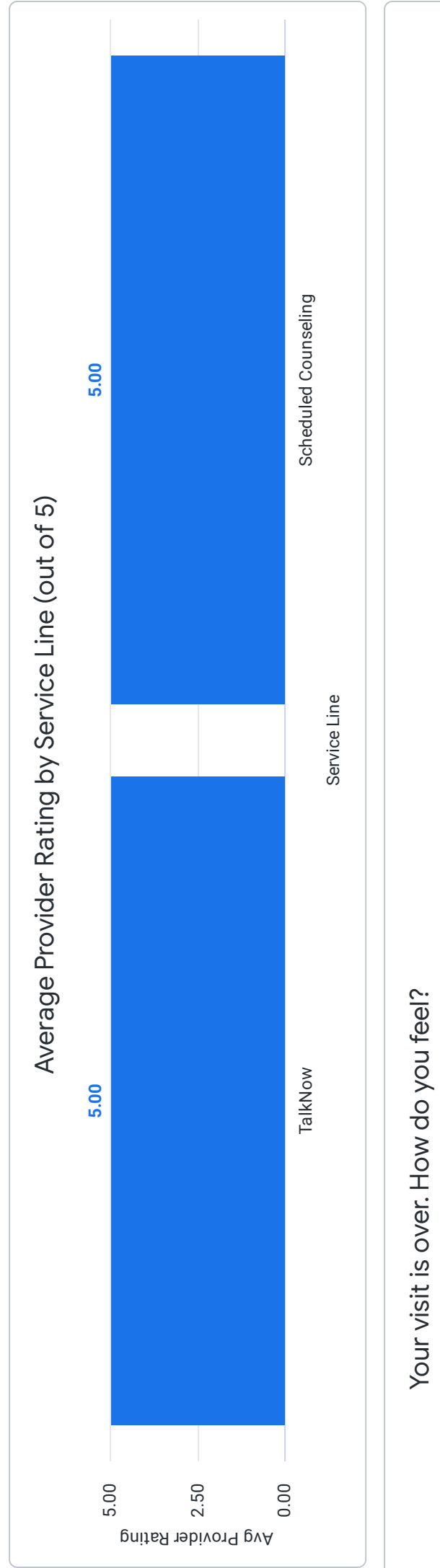
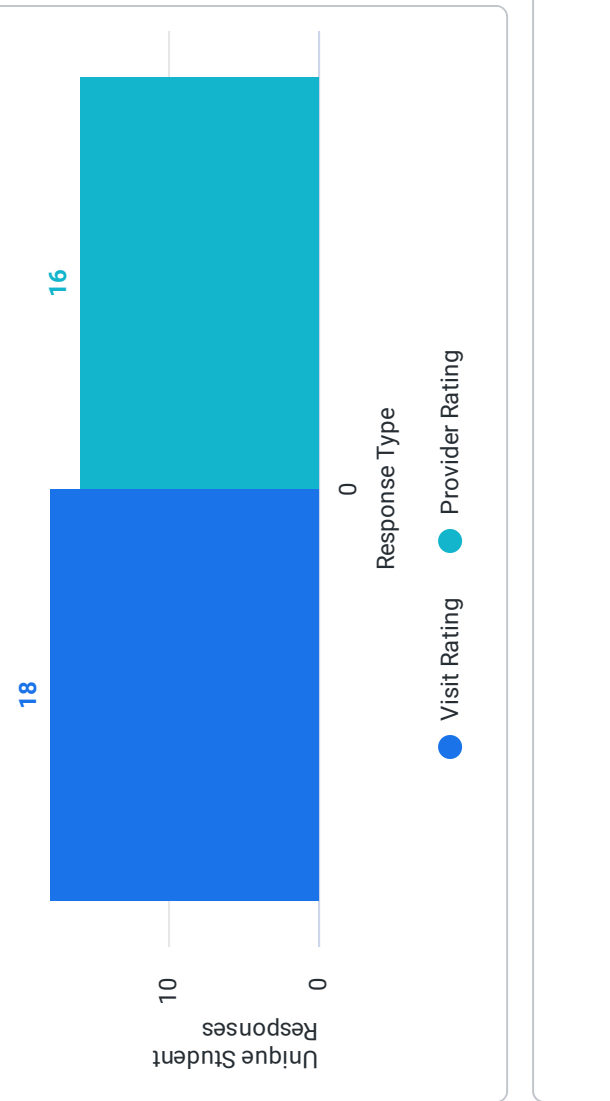
Student Satisfaction Survey Response

Would you recommend to a friend? (1-5 Scale)

Percent

No Results

5=Absolutely, 4=Probably, 3=Neutral, 2=Not Likely, 1=No Way



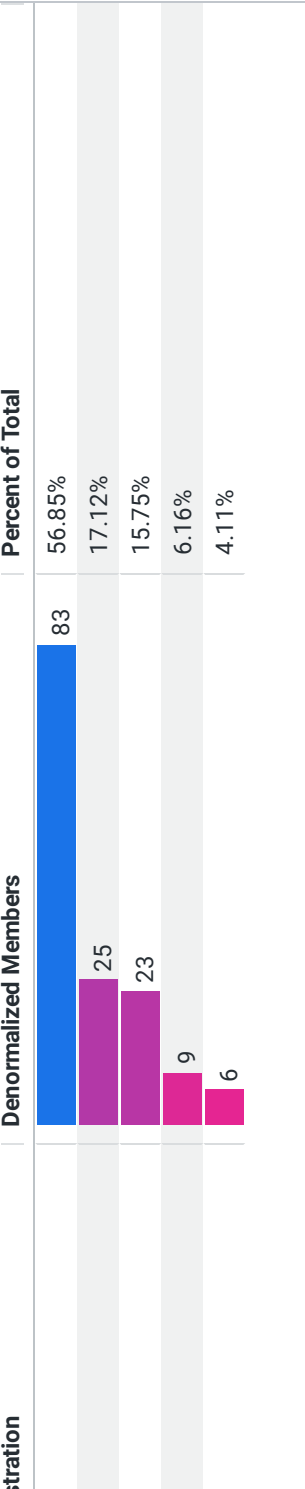
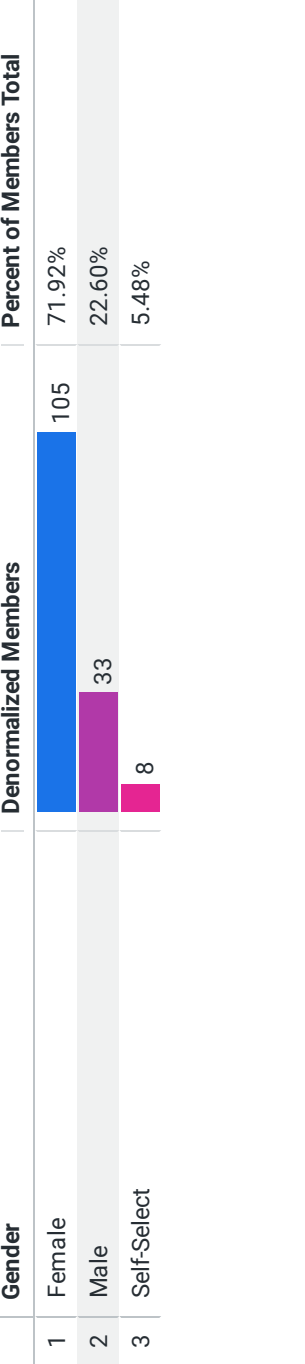
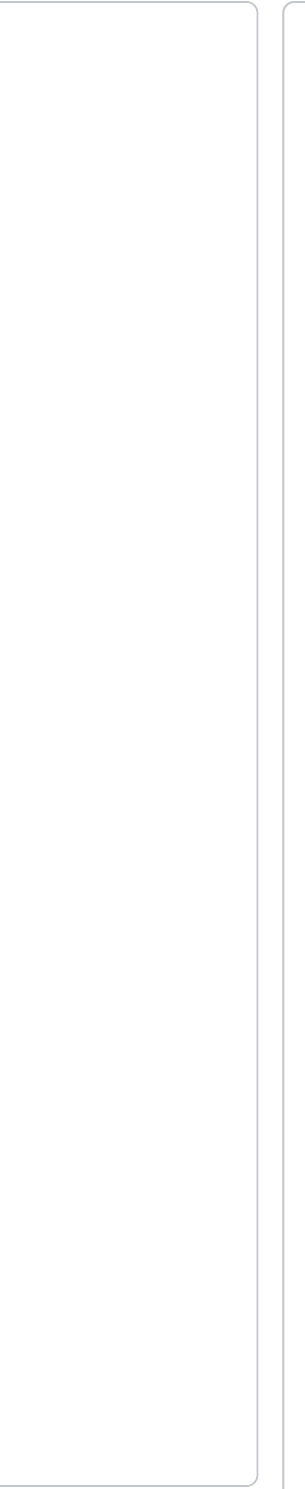
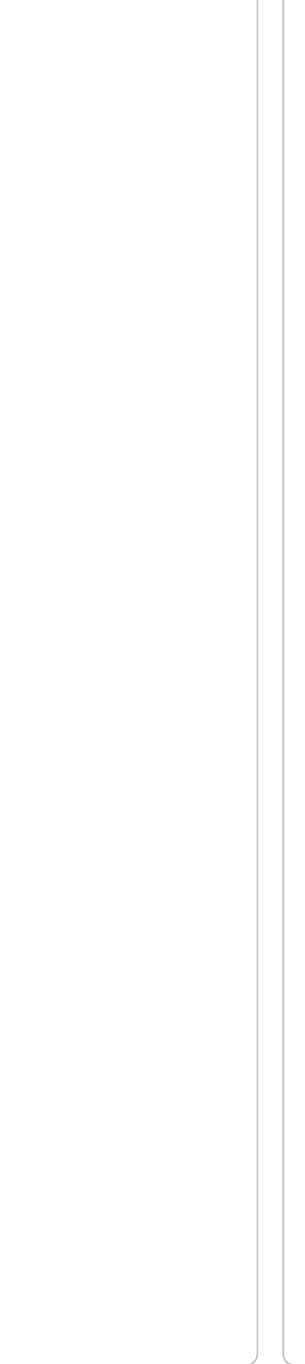
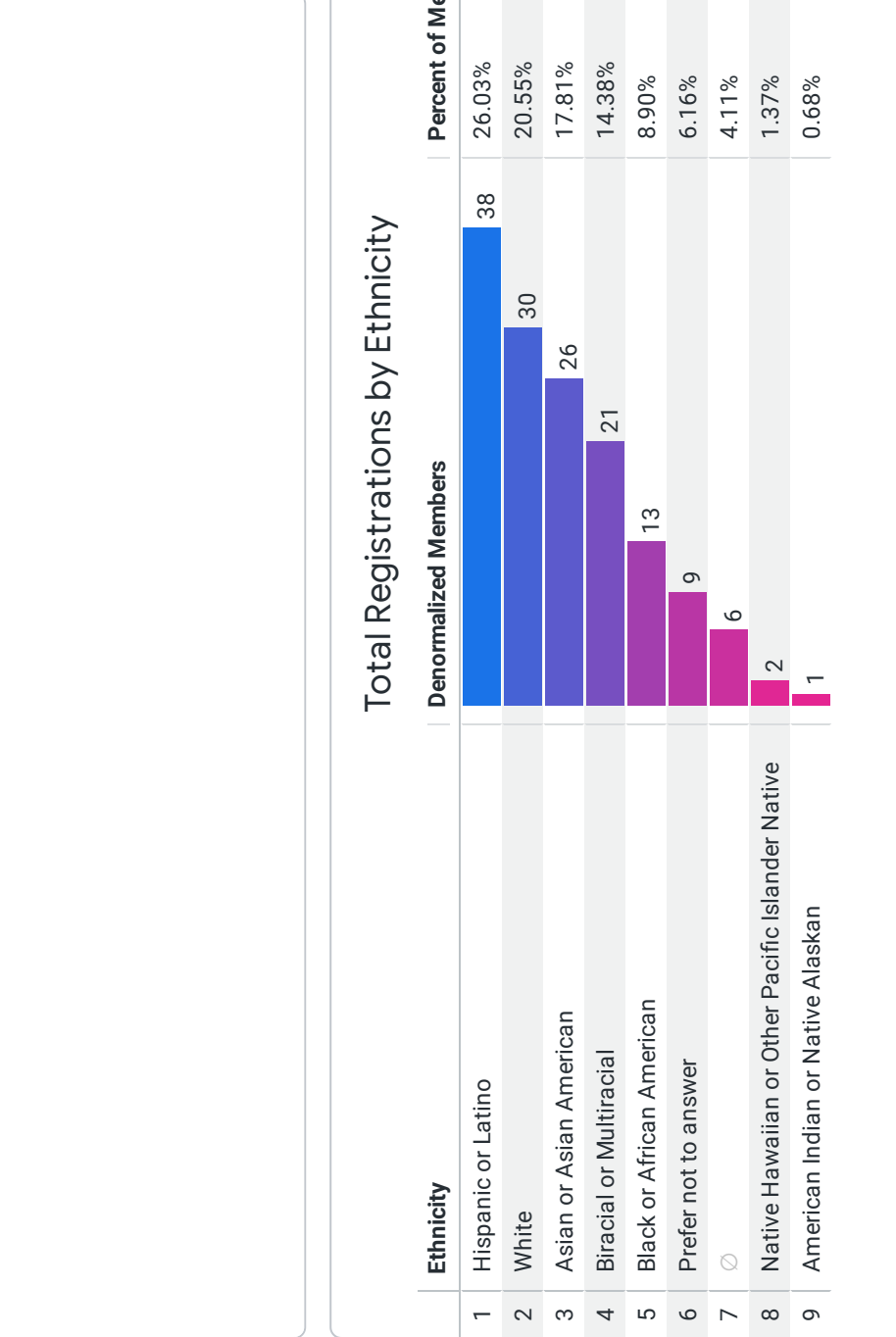
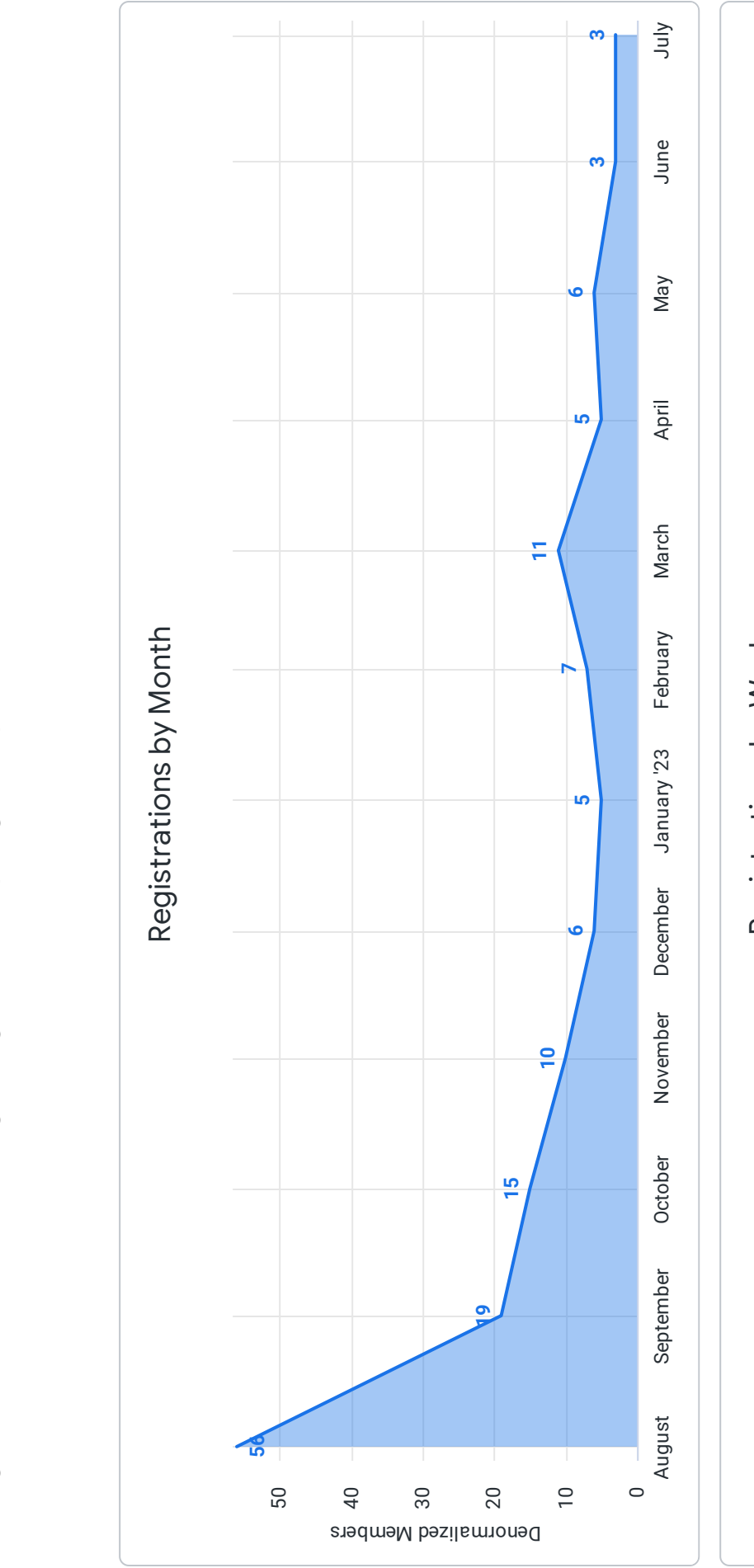
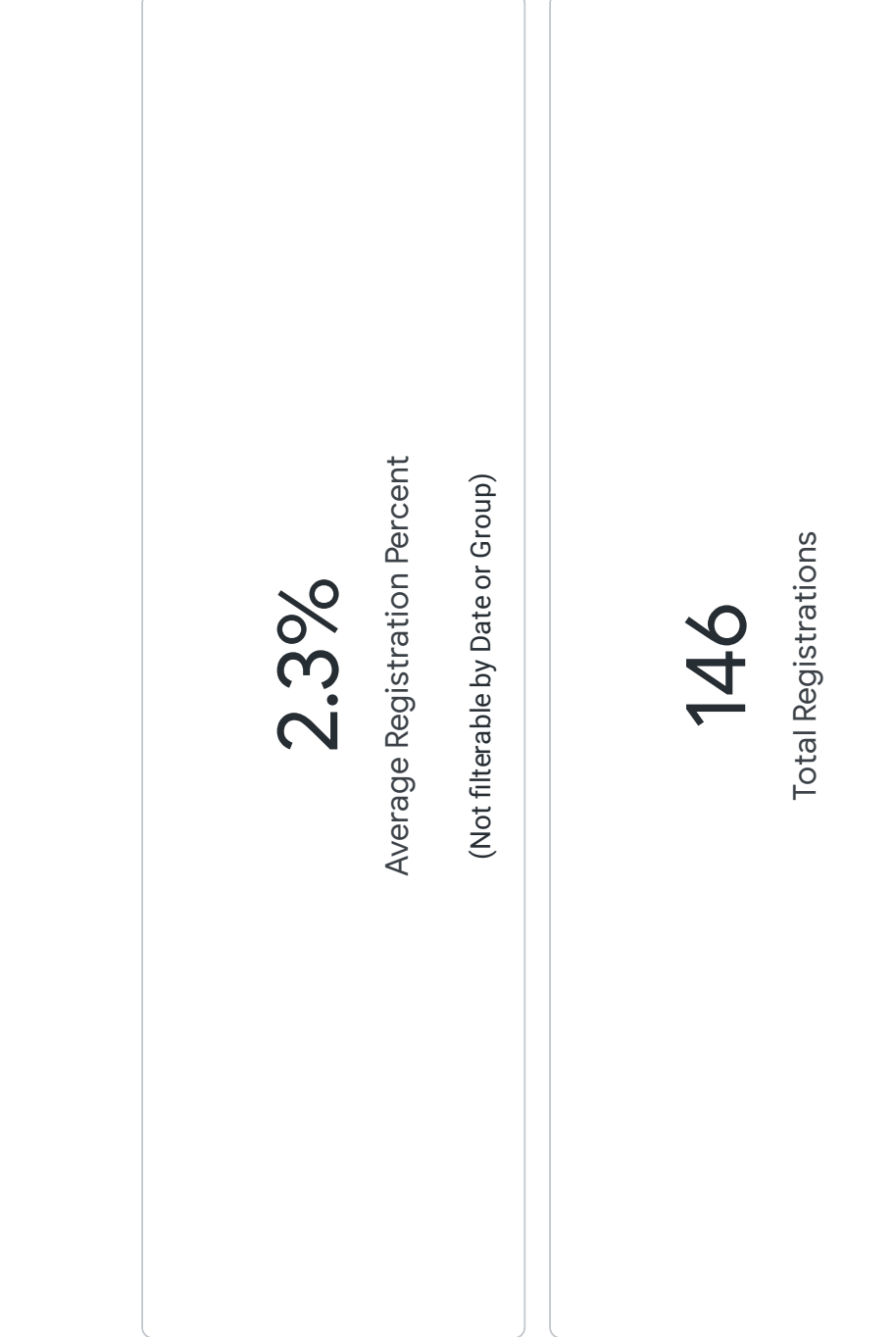
Your visit is over. How do you feel?

No results

No results

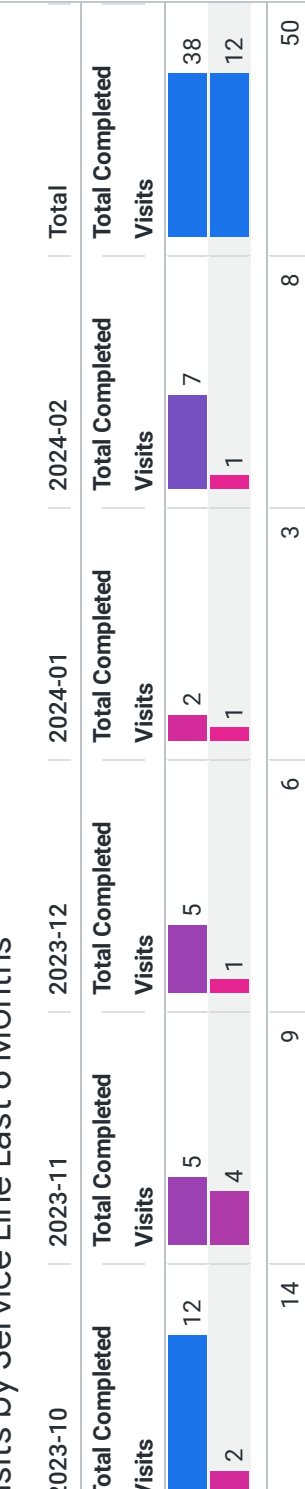
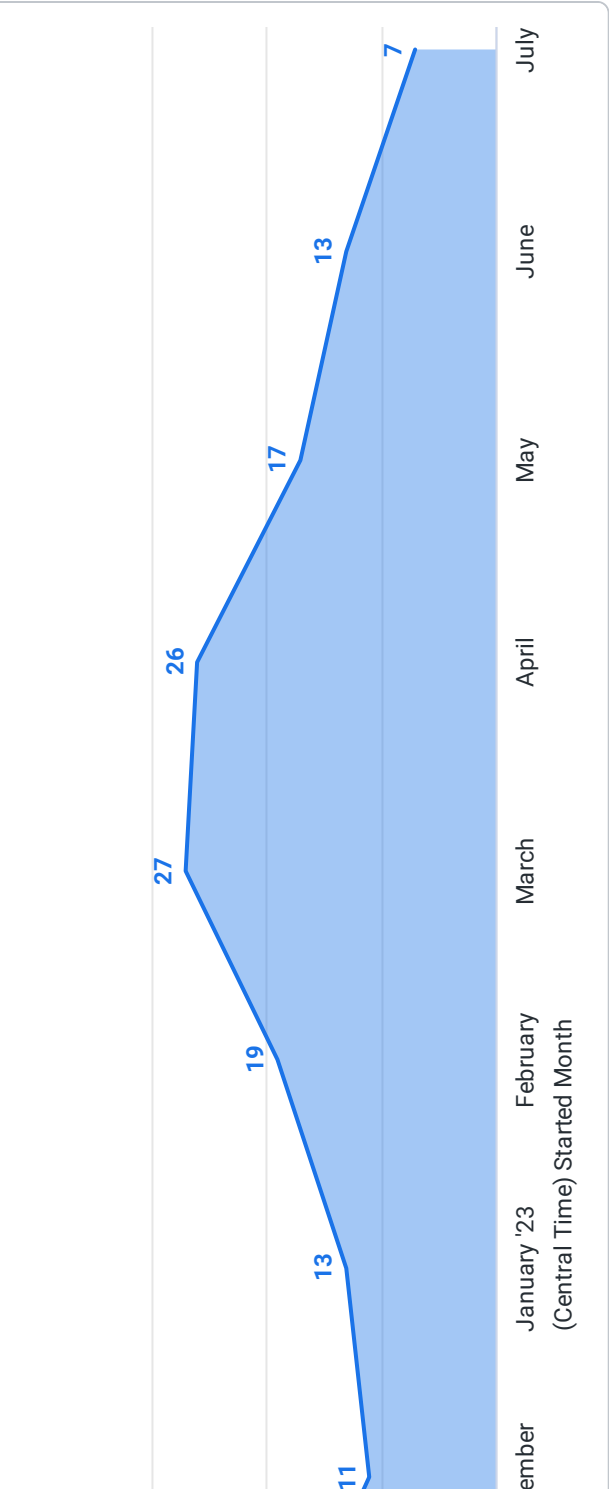
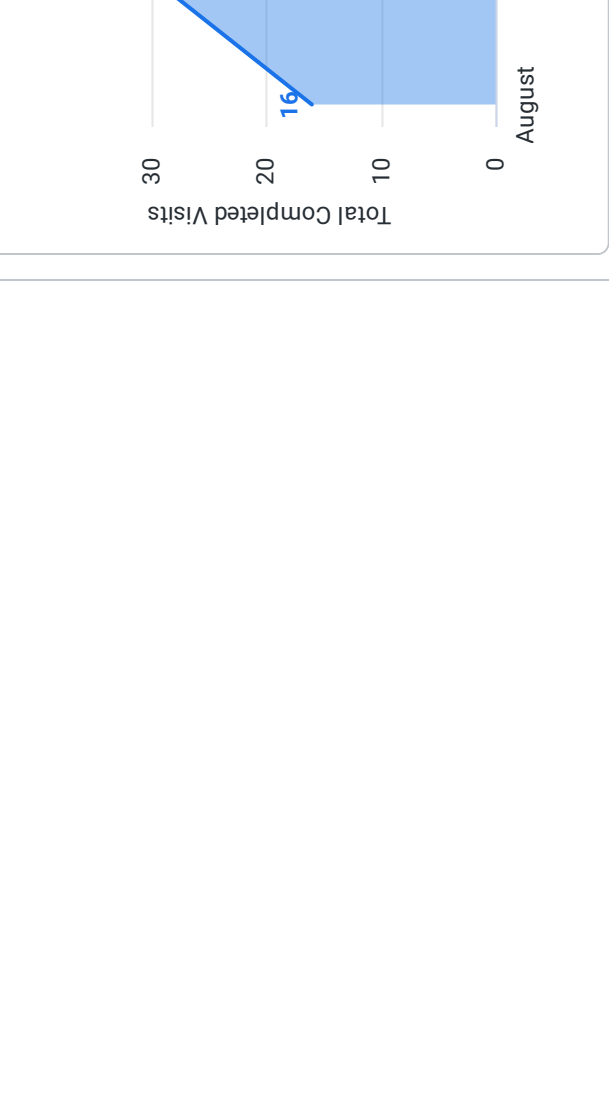
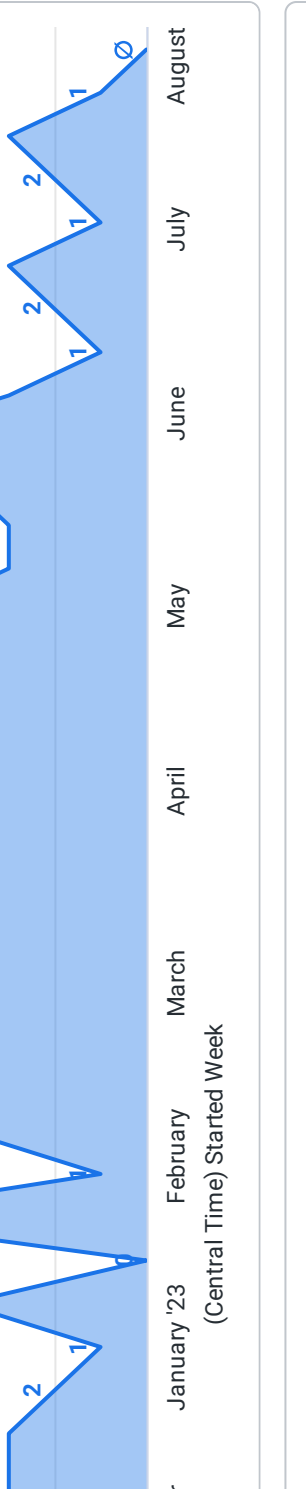
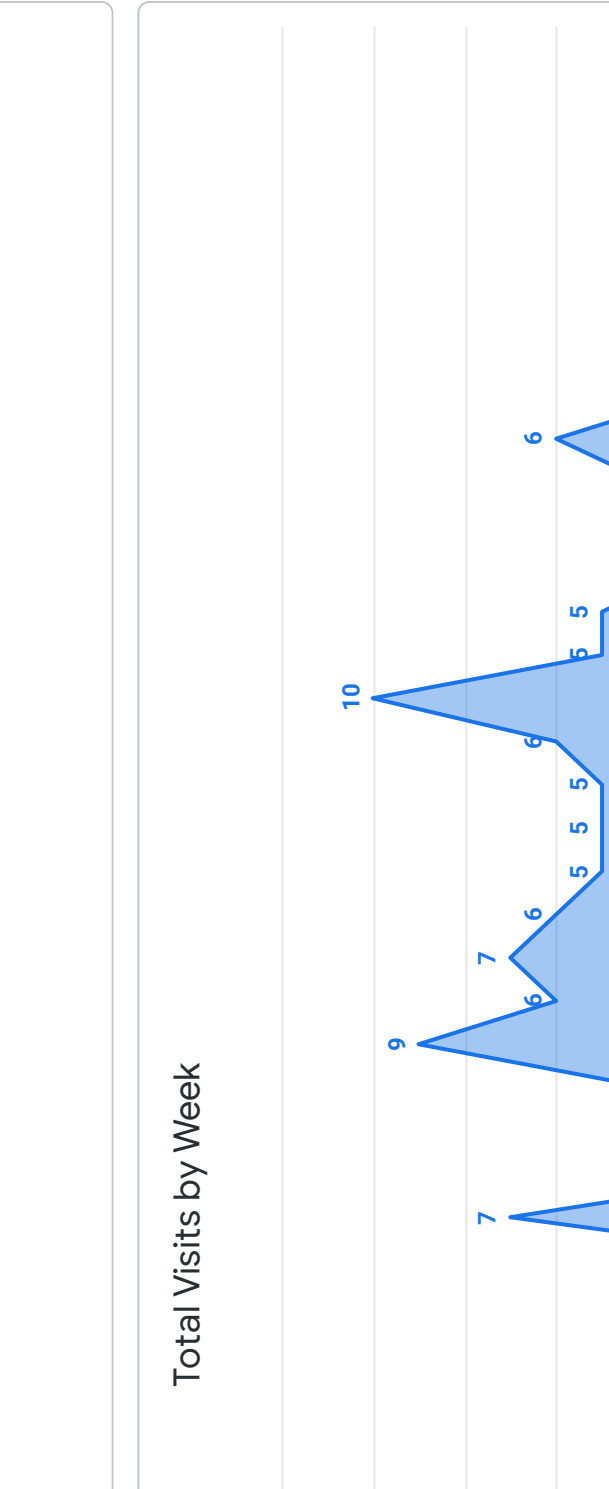
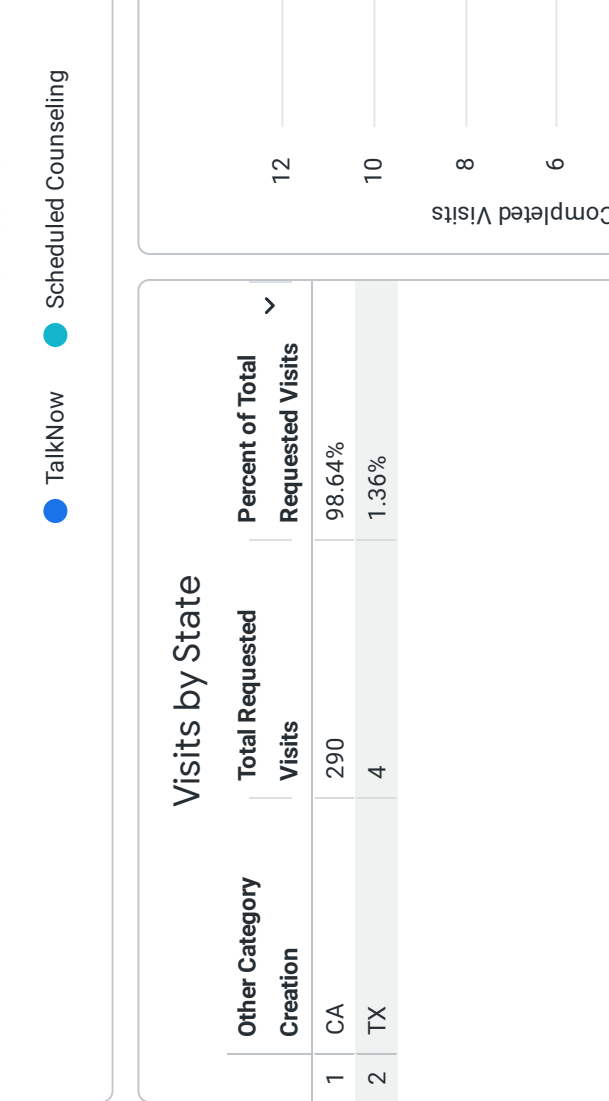
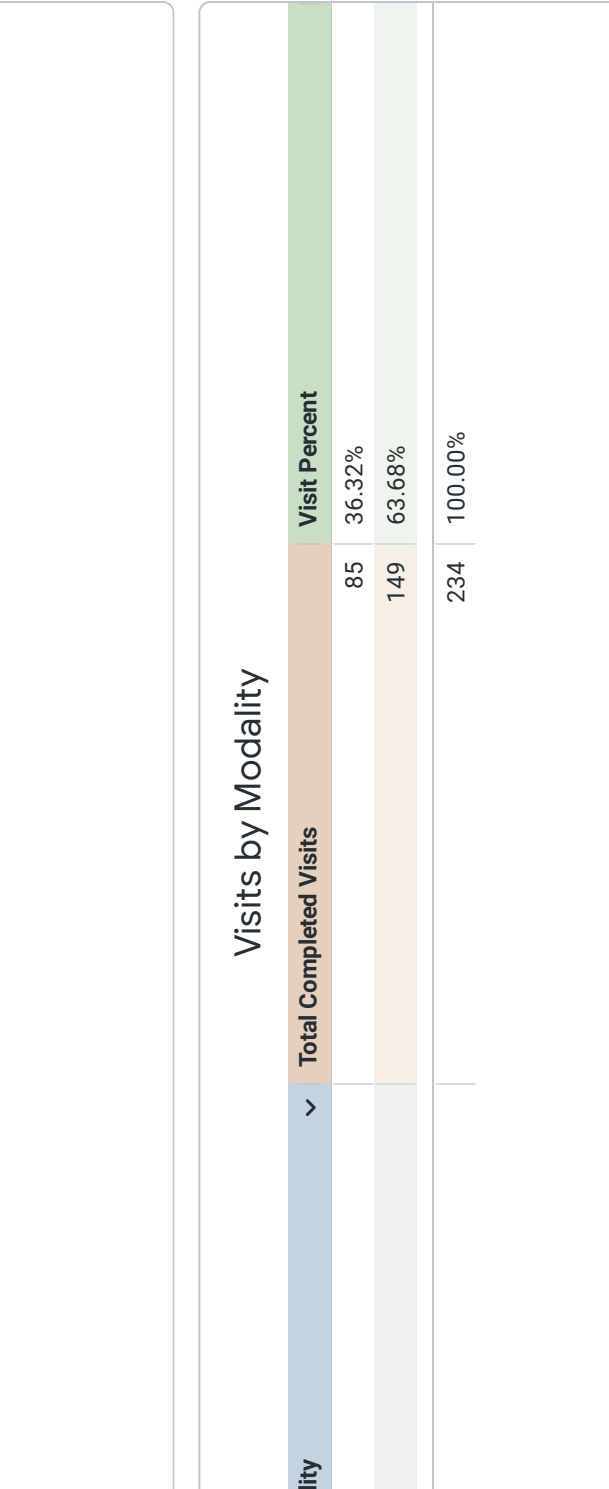
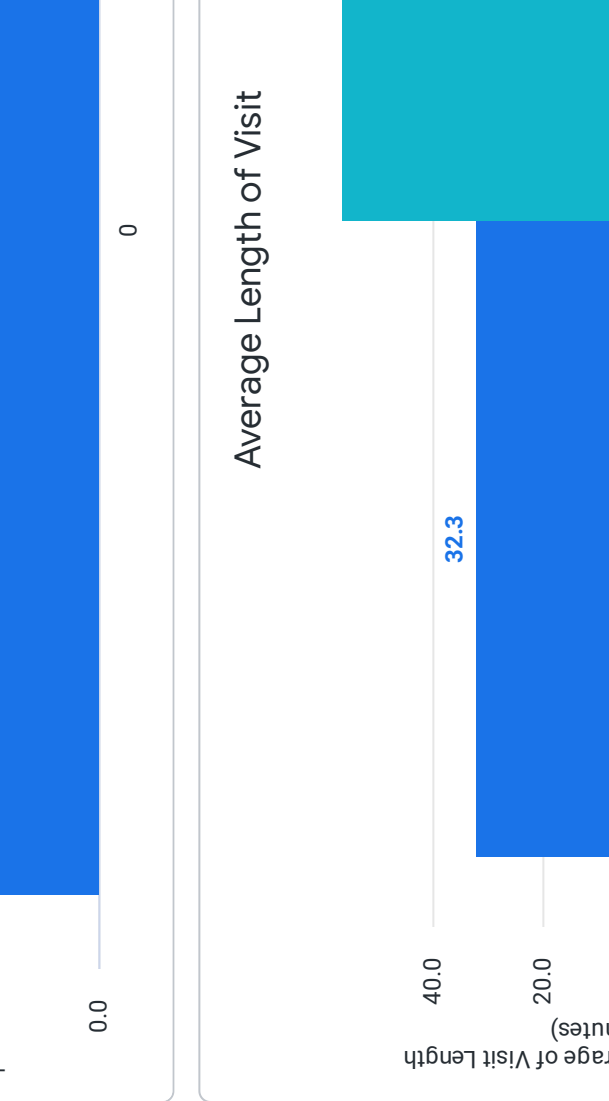
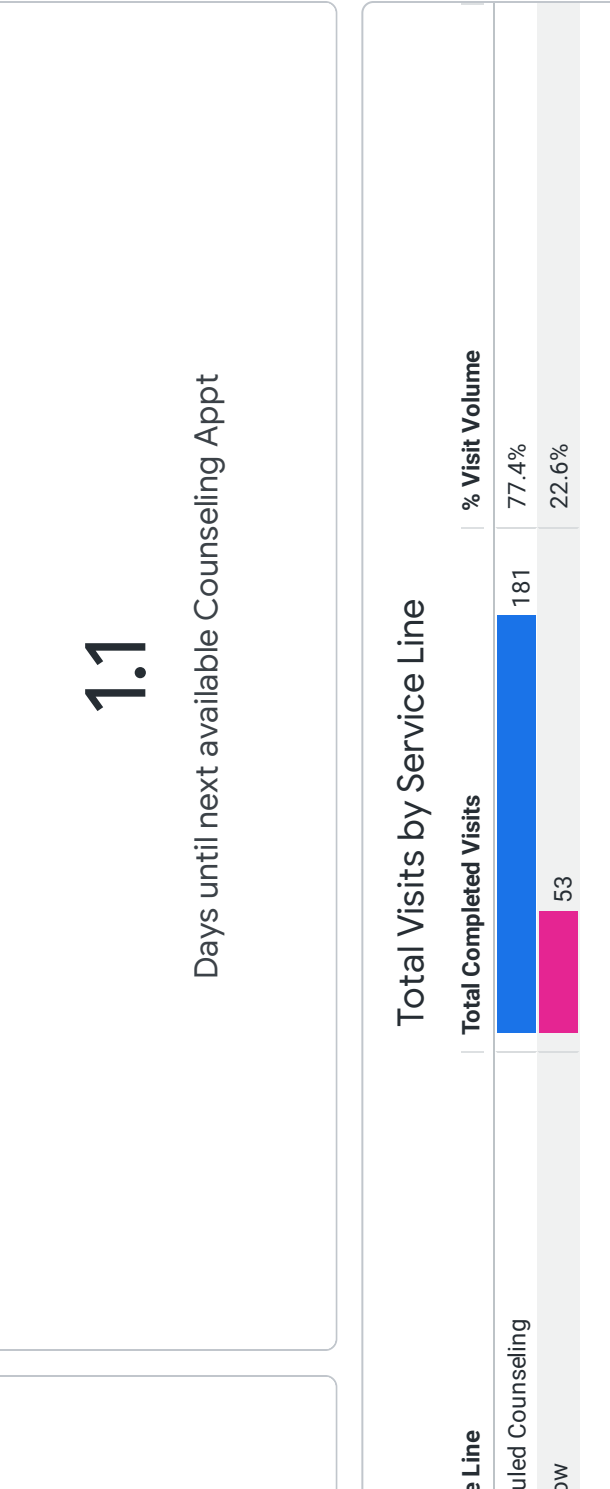
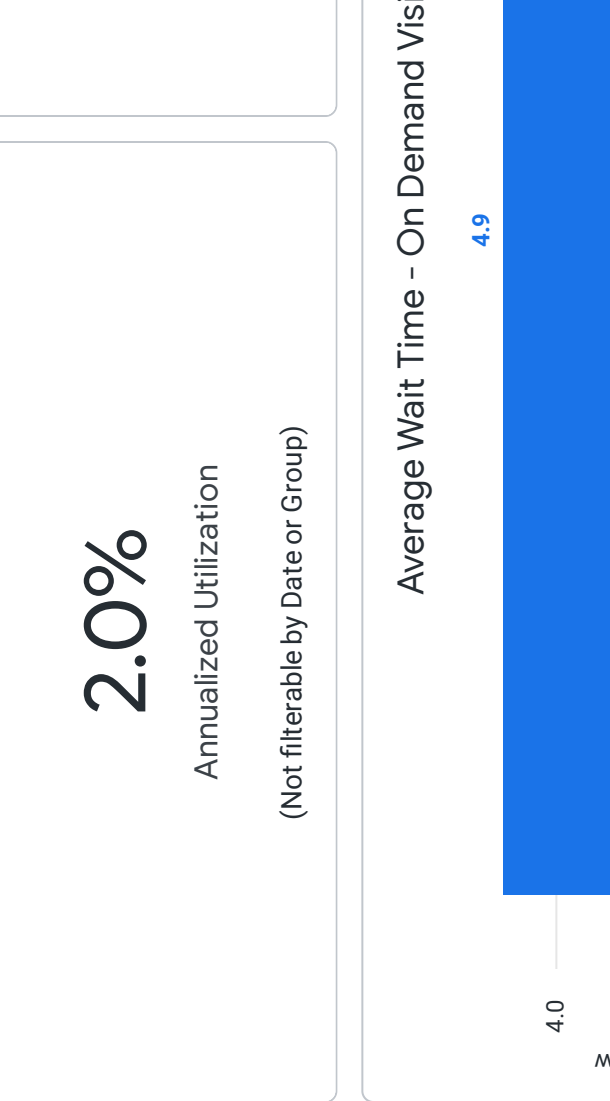
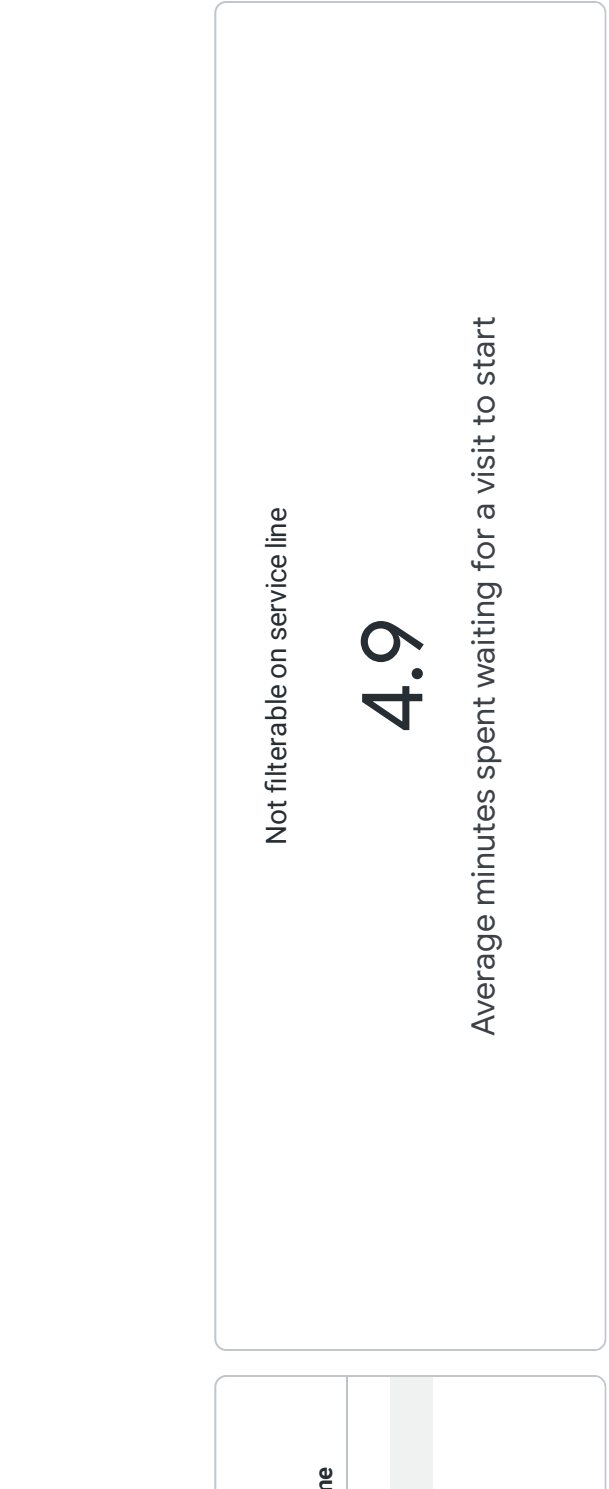
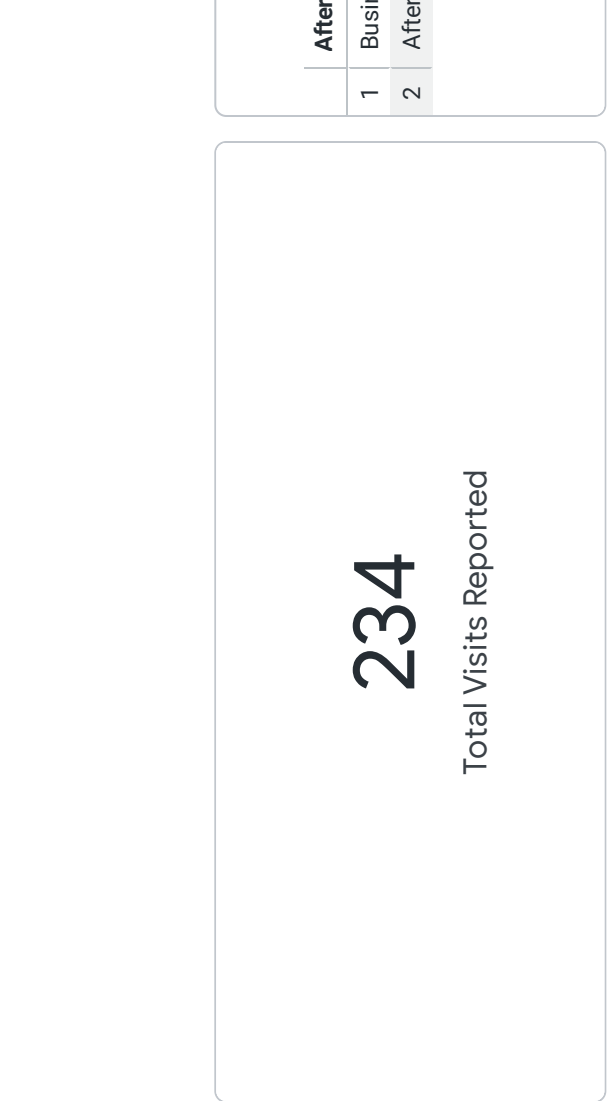
Equitable Access

TimelyCare wants to ensure members of all genders, ethnicities, and age ranges are adopting TimelyCare.

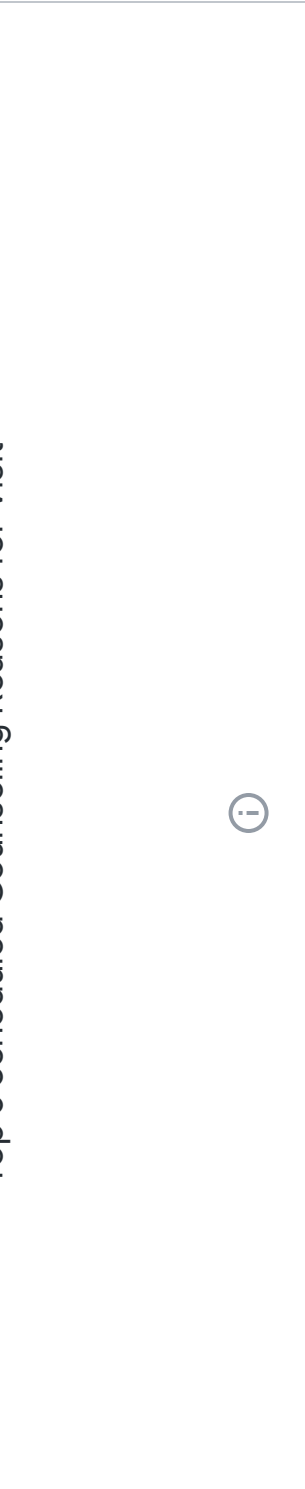
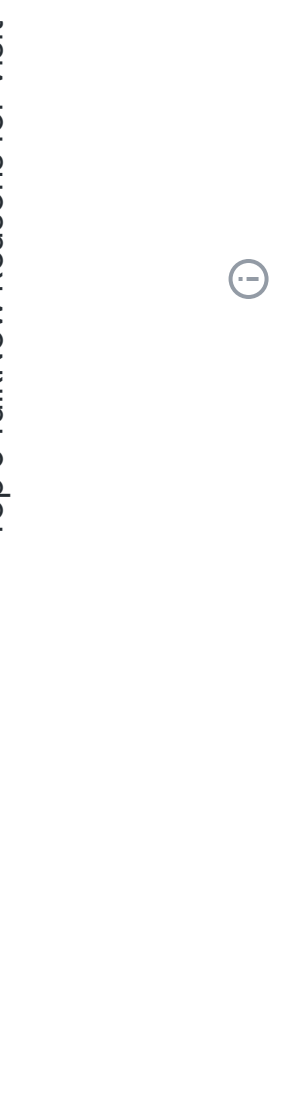
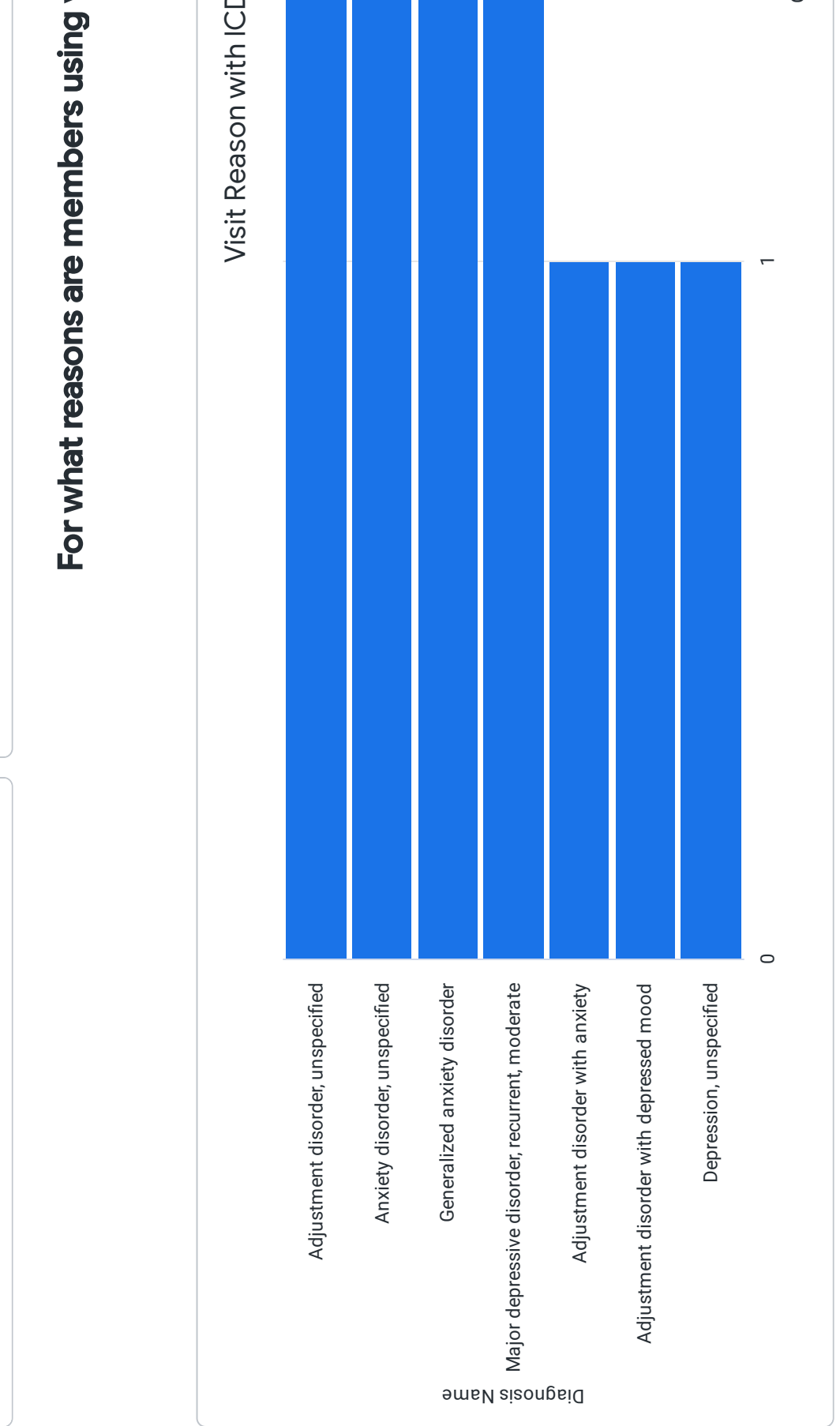
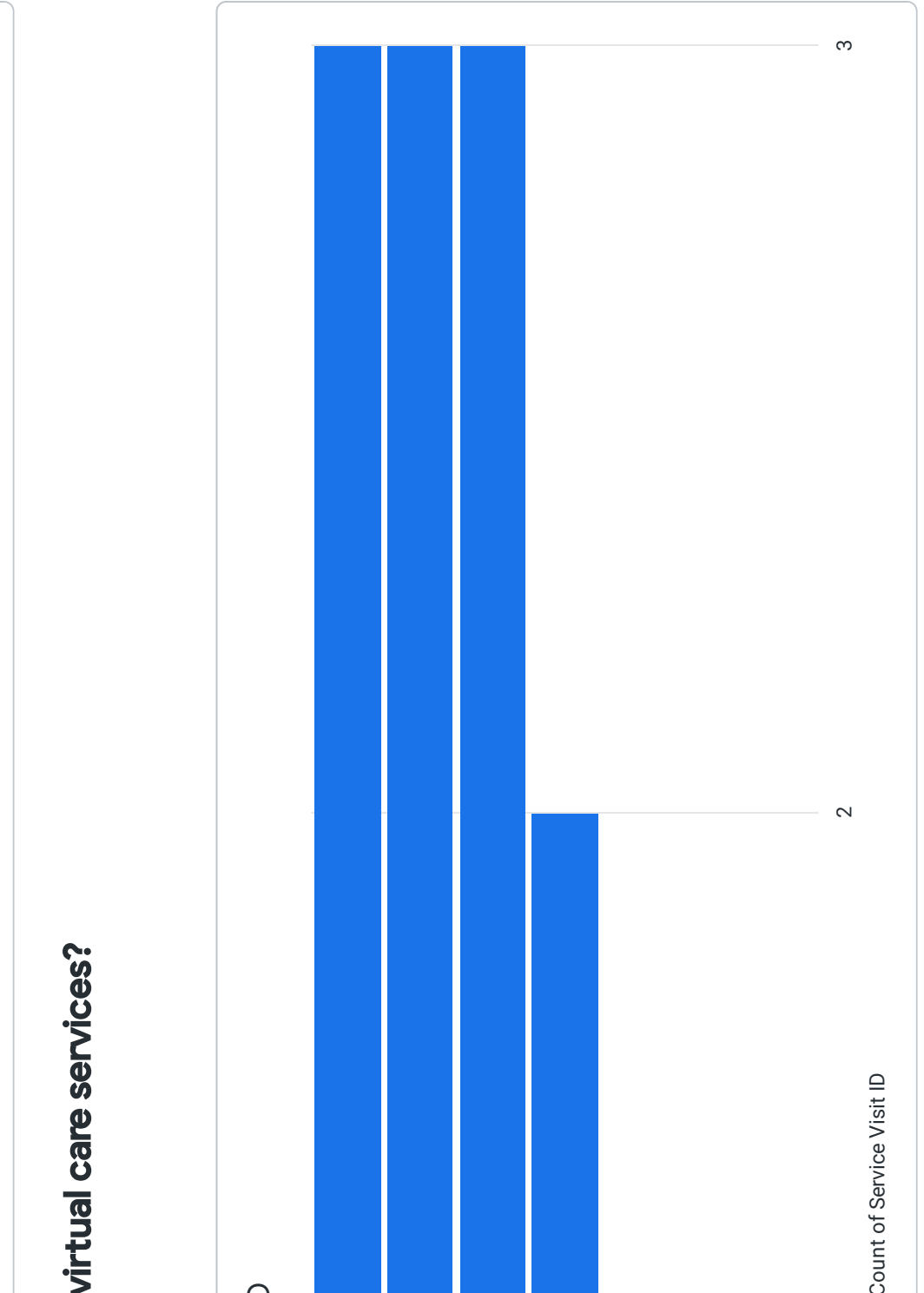
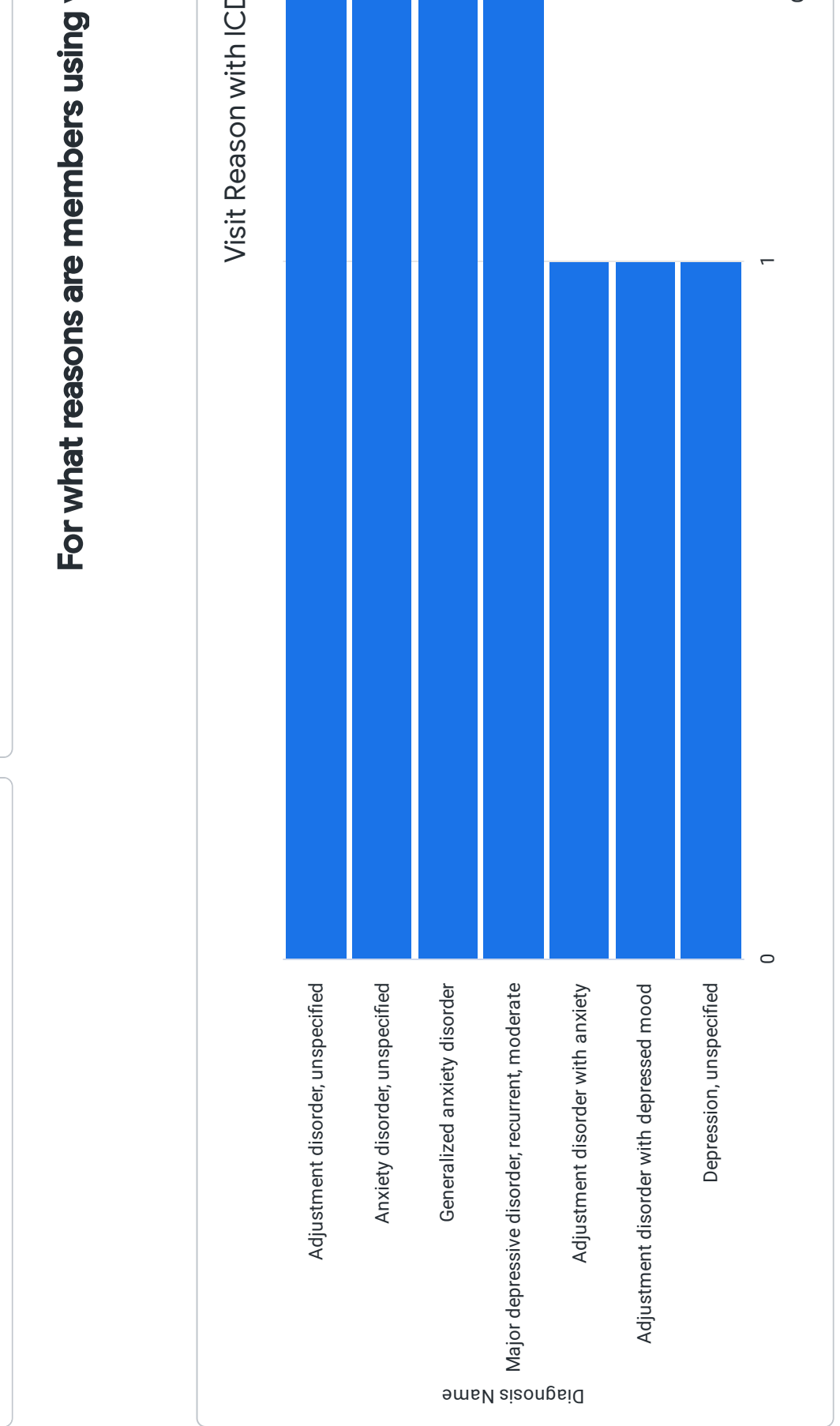
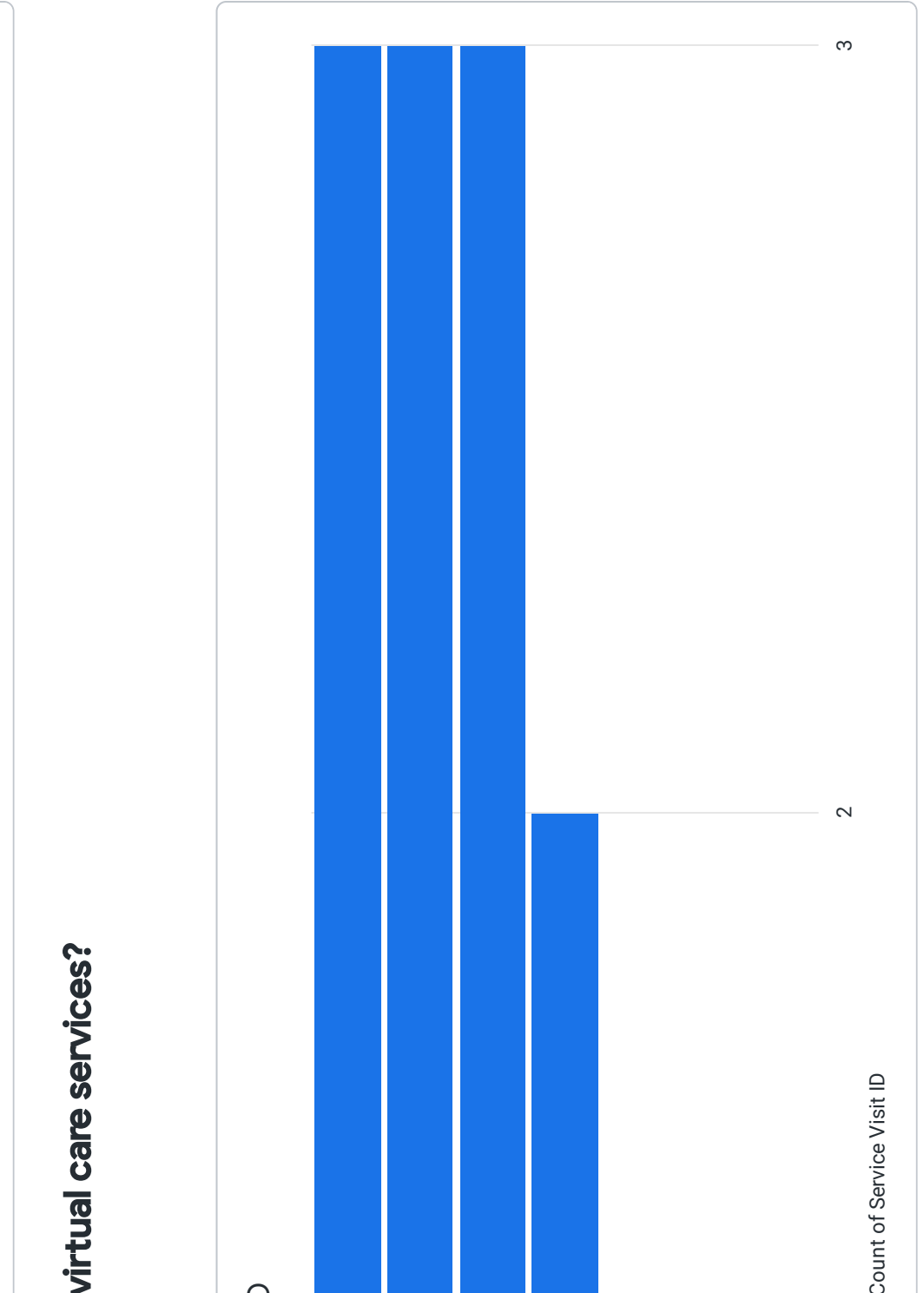
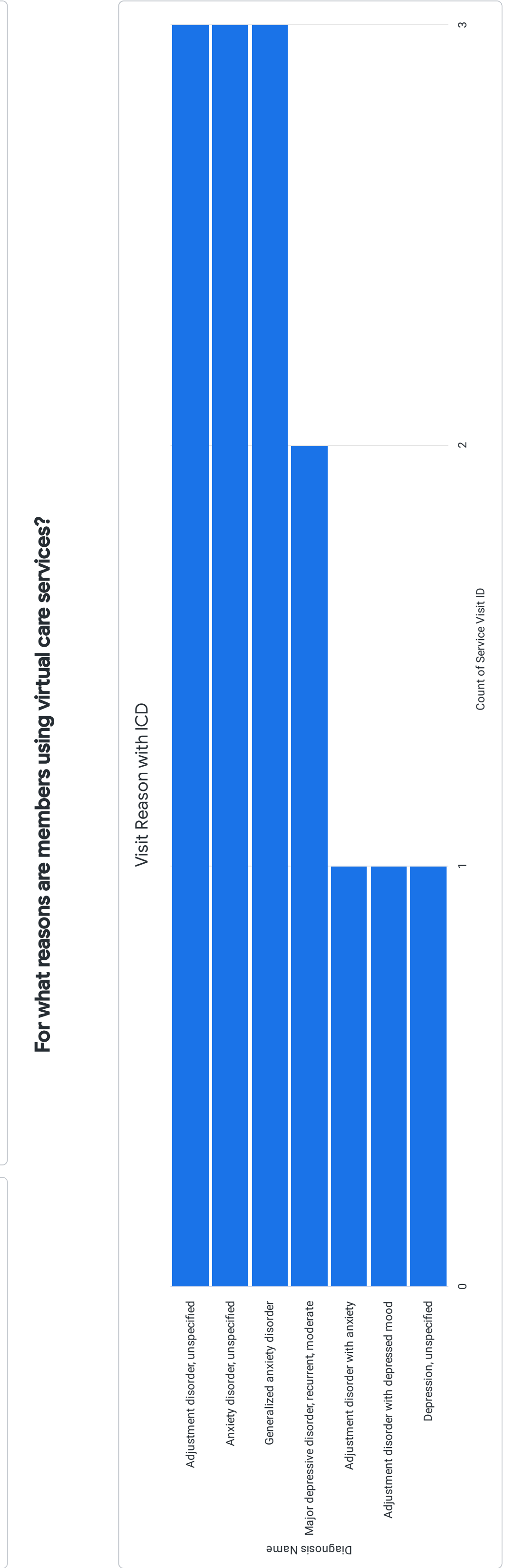


Virtual Clinic Engagement

The Virtual Clinic report is an analysis of engagement with TimelyCare's virtual care services.



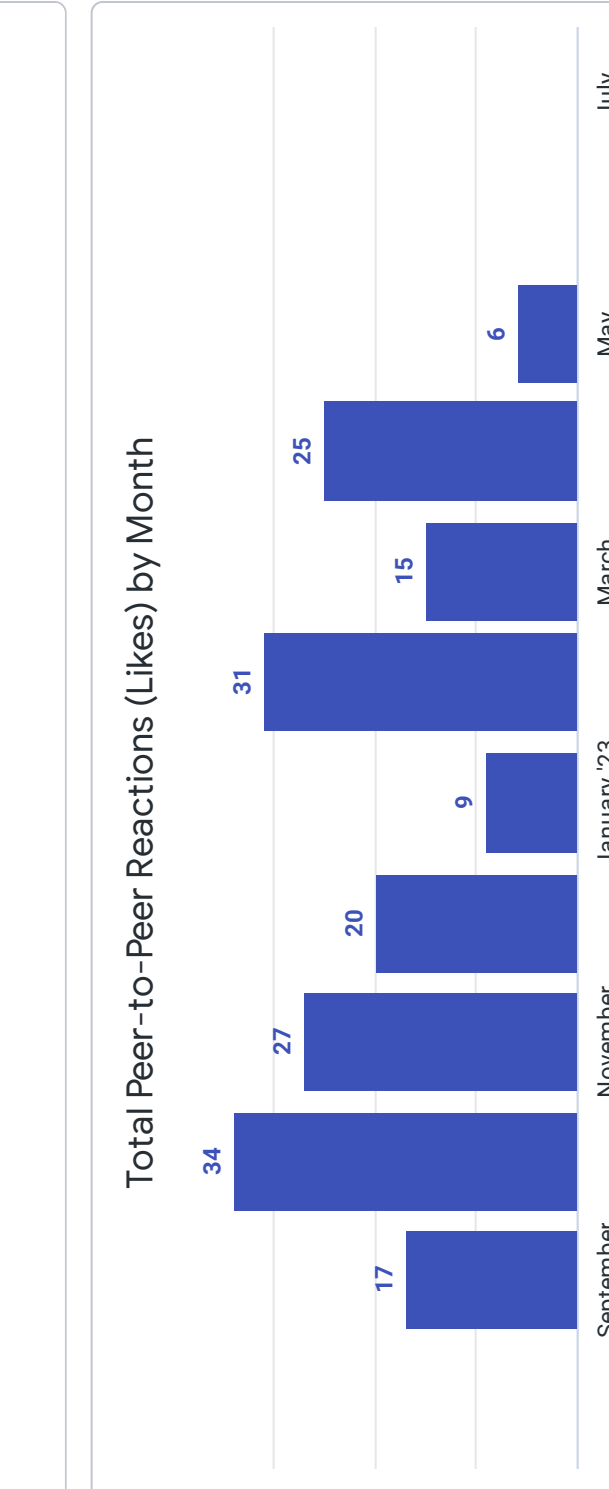
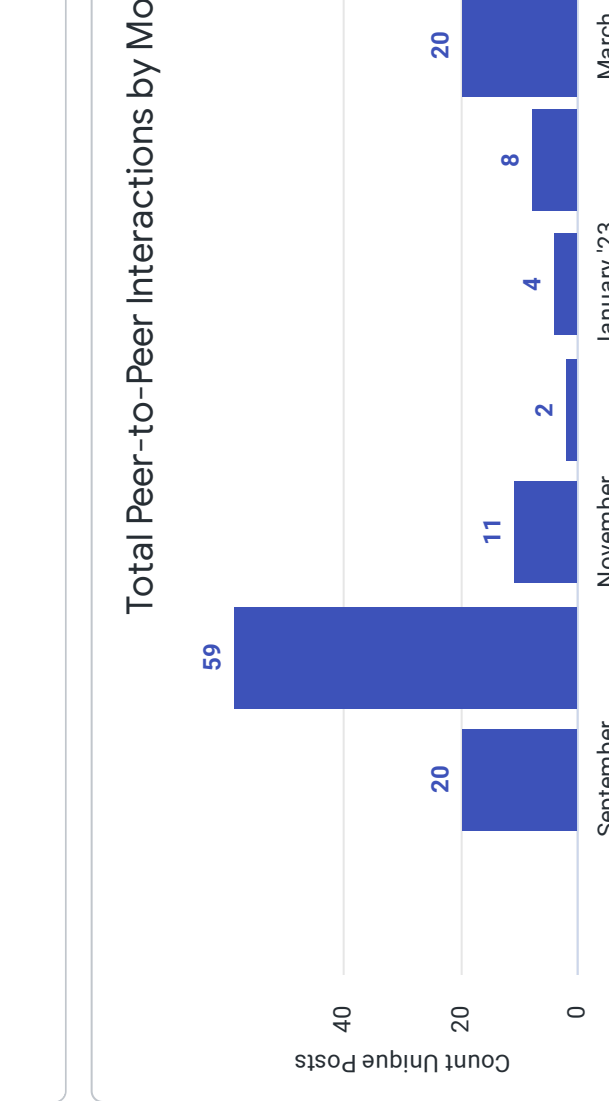
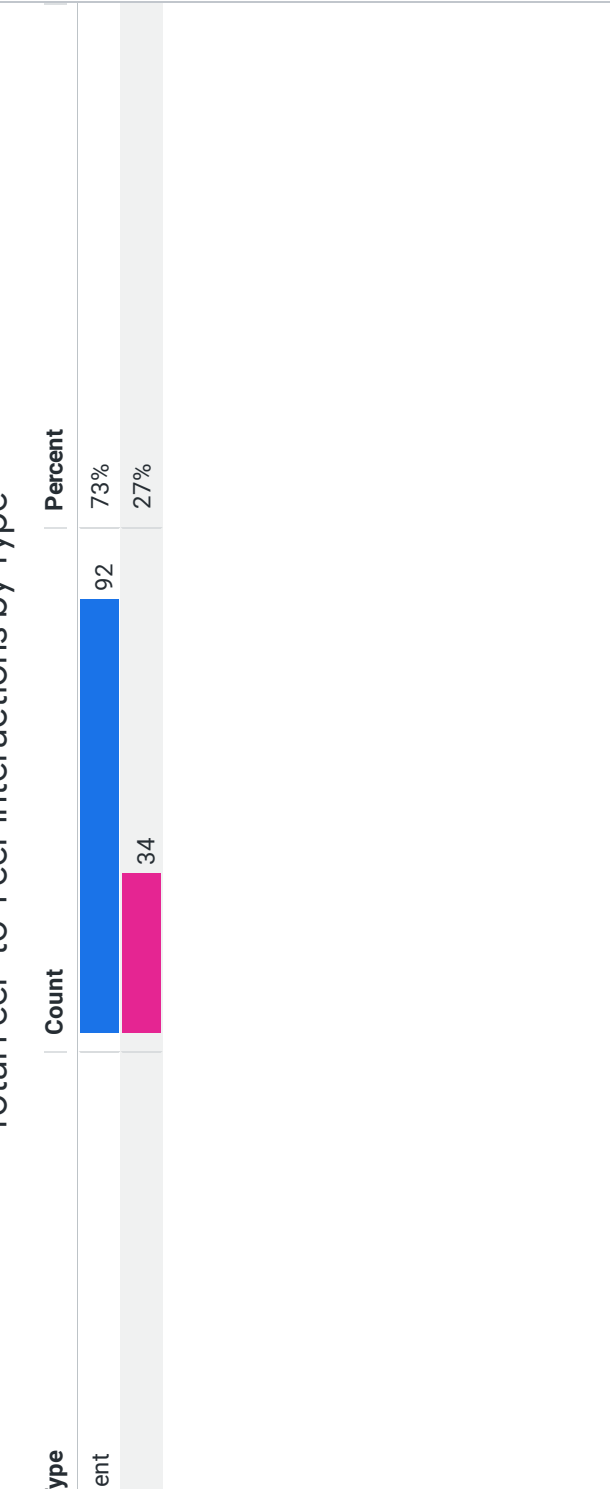
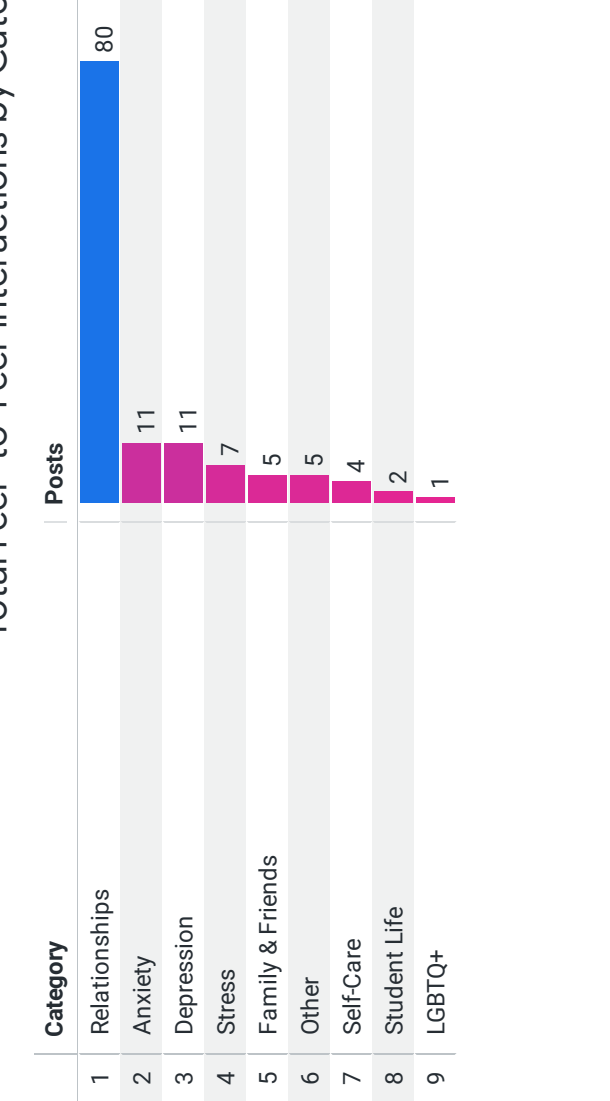
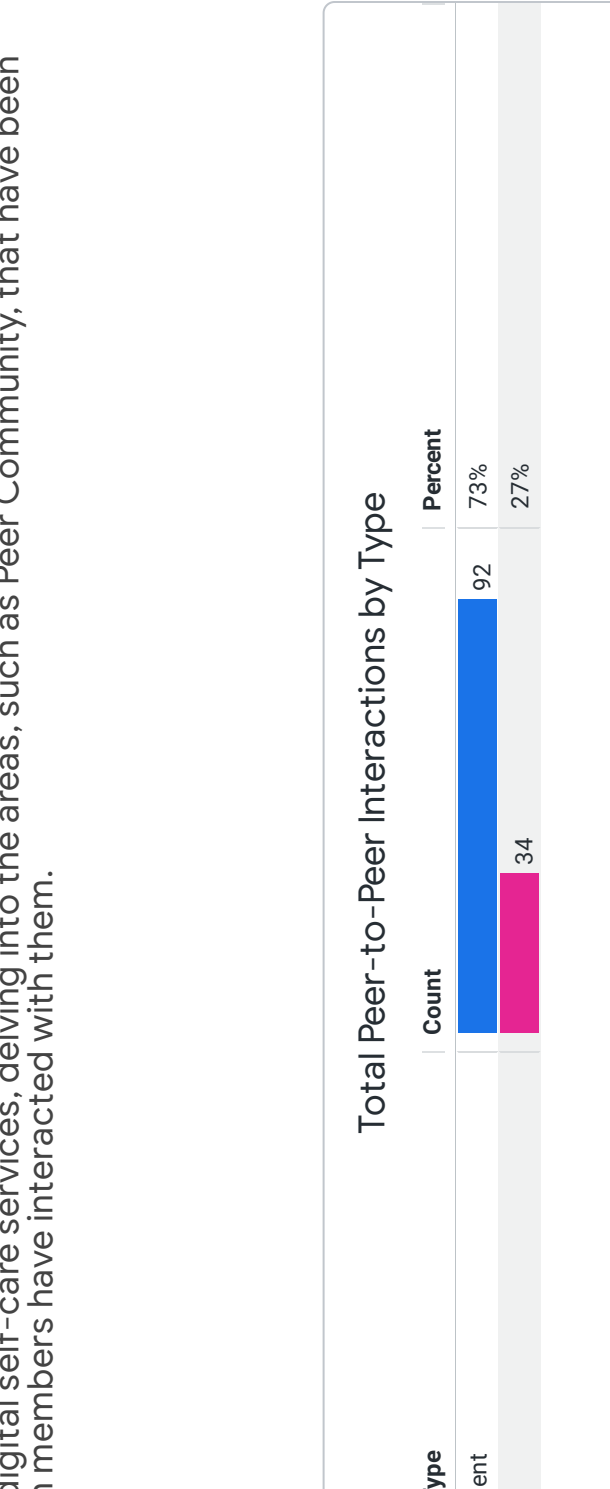
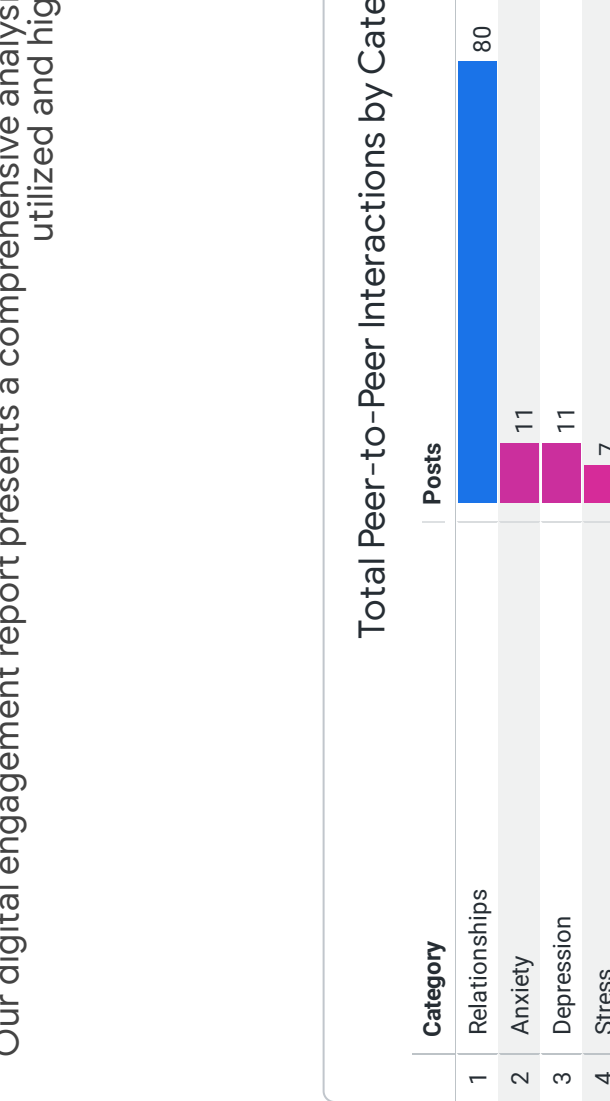
For what reasons are members using virtual care services?



Digital Self-Care Report

The Digital Self-Care report is an analysis of engagement with TimelyCare's self-care services.

Our digital engagement report presents a comprehensive analysis of engagement and interaction with our digital self-care services, delving into the areas, such as Peer Community, that have been utilized and highlighting key insights into the ways in which members have interacted with them.



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

TO: Members of the Governing Board

**SUBJECT: CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
BETWEEN THE DISTRICT AND EXPERIS TO PROVIDE
PROFESSIONAL CONSULTING AND RECRUITMENT
SERVICES**

REQUESTED ACTION:

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

BACKGROUND: The Technology Serviced department has a need for additional Banner ERP technical resources. This California Multiple Award Scheduled (CMAS) from Experis US, LLC is a contract available to agencies to purchase Information Technology consulting services at cooperative contract pricing. To utilize this contract, Governing Board approval is required.

ANALYSIS: CMAS Contract #3-22-10-1028 will allow the District to purchase information technology consulting services as needed to provide Banner ERP operational, security, and project resources until such time the Banner SaaS project is complete.

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> \$72,800.00
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SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Jon Cornelison
Vice President, Technology

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7275

TELEPHONE NUMBER

Jon Cornelison
Technology

VICE PRESIDENT APPROVAL

March 8, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 20, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
BETWEEN THE DISTRICT AND EXPERIS TO PROVIDE
PROFESSIONAL CONSULTING AND RECRUITMENT
SERVICES**

REQUESTED ACTION:

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

This contract meets all legal requirements allowing California Community Colleges to piggyback. The cooperative contract is in effect from 10/14/2022 through 12/03/2025. The contract will be used on an as needed basis for information technology consulting services which may be required for operational and project purposes.

Pursuant to this CMAS agreement, Technology Services will exercise a purchase of information technology consulting services for the period March 11 to June 30, 2024, to procure a Banner consultant for up to 40 hours/week.

RECOMMENDATION: It is recommended the Governing Board approve the District's use of the CMAS Contract #3-22-10-1028 awarded to Experis US, LLC, and any future renewals, addendums, supplements, modifications, and extensions as presented. It is also recommended that the Governing Board approval an initial purchase of information technology consulting services for the period March 11 to June 30, 2024, in the amount of \$72,800.



Solano Community College and Experis Exhibit B

SOW #: **2024-03**

This Exhibit B is effective as of *March 11, 2024* and is made by and between Experis US Inc., a Wisconsin Corporation ("Supplier") and Solano Community College. This Exhibit is pursuant to the Master Services Agreement effective March 1, 2024 and between supplier and Solano Community College, the terms of which are incorporated herein by reference. In the event of any conflict or inconsistency between the terms and conditions of this Exhibit B and the Agreement, the terms and conditions of the Agreement shall control. Capitalized terms not defined in this Exhibit B shall have the meanings ascribed to them in the Agreement.

I. General Project and Contact Information

Term/Period of Performance: Start Date: 03/11/2024 Est. End Date: 6/30/24 or upon completion of project(s)	Statement of Work Type: Time & Material	Statement of Work Value: \$72,800
Client Name: Solano Community College	Client's Primary Contact Name: Jon Cornelison	Client Contact Phone: 707.864.7275
Work Location: Remote	Experis Primary Contact Name: Tanya Rosado	Experis Contact Phone: 916.995.9073

II. Time & Materials Rate Schedule based upon skill set

Job Title	NTE Rate
SIS / ERP Consultant	\$130.00

III. Other Requirements and Associated Costs

Experis Provided Third Party Technology: Yes No <input checked="" type="checkbox"/>	If yes, please describe: Cost \$0
Client Provided Third Party Technology: Yes No <input checked="" type="checkbox"/> <i>(NOTE: Specify any third party technology provided by Client that may be required to be included in the Deliverables during the course of performance. Otherwise, indicate that no such technology is currently contemplated by the parties.)</i>	If yes, please describe: Cost \$0
Client Provided Equipment: Yes No <input checked="" type="checkbox"/>	If yes, please describe:
Experis Provided Equipment: Yes No <input checked="" type="checkbox"/>	If yes, please describe: Cost \$0
Other Engagement Specific Costs: Yes No <input checked="" type="checkbox"/>	Cost \$0; confirmed there are no travel cost or local cost to the offsite resource(s)
Payment Schedule: Per BSA	Per MSA
Billing Frequency: Per BSA	Per MSA
Payment Terms: Per BSA	Per MSA
Client Invoice Address: Per BSA	Per MSA

IV. Project Details

Scope/Description of Work:

Experis will provide IT professional consulting and recruitment services to Solano Community College to accomplish the many technology projects to meet the workplan objectives of the various priority initiatives.

Services:

Experis will provide professional resourcing services generally described as follows: recruiting, interviewing and screening candidates; providing offers of employment to qualified candidates when appropriate; and assigning candidates who have accepted employment with Experis and who, in Experis' judgment, are qualified to perform the type of work described by Client ("Consultants"). As the common law employer of the Consultant(s), Experis is responsible for making offers of employment, hiring, conducting performance reviews, employment termination, resolving issues that may arise from the employment relationship with the Consultant(s) and enforcing Experis' employment policies relating to Consultant conduct at the worksite. On behalf of Consultant(s), Experis will maintain personnel and payroll records; pay, withhold and transmit payroll taxes; establish and contribute to such benefit programs as Experis deems appropriate; make employer shared responsibility payments required under the Affordable Care Act; make unemployment contributions; and handle unemployment and workers' compensation claims with respect to compensation that Experis has agreed to pay (the "Employer Obligations"). Consultants are not entitled to benefits offered or provided by Client to its own staff. Consultant(s) will perform work on behalf of Client at locations within the United States specified on this Order.

Acceptance Criteria:

Experis shall have fulfilled its obligations under this Exhibit B when any of the following first occurs:

1. Experis accomplishes the tasks described under "Scope/Description of Work" or
2. Experis provides the number of hours of Services specified under "Time and Materials Rate Schedule" or any subsequent approved change requests; or
3. Solano College notifies Experis, in writing, that further Services are not required; or
4. Solano College terminates this Exhibit B under the terms of the Agreement; or
5. The Estimated End Date is reached

Assumptions:

- IT Professionals will work remotely unless specified otherwise by Solano College.
- Solano College will engage their own Functional Manager throughout the assignment as necessary to effectively complete all project(s).
- The engagement will begin in March 2024
- Solano College will provide access to systems in addition to participating in the review of deliverables.

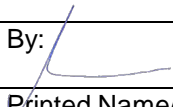
Conversion:

If client hires any Consultant during the term of this SOW or within six (6) months after its termination or expiration, Experis will receive a scaled fee based on the number of hours billed for the applicable Consultant(s) and calculated as a percentage of the compensation to be paid to the Consultant as an employee of Client during the first twelve (12) months of hire by client, plus all applicable taxes, in accordance with the table below. As used herein, the term "compensation" includes base gross salary, gross compensation for services, fees, wages, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, incentive bonuses and all other payments to be made to the Consultant.

Hours Billed	% of Compensation
0 – 1,040	20%
1,041 – 2,080	15%
2,081+	10%

This Statement of Work will be effective and become an integral part of the Agreement upon signature of an authorized representative of both parties. This Statement of Work supersedes any and all previous or contemporaneous agreements and understandings with respect to the subject matter of this Statement of Work, provided that the Agreement remains in full force and effect. This Statement of Work performs the same function as a purchase order.

ACKNOWLEDGED AND ACCEPTED: The undersigned have read, understand, and agree to the terms and conditions herein, including any attachments hereto.

EXPERIS:	CLIENT:
By:	By: 
Printed Name/Title: Linda Grandlund, Managing Principal - CA	Printed Name/Title: Susan Wheet, VP of Finance & Administration
Date:	Date: 03/04/2024