

**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>
Manuel Pina	Grounds Maintenance Technician	05/02/2024
Julius Sanders	Grounds Maintenance Technician	04/15/2024

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Oscar Gonzalez Garcia	From General Maintenance Worker to Custodial Supervisor	04/17/2024

Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Carla Maguire	From Learning Resources Tech II to Interim HR Generalist	04/22/24-04/30/25

District Resignation

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jeffrey Kissinger	Welding Instructor 13 years of service with SCC	05/23/2024

Salvatore Abbate
Human Resources

April 20, 2024

Date Submitted

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

May 1, 2024

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

Governing Board Meeting

May 1, 2024

Page 2

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Anthony Ayala	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Isabel Anderson	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Erin Duane	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Atticus Frey	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Ruth Fuller	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$1,500.00 (Lump Sum)
Hajera Gohri	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
LaNae Jaimez	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$1,500.00 (Lump Sum)
Oanh Lam	ZTC Instructional Material Conversion	ZTC 22-23 FY	01/16/24-05/23/24	\$300.00 (Lump Sum)
Jeanette Leudders	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
JanLee Marshall	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$1,500.00 (Lump Sum)
Tarence McCullough Sr	Student Services Generalist	SEA	05/02/24-06/30/24	\$18.91/hr.
Sarah McKinnon	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Matt McLean	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Marc Pandone	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
George Reeves	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Jonathan Schouten	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Samantha Shubrook	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Rachel Smith	Curriculum & Outreach	Perkins	04/3/24-06/30/24	\$79.80/hr.
Commodore St Germain	ZTC Instructional Material Conversion	ZTC 22-23 FY	01/16/24-05/23/24	\$300.00 (Lump Sum)
Jeremy Throne	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Jacquelyn Vetter	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Sarah Wasley-Smith	Curriculum & Outreach	Perkins	04/3/24-06/30/24	\$69.35/hr.
Andrew Wesley	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)
Robert Whitton	Teaching for Equity – Cohort	SEA	07/01/23-05/23/24	\$750.00 (Lump Sum)

**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:

Information OR Approval
 Consent OR 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 to provide professional consulting services related to fit testing to be conducted with current OSHA procedures.	04/18/24-6/30/24	Not to Exceed \$945.00
Desktop Ready	Vendor to provide 100 hours of consulting services to design, plan, secure, and prepare the Active Directory for the student creation project.	04/18/24-06/30/24	Not to Exceed \$12,500.00
Global Music Rights LLC	Global music rights agreement between vendor and District calculated at \$0.30 per student FTE for broadcasting including Internet Transmissions, Campus Radio Stations, On-Campus Cable Television System and a music-on-hold telephone system.	01/01/22-12/31/23	Not to Exceed \$2,557.50
Johnston Nonprofit Solutions	Consultant to provide fundraising, scholarships, outreach, and administrative support for the SCC Education Foundation and Alumni Association for up to 960 billable hours.	07/01/24-06/30/25	Not to Exceed \$66,400.00
Platinum Event Rentals	Vendor to provide tables and seating for Nursing Pinning Ceremony to be held in the SCC gym on 5/21/2024.	05/21/24-05/25/24	Not to Exceed \$475.60
Strata Information Group	Vendor to provide consulting services to the migration the current Redhat Linux applications to new servers, including Banner maintenance and EEI upgrade at the rate f \$175 per hour; up to 260 hours	04/18/24-06/30/24	Not to Exceed \$45,500.00

PERSONAL SERVICES AGREEMENTS

Superintendent-President
Ceia Esposito-Nov, Ed.D

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Irma Sandoval Rodriguez	Consultant to facilitate listening sessions for Latino faculty and staff, and to promote individual coaching	05/01/24-06/30/24	Not to Exceed \$20,000.00

Student Services
Lisa Neeley, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Mack Ablog	Consultant to perform at the SCC PRIDE Drag Show on 4/28/2024.	04/28/24-04/28/24	Not to Exceed \$200.00
Reginald Caldwell, LCSW	Consultant originally board approved 6/21/23 for \$20,000 to provide six 1-hour sessions to provide support, resources, and tools to advance wellness and healing. The scope of work has expanded to include time-sensitive support for the nursing and cohort support for health and wellness programs, bringing the revised total to \$35,000.	07/01/23-06/30/24	Not to Exceed \$35,000.00
Michael Lafreniere	Consultant to perform at the SCC PRIDE Drag Show on 4/28/2024.	04/28/24-04/28/24	Not to Exceed \$200.00
Ascencion Ontiveras	Consultant to perform at the SCC PRIDE Drag Show on 4/28/2024.	04/28/24-04/28/24	Not to Exceed \$200.00
Javoni Ramirez	Consultant to perform at the SCC PRIDE Drag Show on 4/28/2024.	04/28/24-04/28/24	Not to Exceed \$200.00
RSS Consulting	Consultant to provide keynote address at Equity fest on 5/3/2024.	05/03/24-05/23/24	Not to Exceed \$5,000.00
Jason Steger	Consultant to perform at the SCC PRIDE Drag Show on 4/28/2024.	04/28/24-04/28/24	Not to Exceed \$200.00
Israel Torres- Cudmore	Consultant to perform at the SCC PRIDE Drag Show on 4/28/2024.	04/28/24-04/28/24	Not to Exceed \$200.00
Ricardo Vasquez	Consultant to perform at the SCC PRIDE Drag Show on 4/28/2024.	04/28/24-04/28/24	Not to Exceed \$200.00

Susan Wheet
 Vice President,
 Finance & Administration

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

April 20, 2024

May 1, 2024

Date Submitted

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>
9359-7267	Konica Minolta BizHub 284e Laser Printer	604	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"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

Susan Wheet
 Vice President,
 Finance & Administration

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

April 19, 2024

Date Submitted

May 1, 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. 600 Room No. 604

Comment Advised by IT that printer is outdated

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
9359 7267	Konica Minolta bizhub 284e		

Action Performed by Lisa Neeley Date 04/17/24

Division or Organizational Unit Student Services

Approved by Lisa Neeley
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
GOVERNING BOARD AGENDA ITEM**

TO: **Members of the Governing Board**

SUBJECT: **FOOD SERVICES AGREEMENT WITH PFD
MANAGEMENT, INC**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

A Request for Proposal (RFP) was advertised on January 17th and 24th in the Fairfield Daily Republic, Vacaville Reporter, and the Vallejo Times Herald. Additionally, the request was sent to known food services entities both locally and statewide. All proposals were reviewed with VP Wheat, an ALG Representative, a CSEA representative, and a faculty representative. A taste testing and in-person interview was also performed.

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: _____

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

SUPERINTENDENT'S RECOMMENDATION:

- APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Name
Vice President, Finance & Administration
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707 864-7209
TELEPHONE NUMBER

Susan Wheat
Finance & Administration
VICE PRESIDENT APPROVAL

January 25, 2024
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: FOOD SERVICES AGREEMENT WITH PFD
MANAGEMENT, INC**

REQUESTED ACTION:

Information **OR** Approval
 Consent **OR** Non-Consent

SUMMARY:
CONTINUED FROM PREVIOUS PAGE

Board approval is therefore requested for a one-year Food Services Agreement with PFD Management, Inc., with an availability to extend for an additional four (4) years, to provide food, beverage, and related services in the campus cafeteria located Fairfield. In addition, the vendor will work with SCC to provide food services and catering to the Vallejo and Vacaville Centers. The agreement shall commence on July 1, 2024 through June 30, 2025.

- The contract provides for the following items:
- Commissionable sales ranging from 5-6%
 - \$5,000 in annual scholarships
 - In-kind catering - \$500 for the Office of the Superintendent/President and \$250 for ASSC

A copy of the contract with full details is attached

FOOD SERVICES AGREEMENT

This AGREEMENT was made this _____(date) between the SOLANO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and PFD MANAGEMENT, INC., a private corporation, hereinafter referred to as "SERVICE PROVIDER".

WHEREAS, the DISTRICT desires to secure the services of the SERVICE PROVIDER in providing food, beverage, and related services for students, faculty, staff, and guests of Solano Community College at the cafeteria location in the Student Union Center, Building 1400 and elsewhere on the campus as may be agreed upon; and

WHEREAS, the SERVICE PROVIDER is willing to provide such food, beverage, and related services upon the terms and conditions hereafter set forth; and

NOW, THEREFORE, the parties do hereby agree as follows:

1. **Scope of Agreement:** The DISTRICT hereby retains the SERVICE PROVIDER to provide retail food operations. The SERVICE PROVIDER shall manage and operate food, dining, and hot coffee services, and produce, prepare and/or sell food, non- alcoholic beverages, and other confections to such persons at such locations within the Solano Community College Fairfield Campus. The SERVICE PROVIDER agrees to provide food services/catering to the Vallejo Center located at 545 Columbus Parkway, Vallejo, CA, and at the Vacaville Center, 1951 N. Village Parkway, Vacaville, CA.with hours of operation to be mutually agreed upon with the DISTRICT. The DISTRICT.
2. **Term:** The term of this Agreement shall commence on July 1, 2024 and shall continue for a period of one (1) year from said date, with four (4) one year terms, hereafter with the provision that either party upon not less than one-hundred eighty (180) days written notice to the other may terminate this Agreement at any time. Immediately following the initial term, the Superintendent/President, with the Governing Board approval, may extend the term of the Agreement.
3. **Furniture. Fixtures and Equipment:** The DISTRICT shall furnish, at its own

FOOD SERVICES AGREEMENT

expense, for the use of the SERVICE PROVIDER, all existing space, furniture, and fixtures necessary, in the opinion of the DISTRICT, to enable the SERVICE PROVIDER to perform its services under this Agreement. The DISTRICT shall, at its own expense, maintain and repair all plumbing, heating, air conditioning, and electrical systems necessary to enable the SERVICE PROVIDER to perform its services under this Agreement and shall maintain, repair all equipment and replace such furniture and fixtures, exclusive of vending machines, as it deems necessary. Ownership of such property shall remain with the DISTRICT and upon termination of this Agreement, the SERVICE PROVIDER shall return to the DISTRICT all furniture, fixtures, and equipment furnished to it at any time by the DISTRICT, in good condition, allowing for ordinary wear and damage by fire or the elements.

4. **Commission:** The SERVICE PROVIDER hereby agrees to pay to the DISTRICT at 4000 Suisun Valley Rd., Attn: A/R, Fairfield, CA 94534-3197 a monthly commission based upon net sales. As used in this article, "net sales" shall mean the total revenue from all sales made by the SERVICE PROVIDER under this Agreement less expenses but shall not include that portion of gross income that represents California sales tax. The SERVICE PROVIDER shall pay the DISTRICT a monthly commission, in a sum equal to five percent (5%) of net sales of food and beverages at the Fairfield campus for the first year of the contract. Additional extensions of the contract, after June 30, 2025, shall be equal to six percent (6%) of the net sales. Such sums shall be paid on a monthly basis, with the commission for the current month being due and payable to the DISTRICT by the 15th day of the following month. The SERVICE PROVIDER shall also provide, on a monthly basis, a detailed sales report to be furnished to the Director of Purchasing and Support Services, Finance & Administration Office. Upon mutual agreement between the DISTRICT and the SERVICE PROVIDER, the commission amounts may be used by the SERVICE PROVIDER to update equipment or fixtures, which shall then be the property of the DISTRICT.

FOOD SERVICES AGREEMENT

5. **Utilities and Refuse Disposal:** The DISTRICT shall furnish the SERVICE PROVIDER water, refuse disposal and any repair of major equipment owned by the DISTRICT. The SERVICE PROVIDER, in consultation with the DISTRICT Facilities Department shall pay for its own telephone services to the food service facilities.

6. **Cleaning and Maintenance of Premises:** The SERVICE PROVIDER shall clean and maintain the entire kitchen, the dishwashing area for pots and pans, the food loading dock area, the cafeteria serving lines area, the walls, windows and ceilings in all food service areas. The DISTRICT shall provide once, each workday, at its own expense, all cleaning, waxing and maintenance for the floor surfaces in the dining areas.
SERVICE PROVIDER:
 - a) Shall bus tables in the dining areas, empty refuse receptacles and clean-up spills, when necessary; and
 - b) Will comply with all JCAHO regulations, federal, state and local health codes and regulations governing sanitation, infection control and the preparation, handling and serving of foods, and will procure and keep in effect all necessary licenses and permits required by law; and
 - c) Supply appropriate cleaning supplies and will be responsible for cleaning cafeteria work and indoor areas, including all catering clean-up and set-up, floors and all equipment necessary to perform duties; and
 - d) Will make sure that each piece of equipment is operating in a proper and safe manner, train personnel in the proper use and maintenance of equipment prior to its use; and
 - e) Agrees to dispose of all hazardous waste, in accordance with prescribed policies and procedures and all personnel have the proper training in the handling and disposal of said hazardous waste materials; and
 - f) Will comply with all campus recycling programs.

7. **Multiple Uses:** With reasonable notice to the SERVICE PROVIDER, the DISTRICT shall have the right to make such academic, administrative or recreational use of the dining room as, in the opinion of the DISTRICT, shall be appropriate and consistent with the SERVICE PROVIDER's food service obligations under this Agreement. The expense of preparation for and cleaning after such use and restoring dining room area furniture and

FOOD SERVICES AGREEMENT

equipment to its original location, shall be borne by the DISTRICT.

8. **Hours of Operation and Pricing:** The SERVICE PROVIDER shall provide services under this Agreement during the periods when the College is in session. Hours of operations and pricing of goods and services under this Agreement shall be determined by the SERVICE PROVIDER, subject to approval by the DISTRICT. (Attachment: Solano Community College, 2024-25 Academic Calendar) The SERVICE PROVIDER agrees to all pricing requirements, as mutually agreed upon and selling prices and portion size shall be firm for at least one (1) year after the commencement of the Agreement. All requests for any pricing and portion size increases/decreases will be presented to the District's Director of Purchasing and Support Services, in writing forty-five (45) days prior to the desired date of implementation of requested changes.
9. **Duties of the SERVICE PROVIDER:** The SERVICE PROVIDER agrees to perform the following:
 - a) To manage and operate food and dining services and to procure, prepare and sell food and beverages, to such persons at the following locations: Fairfield main campus; the Vallejo and Vacaville centers, and elsewhere as mutually agreed upon. Without limiting the generality of the foregoing, it is agreed that the services to be rendered by the SERVICE PROVIDER hereunder shall include the preparation, service, and sale of food for breakfast, luncheon, dinner, banquet, picnic and any other catered affairs and special occasions as the DISTRICT may direct and schedule upon the receipt of an official purchase order for said such events.
 - b) Employ, train and maintain a regular staff of employees for the proper operation of the food service program under this Agreement. All such regular staff shall be the employees of the SERVICE PROVIDER and all hiring, supervision, training, assigning of duties and termination of employment shall be at the direction of the SERVICE PROVIDER. To the fullest extent possible, the SERVICE PROVIDER shall utilize the services of college students for positions such as, but not limited to waiters, waitresses, kitchen and dining room custodial.
 - c) Prepare and file all reports and returns required by any governmental agency with respect to operations under this Agreement.

FOOD SERVICES AGREEMENT

- d) Promptly pay and discharge the costs and expenses of manager and operations under this Agreement.
- e) In consultation with the DISTRICT, prepare menus relating to operations under this Agreement.
- f) Provide complete administrative and on-site local supervision of all operations under this Agreement.
- g) Obtain and maintain in force, during the terms of this Agreement, such insurance as required in Section 11 of this Agreement.
- h) Furnish accounting, statistical, and dietetic services such as may be deemed necessary for safe, healthy, and clean operations under this Agreement.
- i) Procure all pest control, fire extinguishers, laundry, linen, and any other services necessary for safe, healthy, and clean operations under this Agreement.
- j) Procure all health permits in relations to the operations under this Agreement.
- k) Appoint the account manager to work with the DISTRICT's Vice President of Business and Administration.
- l) Collect, retain and account for the proceeds of all sales made under this Agreement.
- m) Replacement of all china, glassware, flatware, cooking utensils, pots and pans, either through wear, breakage, loss or theft, by the SERVICE PROVIDER as a cost of operation under this Agreement.
- n) Promptly report all malfunctioning equipment, for which the DISTRICT is responsible to the DISTRICT's Facilities Department.
- o) Promptly report the loss of and/or damage to DISTRICT property to the College Police Services Department and DISTRICT's Finance and Administration Office in accordance with written procedures.
- p) Contribute ten (10) - \$500 scholarships annually for full-time students enrolled in the DISTRICT.
- q) Provide one (1) - \$500 value of in-kind catering annually to the Office of the Superintendent/President and one (1) - \$250 value of in-kind catering annually to the ASSC for use towards a campus-wide celebration or event.

FOOD SERVICES AGREEMENT

10. **Bonding:** The SERVICE PROVIDER agrees to procure and maintain in force, during the term of this Agreement, a fidelity performance bond, or other form of security acceptable to the DISTRICT in the amount of \$20,000 to insure performance of all services to be provided under this Agreement. Such bond or other form of security must be current and paid during the term thereof. Such performance bond or other form of security shall be submitted to the Vice President, Finance & Administration upon award of this Agreement by the Governing Board, prior to the beginning of operations under this Agreement.

11. **Indemnity and Insurance Requirements:**
 - a) **Hold Harmless.** The SERVICE PROVIDER agrees to indemnify, defend and hold harmless the DISTRICT, its Governing Board, officers, agents and employees, individually and collectively, from all claims, liabilities, damages, losses, costs and expenses arising out of alleged bodily and personal injury, mental anguish and/or suffering to or death of persons or damage resulting from the alleged negligent acts and/or performance of services rendered by the SERVICE PROVIDER, its employees or agents under this Agreement.
 - b) **Auto and Liability Insurance.** The SERVICE PROVIDER shall procure and maintain in force, during the term of this Agreement, insurance policies providing liability protection for owned and hired vehicles, personal injury, bodily injury, products, contractual and property damage liability. Such policy or policies shall have a combined single limit in a minimum of \$1 million per occurrence. An endorsement to such policy or policies shall provide for a written thirty (30) day notice to the DISTRICT of any intended substantial change in or cancellation of such policy or policies and naming the DISTRICT as an additional insured. Such endorsements shall be secured immediately upon the execution of this Agreement. The appropriate certificates shall be furnished to the DISTRICT's Vice President, Finance and Administration verifying such coverage and endorsement.
 - c) **Rating.** The above-named insurance coverage shall be carried with companies having an A.M. Best's rating acceptable to the DISTRICT.
 - d) **Workers' Compensation Insurance.** The SERVICE PROVIDER shall provide Workers' Compensation insurance, as required by the State of California for

FOOD SERVICES AGREEMENT

all of its SERVICE PROVIDER's employees. Such insurance shall be maintained and in force during the term of this Agreement. The SERVICE PROVIDER shall provide proof in the form of a certificate to the DISTRICT verifying such coverage. Such policy or policies shall contain an endorsement providing for a thirty (3) written notice to the DISTRICT of any intended substantial changes in or cancellation of such policy or policies. Such endorsement shall be secured immediately upon execution of this Agreement.

- e) Notification of Claims. The SERVICE PROVIDER shall notify the DISTRICT's Vice President, Finance & Administration of any and all liability claims arising out of the SERVICE PROVIDER's performance of duties as required by this Agreement. Such notification shall be made within five (5) days of the receipt of such a claim by the SERVICE PROVIDER.

12. Basis of Operations and Accounting: The SERVICE PROVIDER agrees to maintain at its principal office located at _____ (address), complete and accurate records of all income receipts, disbursements and expenses of the business and operations carried on hereunder. Such records, together with all receipts, invoices, papers, bills, books of account and related data shall be retained by the SERVICE PROVIDER for the period required by applicable State and Federal laws or for seven (7) years after the close of a year's activity and shall be available, at reasonable times for inspection and/or audit by the DISTRICT or its Agent(s), at the DISTRICT's expense, with the assistance of the SERVICE PROVIDER, if requested by the DISTRICT.

The SERVICE PROVIDER agrees to operate hereunder on the basis of twelve (12) monthly accounting periods from July 1st to June 30th, each year inclusive. The SERVICE PROVIDER shall furnish the DISTRICT's Vice President, Finance & Administration with a complete and accurate accounting statement on a monthly basis showing at a minimum the food costs, labor and supply costs, as well as gross revenue figures. The DISTRICT shall have the right to review the sales for any given period of time (day, week, month, etc.).

FOOD SERVICES AGREEMENT

13. **NET Receipts:** The term “net receipts” as used in this Agreement is hereby defined as the total cash receipts from all sales and other services made and performed under this Agreement less expenses and excluding the sales tax.
14. **Settlement of Accounts:** For the purposes of this Agreement, the first such year shall be defined as the period of time commencing on July 1, 2024 and ending June 30, 2025; thereafter each and every fiscal year commencing on July 1st and ending June 30th. Upon any termination of this Agreement, whether or not at the end of an accounting period, there shall be a full accounting between the parties as of the effective date of termination, in accordance with the provisions of the Agreement. All amounts determined to be from the SERVICE PROVIDER on the basis of such accounting shall be paid within fifteen (15) calendar days.
15. **Suspension of Operations:** The SERVICE PROVIDER’s operation under this Agreement may, at the election of either party, be suspended during any period of time while it shall be impractical to conduct such operations by reason of labor disputes, natural disasters, emergencies, closure of campus, civil disorders or any other reasons beyond the control of either parties.
16. **Assignment:** This Agreement shall not be assignable by either party without the prior written consent of either party.
17. **Notices:** All written notices provided for the purposes of this Agreement shall be delivered by U.S. certified or registered mail, postage pre-paid to the following address:

and the DISTRICT’s shall be delivered to the following address:

Solano Community College District
Vice President, Finance & Administration
4000 Suisun Valley Road, Fairfield, CA 94534-3197.

Each party may change its notice address for the purpose of receipt of notices hereunder by giving written notice to the other party of such change.

FOOD SERVICES AGREEMENT

18. **Merger:** This writing is intended both as the final expression of this Agreement between parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of this Agreement, pursuant to the Code of Civil Procedures, Section 1856. No modification is evidenced by a writing signed by both parties.
19. **Nondiscrimination:** The SERVICE PROVIDER shall comply with all applicable federal, state and local laws, rules, regulations in regard to nondiscrimination in employment because of race, creed, color, sex, sexual orientation, age, national origin, or disability (physical limitation).
20. **Severance:** In the event that one or more of the provisions of this Agreement shall be invalidated for any reason by a court of competent jurisdiction, any provision so invalidated shall be deemed to be separable from the other provisions hereof and the remaining provisions hereof shall continue to be valid and fully enforceable.
21. **Conflict of Interest:** The SERVICE PROVIDER promises that it presently has no interest and shall not acquire any interest, direct or indirect which would conflict in any manner or degree with the performance of services described hereunder. The SERVICE PROVIDER further promises that in the performance of this Agreement no person having any such interest shall be employed.
22. **Status of the SERVICE PROVIDER and it's Personnel:** In the performance of its duties under this Agreement, the SERVICE PROVIDER shall serve as an Independent SERVICE PROVIDER and not otherwise. Any regular staff engaged in the operations and performance of services described hereunder shall be employees of the SERVICE PROVIDER and not the employees of the DISTRICT for the purpose, and all such regular staff shall be under the supervision, direction and control of the SERVICE PROVIDER. All employees shall be subject to the rules and regulations of the DISTRICT and shall comply with the health and sanitation and the handling and disposal of any hazardous waste product regulations of any applicable government agency. The SERVICE PROVIDER further agrees to comply with all applicable federal, state and local laws, rules and regulations.
23. Time is of the essence of this Agreement.

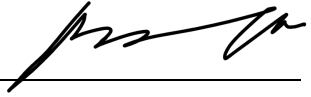
FOOD SERVICES AGREEMENT

IN WITNESS WHEREOF, this Agreement is executed on the date below:

SOLANO COMMUNITY COLLEGE DISTRICT

PFD MANAGEMENT, INC.

By: Susan Wheet  _____

By:  _____

Date Executed: 04/09/2024 _____

Date Executed: _____



Solano Community College District 2024-25 Academic Calendar

SUMMER 2024

JUNE 2024						
S	M	T	W	Th	F	S
						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						

JULY 2024						
S	M	T	W	Th	F	S
	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			

AUGUST 2024						
S	M	T	W	Th	F	S
				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

FALL 2024

AUGUST 2024						
S	M	T	W	Th	F	S
					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						

SEPTEMBER 2024						
S	M	T	W	Th	F	S
	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				

OCTOBER 2024						
S	M	T	W	Th	F	S
		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		

NOVEMBER 2024						
S	M	T	W	Th	F	S
					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

DECEMBER 2024						
S	M	T	W	Th	F	S
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				

SPRING 2025

JANUARY 2025						
S	M	T	W	Th	F	S
			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	

FEBRUARY 2025						
S	M	T	W	Th	F	S
						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	

MARCH 2025						
S	M	T	W	Th	F	S
						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					

APRIL 2025						
S	M	T	W	Th	F	S
		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			

MAY 2025						
S	M	T	W	Th	F	S
				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

LEGEND

SUMMER 2024 June 10 – August 2		
Eight-week Session: June 10 – August 2		
June 19th		June 19
Independence Day		July 4
FALL 2024 August 12 – December 13		
Eight-week Session I: August 12 – October 7		
Eight-week Session II: October 9 – December 6		
Professional Development Day		August 8
Professional Development Day (Required)		August 9
Labor Day		September 2
Professional Development Day		October 8
Veterans Day		November 11
Thanksgiving Day		November 28
Finals Week		December 7-13
Christmas		December 25
New Year's Day		January 1
No Classes		
SPRING 2025 January 13 – May 22		
Eight-week Session I: January 13 – March 11		
Eight-week Session II: March 14 – May 15		
Professional Development Day		January 9
Professional Development Day (Required)		January 10
Marlin Luther King, Jr. Day		January 20
Lincoln Day		February 14
Washington/President's Day		February 17
Professional Development Day		March 12-13
Spring Break		April 7-13
Finals Week (Starts Evening of May 15)		May 16-22
Memorial Day		May 26
Commencement		May 22
No Classes		
Holidays (campus closed)		

PROFESSIONAL DEVELOPMENT DAYS

Fall 2024	3
Spring 2025	4

WEEKEND CLASS DAYS INCLUDING FINALS

	Sat	Sun
Fall 2024	15	15
Spring 2025	15	15

NUMBER OF INSTRUCTIONAL DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2024	15	16	16	16	16	79
Spring 2025	15	17	16	16	15	79

FINAL EXAMINATION DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2024	1	1	1	1	1	5
Spring 2025	1	1	1	1	1	5

* The Academic Calendar applies to 175 Instructional Workdays.
The Classified Calendar is a separate document, addressing Classified Workdays.

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

TO: Members of the Governing Board

**SUBJECT: LEASE AGREEMENT EXTENSION TO WILLIAMS
 SCOTSMAN, INC. FOR MODULAR BUILDING**

REQUESTED ACTION:

- Information **OR** Approval
 Consent **OR** Non-Consent

SUMMARY:

On April 15, 2015, the Board approved an agreement with Williams Scotsman, Inc. for installation and lease of four (4) modular buildings initially used as swing space for educational purposes. On October 19, 2016, the Board approved a lease extension on two (2) of the modular buildings for continued use as swing space followed by use by the Bond Program Management operations through May 2018. On March 21, 2018, the Board approved a lease extension for these two (2) modular buildings, which continued to house the Bond Program Management operations. On April 15, 2020, the Board approved another two-year lease extension for these two (2) modular buildings.

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: Infrastructure that supports Measure Q Bond Program operations

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$66,000 Measure Q Funds</i>
------------------	----------------------	--

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) 863-7855

TELEPHONE NUMBER

Susan Wheat
 VP, Finance & Administration

VICE PRESIDENT APPROVAL

April 19, 2024

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

May 3, 2024

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: LEASE AGREEMENT EXTENSION TO WILLIAMS
SCOTSMAN, INC. FOR MODULAR BUILDING**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

With the ongoing Bond Program and operational support staff continuing under contract through May 2024, it was determined that one (1) of the modular buildings – the larger of the two (2) located adjacent to Building 1200 - should be retained through May 2024. On May 18, 2022, the Board approved a lease extension through May 2024.

On February 7, 2024, the Board approved the extension of Bond Program Management services through May 30, 2029. To support the Bond Program Management staff and operations, the Board is asked to approve a five-year lease extension with Williams Scotsman, Inc. for the trailer located on the Fairfield Campus near Building 1200 in an amount not to exceed \$66,000.

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

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO SCHREDER & BRANDT MFG. INC. FOR CONSTRUCTION SERVICES FOR THE FAIRFIELD CAMPUS SWING SPACE PROJECT

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a contract to Schreder & Brandt Mfg. Inc. for the Fairfield Campus Swing Space Project. This project consists of the installation of seven (7) 36’x40’ Modular DSA Classroom buildings and one (1) Modular Restroom Building on the West side of Building 1200. Project also includes all associated utilities and sitework.

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.

<i>Ed. Code: NA</i>	<i>Board Policy: NA</i>	<i>Estimated Fiscal Impact: \$1,064,000.00 Measure Q Funds</i>
---------------------	-------------------------	--

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

April 19, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 1, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO SCHREDER & BRANDT MFG. INC. FOR CONSTRUCTION SERVICES FOR THE FAIRFIELD CAMPUS SWING SPACE PROJECT

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Sealed bids for this project were due on April 17, 2024. The District received a total of four (4) bids for the Swing Space Project.

Bids received were as follows;

<u>CONTRACTOR</u>	<u>BASE BID</u>	<u>TOTAL BID AMOUNT</u>
Schreder & Brandt Mfg. Inc.	\$ 989,000.00	\$ 1,064,000.00
Pro Builders Inc.	\$ 1,133,000.00	\$ 1,208,000.00
Arthulia Inc.	\$ 1,500,000.00	\$ 1,575,000.00
MBC Enterprises Inc.	\$ 1,924,000.00	\$ 1,999,000.00

*Total Bid Amount includes an Owners Allowance.

It was determined that Schreder & Brandt Mfg., Inc. submitted the lowest responsible and responsive Base Bid. It is recommended that the Board award a contract to Schreder & Brandt Mfg., Inc. for the Total Bid Amount of \$1,064,000.00.

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: **APPROVAL OF REVISIONS TO ACADEMIC AFFAIRS
BOARD POLICIES**

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. Academic Affairs Board Policies 6000, 6020, 6021, 6023, 6030, 6040, 6070, 6110, 6200B, 6203, 6205, 6205B, 6411 and 6420 are were presented for First Reading at the April 17, 2024 Board Meeting. These policies were reviewed by College Governance Council and are being presented for approval 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>Ed. Code:</i>	<i>Board Policy: 1000</i>	<i>Estimated Fiscal Impact: N/A</i>
------------------	---------------------------	-------------------------------------

SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

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

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7117

TELEPHONE NUMBER

David Williams, Ph.D.

VICE PRESIDENT APPROVAL

April 18, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 1, 2024
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

COURSE REPETITION

6000

POLICY: The Governing Board has determined reasonable limitations on course repetition as described in Administrative Procedures 6000 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in a manner that all work remains legible, insuring a true and complete academic history.

Under special (certain) circumstances, students may repeat courses in which a C or better grade was earned. The special (certain) circumstances are defined in Administrative Procedure 6000 titled Course Repetition.

REFERENCES/

AUTHORITY: Title 5, Sections 55040, 55041, 55042, 55044, 58161

ADOPTED: June 7, 1978

REVISED: August 3, 1983; November 19, 1986; December 19, 2001;
January 17, 2007; August 19, 2009; February 20, 2013; March 1, 2017

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

OPEN ENROLLMENT IN COURSE

6020

POLICY: The policy of Solano Community College is that, unless expressly exempted by statute or regulation, every course, course section, or class reported for state aid, wherever offered and maintained by the District shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55003) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

The Superintendent-President shall assure that this Open Enrollment Policy shall be published in the College Catalog and Schedule of Classes.

See Administrative Procedures 6020 and Administrative Procedures 5055

**REFERENCES/
AUTHORITY:**

Title 5, Section 51006

ADOPTED: November 19, 1986

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

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

MULTIPLE AND OVERLAPPING ENROLLMENTS

6021

POLICY: The Superintendent-President shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Superintendent-President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

See Administrative Procedures 6021

REFERENCES/

AUTHORITY: Title 5, Section 55007

ADOPTED: March 1, 2017; March 27, 2024

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

PRE-REQUISITES, CO-REQUISITES, AND COURSE ADVISORIES

6023

POLICY: The Superintendent-President is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites and advisories shall be identified in District publications available to students.

See Administrative Procedures 6023

**REFERENCES/
AUTHORITY:**

Title 5, Section 55000 and 55003

ADOPTED:

June 15, 1994

REVISED:

December 19, 2001; January 17, 2007; August 19, 2009;
March 1, 2017

REVIEWED:

March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

ADVANCED PLACEMENT

6030

POLICY: The Superintendent-President shall establish procedures for awarding advanced placement consistent with AB 1985, Advanced Placement Credit, and the California Education Code, Section 79500.

These procedures shall be listed in the Solano Community College Catalog and posted on the Solano Community College website.

**REFERENCES/
AUTHORITY:**

AB 1985 Advanced Placement Credit

California Education Code Section 79500

APPROVED: September 20, 2017

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

CREDIT-BY-EXAMINATION

6040

POLICY: Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President or Designee shall establish administrative procedures to implement this policy. The procedures shall provide for appropriate Academic Senate involvement.

REFERENCES/

AUTHORITY: California Education Code, of Regulations, Title 5, Section 55050.

RLS:nb
BP6040

ADOPTED: March 17, 1976

REVISED: November 19, 1986; December 19, 2001; January 17, 2007;
August 19, 2009

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

FINAL EXAMINATIONS

6070

POLICY: A final examination or appropriate culminating activity is required for all classes at the close of the semester. Final examinations must be held at designated times in on-campus scheduled classrooms (unless a room change has been approved by the appropriate Academic School Dean) or within the appropriate context of online **or correspondence** instruction.

A schedule of final examinations will be published each semester.

**REFERENCES/
AUTHORITY:**

Solano Community College District Governing Board

ADOPTED: November 19, 1986

REVISED: January 17, 2007; March 1, 2017; March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

CONTRACT EDUCATION

6110

POLICY: The District is authorized to offer courses to fulfill a contract with a public or private agency, corporation, association or other body or person in accordance with Title 5 of the California Code of Regulations.

REFERENCES/

AUTHORITY: California Code of Regulations, Title 5, Section 55170

ADOPTED: November 19, 1986

REVISED: January 17, 2007; August 19, 2009; March 1, 2017

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

GRADUATION REQUIREMENTS FOR BACCALAUREATE DEGREE

6200B

POLICY: The District grants the degree of Baccalaureate in Science or the Baccalaureate in Arts, to those students who have completed 120 degree-applicable semester units, including upper division coursework in the appropriate field of study with no grade in the Science or Art prerequisite courses less than a “C.”

Students must also complete general education, residency, and competency requirements are set forth in Title 5 regulations.

The Superintendent-President shall establish procedures to determine degree and requirements that include appropriate involvement of the Solano Community College Curriculum Committee. The procedures shall assure that graduation requirements are published in the District’s catalog and included in other resources that are convenient for Students.

REFERENCES/

AUTHORITY:

California Education Code, Section 70902(b)(3)

California Code of Regulations, Title 5, Sections 55060, et seq.

ADOPTED: April 19, 2017

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

HONORARY DEGREES

6203

POLICY: Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Governing Board.

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

REFERENCES/

AUTHORITY: California Education Code Section 72122

ADOPTED: December 19, 2001

REVISED: January 17, 2007; March 1, 2017

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

6205

POLICY:

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the diverse culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Superintendent-President shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

REFERENCES/

AUTHORITY: California Administrative Code, Title 5, Section 55061
ACCJC Accreditation Standard II.A

ADOPTED: December 19, 2001

REVISED: January 17, 2007; August 19, 2009; March 1, 2017

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

PHILOSOPHY AND CRITERIA FOR BACCALAUREATE DEGREE AND GENERAL EDUCATION

6205B

POLICY: The awarding of a Baccalaureate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop progressively higher level capabilities and insights.

In addition to these accomplishments, the student shall possess sufficient depth in the baccalaureate area of study to contribute to entry level career preparation and lifetime interest.

The Solano Community College District General Education Program promotes skill development and knowledge acquisition through the study of ideas, the analysis of data, and the interpretation of issues and events. Students completing the Solano Community College District General Education program are systematic, critical, creative thinkers and clear communicators who are intellectually curious, culturally and scientifically literate, civic-minded and aesthetically appreciative. These students are able to demonstrate the General Education Learning Outcomes (GELO) when appropriate.

The Superintendent-President shall establish procedures to determine degree and requirements that include appropriate involvement of the Solano Community College Curriculum Committee. The procedures shall assure that the graduation requirements are published in the district's catalog and are included in other resources that are convenient for students.

REFERENCES/ AUTHORITY:

California Administrative Code, Title 5, Section 55061

ACCJC Accreditation Standard II.A

ADOPTED: April 19, 2017

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

GRADE CHANGES

6411

POLICY: The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

See Governing Board Policy 3500; Administrative Procedures 6411, and Governing Board Policy/Administrative Procedures 5150

**REFERENCES/
AUTHORITY:**

Title 5, Section 55025

California Education Code, Sections 76224, 76232

ADOPTED: February 19, 1992

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

REVIEWED: March 27, 2024

SOLANO COMMUNITY COLLEGE DISTRICT

COLLEGE CATALOG

6420

POLICY: Annually, Solano Community College shall publish a general catalog in print and online formats containing information, regulations and procedures about admission, academic requirements, and courses of study, student services and other general information about the College.

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

California Education Code Section 76000-76002

ACCJC Accreditation Standard I.C.2.

ADOPTED: October 18, 1971

REVISED: November 19, 1986; January 17, 2007; December 5, 2007;
March 1, 2017

REVIEWED: March 27, 2024