



AGENDA ITEM: (d)•
MEETING DATE: January 20, 2016

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

TO:
MEMBERS OF THE GOVERNING BOARD

SUBJECT:
Solano Showcase Faculty Presentation

REQUESTED ACTION:
N/A

SUMMARY:
Professor Amy Obegi, will be presenting to the Governing Board a presentation on Child Development and Family Studies Student Success

STUDENT SUCCESS IMPACT:
Help our students achieve their educational, professional and personal goals

ED CODE: **BOARD POLICY:** **ESTIMATED FISCAL IMPACT:** N/A



Solano College

Child Development & Family Studies

**Connecting with the Community:
Supporting Student Success**

Quality Education

for Solano's children



Career, Transfer, Life
Classes offered days, afternoons,
nights, online, and at all 3 campuses

Planning for Success

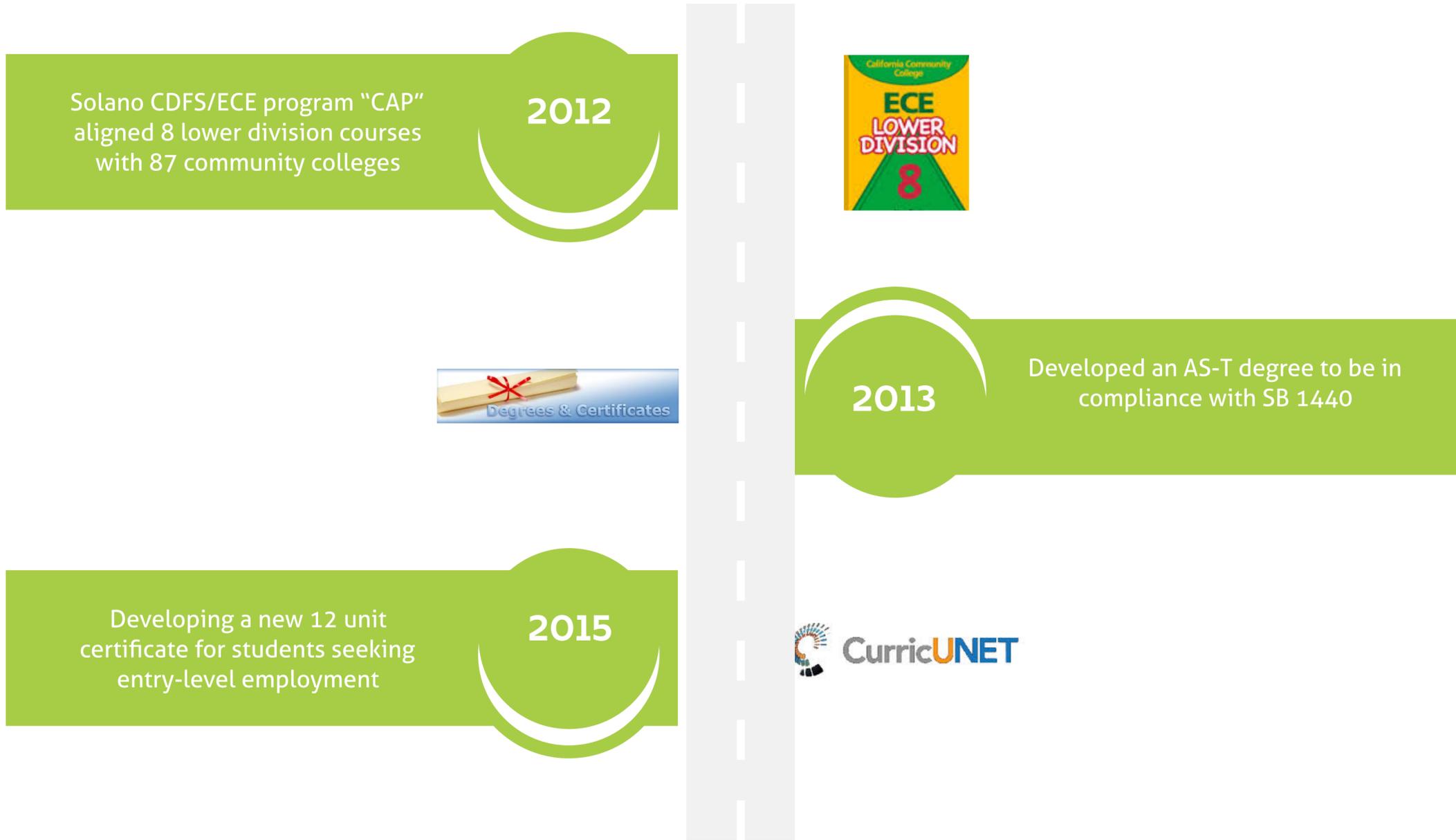
Working collaboratively to promote student success



Community Collaboration

We work with representatives from SNAEYC, Solano Children's Network, Solano Children and Family Services, First 5 Solano, CPIN, etc. to garner advice, keep updated on community needs and plan for student success

- ✓ CDFS Advisory Committee meets twice a year
- ✓ CDFS Planning Retreat
- ✓ ECE Conference Planning Committee meets throughout the year
- ✓ Faculty engage in professional development & present in the community



Curriculum Development for Student Success

We currently offer an AS, AS-T, and Certificate of Achievement

Facility/Equipment Updates

Perkins funds are central to keeping student's career technical education up-to-date

Tables & Chairs

Procured tables with wheels and chairs for 1625 through the strategic proposal process

Chrome books

Purchasing 8 chrome books for in-class group projects requiring internet access w/Perkins funds

Curriculum Supplies

Purchase up-to-date materials for hands-on instruction in curriculum classes

Videatives Subscription

ECE video clips to analyze children's behavior

Instructional Videos

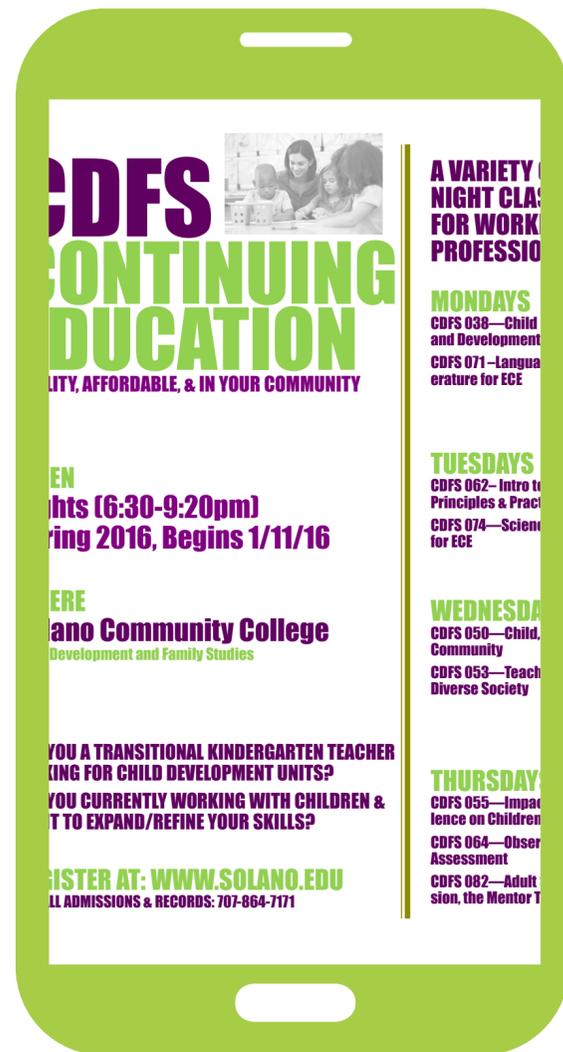
Purchase up-to-date instructional videos for classroom use

Cameras & Printers

Cameras & photo printers help practicum students observe and document children's learning

Responding to the Community

Promoting Access



Advertising to Transitional Kindergarten Teachers



Information Night for CDFS Students



CDFS

96

ECE Annual Conference

29 years of Professional Development at Solano College



Modeling Quality

Participants can visit our
Early Learning Lab
Receive quality instruction
Engage in hands-on
learning



Educating Hundreds

Each year hundreds visit
our college to gain
professional development
Collaborate with SNAEYC,
First 5, Solano Children &
Family Services, etc.



Professional Workshops

Child Guidance
Curriculum
Environments
Development
Special Needs
Administration



Quality Keynotes

Sandy Holman
Ross Thompson
Dan Gartrell
Jose Luis-Orozco
Janet Gonzalez-Mena

Celebrating our Students



CDFS Graduation Celebration



Scholarship Opportunities



AGENDA ITEM: (d)
MEETING DATE: January 20, 2016

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

TO:
MEMBERS OF THE GOVERNING BOARD

SUBJECT:
BUDGET UPDATE

REQUESTED ACTION:

SUMMARY:

STUDENT SUCCESS IMPACT:

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT:



AGENDA ITEM: 11.(a)
MEETING DATE: January 20, 2016

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

TO:
 MEMBERS OF THE GOVERNING BOARD

SUBJECT:
 CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION:
 Approval

SUMMARY:

EMPLOYMENT 2015-2016

Regular Assignment

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> |
|--------------------|---|-------------------------|
| Debbie Dorrough | Interim One Semester FT Nursing Faculty (Spring 2016) | 01/08/16 |
| Priscilla Jones | CalWORKS Coordinator/Counselor | 01/05/16 |
| Rhonda Roman | Photography Lab Technician-Part Time C00083 (Range 14/Step 1) | 02/01/16 |

Change in Assignment

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> |
|--------------------|---|-------------------------|
| Judith Burtenshaw | From Administrative Assistant IV Educational Foundation to Student Services Generalist, Vallejo Center (Range 14/Step7 Y-Rated) | 01/01/16 |

Short-term/Temporary/Substitute

| <u>Name</u> | <u>Assignment</u> | <u>Fund/Grant Name</u> | <u>Effective</u> | <u>Amount</u> |
|----------------------|-------------------------------|-------------------------------|-------------------------|----------------------|
| Wanda Butters | Clinical Instructor | Enrollment Growth Grant | 12/17/15 – 06/30/16 | \$58.59 |
| Shawn Michael Carney | Assistant Coordinator | General Fund | 01/11/16 – 05/20/16 | \$66.67 |
| Christopher Collins | Accreditation Coordinator | General Fund | 12/03/15 – 06/30/16 | \$58.60 |
| Diane Crosley-Mayers | Student Services Assistant II | Equity Fund | 01/01/16 – 06/30/16 | \$16.56 |
| Songhai T. Deveaux | Student Services Assistant II | Equity Fund | 01/01/16 – 06/30/16 | \$16.56 |
| Allen Fleming | Student Services | Equity Fund | 01/01/16 – 06/30/16 | \$16.56 |

| | | | | |
|-----------------------|---|-----------------------------|---------------------|---------|
| Amani Howell-Jennings | Assistant II Student Services | Equity Fund | 01/01/16 – 06/30/16 | \$16.56 |
| Lalita Myrick | Assistant II Student Services | Umoja District | 01/01/16 – 06/30/16 | \$14.58 |
| Robert Payawal | Assistant I Instructional Assistant | Academic Success Center | 01/11/16 – 06/10/16 | \$15.88 |
| Samantha Shubrook | Basic Skills Professional Development | Basic Skills Initiative | 12/01/15 – 07/30/16 | \$69.05 |
| Ann Talamantes-Ristow | Assistant Women's Basketball Coach | Women's Basketball Trust | 12/11/15 – 02/29/16 | \$16.66 |
| Emily T. Wade | Office Assistant | EOPS Program | 01/05/16 – 06/30/16 | \$10.60 |
| Stephen Watkins | Accreditation Coordinator | General Fund | 01/01/16 – 06/30/16 | \$63.25 |
| Michell L. Williams | Student Services Assistant II | Equity Fund | 01/01/16 – 06/30/16 | \$16.56 |

RESIGNATIONS

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> |
|--------------------|---|-------------------------|
| Wade Larson | Associate Vice President, Human Resources | 02/05/16 |

STUDENT SUCCESS IMPACT:

Human Resources

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT:



AGENDA ITEM: 12.(b)
MEETING DATE: January 20, 2016

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

TO:
 MEMBERS OF THE GOVERNING BOARD

SUBJECT:
 WARRANTS

REQUESTED ACTION:
 Approval

SUMMARY:

| | | | |
|---------------|----------------|-----------------------|-----------------------|
| 12/02/2015 | Vendor Payment | 2511066663-2511066696 | \$10,449.50 |
| 12/07/2015 | Vendor Payment | 2511066697-2511066698 | \$71,016.55 |
| 12/07/2015 | Vendor Payment | 2511066699-2511066706 | \$146,156.64 |
| 12/07/2015 | Vendor Payment | 2511066707-2511066787 | \$305,540.38 |
| 12/14/2015 | Vendor Payment | 2511066788-2511066792 | \$59,276.52 |
| 12/14/2015 | Vendor Payment | 2511066793-2511066815 | \$1,728,178.22 |
| 12/14/2015 | Vendor Payment | 2511066816-2511066929 | \$159,692.13 |
| 12/15/2015 | Vendor Payment | 2511066930-2511067004 | \$788,671.25 |
| 01/07/2016 | Vendor Payment | 2511067024-2511067093 | \$820,639.75 |
| TOTAL: | | | \$4,089,620.94 |

STUDENT SUCCESS IMPACT:
 Help our students achieve their educational, professional and personal goals

ED 70902 & BOARD 3240 ESTIMATED FISCAL
CODE: 81656 POLICY: IMPACT: \$4,089,620.94



AGENDA ITEM: 12.(c)
MEETING DATE: January 20, 2016

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

TO:
 MEMBERS OF THE GOVERNING BOARD

SUBJECT:
 CONSENT CALENDAR - FINANCE & ADMINISTRATION

REQUESTED ACTION:
 Approval

SUMMARY:

PERSONAL SERVICES AGREEMENTS

Superintendent-President's Office
Celia Esposito-Noy, Superintendent-President

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--------------------|---|--|-----------------------------|
| Stan R. Arterberry | Facilitate the Board/ Superintendent/President Relationship Retreat | January 21, 2016 – January 31, 2016 | \$4,000.00 plus expenses |

Academic Affairs
Leslie Minor, Vice President

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|---------------|--|---|-----------------------------|
| Peter Cammish | Provide course development and course delivery for Contract Education classes | January 21, 2016 – January 31, 2016 | Not to exceed \$450.00 |
| Tonya Dretzka | Provide business counseling and workshop training services to the Small Business Development Center | January 21, 2016 – June 30, 2016 | Not to exceed \$1,000.00 |
| Cindy Foreman | Provide composite aircraft repair training course | November 2, 2015 – November 13, 2015 | Not to exceed \$5,300.00 |
| Ali Ghandchi | Provide business counseling and workshop training services to the | January 21, 2016 – June 30, 2016 | Not to exceed \$1,000.00 |

| | | | |
|----------------|--|-------------------------------------|-----------------------------|
| Robert Lane | SBDC Provide business counseling and workshop training services to the SBDC | January 21, 2016 – June 30, 2016 | Not to exceed \$1,000.00 |
| Andrew Shinn | Perform Faculty Entrepreneurship Champion Mini-grant activities | January 21, 2016 – June 30, 2016 | Not to exceed \$7,500.00 |
| Randall Shores | Provide business counseling and workshop training services to the SBDC | January 21, 2016 – June 30, 2016 | Not to exceed \$1,000.00 |

Human Resources
Wade Larson, Associate Vice President

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--------------------|---|-------------------------|----------------------------|
| William K. Wesley | Provide FlexCal course, “Professional Ethics and Civility in the Workplace” | January 8, 2016 | Not to exceed \$1110.00 |

Student Services
Gregory Brown, Vice President

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--------------------|---|--|----------------------------|
| John Valadez | Two screenings and discussions of PBS films | September 8, 2015 | Not to exceed \$700.00 |
| Mayra Zamora | Translation services of outreach documents | REVISED September 20, 2015 – June 30, 2016 | Not to exceed \$1200.00 |

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals , Workforce development and training

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT:



AGENDA ITEM: 12.(d)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR BUILDING 1300 KILN
STRUCTURAL RETROFIT PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for the Building 1300 Kiln Structural Retrofit Project Notice of Completion. On October 21st, 2015, Berger Steel, was selected to retrofit an existing kiln with an engineered steel brace. The work on this project is complete, and at this time the District gives notice and certifies that:

- The project has been inspected and complies with the plans and specifications;
- The contractor has completed the work;
- The contract for the project is accepted and complete; and
- Upon Board approval a Notice of Completion will be filed with Solano County for the project.

STUDENT SUCCESS IMPACT:

Necessary documentation for completed construction and renovations

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT: N/A



AGENDA ITEM: 12.(e)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR ESCO HVAC/EMS IMPLEMENTATION PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for the ESCO HVAC/EMS Efficiency Implementation Project Notice of Completion. On April 25, 2014, Peterson Mechanical Inc., was selected to provide and install new VAVs, CAVs, and required ductwork, along with an electronic Energy Management System into nine buildings on the Fairfield campus to make the systems more efficient. The work on this project is complete, and at this time the District gives notice and certifies that:

- The project has been inspected and complies with the plans and specifications;
- The contractor has completed the work;
- The contract for the project is accepted and complete; and
- Upon Board approval a Notice of Completion will be filed with Solano County for the project.

STUDENT SUCCESS IMPACT:

Necessary documentation for completed construction and renovations

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT: N/A



AGENDA ITEM: 12.(f)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR SMALL CAPITAL MIDDLE COLLEGE HIGH SCHOOL LED ON PORTABLES PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for the Small Capital Middle College High School LED on Portables Project Notice of Completion. On August 19, 2015, JLC Contracting, Inc., was selected to provide and install LED lighting for the middle college portables located by building 1200. The work on this project is complete, and at this time the District gives notice and certifies that:

- The project has been inspected and complies with the plans and specifications;
- The contractor has completed the work;
- The contract for the project is accepted and complete; and
- Upon Board approval a Notice of Completion will be filed with Solano County for the project.

STUDENT SUCCESS IMPACT:

Necessary documentation for completed construction and renovations

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT: N/A



AGENDA ITEM: 12.(g)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR B1200 RENOVATION SWING SPACE PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for the B1200 Renovation Swing Space Project Notice of Completion. On August 5, 2015, JLC Contracting, Inc., was selected to provide and install electrical components for the temporary stage to be fully functional. The work on this project is complete, and at this time the District gives notice and certifies that:

- The project has been inspected and complies with the plans and specifications;
- The contractor has completed the work;
- The contract for the project is accepted and complete; and
- Upon Board approval a Notice of Completion will be filed with Solano County for the project.

STUDENT SUCCESS IMPACT:

Necessary documentation of completed construction and renovations

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT: N/A



AGENDA ITEM: 12.(h)
MEETING DATE: January 20, 2016

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

TO:
MEMBERS OF THE GOVERNING BOARD

SUBJECT:
DONATIONS

REQUESTED ACTION:
Approval

SUMMARY:

| <u>NAME AND ADDRESS</u> | <u>ITEM AND ESTIMATED VALUE</u> | <u>RECEIVING DEPARTMENT</u> |
|--|--|--|
| Linda Eyrich 3007 Chestnut Court Fairfield, CA 94533 | Various Workshop Tools \$1,000 | Aeronautics |

Acceptance of this donation is recommended at this time.

STUDENT SUCCESS IMPACT:
Help our students achieve their educational, professional and personal goals

ED CODE: **BOARD POLICY:** 3350 **ESTIMATED FISCAL IMPACT:** \$ In Kind Gifts



AGENDA ITEM: 13.(i)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

EDUCATIONAL AGREEMENT BETWEEN INTERED STRATEGIC AND SOLANO COMMUNITY COLLEGE DISTRICT

REQUESTED ACTION:

Approval

SUMMARY:

An agreement between Solano Community College District (SCCD) and Intered Strategic (IES) for contract educational services is being presented to the Governing Board for approval. SCCD will provide English as a Second Language for up to 9 International students. The District will develop, coordinate, deliver, and evaluate the training. Training will take place from January 25, 2016 to February 19, 2016 Instruction/training will be delivered at SCC. This contract is for \$6,500.

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals

ED CODE: **BOARD POLICY:** **ESTIMATED FISCAL IMPACT:** \$6,500.00

SOLANO COMMUNITY COLLEGE DISTRICT AGREEMENT FOR EDUCATIONAL SERVICES

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “District” and **INTERED STRATEGIC**, hereinafter referred to as “IES.”

WHEREAS, IES desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide English as a Second Language for Academic Programs training for up to nine international students, for high basic beginner instruction.
- B. The District will develop, coordinate, deliver, and evaluate the training. Students will attend 67 hours of training in one group. Training will take place in Spring 2016, from January 25th-February 19th 2016. Instruction will be delivered at the Solano Community College, Fairfield Campus, 4000 Suisun Valley Road, Fairfield, CA 94534. District will provide to IES course syllabus with coordinate SLO’s by January 20th for IES program pagination and affirmation. All successful completers will receive Certificates of Success, moreover, Solano College will issue InterEd Strategic confirmation on Solano College letterhead with official College signature indicating that “Solano College has provided and verifies completion of all required hours for the high basic beginner English for Academic Programs course.” Additional training can be scheduled as needed with an addendum to this contract.
- C. The College will identify all employees who participate in the training. The price is based on a specific scope of services for one instructor.
- D. IES will compensate the District for all services rendered and expenses at a rate of six thousand five hundred dollars (\$6,500.00). The cost is inclusive for basic instruction, teaching/ training materials. Textbooks will be purchased by IES. Support services and out of class on campus activities include facilitating arrangements for access to campus facilities, introductions to campus clubs, exposure to professors of importance to Solano College, dinner with the President (to be provided by IES), and other activities that will support Solano College marketization and internationalization goals without incurring direct financial impact to Solano College outside of this contract.
- E. Once course syllabus with coordinate SLO’s are affirmed by IES, Solano Community College will expect a deposit of 25% of the contract due no later than one week before the start of the program. The balance of the contract will be due at the mid-point of instruction. If IES opts out of the contract less than thirty days prior to commencement, for any reason other than matters related to syllabus and coordinate SLO’s, Solano Community College may retain the deposit for all costs associated with program development.
- F. **IT IS MUTUALLY UNDERSTOOD** that IES and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to IES and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, IES, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including

property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of IES. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

IES will indemnify, and hold harmless in any actions of law or equity, the District, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of IES under this Agreement or of any persons directly or indirectly employed by, or acting as agent for IES but not including the sole negligence or willful misconduct of the District. This indemnification shall extend to claims losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve IES from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any IES operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

- H. IES agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of IES non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

Celia Esposito-Noy
Superintendent-President Solano Community College

Date _____

Adrian Donato
President
InterEd Strategic

Date _____



AGENDA ITEM: 15.(a)
MEETING DATE: January 20, 2016

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

TO:
MEMBERS OF THE GOVERNING BOARD

SUBJECT:
RESOLUTION NO. 15/16-20 DECLARING JANUARY 2016 AS SCHOOL BOARD RECOGNITION MONTH

REQUESTED ACTION:
Approval

SUMMARY:
The Solano County Board of Education has recognized January 2016 as School Board Recognition Month. Resolution 15/16-20 is to declare January 2016 as School Board Recognition Month to honor all School Board members of Solano County.

STUDENT SUCCESS IMPACT:
N/A

ED CODE: **BOARD POLICY:** **ESTIMATED FISCAL IMPACT:** N/A

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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
JANUARY 2016 SCHOOL BOARD RECOGNITION MONTH

RESOLUTION NO. 15/16 - 20

WHEREAS, an excellent public education system is vital to the quality of life as well as to the economic health and future of all Californians; and

WHEREAS, school boards create a vision and set clear standards for their students, districts, schools, and programs; are accountable to the community for operating schools that support student achievement; align resources with planned strategies to benefit students; create a climate that supports the philosophy that all children can learn at high levels; and build collaborative relationships based on trust, teamwork, and shared accountability, all while considering the diverse educational needs of all children and empowering them to become competent, productive contributors to our democratic society and ever-changing world; and

WHEREAS, school board members face complex and demanding challenges and are responsible for providing a solid foundation for our school system; and

WHEREAS, school board members engage their local communities, communicate with the public, strive to improve their knowledge and leadership roles to manage multifaceted education issues, and serve as strong advocates for children; and

WHEREAS, school board members demonstrate their commitment to children by contributing their dedicated energies and devoting countless hours to providing a quality public education to each child while receiving very little compensation for their tireless efforts; and

WHEREAS, school board members are powerful campaigners for public education and are responsible for communicating the needs of the local school district to the public and the public's expectations to the district.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Solano Community College District declares its appreciation for the members of the governing board of each district in our county and proclaims the month of January 2016 as School Board Recognition Month urging all citizens to join in recognizing the year-round dedication and hard work of local school board members, and work with them to support an education system that meets the needs of both today's and tomorrow's students.

1 **PASSED AND ADOPTED**, By the Governing Board of the Solano Community College
2 District this 20TH day of January 2016, by the following roll call vote:

3 **AYES:**

4
5 **NOES:**

6 **ABSTAIN:**
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10 _____
11 **MICHAEL A. MARTIN**
12 **BOARD PRESIDENT**

13 _____
14 **CELIA ESPOSITO-NOY, Ed.D.**
15 **SECRETARY**
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AGENDA ITEM: 16.(b)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

DISTRICT RECLASSIFICATION OF ADMINISTRATIVE ASSISTANT II TO ADMINISTRATIVE ASSISTANT III IN COMMUNITY SERVICES

REQUESTED ACTION:

Approval

SUMMARY:

In accordance with Article 18 of the California School Employees Association (CSEA)/District Collective Bargaining Agreement, the District may request a reclassification based on significant changes in job duties and levels of responsibility. A reclassification review was conducted and a recommendation made to move the Administrative Assistant II Community Services to Administrative Assistant III Community Services. The CSEA and District have reached agreement on salary placement to be changed from Range 11 to Range 13.

STUDENT SUCCESS IMPACT:

Human Resources

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT: N/A



AGENDA ITEM: 16.(c)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

DISTRICT RECLASSIFICATION OF THE CHILDREN'S PROGRAM ASSISTANT TO EARLY LEARNING CENTER ASSISTANT

REQUESTED ACTION:

Approval

SUMMARY:

In accordance with Article 18 of the California School Employees Association (CSEA)/District Collective Bargaining Agreement, the District may request a reclassification based on significant changes in job duties and levels of responsibility. A reclassification review was conducted and a recommendation made to revise the Children's Program job description and title to reflect State mandated changes. The new title is revised to Early Learning Center Assistant. The CSEA and District have reached agreement on salary placement to be changed from Range 8 to Range 11. Increase in hourly wage from \$16.67 to \$19.00. Decrease in hours from 30 to 20 per week to fit budget. Net savings of approximately \$5,000 per year.

STUDENT SUCCESS IMPACT:

Human Resources

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT: \$5,000 per year

**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.

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
Child Development Permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as 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 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.

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 provide 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

DRAFT 8/25/15

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Children's Program Assistant

BASIC FUNCTION: Under the supervision of the Children's Program Director, assist in providing quality instructional, social and physical activities for children; participate in planning, organizing and implementing the assigned program in accordance with Title 5 and Title 22 regulations.

DISTINGUISHING CHARACTERISTICS: Children's Program 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 classroom staff.

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 a clean and orderly environment 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 (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.

Set up the environment as a welcoming place for families; be available to all families to engage conversations and respond to questions or concerns.

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

Follow 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 Master Teacher Child Development Permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as 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 Master 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.

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 provide 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



AGENDA ITEM: 16.(d)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

2015-2016 SEASONAL PERIODIC STUDENT SALARY SCHEDULE

REQUESTED ACTION:

Approval

SUMMARY:

Salary change for Seasonal Periodic Student is being presented to the Governing Board for approval. The change is due to the California Minimum Wage increase, effective January 1, 2016.

STUDENT SUCCESS IMPACT:

Human Resources

ED CODE: **BOARD POLICY:** **ESTIMATED FISCAL IMPACT:** N/A

SOLANO COMMUNITY COLLEGE

**Seasonal, Periodic and Student Worker Salary Schedule
Effective 01/01/2016**

Seasonal and Periodic

| | |
|--|--|
| Assistant Athletic Coach | \$16.66/hr (Maximum of \$4500.00 per Seasonal Sport) |
| Athletic Onsite Administrator | \$35.00/hr |
| Enabling Note taker | \$50 per semester |
| Fire Science Academy Classroom Assistant | \$10.60 |
| Lifeguard | \$10.00 |
| Office Assistant | \$11.60 |
| Maintenance/Facilities | \$10.00/\$12.00 |
| Pool Manager | \$10.00/\$11.00 |
| Registration Aide | \$12.00 |
| Telemarketing | \$10.00 |
| Theatre staff: | |
| Box Office Clerk | \$10.00 |
| House Manager | \$10.00 |
| Production Assistant | \$11.60 |
| Theatre Assistant | \$10.00 |
| Theatre Technician | \$14.00 |

Student Workers

All Student Workers \$10.00

The following Student Worker Positions have designated ranges. The higher pay rate and minimum qualifications are determined by the manager:

Early Learning Center Staff:

| | |
|-----------------|---------|
| Aides | \$10.00 |
| Intern 1 | \$10.50 |
| Intern 2 | \$11.00 |
| Lab Assistant 1 | \$12.00 |
| Lab Assistant 2 | \$13.00 |

Disabled Services Program

| | |
|----------------------|-------------------------|
| Adapted PE Assistant | \$10.00/\$11.00/\$13.00 |
| Mobility Assistant | \$10.00/\$11.00/\$13.00 |

Tutor \$10.00/\$11.00/\$13.00

Note: Effective 01/01/2016 the California minimum wage will increase to \$10.00/hr
http://www.dir.ca.gov/dlse/faq_minimumwage.htm

Board Approval date: 01.20.2016



AGENDA ITEM: 16.(e)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

SUBJECT: REVISED JOB DESCRIPTION, DIRECTOR – FACILITIES (CLASSIFIED MANAGER)

REQUESTED ACTION:

Approval

SUMMARY:

The following job description is presented for Governing Board approval. The attached job description modifies the current “under the direction,” in the Basic Function section, of the job description. Change from, "Under the direction of the Vice President of Administrative and Business Services" to, "Under the direction of the Vice President of Finance and Administration".

STUDENT SUCCESS IMPACT:

Human Resources

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT:

SOLANO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR – FACILITIES (Classified Manager)

BASIC FUNCTION: Under the direction of the Vice President of [Finance and Administration-Administrative and Business Services](#), plan, organize and direct maintenance and operations activities of the District; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize and direct a variety of programs, projects and activities related to maintenance, custodial, grounds, facilities planning, warehouse and mail services.

Develop plans, specifications, bid documents and related materials; evaluate bids and recommend award of contracts for capital outlay projects, equipment and major repairs.

Prepare, develop and administer budgets for maintenance, custodial, grounds, warehouse, deferred maintenance and one-time funded projects; review and approve maintenance and operations requisitions within budgetary limitations.

Provide technical expertise, information and assistance regarding assigned functions; supervise skilled workers in the performance of new construction, major repairs and alterations of District facilities.

Develop plans and specifications for work to be completed; review cost estimates submitted by outside contractors; recommend or determine equipment and materials to be purchased.

Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Inspect buildings, equipment and grounds for fire, safety and health hazards; recommend or require proper elimination of hazards; inspect buildings relative to energy usage and savings; evaluate and recommend cost-saving methods.

Supervise and evaluate the performance of assigned staff in accordance with District guidelines and collective bargaining contract; interview and select employees; transfer, reassign, terminate and discipline personnel as appropriate; plan, coordinate and arrange for appropriate training of subordinates.

Plan and implement a systematic program of preventive maintenance; establish priorities of maintenance and special projects; develop procedures to assure that routine and emergency maintenance needs are resolved.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to facilities and other assigned functions.

Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.

Consults with engineers covering heating, mechanical and electrical requirements of new and renovated buildings.

Maintain inventory records of fixed assets; prepare documentation, evaluate and recommend disposition of surplus property.

Plan, coordinate and direct administrative functions such as key control, telephone usage and equipment, and hazardous materials management.

Attend, conduct and participate in meetings, seminars, committees and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Affirmative Action/Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women, and the disabled.

Planning, organization and direction of a maintenance and operations department.

Budget preparation and control.

Modern practices, procedures and equipment used in building, grounds and equipment maintenance and repair.

HVAC systems and primary and secondary power distribution systems.

Building and Fire Codes.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Cost analysis techniques.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Contract preparation and administration.

Modern management theory and practice.

ABILITY TO:

Plan, organize and administer maintenance and operations activities and functions.

Provide technical expertise regarding maintenance and operations activities and functions and supervise skilled trades personnel.

Formulate and develop cost-saving plans for assigned areas of responsibility.

Prepare and maintain budget, financial and statistical records.

Develop cost estimates for major facilities projects.
Train, supervise and evaluate personnel.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the maintenance of a variety of records and files related to facilities and other assigned functions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college course work in engineering, management, architecture or related fields and five years maintenance experience in the maintenance and operations of a large facility and journey-level experience in at least two of the building trades including three years supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

zg:Dir .Facilities
Board approval 10/16/91
Revised: 4/21/99
[Revised : 1/8/16 MRC](#)



AGENDA ITEM: 16.(f)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

New Job Description, Executive Coordinator - Student Services (Confidential)

REQUESTED ACTION:

N/A

SUMMARY:

In spring 2015, a new organizational structure for Student Services was created which included the position of Executive Coordinator to support the Vice President of Student Services. This was a new position that was created. Upon administrative review, the job description was not sent forward at that time. This document is the corresponding job description for the currently existing position of Executive Coordinator - Student Services for the Board's review.

STUDENT SUCCESS IMPACT:

Human Resources

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT:

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: Executive Coordinator – Student Services (Confidential)

BASIC FUNCTION: Under the direction of the assigned Vice President, provides confidential and comprehensive organizational and administrative support to the assigned Vice President; coordinates assigned activities with other departments and outside agencies; performs a wide variety of complex duties related to the departments assigned to the Vice President.

REPRESENTATIVE DUTIES:

- Works cooperatively with the Vice President to carry out the District’s mission, goals and objectives of the College.
- Format, type, proofread and distribute correspondence, reports, lists, summaries and other items to appropriate District offices, State agencies and other organizations.
- Monitors the budgets for the assigned Vice President, and any other budgets under the Vice President’s responsibility. Ensures that expenditures are correctly recorded and account balances are sufficient to cover costs; makes recommendations to the Vice President on expenditures and allocations.
- Maintain an understanding of the various departments under the direction of the Vice President.
- Anticipates needs and initiates activity to resolve minor problems; responds to and assists the Vice President in resolving difficult and sensitive inquiries, complaints and requests for information and assistance.
- Establish and maintain positive staff and public relations; receive telephone calls and greet office visitors; provide detailed information requiring judgment and knowledge of pertinent programs and functions.
- Coordinates and establishes office procedures and operation in the office of the Vice President.
- Composes correspondence on own initiative on matters not requiring personal responses of the Vice President; researches, and compiles statistical and narrative data for reports; responds to various and sundry surveys.
- Screens mail for crucial and confidential matters requiring the Superintendent/President’s immediate attention.
- Types and prepares information of a confidential nature, including responses from the Vice President related to student discipline.
- Makes comprehensive travel arrangements and prepares and oversees documentation for travel requests and reimbursements for the Vice President.
- Establishes and maintains records and files for the Vice President; oversees record retention.
- Order office supplies and assure proper operation of office equipment.
- Assists and works with auditors and consultants on various administrative projects.

SECONDARY FUNCTIONS:

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

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

- Completion of an Associate Degree OR the equivalent of six years of complex administrative office work, including two years as a confidential assistant to an executive administrator.
- Secretarial/administrative assistant experience may be substituted on a year-for-year basis for the two years of college.
- Experience in a community college environment desired.
- Bachelor's Degree is desirable but not required.

KNOWLEDGE OF:

- Effective Communication techniques and etiquette
- Principles and practices of supervision and training.
- Demonstrates knowledge of modern office practices, record keeping techniques, procedures, research methods, and equipment.

LANGUAGE SKILLS:

- Ability to read, interpret, apply, and explain District Policies and Procedures as well as regulations.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to compile information and compose reports, correspondence, and procedure manuals using correct English, grammar, spelling, punctuation, and vocabulary.
- Ability to review, edit, and proofread written documents for completeness and accuracy.

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

- Possesses ability to solve practical problems and deal with a variety of situations.
- Demonstrates ability to interpret instructions from a written, oral, diagram, or schedule format.

OTHER SKILLS AND ABILITIES:

- Operates an electronic keyboard accurately at 65 words per minute.
- Records and transcribes information accurately at 120 words per minute.
- Demonstrates efficient and effective communication techniques and etiquette as well as a sensitivity to relate to persons with diverse, socioeconomic, cultural, and ethnic backgrounds, including persons with disabilities.
- Works independently, with speed and accuracy, on a variety of complex projects and detailed tasks.
- Implements good judgment in recognizing the scope of authority.
- Establishes and maintains cooperative and effective working relationships with others using tact, patience, and courtesy.
- Manages office operations, meeting demanding schedules and multiple timelines.
- Operates computer terminal, typewriter, copier, calculator, and facsimile machine.
- Performs advanced-level word processing and spreadsheet functions using Word, PowerPoint, and Excel, and maintains data base documents.
- Prepares and analyzes data such as charts and graphs.

1/13/16 MRC

Board Approved:



AGENDA ITEM: 17.(g)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

DISTRICT AUTHORIZED SIGNATURES SIGNING AUTHORITY

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested to change District authorized signatures per the following official signature form and Resolution No. 15/16-18.

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT:

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS**

RESOLUTION NO. 15/16-18

WHEREAS, In accordance with Education Code Sections 85232 and 85233, the Governing Board shall be responsible for authorizing a person or persons to sign official documents in its name and for filing the verified signature of such person or persons with the County Superintendent of Schools; now therefore be it

RESOLVED, That the authorized signatures for all official financial documents of the Governing Board of Solano Community College District including: journal entries, deposit permits, warrant register listing "Form 50," payroll deduction certification summary, retirement detail/summary reconciliation form, payroll pre-lists, and accounts payable transmittal forms, shall be any one of the following:

MICHAEL A. MARTIN
BOARD PRESIDENT

CELIA ESPOSITO-NOY
SUPERINTENDENT-PRESIDENT

YULIAN I. LIGIOSO
VICE PRESIDENT, FINANCE AND ADMINISTRATION

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS**

RESOLUTION NO. 15/16-18

(Continuing – Page 2)

LESLIE MINOR
VICE PRESIDENT, ACADEMIC AFFAIRS

GREGORY BROWN
VICE PRESIDENT, STUDENT SERVICES

WADE LARSON
ASSOCIATE VICE PRESIDENT, HUMAN RESOURCES

PATRICK KILLINGSWORTH
DIRECTOR, FISCAL SERVICES

ADIL AHMED
ACCOUNTING MANAGER, FISCAL SERVICES

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS**

RESOLUTION NO. 15/16-18

(Continuing – Page 3)

JOHN BILMONT

ACCOUNTING MANAGER, BOND

PASSED AND ADOPTED this 20th day of January 2016 by the Governing Board of the
Solano Community College District.

MICHAEL A. MARTIN

BOARD PRESIDENT

CELIA ESPOSITO-NOY

SECRETARY



AGENDA ITEM: 17.(h)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

DISTRICT STANDARDS - PROGRAM LEVEL FF&E GUIDELINE FOR EXTERNAL DESIGN CONSULTANTS

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for acceptance of Program Level Furniture, Fixtures and Equipment (FF&E) Guideline for External Design Consultants, dated 14 August 2015, as the District's FF&E Standards. This document was developed by Dovetail, working with the District's Furniture, Fixtures, and Equipment Committee over the last year. It has been approved by the Committee. This document is composed of (1) Interior Space Design Guidelines and (2) Furniture Standards. These guidelines and standards will guide the space and furnishings planning and furnishings procurement in the future.

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

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals
Repair and update instructional space and equipment to meet DSA standards.

ED CODE: BOARD POLICY: ESTIMATED FISCAL IMPACT:



AGENDA ITEM: 17.(j)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

CONTRACT AWARD TO COMMERCIAL DESIGN INC. FOR CONSTRUCTION SERVICES FOR B1300 COUNTER TOP REPLACEMENT PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for award of a contract to Commercial Design Inc., for the B1300 Counter Top Replacement Project. The scope of work includes providing and installing new butcher block counter tops in B1300.

Three bids were received, Commercial Design Inc., J.R. Stephens Company, and MDB Interiors. One bidder was deemed non responsive, River City Millwork. The lowest responsive, responsible bidder was Commercial Design Inc. with a proposal of \$14,970.

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

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals
Enhancing instructional spaces and classrooms

| | | | | |
|--------------|----------------|-------|-------------------------|-----------------------------|
| <u>ED</u> | <u>BOARD</u> | 3225, | <u>ESTIMATED FISCAL</u> | \$14,970 Measure G Funds |
| <u>CODE:</u> | <u>POLICY:</u> | 3520 | <u>IMPACT:</u> | |



AGENDA ITEM: 17.(k)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

CONTRACT AWARD TO PREMIER CHEMICAL ENVIRONMENTAL SOLUTIONS FOR CONSULTING SERVICES FOR B1200 RENOVATION SWING SPACE PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for award of a professional services contract to Premier Chemical Environmental Solutions for consulting services for the B1200 Renovation Swing Space Project. The scope of work includes providing consulting services for a procedure manual on disposing of latex paint in compliance with CUPA/Department of Toxic Substance Control.

Premier Chemical Environmental Solutions is a District vendor that provides chemical removal and containment services for the Fairfield and Vacaville campuses.

The Governing Board is asked to approve award of a contract to Premier Chemical Environmental Solutions in the amount not to exceed \$1,500.

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

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals
Design of instructional space and equipment

| | | | | |
|--------------|----------------|--------------|-------------------------|--------------------------|
| <i>ED</i> | <i>BOARD</i> | <i>3225,</i> | <i>ESTIMATED FISCAL</i> | <i>\$1,500 Measure Q</i> |
| <i>CODE:</i> | <i>POLICY:</i> | <i>3520</i> | <i>IMPACT:</i> | <i>Funds</i> |



AGENDA ITEM: 17.(l)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

CONTRACT AWARD TO CA ARCHITECTS FOR PROFESSIONAL SERVICES FOR UTILITY INFRASTRUCTURE UPGRADE – FAIRFIELD SUBSTATION 1 AND 2 REPLACEMENT PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for award of a professional services contract to CA Architects for full architectural and engineering services for the Utility Infrastructure Upgrade – Fairfield Substation 1 and 2 Replacement project on the Fairfield Campus. The scope of work includes full architectural and engineering services for design/construction documents, bid phase services, and construction administration for the replacement of electrical equipment due to age and inefficiency.

Proposals were solicited from twenty firms from the Board approved pool of architects. Proposals were received from CA Architects and tBP Architecture. Based on qualifications and price, CA Architects was evaluated to be the most responsive proposal for this project.

The Governing Board is asked to approve a contract to CA Architects not to exceed the amount of \$78,500.

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

STUDENT SUCCESS IMPACT:

Renovating existing instructional space and equipment

| | | | | |
|--------------|----------------|--------------|-------------------------|---------------------------|
| <i>ED</i> | <i>BOARD</i> | <i>3225,</i> | <i>ESTIMATED FISCAL</i> | <i>\$78,500 Measure Q</i> |
| <i>CODE:</i> | <i>POLICY:</i> | <i>3520</i> | <i>IMPACT:</i> | <i>Funds</i> |



AGENDA ITEM: 17.(m)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

CONTRACT AWARD TO CA ARCHITECTS FOR PROFESSIONAL SERVICES FOR UTILITY INFRASTRUCTURE UPGRADE – FAIRFIELD EXTERIOR LIGHTING PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for award of a professional services contract to CA Architects for full architectural and engineering services for the Utility Infrastructure Upgrade - Fairfield Exterior Lighting Project. The scope of work includes an assessment of existing inner campus site lighting to identify areas needing improvement for safety and security, and full architectural services for design/construction documents, bid phase services, and construction administration of the project.

Proposals were solicited from twenty firms from the Board approved pool of architects. Proposals were received from CA Architects and tBP Architecture. Based on qualifications and price, CA Architects was evaluated to be the most responsive proposal for this project.

The Governing Board is asked to approve a contract to CA Architects not to exceed the amount of \$32,000.

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

STUDENT SUCCESS IMPACT:

Renovating existing instructional space and equipment

| | | | | |
|--------------|-------|----------------|-------------------------|--------------------|
| <u>ED</u> | 3225, | <u>BOARD</u> | <u>ESTIMATED FISCAL</u> | \$32,000 Measure Q |
| <u>CODE:</u> | 3520 | <u>POLICY:</u> | <u>IMPACT:</u> | Funds |



AGENDA ITEM: 17.(n)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

CONTRACT FOR LEGAL CONSULTANT SERVICES – ERICKSON LAW FIRM A.P.C.,
SUCCESSOR FIRM TO ZAMPI, DETERMAN & ERICKSON LLP

REQUESTED ACTION:

Approval

SUMMARY:

On June 16, 2004, the board approved Zampi & Associates (also known as Zampi, Determan & Erickson LLP) as the District's legal counsel.

The law firm of Zampi, Determan and Erickson LLP is currently not practicing and has named Erickson Law Firm A.P.C. as successor.

Board approval is requested to retain Erickson Law Firm A.P.C. as the District's legal counsel until the Request for Proposal (RFP) process is completed and District's legal counsel is selected.

STUDENT SUCCESS IMPACT:

ED CODE: 35205 BOARD POLICY: ESTIMATED FISCAL IMPACT:

CONTRACT FOR LEGAL/CONSULTANT SERVICES

THIS WRITTEN FEE CONTRACT ("Contract") is entered into by and between SOLANO COMMUNITY COLLEGE DISTRICT ("Client") and Erickson Law Firm A.P.C. ("Attorneys and/or Consultants") as authorized by Education Code section 35205.

1. **Scope of Agreement:** Client hires Attorneys to provide legal and consultant services in connection with the operation of the Solano Community College District.

There is no retainer or minimum commitment Attorneys will provide those legal services reasonably required to represent Client. This Agreement may continue in effect until terminated, modified or amended at any time by the District in writing. If Attorneys are requested to provide legal services in response to a complaint filed against the District, said services may include prosecuting or defending the case through trial and all appeals and execution on any judgment obtained.

2. **Fee Arrangement:** Client agrees to pay to Attorney the sum of \$135.00 per hour of Attorney time for all matters, including those in which the District will receive reimbursement from the State as mandated costs (e.g., collective bargaining, grievance and unfair practice charge defense, collective bargaining agreement administration, issues regarding Brown Act, etc.); \$105.00 per hour for paralegals (if used) and \$125.00 per hour for law clerks (if used) to the extent time is expended in the performance of the above-described services, plus reasonable expenses. All sums due under this Agreement shall be paid by the District monthly in arrears upon receipt of a statement for fees and costs incurred on a monthly basis. There is no charge for travel time.

The parties expressly agree that beginning two years from the date of this Agreement, Attorneys may increase the billable rates set forth above by providing Client with thirty days written notice. However, said rates may be increased no more than once per year and by no more than five percent (5%) in any given year.

3. **Billing Practices:** Attorneys bill in minimum units of 0.1 hours (6 minutes) for any task. Attorneys shall not bill for any telephone calls on non-mandated cost matters lasting less than 15 minutes.

4. **Costs and Other Charges in General:** Attorneys will incur various costs and expenses in performing legal and consulting services under this contract. Client agrees to pay for those costs and expenses in addition to the hourly charges for services rendered. The costs and expenses commonly include sheriffs', marshals' and process servers' fees, filing fees and other charges assessed by courts and other public agencies, court reporters' fees, jury fees, witness fees, long distance telephone calls, electronic mail, messenger and other delivery fees, postage, charges for computer research and outside assisted legal research, investigation expenses, consultants' fees, expert witness fees, reasonable travel expenses (including the lesser of IRS mileage or rental car plus fuel, lodging, parking, etc.), photocopying and other reproduction, and other similar items.

5. **Billing Statements:** Attorneys will send Client a statement for fees and costs incurred on a monthly basis. Attorneys' statements shall clearly state the basis thereof, including the amount, rate and basis for calculation (or other method of determination) of Attorneys' fees. Attorneys shall provide Client with a statement within ten (10) days of Client's request.

6. **Duties of Attorneys/Consultant and Client:** Attorneys shall provide those legal and consulting services reasonably required to represent Client in matters described in paragraph 1 of this contract. Attorneys shall also take reasonable steps to keep Client informed and to respond to Client's inquiries.

Client shall cooperate with Attorneys, keep them informed of developments, perform the obligations as agreed to under this agreement, and pay Attorneys' bills in a timely manner.

7. **Discharge and Withdrawal:** Client may discharge Attorneys at any time by written notice. Attorneys may withdraw only for cause. Among the facts constituting cause of Client's breach of this contract include Client's refusal to cooperate with Attorney or to follow his advice in a material matter, or any fact or circumstance that would render Attorneys' continuing representation of Client unlawful or unethical.

Attorneys and Client agree to sign any documents reasonably necessary to effect or complete Attorneys' discharge or withdrawal.

8. **Termination and Conclusion:** Upon the termination or conclusion of services, all unpaid charges for services rendered and costs incurred or advanced through the termination or conclusion date shall become immediately due and payable.

9. **Insurance:** Attorney maintains errors and omissions insurance coverage applicable to services to be rendered.

10. **Disclaimer of Guarantee:** Attorneys make no promises or guarantees to Client about the outcome of matters in which they represent Client, and nothing in this contract shall be construed as such a promise or guarantee.

11. **Written Contract Required by Law:** This document constitutes the written fee agreement between Attorneys and Client required by California Business and Professions Code Section 6148. Client shall be presumed to be in agreement with all the provisions set forth in this document when Client duly signs it.

Dated: _____

Rex Randall Erickson
Erickson Law Firm A.P.C.
225 Broadway, Suite 1450
San Diego, California 92101

As the duly authorized representative of the Governing Board of the Solano Community College District, I accept the terms of this contract.

Date: _____

Authorized District Representative
Solano Community College District
4000 Suisun Valley Road
Fairfield, California 94534-3197



AGENDA ITEM: 17.(o)
MEETING DATE: January 20, 2016

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

TO:
MEMBERS OF THE GOVERNING BOARD

SUBJECT:
ESTABLISHMENT OF THE NONRESIDENT TUITION FEE FOR 2016-2017, RESOLUTION NO. 15/16-19

REQUESTED ACTION:
Approval

SUMMARY:
Board approval is requested for Resolution No. 15/16-19, Establishment of the Nonresident Tuition Fee for 2016-2017. The current 2015-2016 nonresident tuition fee is \$200.00 per unit. Per Education Code Section 76140, the Governing Board must adopt a nonresident tuition fee before February 1 of each year.

The Board may adopt one of several rates: (1) Statewide average cost; (2) District current expense of education per unit of FTES; (3) District average cost with 10% or more noncredit FTES; (4) no more than the rate of a contiguous district; (5) no more than District average cost – no less than statewide average cost; (6) highest years statewide average tuition rate, or (7) no more than 12 comparable states average tuition.

In addition, per Education Code Section 76141, a district may also charge to any nonresident student a capital outlay fee.

It is recommended that the District's 2016-2017 nonresident tuition fee be established at \$211.00 per unit, which is the statewide average cost and \$5 per semester unit for nonresidential capital outlay.

STUDENT SUCCESS IMPACT:
Help our students achieve their educational, professional and personal goals

ED CODE: 76140, 76141 BOARD POLICY: 5070 ESTIMATED FISCAL IMPACT: N/A

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**ESTABLISHMENT OF NONRESIDENT TUITION FEE
FOR ACADEMIC YEAR 2016-2017**

RESOLUTION NO. 15/16-19

TO COMPLY WITH REQUIREMENTS OF EDUCATION CODE SECTION 76140

WHEREAS, Such tuition fee may be based upon (a) the statewide average rate per unit of Full Time Equivalent Student (FTES); (b) the local District's current expense of education per FTES; (c) District average cost with 10% or more noncredit FTES; (d) the highest rate of a contiguous district; (e) any rate within a range that is not more than the District's current expense of education per FTES and not less than the statewide average; (f) highest years statewide average tuition; or (g) no more than 12 comparable states average tuition; and

WHEREAS, Education Code Section 76140 mandates that the proposed tuition fee be increased by the United States Consumer Price Index (U.S.C.P.I.) for two fiscal years, as determined by the Department of Finance, State of California, which results in a factor of 1.041;

WHEREAS, Education Code Section 76141 authorizes each district to charge nonresident students a capital outlay fee; now therefore be it

RESOLVED, That the district nonresident tuition fee for the academic year 2016-2017, beginning with the summer session, be established at \$211.00 per unit based on the statewide average cost per unit of Full Time Equivalent Student (FTES) and \$5 per semester unit for nonresident capital outlay.

PASSED AND ADOPTED This 20th day of January 2016, by the Governing Board of Solano Community College District.

MICHAEL A. MARTIN, PRESIDENT

CELIA ESPOSITO-NOY, SECRETARY

California Community Colleges 2016-17 NONRESIDENT FEES WORKSHEET

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

| 2016-17 NONRESIDENT TUITION FEE (EC 76140) | (Col. 1) Statewide | (Col. 2) District | (Col. 3) 10% or More Noncredit FTES |
|---|------------------------|----------------------|---|
| A. Expense of Education for Base Year (2014-15 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3) | <u>\$7,172,481,662</u> | <u>\$ 52,327,945</u> | \$ _____ |
| B. Annual Attendance FTES (Recal 2014-15) | <u>1,181,923</u> | <u>6,999</u> | _____ |
| C. Average Expense of Education per FTES (A + B) | <u>\$6,068</u> | <u>\$ 7,476.00</u> | \$ _____ |
| D. U.S. Consumer Price Index Factor (2 years) | <u>x 1.041</u> | <u>x 1.041</u> | <u>x 1.041</u> |
| E. Average Cost per FTES for Tuition Year (C x D) | <u>\$6,316</u> | <u>\$ 7,783</u> | \$ _____ |
| F. Average Per Unit Nonresident Cost – Semester (Qtr) | <u>\$211 (\$141)</u> | <u>\$ 259.00</u> | \$ _____ |
| G. Highest year Statewide average – Semester (Qtr) | <u>\$211 (\$141)</u> | <u>\$ 211.00</u> | \$ _____ |
| H. Comparable 12 state average – Semester (Qtr) | <u>\$380 (\$253)</u> | <u>\$ 380.00</u> | \$ _____ |

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2011-12 through 2014-15 is \$211 per semester unit or \$141 per quarter unit (2014-15).

Option 7. The average of the nonresident tuition fees of public community colleges in 2014-15 of no less than 12 states comparable to California in cost of living is \$380 per semester unit or \$253 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

Continue to next page ►

► Continued from previous page

The district governing board at its January 20, 2016 meeting adopted a **nonresident tuition fee** of \$ 211 per semester unit or \$ n/a per quarter unit.

Basis for adoption is (*place an X in one box only*).

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 1. Statewide average cost, per column 1. |
| <input type="checkbox"/> | 2. District average cost, per column 2. |
| <input type="checkbox"/> | 3. District average cost with 10% or more noncredit FTES, per column 3. |
| <input type="checkbox"/> | 4. Contiguous district. _____ . (<i>Specify district and its fee</i>). |
| <input type="checkbox"/> | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost. |
| <input type="checkbox"/> | 6. Statewide average cost, from 2014-15 (\$211 per semester unit; \$141 per quarter unit). |
| <input type="checkbox"/> | 7. No more than average tuition of 12 states with cost of living comparable to California. |

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to any nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2014-15 \$ 1,084,691
- b. FTES for 2014-15 6999.15
- c. Capital outlay expense per FTES (*line a divided by line b*) 154.97
- d. Capital Outlay Fee per unit:
1. Per semester unit (*line c divided by 30 units*) 5.17

OR

2. Per quarter unit (*line c divided by 45 units*) _____
- e. 2016-17 Nonresident Student Capital Outlay Fee (not to exceed *the lesser of line d OR 50% of adopted 2015-16 Nonresident Tuition Fee*) 5.00

The district governing board at its January 20, 2016 meeting adopted a **nonresident capital outlay fee** of \$ 5 per semester unit or \$ n/a per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2016, please submit a copy of this report by February 15, 2016 to:

**California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057**

District Solano Community College District

Contact Person Yulian Ligioso, VP Finance & Administration

Phone Number & email (707) 864-7209 yulian.ligioso@solano.edu



AGENDA ITEM: 17.(p)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

CONTRACT AWARD TO SWINERTON MANAGEMENT & CONSULTING FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE POOL DECK REPAIR PROJECT

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested for contract award to Swinerton Management & Consulting to provide construction management services for the pool deck repair project. The consultant will prepare a schedule for the work, assist the District with permitting process, bids, selection process, and oversee the construction phase.

Swinerton was deemed the best value with a proposal of \$3,870.

The Board is asked to approve a contract to Swinerton Management & Consulting in the amount of \$3,870.

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals

ED CODE: BOARD POLICY: 3225 ESTIMATED FISCAL IMPACT: \$3,870



AGENDA ITEM: 17.(q)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

FAIRFIELD CAMPUS NEW SCIENCE BUILDING PROJECT – SCOPE AND BUDGET REVISIONS

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested to revise the scope and size of the New Science Building to include science lab instructional space currently housed in building 300, increase the student station count in classroom within New Science Building and add Astronomy instruction observation stations at roof of New Science Building. Approval of a corresponding budget increase to address the scope changes is also requested. A series of discussions have been held with Science faculty/staff representatives over the past two months and a survey of the School of Mathematics and Science faculty/staff was also conducted in December 2015.

Those discussions and survey indicated a preference for a more comprehensive approach to inclusion of science instructional space within the New Science Building and resulted in the following project scope recommendations being made:

- Add the Physics/Engineering lab and prep space to the new building from Building 300.
- Provide additional instructional space and improvements for the Astronomy Program within the New Science Building to include: elevator, stairs, rooftop viewing platform and storage area for telescopes and instructional equipment.
- Increase the size of the lecture classroom within the New Science Building space from 50 student stations to 85 student stations.
- Consider flexible design of the Student Activity Center space within the New Science Building to address multiple instructional functions.

The recommended changes will increase the square footage of the building and could possibly require construction of a partial second story to the building, though a preference for a one story building will be stated in the Design Build RFP. The additional cost of these changes will require a budget increase of approximately \$6,000,000. The proposed project budget increase will be funded from Measure Q Program Reserves and Bond Interest earned. Recommendation for approval of an action item to revise the Measure Q Bond Spending Plan (Update #2) and confirm the budget increase will be included as a part of the Board Agenda in February 2016.

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals
Repair and update instructional space and equipment to meet DSA standards

| | | | | |
|--------------|----------------|-------|-------------------------|--|
| <u>ED</u> | <u>BOARD</u> | 3225, | <u>ESTIMATED FISCAL</u> | <i>\$6,000,000 Measure Q Funds</i> |
| <u>CODE:</u> | <u>POLICY:</u> | 3520 | <u>IMPACT:</u> | |



AGENDA ITEM: 18.(r)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

Academic Calendars for 2016-17, 2017-18 and 2018-19

REQUESTED ACTION:

Approval

SUMMARY:

Dr. Leslie Minor, Vice President of Academic Affairs, is presenting to the Governing Board for approval the proposed Academic Calendars for 2016-2017, 2017-2018, and 2018-2019. These calendars have been recommended by the Academic Calendar Advisory Committee, and have received the endorsement of the Solano Community College Faculty Association in accordance with the collective bargaining agreement.

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals

ED CODE: Section 70902(b) (12) BOARD POLICY: 6500 ESTIMATED FISCAL IMPACT: N/A



Solano Community College District Proposed 2016-17 Academic Calendar

SUMMER 2016

| JUNE 2016 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 | | |

FALL 2016

| AUGUST 2016 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 2017

| JANUARY 2017 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 2016 | |
| June 6 – August 4 | |
| Six-week Session -- June 13 – July 21 | |
| Eight-week Session -- June 13 – August 4 | |
| Nine-week Classes -- June 6 – August 4 | |
| FALL 2016 | |
| August 15 – December 18 | |
| Flex Day (Optional) | August 11 |
| Flex Day (Required) | August 12 |
| Flex Day (Optional) | October 11 |
| Finals Week | December 12-18 |
| SPRING 2017 | |
| January 17 – May 25 | |
| Flex Day (Optional) | January 12 |
| Flex Day (Required) | January 13 |
| Flex Days (Optional) | March 14-15 |
| Evening Class Finals Begin | May 18 |
| Finals Week | May 19-25 |
| Commencement May 25, 2017 | |
| Flex Day (Optional) | |
| Flex Day (Required) | |
| No Classes | |
| State Mandated Holiday | |
| District Holiday | |

| JULY 2016 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 2016 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 | |

| FEBRUARY 2017 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | | |

| AUGUST 2016 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 | | | |

| OCTOBER 2016 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 | | | | | |

| MARCH 2017 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 2016 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | |

| APRIL 2017 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 2016 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 |

| MAY 2017 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 | | | |

NUMBER OF INSTRUCTIONAL DAYS (M-F)

| | M | T | W | Th | F | Total |
|-------------|----|----|----|----|----|-------|
| Fall 2016 | 16 | 16 | 16 | 16 | 15 | 79 |
| Spring 2017 | 15 | 16 | 16 | 17 | 15 | 79 |

FINAL EXAMINATION DAYS (M-F)

| | M | T | W | Th | F | Total |
|-------------|---|---|---|----|---|-------|
| Fall 2016 | 1 | 1 | 1 | 1 | 1 | 5 |
| Spring 2017 | 1 | 1 | 1 | 1 | 1 | 5 |

FLEX DAYS

| | |
|--------------|----------|
| Fall 2016 | 3 |
| Spring 2017 | 4 |
| TOTAL | 7 |

WEEKEND CLASS DAYS INCLUDING FINALS

| | Sat | Sun |
|-------------|-----|-----|
| Fall 2016 | 16 | 16 |
| Spring 2017 | 16 | 16 |

HOLIDAYS

| | State Mandated | Declared by SCCD |
|-----------------------------|------------------|-------------------------------|
| Independence Day | July 4 (M) | |
| Labor Day | September 5 (M) | September 3-4 (S-Su) |
| Veterans Day | November 11 (F) | |
| Thanksgiving Day | November 24 (Th) | November 25-27 (F-Su) |
| Winter Break | | December 20 - January 2 (T-M) |
| Martin Luther King, Jr. Day | January 16 (M) | |
| Lincoln Day | February 17 (F) | February 18-19 (S-Su) |
| Washington Day | February 20 (M) | |
| Spring Break | | April 10 (M) - 16 (Su) |
| Memorial Day | May 29 (M) | |



Solano Community College District Proposed 2017-18 Academic Calendar

SUMMER 2017

| JUNE 2017 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 | |

FALL 2017

| AUGUST 2017 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 2018

| JANUARY 2018 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 2017 | |
|--|----------------|
| June 5 – August 3 | |
| Six-week Session -- June 12 – July 20 | |
| Eight-week Session -- June 12 – August 3 | |
| Nine-week Classes -- June 5 – August 3 | |
| FALL 2017 | |
| August 14 – December 17 | |
| Flex Day (Optional) | August 10 |
| Flex Day (Required) | August 11 |
| Flex Day (Optional) | October 10 |
| Finals Week | December 11-17 |
| SPRING 2018 | |
| January 17 – May 24 | |
| Flex Day (Optional) | January 11 |
| Flex Day (Required) | January 12 |
| Flex Days (Optional) | March 13-14 |
| Evening Class Finals Begin | May 17 |
| Finals Week | May 18-24 |
| Commencement | May 24, 2018 |
| Flex Day (Optional) | |
| Flex Day (Required) | |
| No Classes | |
| State Mandated Holiday | |
| District Holiday | |

| JULY 2017 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 2017 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 |

| FEBRUARY 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | |

| AUGUST 2017 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 | | |

| OCTOBER 2017 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 | | | | |

| MARCH 2018 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 2017 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | |

| APRIL 2018 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 2017 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | | | | |

| MAY 2018 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 | | |

NUMBER OF INSTRUCTIONAL DAYS (M-F)

| | M | T | W | Th | F | Total |
|-------------|----|----|----|----|----|-------|
| Fall 2017 | 16 | 16 | 16 | 16 | 15 | 79 |
| Spring 2018 | 15 | 16 | 16 | 17 | 15 | 79 |

FINAL EXAMINATION DAYS (M-F)

| | M | T | W | Th | F | Total |
|-------------|---|---|---|----|---|-------|
| Fall 2017 | 1 | 1 | 1 | 1 | 1 | 5 |
| Spring 2018 | 1 | 1 | 1 | 1 | 1 | 5 |

FLEX DAYS

| | |
|-------------|---|
| Fall 2017 | 3 |
| Spring 2018 | 4 |
| TOTAL | 7 |

WEEKEND CLASS DAYS INCLUDING FINALS

| | Sat | Sun |
|-------------|-----|-----|
| Fall 2017 | 16 | 16 |
| Spring 2018 | 16 | 16 |

HOLIDAYS

| HOLIDAYS | State Mandated | Declared by SCCD |
|-----------------------------|------------------|-------------------------------|
| Independence Day | July 4 (T) | |
| Labor Day | September 4 (M) | September 2-3 (S-Su) |
| Veterans Day | November 10 (F) | |
| Thanksgiving Day | November 23 (Th) | November 24-26 (F-Su) |
| Winter Break | | December 20 – January 2 (W-T) |
| Martin Luther King, Jr. Day | January 15 (M) | |
| Lincoln Day | February 16 (F) | February 17-18 (S-Su) |
| Washington Day | February 19 (M) | |
| Spring Break | | April 2 (M) – 8 (Su) |
| Memorial Day | May 28 (M) | |



Solano Community College District Proposed 2018-19 Academic Calendar

SUMMER 2018

| JUNE 2018 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 2018 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 2018 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 2018

| AUGUST 2018 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 2018 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 | | | | | | |

| NOVEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 2019

| JANUARY 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 2019 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 2018 | |
| June 4 – August 2 | |
| Six-week Session -- June 11 – July 19 | |
| Eight-week Session -- June 11 – August 2 | |
| Nine-week Classes -- June 4 – August 2 | |
| FALL 2018 | |
| August 13 – December 16 | |
| Flex Day (Optional) | August 9 |
| Flex Day (Required) | August 10 |
| Flex Day (Optional) | October 9 |
| Finals Week | December 10-16 |
| SPRING 2019 | |
| January 15 – May 23 | |
| Flex Day (Optional) | January 10 |
| Flex Day (Required) | January 11 |
| Flex Days (Optional) | March 12-13 |
| Evening Class Finals Begin | May 16 |
| Finals Week | May 17-23 |
| Commencement May 23, 2019 | |
| Flex Day (Optional) | |
| Flex Day (Required) | |
| No Classes | |
| State Mandated Holiday | |
| District Holiday | |

NUMBER OF INSTRUCTIONAL DAYS (M-F)

| | M | T | W | Th | F | Total |
|-------------|----|----|----|----|----|-------|
| Fall 2018 | 15 | 16 | 16 | 16 | 16 | 79 |
| Spring 2019 | 15 | 16 | 16 | 17 | 15 | 79 |

FINAL EXAMINATION DAYS (M-F)

| | M | T | W | Th | F | Total |
|-------------|---|---|---|----|---|-------|
| Fall 2018 | 1 | 1 | 1 | 1 | 1 | 5 |
| Spring 2019 | 1 | 1 | 1 | 1 | 1 | 5 |

FLEX DAYS

| | |
|--------------|----------|
| Fall 2018 | 3 |
| Spring 2019 | 4 |
| TOTAL | 7 |

WEEKEND CLASS DAYS INCLUDING FINALS

| | Sat | Sun |
|-------------|-----|-----|
| Fall 2018 | 16 | 16 |
| Spring 2019 | 16 | 16 |

| HOLIDAYS | State Mandated | Declared by SCCD |
|-----------------------------|------------------|--------------------------------|
| Independence Day | July 4 (W) | |
| Labor Day | September 3 (M) | September 1-2 (S-Su) |
| Veterans Day (observance) | November 12 (M) | |
| Thanksgiving Day | November 22 (Th) | November 23-25 (F-Su) |
| Winter Break | | December 20 – January 2 (Th-W) |
| Martin Luther King, Jr. Day | January 21 (M) | |
| Lincoln Day | February 15 (F) | February 16-17 (S-Su) |
| Washington Day | February 18 (M) | |
| Spring Break | | April 15 (M) – 21 (Su) |
| Memorial Day | May 27 (M) | |



AGENDA ITEM: 18.(s)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

SOLANO COMMUNITY COLLEGE INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

REQUESTED ACTION:

Approval

SUMMARY:

In Academic Year 2014-15, Solano Community College's current Institutional Learning Outcomes (ILOs) were determined to be insufficient to meet ACCJC expectations regarding the measurable assessment of outcomes. Consequently, the Assessment Committee, a subcommittee of the Academic Senate, was charged by Academic Affairs with the revision of the Solano Community College's current Institutional Learning Outcomes [ILOs]. In addition, it is the expectation of ACCJC that all programs have identified, measurable outcomes, including our General Education patterns. As of AY 2014-15, Solano Community College had not yet approved any General Education Learning Outcomes [GELOs].

Per ACCJC, ILOs are to be the institution's promise to the community of the impact that the institution will have on individuals who come to the institution. ILOs are also the outcomes which other units of the institution also participate in and may report on in program reviews. ILOs tend to include the outcomes in Standard II.A.11, which apply to all programs, and may include one or two additional areas. GELOs are specific to general education patterns and are therefore like any other program level outcomes: they must define clearly what the student is able to do as a result of the program. Both sets of outcomes must be measurable and regularly assessed.

Both the Academic Senate as well as College Governance Council believe that these proposed outcomes can and should be improved upon over time. Both bodies also argue strongly that these proposed outcomes must first be put in place to allow for an informed assessment to occur after which the outcomes can and should be revisited by the appropriate representative bodies per participatory governance. Any suggested amendments would then be proposed to the Trustees at a later date. These assessments should and will inform our forthcoming accreditation self-study.

The proposed ILOs and GELOs were approved as amended by the Superintendent-President's Executive team by the Academic Senate on October 5, 2015 and by College Governance Council (then, Shared Governance) on November 18, 2015.

Dr. Leslie Minor, Vice President, Academic Affairs, is presenting the ILOs and GELOs to the Governing Board for their approval.

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals

ED CODE: Accreditation Standard II.A.3. BOARD POLICY: ESTIMATED FISCAL IMPACT: N/A

*Developed by Academic Senate
Approved by SGC June 10, 2015*

Solano Community College
Institutional Learning Outcomes (ILOs)

Given the diversity of educational goals of our students and the length of their study, they will be proficient in the following areas to the extent required of their courses and/or program of study. These outcomes are neither course nor program specific but are meant to be applicable to all students.

1. Communication
Students will develop their reading, writing, listening, and speaking skills.
2. Critical Thinking and Problem Solving
Students will apply knowledge and skills in novel ways to discipline-specific situations.
3. Personal Responsibility and Workplace Skills
Students will obtain professional skills applicable to the classroom, workplace, and/or community at large.
4. Global Awareness
Students will increase knowledge of social, economic, and environmental trends from local to global perspectives.

Developed by Academic Senate

Approved by Shared Governance Council November 18, 2015

SCC Proposed General Education Outcomes (GELOs)

Upon completion of Solano Community College's General Education program, a student will demonstrate competency in the following areas:

| Current Language: | Proposed New Language: |
|--|--|
| <p>I. Communication Students will communicate effectively, which means the ability to:</p> <p>A. Read – Students will be able to comprehend and interpret: various types of written information in (1) expository prose and imaginative literature (including essays, short fiction and novels), (2) documentation such as manuals, reports, and graphs.</p> <p>B. Write – Students demonstrate the ability to:</p> <ul style="list-style-type: none">• Communicate thoughts, ideas, information, and messages in writing• Compose and create documents such as manuals and graphs as well as formal academic essays, observing rules of grammar, punctuation and spelling, and using the language, style, and format appropriate to academic and professional settings• Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar <p>C. Listen – Students will be able to receive, attend to, interpret, and respond appropriately to (1) verbal, and/or (2) nonverbal messages</p> <p>D. Speak and Converse – Students have the ability to:</p> <ul style="list-style-type: none">• Organize ideas and communicate verbal or non-verbal messages appropriate to the audience and the situation• Participate in conversations, discussions, and group activities• Speak clearly and ask appropriate questions | <p>I. Communication</p> <p>A. Reading:</p> <ul style="list-style-type: none">• Comprehend and interpret various types of written information. <p>B. Writing:</p> <ul style="list-style-type: none">• Communicate ideas and information in writing using conventions appropriate to academic and professional settings. <p>C. Comprehension:</p> <ul style="list-style-type: none">• Understand and respond appropriately to verbal as well as nonverbal messages. <p>D. Communicating:</p> <ul style="list-style-type: none">• Organize ideas and communicate clearly and appropriately using verbal and non-verbal messages in appropriate media. |

| | |
|---|--|
| <p>II. Critical Thinking and Information Competency Thinking critically is characterized by the ability to perform:</p> <p>A. Analysis – demonstrated by the ability to:</p> <ul style="list-style-type: none"> • Apply appropriate rules and principles to new situations • Discover rules and apply them in the problem solving process • Draw logical conclusions based on close observation and analysis of information • Differentiate among facts, influences, opinions, assumptions, and conclusions <p>B. Computation – demonstrated by the ability to:</p> <ul style="list-style-type: none"> • Use basic numerical concepts • Use tables, graphs, charts, and diagrams to explain concepts • Use basic geometrical shapes <p>C. Research – demonstrated by the ability to:</p> <ul style="list-style-type: none"> • State a research question, problem, or issue • Use discipline appropriate information tools to locate and retrieve relevant information efficiently • Analyze and evaluate information for appropriateness, relevance, and accuracy • Synthesize, evaluate, and communicate information using a variety of information technologies • Recognize the ethical and legal issues surrounding information and information technologies • Demonstrate understanding of academic integrity and honesty <p>D. Problem Solving –demonstrated by the ability to:</p> <ul style="list-style-type: none"> • Recognize whether a problem exists • Identify components of the problem or issue • Create a plan of action to respond to and/or resolve the issue appropriately • Monitor, evaluate, and revise as necessary | <p>II. Information Competency and Critical Thinking</p> <p>A. Information Competency:</p> <ul style="list-style-type: none"> • Converse in the vocabulary and concepts of the discipline; • Use discipline-appropriate tools to locate and retrieve relevant information efficiently; and • Demonstrate understanding of academic and ethical integrity. <p>B. Analysis:</p> <ul style="list-style-type: none"> • Discover and apply information/rules to problem solving processes; • Draw logical conclusions based on verifiable facts or contextualized knowledge; and • Differentiate among facts, influences, opinions, assumptions, and conclusions. <p>C. Computation:</p> <ul style="list-style-type: none"> • Solve problems using appropriate mathematical and/or statistical techniques; and • Create and/or use tables, graphs, charts, and/or diagrams to explain concepts. <p>D. Problem Solving:</p> <ul style="list-style-type: none"> • Identify possible problems and their components; and • Create a response to and/or resolve the issue appropriately. <p>E. Scientific Complexities:</p> <ul style="list-style-type: none"> • Apply the scientific method in natural and social sciences in both controlled and observational situations. |
| <p>III. Global Awareness Students will demonstrate a measurable understanding and appreciation of the world including its:</p> <p>A. Scientific Complexities – Students demonstrate an understanding of:</p> <ul style="list-style-type: none"> • The scientific method and its application in experiments • How experiments work • The major differences between social, natural and physical sciences <p>B. Social Diversity and Civics – Students demonstrate ability to:</p> <ul style="list-style-type: none"> • Communicate with people from a variety of backgrounds • Understand different cultural beliefs and behaviors • Recognize important social and political issues in their own community | <p>III. Global Awareness</p> <p>A. Social Diversity and Civics:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of how cultural beliefs and practices impact behavior; and • Recognize important social, economic and political elements locally and globally. <p>B. Artistic Variety:</p> <ul style="list-style-type: none"> • Engage in creative endeavors; and/or • Critique one or more visual or performing arts. |

| | |
|---|---|
| <p>C. Artistic Variety – Students have been exposed to:</p> <ul style="list-style-type: none"> • The visual and performing arts of one or more cultures • Analytical techniques for understanding the meaning in the arts, and/or • Hands-on experience with creative endeavors | |
| <p>IV. Personal Responsibility & Professional Development</p> <p>A. Self-Management and Self-Awareness –The student is able to:</p> <ul style="list-style-type: none"> • Accurately assess his/her own knowledge, skills, and abilities • Motivate self and set realistic short and long-term goals • Accept that assessment is important to success • Respond appropriately to challenging situations <p>B. Social and Physical Wellness – Students make an appropriate effort to:</p> <ul style="list-style-type: none"> • Manage personal health and well being • Demonstrate appropriate social skills in group settings <p>C. Workplace Skills – Students understand how to:</p> <ul style="list-style-type: none"> • Be dependable, reliable, and accountable <p>Meet deadlines and complete tasks</p> | <p>IV. Personal Responsibility & Professional Development/Workplace Skills</p> <p>A. Self-Management and Self-Awareness:</p> <ul style="list-style-type: none"> • Accurately assess his/her own knowledge, skills, and abilities; • Understand the importance of self-reflection; • Motivate self; • Respond appropriately to challenging situations; and • Demonstrate professional behaviors including goal setting, dependability, and accountability. <p>B. Social and Physical Wellness:</p> <ul style="list-style-type: none"> • Manage personal health and well-being; and • Demonstrate appropriate social skills in group settings. |
| <p>ILOs have to be assessed; Solano has only done them once.</p> | |
| <p>Other schools use the course outcomes to measure the ILOs, which would be more efficient than what has been done in the past: surveys of students and faculty and an assessment written and given to students in addition to course assignments.</p> | |



AGENDA ITEM: 19.(t)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

CONTRACT AWARD TO LAMAR ADVERTISING COMPANY

REQUESTED ACTION:

Approval

SUMMARY:

Board approval is requested to award a contract to Lamar Advertising Company for transit advertising of Solano Community College District. Lamar will produce and install SolTrans advertising per the attached contract.

The Board is asked to approve the contract to Lamar in the amount of \$3188.00

STUDENT SUCCESS IMPACT:

To aid in communicating the Solano Community College District mission to our constituents.

ED CODE: **BOARD POLICY:** **ESTIMATED FISCAL IMPACT:** \$3188.00



Produce Install & Maintain Advertising Contract

(USA TRANSIT)

Contract No. - E2448990

5551 Corporate Blvd.
Baton Rouge, LA 70808
Phone - 800.235.2627 Fax - 225.923.0658

Date 11/3/15 **New** **Renewal:** Previous Contract No _____
(see provision # 3 on reverse side hereof)

Advertiser/Agency Agrees to purchase the following:

Produce and Install: The Lamar Companies ("Lamar") agrees to produce and install the below described transit advertising display(s) (hereinafter called the "Display"), in conformity with the specifications and conditions set forth herein. Advertiser or Advertising Agency agrees to pay the billing rate indicated below for the four (4) week periods specified. Contract scheduled to commence on dates stated on this document. If production or installation is delayed, contract to commence for the term noted beginning on the day immediately following completion of posting. Rate includes original basic copy only. In addition, Advertiser or Advertising Agency agrees to pay all taxes applicable to this contract. Additional charges will apply as approved by Advertiser or Advertising Agency. Title to Display passes to Advertiser upon installation of Display.

Space and Maintenance: The Lamar Companies ("Lamar") further agrees to provide space and maintain the Display in conformity with the specifications and conditions set forth herein.

Advertiser or Advertising Agency acknowledges that all representations and all agreements not herein set forth in writing are deemed waived. This contract shall not be binding upon Lamar until executed by an Officer or designee of Lamar. This Transit Advertising Display Contract is subordinate to the contract between the relevant transit Authority and Lamar.

Annual - Upon commencement of installation, Advertiser or Advertising Agency agrees to pay the rate of billing described below per four (4) week period, in advance for 13 consecutive billing periods (52 weeks).

| MARKET | DISPLAY TYPE | QUANTITY | BILLING RATE |
|--------|--------------|----------|--------------|
| | | | \$ |
| | | | \$ |

Other - The term of this contract shall begin as described below. Advertiser or advertising agency agrees to pay the rate of billing described below per designated four (4) week period, in advance.

| MARKET | DISPLAY TYPE | DISPLAY SIZE | QUANTITY | TERM | BILLING RATE |
|---------------|--------------|--------------|----------|---------------------------|--------------|
| SolTrans, CA | Tails | 21"x70" | 4 | From 11/23/15 To 12/20/15 | \$ 910.00 |
| SolTrans, CA | Tails | 21"x70" | 4 | From 12/21/15 To 1/17/16 | \$ 910.00 |
| | | | | From To | \$ |
| Vacaville, CA | Tails | 18"x71" | 3 | From 11/23/15 To 12/20/15 | \$ 684.00 |
| Vacaville, CA | Tails | 18"x71" | 3 | From 12/21/15 To 1/17/16 | \$ 684.00 |
| | | | | From To | \$ |
| | | | | From To | \$ |
| | | | | From To | \$ |
| | | | | From To | \$ |

Additional Services Such as: Embellishments/Extensions/Snipes/Copy Changes. Please set out in detail additional charges and how these charges should be invoiced.
 Advertiser or Advertising Agency will pay \$ _____ for additional services: upon first billing OR over contract term.

Bonus 4 - weeks on a space available basis.

Applicable sales and use taxes will be added.

This Advertising Display Contract is expressly subject to the additional terms and conditions set out on the reverse side hereof, and Advertiser/Advertising Agency acknowledges full review and acceptance of all written terms and conditions set out on both sides of this contract.

LAMAR MEDIA SALES REPRESENTATIVE: Troy Mulert
(PRINT NAME OF SALES REPRESENTATIVE)

ADVERTISER: Solano College
(PRINT NAME OF ADVERTISER)

ACCEPTED BY: Brad Staten, General Manager
(PRINT NAME AND TITLE OF LAMAR COMPANIES OFFICER/DESIGNEE)

ADVERTISING AGENCY: Luminous Media Group
(PRINT NAME OF ADVERTISING AGENCY)

AUTHORIZED REPRESENTATIVE: Chris Motes, Marketing Director
(PRINT NAME AND TITLE OF AUTHORIZED REPRESENTATIVE)

SHIP DISPLAY MATERIALS TO: Jason Kelly
(NAME)
2300 Clayton Rd Suite 615
(MAILING ADDRESS)
Concord, Ca 94520
(CITY, STATE, ZIP)

X
BILLING ADDRESS: Chris Motes
(NAME - ATTENTION TO)
318- C Main Street
(MAILING ADDRESS)
Vacaville, Ca 95688
(CITY, STATE, ZIP)

PHONE NUMBER: 707-290-5806 FAX NUMBER: _____
E-MAIL ADDRESS: Cmotes@Luminousmm.Com

Taxpayer ID Number 93-0966515



Additional Terms and Conditions of Advertising Display Contract

1. The terms "Advertiser" and "Advertising Agency" shall mean and refer to the firms or individuals so designated on the face page of this contract, and "Advertiser" shall include the contracting Advertising Agency, if any. "Lamar" shall mean and refer to The Lamar Companies, its successors and assigns and any affiliated company having a contract with the Authority. "Authority" shall mean and refer to the public agency or authority having jurisdiction over the public transit vehicles and facilities on which the advertising materials are to be displayed.
2. Advertiser and/or Advertising Agency must provide approved artwork in an acceptable format 21 days prior to contract start date. If production is delayed due to artwork, Advertiser or Advertising Agency remains responsible for payment of contracted amount per contract period(s).
3. If this contract is a renewal contract, Advertiser or Advertising Agency agree to pay the billing rate set out in the previous contract for billing periods extending beyond the expiration of the previous contract term until the start date set out in this contract.
4. The text and illustrations on each Display shall be subject to approval or disapproval by Lamar and by each Authority on whose units the Display will be posted and such decision shall be final. In the event the Authority or its representatives shall disapprove of any Display, Lamar shall have the right to remove the Display forthwith and the Advertiser or Advertising Agency shall receive a pro rata credit (space only) from the date of removal of the Display.
5. Lamar accepts this contract subject to all federal, state and municipal laws and regulations with respect to the advertising matter to be displayed ("Laws"). In the event that such advertising Display becomes illegal or a request is received to terminate the Display for violation of Laws, Lamar reserves the right to terminate same, but there shall be no short rate charge because of such termination.
6. Advertiser or Advertising Agency grants to Lamar for the term of this contract, and any renewal thereof by Advertiser or Advertising Agency, an irrevocable license to use the Display, such license to commence on completion of installation. Upon expiry of the license, Advertiser or Advertising Agency agrees that Lamar can dispose of the Display.
7. It is understood and agreed that this contract may not be canceled by Advertiser or Advertising Agency without prior written consent of an Officer of Lamar. Lamar reserves the right to cancel this contract at any time upon default by the Advertiser or Advertising Agency in the payment of bills or other breach, or in the event of any material violation on the part of the Advertiser or Advertising Agency of any of the conditions herein contained; and upon such cancellation, all unpaid charges for advertising done hereunder, including short term rates or other charges under this contract shall become immediately due and payable. In case of delinquency in payment, waiver by Lamar of any specific breach of this contract by the Advertiser or Advertising Agency shall not prejudice Lamar's rights hereunder with respect to any breach or breaches not specifically waived by Lamar.
8. Execution of this contract does not constitute an extension of credit by Lamar to Advertiser or Advertising Agency. In the event Advertiser or Advertising Agency applies for credit, the terms, representations and conditions of the credit application are incorporated into this agreement. Upon credit approval by Lamar, all payments under this contract will be due in advance every four weeks. A late payment charge of 1.5% per month (18% per annum), or the maximum amount allowed by law, whichever is less, shall be charged to and paid by Advertiser or Advertising Agency on any amount remaining unpaid after 30 days from a given invoice date. Advertiser or Advertising Agency agrees to pay all taxes applicable to this contract. In addition, Advertiser acknowledges and agrees that no payment made to the Advertising Agency shall constitute satisfaction of a payment obligation under this contract unless and until Lamar actually receives said payment.
9. If this contract is placed with a collection agency or an attorney for collection, Advertiser or Advertising Agency shall pay Lamar's collection fees and reasonable attorney fees, even though no suit or action is filed. If a suit or action is filed, the amount of such reasonable attorney fees shall be fixed by the court or courts in which the suit or action, including any appeal therein, is tried, heard or decided, and shall include an amount estimated by the court as the reasonable costs and fees to be incurred in collecting any monetary judgment or enforcing any other order entered in the suit or action.
10. Failure to make any payment as herein provided shall, at Lamar's option, be deemed a complete and fundamental breach by Advertiser or Advertising Agency of this contract, and upon any such failure the full amount of the remaining installments shall immediately become due and payable, and in the event of failure to make payment thereof on demand, Lamar is authorized, but not obligated, to remove the Display from any or all of the spaces covered by this contract, to relet the spaces or any of them for the whole or any part of the unexpired term of this contract to such person or persons and upon such terms and conditions as Lamar may determine, to collect and receive the income or rent therefrom, to apply the income or rent so received from such reletting, first to Lamar's costs of replacing the Display (including, but not limited to, costs incurred for production and installation of the replacement display), and to apply the balance thereof to satisfaction of any amounts which may then be due to Lamar from Advertiser or Advertising Agency under this contract.
11. Advertiser or Advertising Agency shall indemnify and save harmless Lamar against any liability to which Lamar may be subjected by reason of the advertising material displayed under this contract, including, but not limited to, liability for infringement of trademarks, trade names, copyrights, invasion of rights of privacy, defamation, illegal competition or trade practices, as well as all reasonable costs, including attorney's fees, in defending any such action or actions.
12. Lamar will not be deemed to be in default with respect to its performance of or compliance with any of the terms or conditions of this advertising display contract if the failure to perform or comply is due to any act of God, armed conflict, riots, civil commotion, sabotage, vandalism, strikes or lockouts or any other event or cause, whether similar or dissimilar to the foregoing, beyond the control of Lamar.
13. This contract is not assignable by the Advertiser or Advertising Agency.
14. Any bill rendered to the Advertiser or Advertising Agency shall be conclusive as to the correctness of the items therein set forth and shall constitute an account stated unless written objection is made thereto by the Advertiser or Advertising Agency within thirty (30) days after billing.
15. Advertiser and Advertising Agency, if any, are jointly and severally responsible for payment under this contract. This contract contains the entire agreement between parties, and no representation or promise not set forth herein shall affect the obligations of the parties hereunder.
16. The Advertising Agency, if any, represents and warrants that it is authorized to execute this contract on behalf of the Advertiser and to legally bind the Advertiser to the payment and performance of the obligations provided in this contract.
17. Advertiser and Advertising Agency agree that Lamar makes no express or implied promise or commitment that Display will be posted on any specific unit or that Display will be posted on a unit that travels on any specific route.
18. Advertiser warrants that all approved designs to not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character, contents or subject matter, including but not limited to any claims for false or misleading advertising, of any copy displayed pursuant to this contract.

Customer Signature _____

Contract Number 2448990



AGENDA ITEM: 19.(u)
MEETING DATE: January 20, 2016

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

TO:

MEMBERS OF THE GOVERNING BOARD

SUBJECT:

STRATA INFORMATION GROUP (SIG) AGREEMENT FY 2015 - 2016

REQUESTED ACTION:

Approval

SUMMARY:

A statement of work (SOW) is attached for the 2015 - 2016 fiscal year. SIG will provide functional and technical consulting services in support of the Solano Community College District Financial Aid Office staff. Cost for these support services ranges from \$43,700 to \$46,900. Additional funds for travel and expenses may be required on a per diem basis.

The Board is asked to approve the consulting services.

STUDENT SUCCESS IMPACT:

Help our students achieve their educational, professional and personal goals

ED CODE: **BOARD POLICY:** **ESTIMATED FISCAL IMPACT:** \$43,700.00 to \$46,900.00



**Strata Information Group
Statement of Work (SOLANO-SOW100-FINAID1516)
June 11, 2015**

| | |
|--|--|
| Solano Community College District | Financial Aid Support (2015 – 2016) |
|--|--|

Under the terms of the Agreement dated July 1, 2013, Strata Information Group (SIG) will provide consulting services for the staff of Solano Community College District (SCCD) as directed, to perform the following work.

Description of Work:

The purpose of this SOW is to reserve five (5) weeks of Financial Aid assistance to work on identified projects.

Proposed Services:

| Tasks | Hours |
|--|------------------|
| Functional and technical consulting services <ul style="list-style-type: none"> • Financial Aid support for 2015 - 2016 | 220 - 240 |
| Total Hours Range | 220 - 240 |

Summary of Estimated Costs:

| Labor Range: | Travel Expenses: | Total Cost Range: |
|---------------------|-------------------|---------------------|
| \$35,200 - \$38,400 | \$8,500 (5 trips) | \$43,700 - \$46,900 |

Notes:

- Rate: \$160/hour for on-site and remote delivered services through DATE; rates may increase by \$5/hour effective DATE, and on each subsequent year.
- SIG will invoice only for the consulting hours and travel expenses actually used.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip reports.
- Approximate hours and costs are based on the estimated tasks to complete this project as described in the attached "General Outline of Services." This may vary based on the assumptions listed and changes in SCCD's needs.
- Travel expenses, if applicable:
 - Travel time is capped at 8 hours per trip.
 - Travel expenses are estimated at \$1,700 per consultant, per trip.
 - SIG will make every attempt to reduce travel costs, including coach airfares and the use of the client's recommended lodging.
- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are: \$46 per full on-site day and \$23 per partial.

For Solano Community College District:

For Strata Information Group:



 Robin Darcangelo
 Associate Dean of Students, Financial Aid,
 EOPS/CARE, and Veterans
Date

DocuSigned by:


 5B8F9C55A1684B6...
 Jun-11-2015
 Henry A. Eimstad
 President
Date

General Outline of Services

These services are subject to change depending on SCCD's priorities, needs, and availability of staff and systems.

Detailed Tasks:

- Week 1 - Work with IT to create UC4 (AppWorx®) chains for Financial Aid
- Week 2 - Start new aid year roll
- Week 3 - Complete new aid year roll
- Week 4 - Configure for summer processing
- Week 5 - FISAP processing

SIG assumptions and access requirements to be provided by SCCD, as applicable:

- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs
- Provide secure local and remote access to all required systems, software tools, or applications as required with the most current data available for SIG staff access
- Assist with installation and configuration of necessary hardware and software agreed upon prior to SIG beginning its work
- Provide existing documentation as determined in initial conference calls and during on-site visit
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement
- Provide timely technical support to the SIG consultant(s) when needed; SIG's ability to perform requires timely support from the SCCD staff
- Provide a dedicated meeting room(s) and/or work space with audio-visual equipment as necessary during on-site visits for consulting, one laptop computer as necessary with Microsoft Word®, Excel®, PowerPoint®, and other software necessary to access systems required to perform the work
- Advise SIG of vacations, holidays, hardware maintenance, planned power outages, or other scheduled activities that would impact delivery of service

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

CODE OF ETHICS

4100

POLICY: The code of Ethics serves to articulate values that the college embodies and promotes:

- Act with uncompromising integrity, dignity, respect, and fairness, and promote a spirit of collegiality campus-wide.
- Recognize and work to meet the college's responsibility to all citizens of the District to provide an educational program of the highest quality.
- Maintain and support transparency, communication, and equity in governance of the College, and in relationship to the community.
- Commit to the advancement and protection of academic freedom for all members of the institution.

REFERENCES/

AUTHORITY: California Education Code, Section 68015, Accreditation Standards III.A.1.d.

ADOPTED: November 15, 1971

REVISED: December 3, 1986; November 1, 2006;
Reviewed January 18, 2012, revised _____