

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

**TO: MEMBERS OF THE GOVERNING BOARD**

**SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES**

**REQUESTED ACTION: APPROVAL**

**EMPLOYMENT 2016-2017**

**Regular Assignment**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Maria Miranda	Cosmetology Lab Technician (10 Months) (Range 12/Step 3)	04/17/17

**Part-Time Adjunct Assignment**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Philip Summers	Adjunct Faculty – Biology and Anatomy/Physiology (not to exceed 67%)	03/22/17

**Out of Class**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Adil Ahmed	Director of Fiscal Services	11/01/16 – 03/31/17 (Revised)	\$429.83/month \$2,149.15 Total
Jenny Gonzalez	Admissions and Records Analyst	03/02/17 – 03/31/17 (Revised)	\$225.35/month \$225.35 Total
Myron Hord	Interim Director of Facilities	02/08/17 – 06/30/17	\$391.01/month \$1,857.68 Total
Jerry Uquillas	Engineer	02/09/17 – 03/31/17	\$348.68/month \$592.79 Total

\_\_\_\_\_  
**Mary Jones**  
 Human Resources

March 24, 2017

**Date Submitted**

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

March 24 2017

**Date Approved**

### **Change in Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Adil Ahmed	Change from Accounting Manager (Range 42/Step 8) to Director of Fiscal Services (Range 49/Step 2)	04/01/17
Katherine Luce	Change from Adjunct Instructor to Full-time Tenure Track - Librarian – User Engagement	07/01/17

### **Leave of Absence**

<b><u>Name</u></b>	<b><u>Leave Status</u></b>	<b><u>Duration</u></b>
Crishna Lee	Unpaid Medical Leave (extended)	07/01/17 – 07/24/17

### **Short-term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant Name</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Yvonne Armstrong	Purchasing Technician/Buyer	General Fund	04/06/17 – 06/30/17	\$18.90 hr.
Frank Cetani	Temporary Lab Tech- Automotive	General Fund	04/06/17 – 06/30/17	\$15.88 hr.
Priya Karan	Police Services Technician	General Fund	04/06/17 – 06/30/17	\$16.56 hr.
Rick Marshall	Auto Technology	Perkins and IDRC	01/01/17 – 06/30/17	\$72.17 hr.
Zachary Robinson	Custodian	General Fund	04/06/17 – 06/30/17	\$13.62 hr.

### **RESIGNATIONS**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
James MacMullen	Adjunct Instructor – Engineering & Physics	05/25/17
Aaron McAlister	Adjunct Instructor – Fire Academy	02/01/17

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: ADJUNCT/OVERLOAD FACULTY LIST  
REQUESTED ACTION:

- Information OR  Approval  
 Consent OR  Non-Consent

SUMMARY:

Attached is the Spring 2017 Adjunct/Overload faculty list.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 87482

Board Policy: 4005

Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION:

- APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Mary Jones.  
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

March 24, 2017

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

March 24, 2017

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

Faculty Name	Division	Type
Abbate, Eric J	Math & Science	ADJ
Abel-Quintero, Margaret	Liberal Arts	FT
Adams, Dorene L	Health Sciences	ADJ
Agno, Sheila K	Health Sciences	ADJ
Aguirre, Erika L.	Health Sciences	ADJ
Ahmadiéh, Lina N	Math & Science	ADJ
Allen, Darryl G	Math & Science	FT
Allen, Matthew Dale	Math & Science	ADJ
Almeida, Joseph	Math & Science	ADJ
Alums, Rhuenette L	Applied Tech & Bus	ADJ
Alvarado, Thea S	Social & Beh Sciences	ADJ
Anderson, Isabel M	Liberal Arts	FT
Anderson, James	Counseling	FT
Anderson, Kevin L	Applied Tech & Bus	FT
Anderson, Kristen	Liberal Arts	ADJ
Anderson, Lisa M	Applied Tech & Bus	ADJ
Antoo, Adrian M	Math & Science	ADJ
Apostal, Angela T	Counseling	FT
Aptekar, Rachel	Math & Science	ADJ
Arce, Michelle	Social & Beh Sciences	FT
Arnaiz, Damian O	Math & Science	ADJ
Aubert, Alison	Health Sciences	ADJ
Averett, Joyce E	Health Sciences	FT
Ayala, Anthony P	Social & Beh Sciences	FT
Babaei, Abbed	Math & Science	ADJ
Bales, Tatum Reann	Health Sciences	ADJ
Balsley, Samuel L	Math & Science	ADJ
Barnes, Patti Kathleen	Applied Tech & Bus	ADJ
Barsness, Sarah L	Liberal Arts	FT
Basaran, Vasfi	Math & Science	ADJ
Bautista, Erwin A	Math & Science	ADJ
Beam, Erica L	Applied Tech & Bus	FT
Beasley, Angela E	Liberal Arts	ADJ
Beaulieu, John P	Math & Science	ADJ
Bennett-Cauchon, Ben	Math & Science	ADJ
Berrett, Debra	Applied Tech & Bus	FT
Berrett, Mark W	Applied Tech & Bus	FT
Berryhill, Katie J	Math & Science	ADJ
Beuttel, Michelle	Liberal Arts	ADJ
Blair, Emily	Liberal Arts	FT
Boerner, Howard C	Liberal Arts	FT
Bolton, Alison	Applied Tech & Bus	ADJ
Bolz, C. Sabine	Social & Beh Sciences	FT
Borchert, Matthew J	Health Sciences	FT

Faculty Name	Division	Type
Bourdon, Ingeborg A	Health Sciences	FT
Brewer, Kevin	Math & Science	FT
Brown, Curtiss R	Health Sciences	FT
Brunner, Theresa Lynn	Liberal Arts	ADJ
Bundenthal, Thomas	Social & Beh Sciences	FT
Burgess, D. Glenn	Health Sciences	FT
Bussewitz, Barry A	Social & Beh Sciences	ADJ
Butters, Wanda A	Health Sciences	ADJ
Byrn, Karl J	Social & Beh Sciences	ADJ
Cabrera, Saki	Social & Beh Sciences	FT
Cadungug, Kelley D	Counseling	ADJ
Cain, Ginger L	Health Sciences	FT
Calef, Daniel F	Math & Science	ADJ
Callison, Kathleen J	Applied Tech & Bus	ADJ
Campbell, Jody L	Social & Beh Sciences	ADJ
Cardinal, Jeffrey S	Health Sciences	FT
Carney, Shawn M	Student Services	FT
Carpenter, Dawn M	Applied Tech & Bus	FT
Cary, Adrienne	Applied Tech & Bus	FT
Castenada, A	Applied Tech & Bus	ADJ
Chappell, Ashley	Health Sciences	ADJ
Chen, Zhen	Applied Tech & Bus	ADJ
Cittadino, Nicholas J	Counseling	FT
Cobene, Harold L	Liberal Arts	FT
Cole, Shaunice L	Applied Tech & Bus	ADJ
Collins, Christopher J	Social & Beh Sciences	ADJ
Connolly, Nathan	Liberal Arts	ADJ
Conrad, Joseph F	Math & Science	FT
Conrad, Kathleen M	Math & Science	FT
Cook, Karen S	Applied Tech & Bus	FT
Cortes, Jose	Liberal Arts	FT
Coury, Carlene	Liberal Arts	ADJ
Craig, Erin L	Health Sciences	FT
Crandall-Bear, Dale	Social & Beh Sciences	FT
Craven, Elizabeth K	Liberal Arts	ADJ
Crawford, Hazel Rose	Liberal Arts	ADJ
Croom, Troy	Liberal Arts	ADJ
Crouse-Feehan, Penelope	Health Sciences	ADJ
Dauffenbach, Amy E	Counseling	FT
Davis, Deborah Lee	Health Sciences	ADJ
Davis, Todd S	Liberal Arts	ADJ
Dekloe, James D	Math & Science	FT
Delos, Kate L	Liberal Arts	ADJ
Denen, Jenny Hobson	Learning Resources	ADJ

Faculty Name	Division	Type
Diehl, Sandra	Math & Science	FT
DoAmor, Sisleide Lima	Health Sciences	ADJ
Dominguez, Steven	Math & Science	ADJ
Donovan, Sarah M	Math & Science	FT
Dorger, Samanda M	Liberal Arts	ADJ
Duane, Erin E	Learning Resources	FT
Duarte, Alonso Raul	Applied Tech & Bus	ADJ
Dudman, Matthew	Liberal Arts	ADJ
Dwiggins-Beeler, Rachel	Liberal Arts	ADJ
East, Evangeline	Liberal Arts	FT
Eckford, Elizabeth Ann	Liberal Arts	ADJ
Ellis, Deborah Ann	Health Sciences	ADJ
Enemmuo, Vitalis	Health Sciences	FT
Engelbrecht, Arthur J	Liberal Arts	ADJ
Eskandari, Vahid	Math & Science	ADJ
Estes, Colleen H	Liberal Arts	ADJ
Estes, Rebecca	Liberal Arts	ADJ
Esteve, Carlos M	Math & Science	FT
Eubanks, Keith	Liberal Arts	ADJ
Farahnak, Fereydoon	Math & Science	ADJ
Farmer, Erin D	Liberal Arts	FT
Federle, Steven J	Liberal Arts	ADJ
Feighner, Mark A	Math & Science	FT
Ferris-Quesada, Michelle	Liberal Arts	ADJ
Findlay, Robert A	Social & Beh Sciences	ADJ
Fink, Mark A	Learning Resources	ADJ
Fioritto, Christopher J	Math & Science	ADJ
Flatland, Marianne	Counseling	FT
Florence, Ferdinanda P	Liberal Arts	FT
Freed, Elizabeth A	Health Sciences	FT
Frizzell, Gail	Health Sciences	ADJ
Fuller, Ruth	Learning Resources	FT
Gabbard, Mary B	Health Sciences	ADJ
Garner, Lyndale	Social & Beh Sciences	ADJ
Garnier, Michael J	Applied Tech & Bus	ADJ
Gelfand, Volodymyr	Math & Science	ADJ
Gerhart, Karen L	Math & Science	ADJ
Giambastiani, Lisa K	Liberal Arts	FT
Goldberg, Edward T	Applied Tech & Bus	ADJ
Goodwin, Michael W	Applied Tech & Bus	FT
Gotch-Posta, Mary L	Social & Beh Sciences	FT
Grant, Patrick G	Math & Science	ADJ
Gravelly, Steven R	Social & Beh Sciences	ADJ
Greene, Amanda L	Counseling	ADJ

Faculty Name	Division	Type
Gregory, Sean A	Math & Science	ADJ
Grube, Thomas E	Math & Science	FT
Gumber, Rajinder S	Math & Science	ADJ
Gumlia, Mary J	Counseling	FT
Gunby, Melissa S	Liberal Arts	ADJ
Gunther, Susanna E	Math & Science	FT
Guyer, Rodney L	Liberal Arts	ADJ
Guyer, Rodney L	Liberal Arts	FT
Hannan, Zachary	Math & Science	FT
Hannigan, Bessie	Health Sciences	ADJ
Harmon, Carly L	Liberal Arts	ADJ
Harris, Kayla I	Social & Beh Sciences	ADJ
Harris, Richard	Social & Beh Sciences	ADJ
Harrow, Ronald A	Math & Science	ADJ
Hassett, Susan J	Applied Tech & Bus	ADJ
Hawkes, Wayne Chris	Math & Science	ADJ
Hefner-Gravink, Ann L	Math & Science	ADJ
Hernandez, Barbara	Liberal Arts	ADJ
Hidy, Paul D	Applied Tech & Bus	FT
Higashi, John M	Math & Science	FT
Holland, Stephen L	Liberal Arts	ADJ
Hopkins, Bethany J	Social & Beh Sciences	ADJ
Huff, Virginia	Social & Beh Sciences	ADJ
Hunton-Chan, Winifred	Liberal Arts	ADJ
Immel, Scott A	Math & Science	ADJ
Itaya, Patricia W	Math & Science	FT
Jacobo, Isaias	Liberal Arts	FT
Jaimez, Theresa L	Social & Beh Sciences	FT
Jansen, John E	Health Sciences	ADJ
Jian, Alan S	Math & Science	FT
Johnson, Tonmar	Social & Beh Sciences	FT
Johnson, Tracy A	Health Sciences	ADJ
Jones, Anthony	Social & Beh Sciences	ADJ
Jones, Nadirah Michele	Social & Beh Sciences	ADJ
Jones-Foster, Priscilla J	Counseling	FT
Jourgensen, Cynthia L	Applied Tech & Bus	ADJ
Juliano, Kristy L	Liberal Arts	FT
Kaplan, Lisa Rachel	Liberal Arts	FT
Kargbo, Myra L	Health Sciences	FT
Karlen, Ron	Applied Tech & Bus	ADJ
Kaur, Kiran	Math & Science	FT
Keener, Roger	Math & Science	ADJ
Keyser, Glenn J	Liberal Arts	ADJ
Kielwasser, Alfred P	Liberal Arts	ADJ

Faculty Name	Division	Type
Kirkbride, Corrine R	Math & Science	FT
Kissinger, Jeffrey L	Applied Tech & Bus	FT
Knettle, John	Math & Science	ADJ
Knight, Jacob	Liberal Arts	ADJ
Knight, Jonathan G	Liberal Arts	ADJ
Kreiter, Kari	Liberal Arts	ADJ
Lacount, Rebecca A	Counseling	FT
Lake, David Allen	Applied Tech & Bus	ADJ
Lam, Oanh P	Math & Science	FT
Lamons-Raiford, Michele	Liberal Arts	ADJ
Lan, Derek T	Social & Beh Sciences	ADJ
Lancet, Marc K	Liberal Arts	FT
Lara, David	Social & Beh Sciences	ADJ
Lawson, Ashlie A	Counseling	ADJ
Le, Jessica	Applied Tech & Bus	ADJ
Lindsay, Andriea N	Social & Beh Sciences	ADJ
Lomas, Justin Jonathan	Health Sciences	FT
Lombard, Robert M	Math & Science	FT
Long, Darsen B	Liberal Arts	FT
Long, James H	Math & Science	FT
Lopez, Brad Lee	Applied Tech & Bus	ADJ
Lorenz, Jeanne M	Liberal Arts	FT
Lowe, Karen W	Liberal Arts	ADJ
Luce, Katherine V	Learning Resources	ADJ
Lum, Rebecca	Math & Science	ADJ
Lutz, Melanie P	Math & Science	FT
Macalino, Marivic	Health Sciences	FT
Macmullen, James T	Math & Science	ADJ
Madigan, Timothy Joseph	Learning Resources	ADJ
Maghoney, Laura	Applied Tech & Bus	FT
Magsaysay, Maria	Math & Science	ADJ
Mani, Christine R	Liberal Arts	FT
Mariani, Richard C	Liberal Arts	ADJ
Marks, Kevin W	Health Sciences	FT
Marlow-Munoz, Lorna S	Liberal Arts	FT
Marshall, Ricky E	Applied Tech & Bus	FT
Martinelli, Willie J	Math & Science	FT
Matthews, Shaw H	Math & Science	ADJ
Mayes, Brooks R	Applied Tech & Bus	FT
Mazak, Scott	Liberal Arts	ADJ
McBride, Christopher M	Liberal Arts	FT
McBride, Dyan C	Liberal Arts	ADJ
McCarthy, Jeanette E	Applied Tech & Bus	ADJ
McDaniels, Marcie B	Counseling	FT

Faculty Name	Division	Type
McDonald, Cheryl A	Applied Tech & Bus	FT
McGee, Andrew W	Applied Tech & Bus	ADJ
McKinnon, Sarah N	Liberal Arts	FT
McLean, Matt	Liberal Arts	ADJ
Melkonyan, Gegham	Math & Science	ADJ
Mikolajcik, Walter	Liberal Arts	ADJ
Mircheva, Marion	Math & Science	ADJ
Modrich, Michael A	Health Sciences	ADJ
Molnar, Margherita	Math & Science	FT
Montanez, Robert L	Math & Science	ADJ
Moore, Rennee A	Math & Science	FT
Moore, Sandra Alena	Social & Beh Sciences	ADJ
Mostafa, Nazia	Counseling	ADJ
Muick, Pamela C	Math & Science	ADJ
Mungin, Douglas	Liberal Arts	FT
Nagle, John J	Health Sciences	FT
Nazarenko, Sydney	Social & Beh Sciences	ADJ
Nelson, Frances J	Learning Resources	ADJ
Niffenegger, Anne Marie	Health Sciences	FT
Nordin, Sarah P	Applied Tech & Bus	FT
Nosce, Lily B	Math & Science	ADJ
Obegi, Amy C	Social & Beh Sciences	FT
Ogden, Carl H	Applied Tech & Bus	ADJ
Orozco, Regina	Health Sciences	FT
Orr, Stephen R	Liberal Arts	ADJ
Osburn, Randi Dawn	Social & Beh Sciences	ADJ
Ozbirinci, Purnur G	Liberal Arts	FT
Padilla, Lindsay M	Social & Beh Sciences	ADJ
Pandone, Marc V	Liberal Arts	FT
Parrish, Scott L	Health Sciences	FT
Paschal, Robert B	Math & Science	FT
Pearson-Bloom, Theresa L	Health Sciences	FT
Pelletti, Michael A	Liberal Arts	ADJ
Perez, John D	Liberal Arts	ADJ
Perrone, Nickolas M	Social & Beh Sciences	ADJ
Perry, Jason	Liberal Arts	ADJ
Petero, Ana P	Liberal Arts	ADJ
Petersen, Philip S	Math & Science	ADJ
Pirott, Laura E	Liberal Arts	FT
Podkolzina, Svetlana	Math & Science	FT
Poff, Greg B	Liberal Arts	FT
Posada, Patricia	Counseling	ADJ
Powell, Joel J	Social & Beh Sciences	FT
Powers, Maureen A	Social & Beh Sciences	ADJ

Faculty Name	Division	Type
Preciado, Brian J	Applied Tech & Bus	FT
Prime, Lynn F	Learning Resources	ADJ
Purcell, Brian	Math & Science	ADJ
Purdie, Rachel	Social & Beh Sciences	ADJ
Pyle, David B	Social & Beh Sciences	ADJ
Ramos, Kimberly Ruth	Counseling	FT
Re, Edward B	Math & Science	FT
Redeaux, Zenobia Ann	Liberal Arts	ADJ
Reeve, Melissa M	Liberal Arts	FT
Regalado, Maria Carmen	Social & Beh Sciences	ADJ
Reilly, Michael	Liberal Arts	ADJ
Reina, Laura	Math & Science	ADJ
Rhoads, Genele G	Math & Science	FT
Richardson, Aaron T	Learning Resources	ADJ
Riddell, Bruce A	Math & Science	ADJ
Robertson, Randall J	Math & Science	FT
Rodriguez, Eusebio	Liberal Arts	ADJ
Rodriguez, Hector	Math & Science	ADJ
Roe, Candace T	Counseling	FT
Rogli, Kurt W	Liberal Arts	ADJ
Romero, Daniel Isiah	Health Sciences	ADJ
Rotenberg, Sandra D	Learning Resources	ADJ
Rubenstein, Abigail J	Liberal Arts	ADJ
Rutaganira, Thomas F	Math & Science	ADJ
Ryan, Kelly	Liberal Arts	ADJ
Ryer, Kerri A	Social & Beh Sciences	ADJ
Santiago, Juan M	Liberal Arts	ADJ
Santiago, Maria E	Math & Science	FT
Schmall, Calvin	Math & Science	FT
Schmall, Calvin	Math & Science	ADJ
Schneider, Tracy L	Liberal Arts	FT
Schouten, Jonathan W	Liberal Arts	FT
Schrumpf, David J	Social & Beh Sciences	ADJ
Schwartz, Erica P	Liberal Arts	ADJ
Scolari, Jennifer F	Learning Resources	ADJ
Scott, Glenn P	Math & Science	ADJ
Scott, Joshua R	Liberal Arts	FT
Sengmany, Kheck	Math & Science	FT
Sharma, Neeta	Math & Science	ADJ
Shaw, Danielle N	Liberal Arts	ADJ
Sheehan, Pamela R	Math & Science	ADJ
Shepard, William R	Applied Tech & Bus	ADJ
Shubrook, Samantha C	Liberal Arts	ADJ
Silva-Attianese, Belinda T	Applied Tech & Bus	FT

Faculty Name	Division	Type
Slade, Rischa W	Social & Beh Sciences	FT
Slaton, La Vonne D	Applied Tech & Bus	FT
Smith, Jennifer L	Math & Science	ADJ
Smith, Lani P	Learning Resources	ADJ
Smith, Michelle L	Math & Science	FT
Smith, Rachel A	Liberal Arts	FT
Smith, Randy W	Math & Science	ADJ
Smith, Sheila C	Social & Beh Sciences	ADJ
Smith, Tasha R	Social & Beh Sciences	FT
Smith-Rowsey, Daniel G	Liberal Arts	ADJ
Snedeker, Lisa Michelle	Applied Tech & Bus	ADJ
Soria Martin, Domingo G	Math & Science	ADJ
Spindt, Carla M	Liberal Arts	ADJ
Spoelstra, Kevin J	Applied Tech & Bus	FT
Sta Maria, Kamber M	Counseling	FT
Staffero, Linda	Math & Science	ADJ
Stevens, Vesta	Health Sciences	ADJ
Stover, Scott E	Health Sciences	FT
Strickland, Joanne L	Applied Tech & Bus	ADJ
Struntz, Wolfgang D	Counseling	ADJ
Sturgeon, Lawrence E	Math & Science	ADJ
Subramanian, Mani N	Math & Science	ADJ
Sytsma, Robin L	Health Sciences	FT
Tanaka, James H	Health Sciences	ADJ
Taylor, Mark	Applied Tech & Bus	FT
Taylor-Hill, Lauren M	Social & Beh Sciences	FT
Tedone, Diana C	Learning Resources	ADJ
Thomas, Gene M	Math & Science	FT
Thomas, Lia S	Learning Resources	ADJ
Tolliver, Roselyn	Liberal Arts	ADJ
Tucker, Brenda T	Counseling	FT
Turney, Nicholas S	Liberal Arts	ADJ
Twitchell, Keith I	Applied Tech & Bus	ADJ
Urrutia, John T	Applied Tech & Bus	FT
Valch, Mary A	Math & Science	FT
Valentino, Rebecca A	Liberal Arts	ADJ
Valenzuela, Joe	Applied Tech & Bus	ADJ
Van Veen, Vincent	Social & Beh Sciences	ADJ
Varelas-Bojnowski, Maria	Learning Resources	ADJ
Villatoro, Barbara R	Math & Science	FT
Wadenius, Adam P	Liberal Arts	ADJ
Wai, Newton Y	Math & Science	ADJ
Walker, Jordan	Health Sciences	ADJ
Wallace, Joan L	Counseling	ADJ

Faculty Name	Division	Type
Watkins, Stephen	Applied Tech & Bus	ADJ
Webster, Vincent A	Applied Tech & Bus	ADJ
Wei, Qiang	Math & Science	ADJ
Wesley, Andrew M	Liberal Arts	ADJ
Whitesell, Janene C	Liberal Arts	FT
Widemann, Danielle C	Math & Science	FT
Wiggins, Larisa	Math & Science	ADJ
Wikkeling-Miller, Curley	Applied Tech & Bus	ADJ
Williams, Darla R	Health Sciences	FT
Williams, Kenneth W	Math & Science	FT
Williams, Lynne A	Learning Resources	ADJ
Williamson, Stephanie S	Liberal Arts	ADJ
Wilson, Nicole A	Social & Beh Sciences	ADJ
Woichik, Patricia	Social & Beh Sciences	ADJ
Woodward, Haydn P	Liberal Arts	ADJ
Word, James M	Math & Science	FT
Wright, Richard A	Liberal Arts	ADJ
Wylie, Earl T	Applied Tech & Bus	ADJ
Wyly, Michael J	Liberal Arts	FT
Wynn, Andrea L	Applied Tech & Bus	ADJ
Yandulov, Dmitry V	Math & Science	ADJ
Young, Cicely	Liberal Arts	ADJ
Young, Maria Cristina	Math & Science	FT
Yumae, Teresa M	Liberal Arts	FT
Zheng, Banglun	Math & Science	ADJ
Zhiv, Dmitriy	Math & Science	FT
Zidek, Albert F	Liberal Arts	ADJ
Zimmerman, John E	Health Sciences	ADJ
Zitko, Peter A	Social & Beh Sciences	ADJ
Zuniga, James J	Health Sciences	ADJ

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

**TO: Members of the Governing Board**  
**SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION**  
**REQUESTED ACTION: APPROVAL**

**PERSONAL SERVICES AGREEMENTS**

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

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Suzanne de Bois	Set-up, schedule and run focus groups at the three Vallejo High Schools.	April 6, 2017 – June 30, 2017	Not to exceed \$10,000.00
Deborah Travis	Review, update and rewrite specific Solano Community College District Board Policies, Series 1000-6000.	April 1, 2017 – June 30, 2017	Not to exceed \$20,000.00

**Office of Academic Affairs**

Deborah Barlow	Accompanist for Solano Choral Society rehearsals and Performances.	January 17, 2017 – May 23, 2017	Not to exceed \$1,800.00
Anthony Garcia	Musician/drummer for Cabaret.	March 13, 2017 – April 8, 2017	Not to exceed \$900.00
Stephen Gotelli	Musician/keyboardsist for Cabaret.	March 13, 2017 – April 8, 2017	Not to exceed \$900.00
Chris Piazza	Musician/pianist for Cabaret.	March 13, 2017 – April 8, 2017	Not to exceed \$900.00

**Yulian I. Ligioso**  
 Vice President, Finance & Administration

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

March 24, 2017

**Date Submitted**

March 24, 2017

**Date Approved**

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

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

**SUBJECT:** **RESOLUTION NO. 16/17-19: TO APPROVE  
APPOINTMENT TO CITIZENS' BOND OVERSIGHT  
COMMITTEE (CBOC),**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for Resolution No. 16/17-19, to appoint one citizen to fill the vacancy on the Citizens' Bond Oversight Committee (CBOC) representing a Senior Citizens' Organization.

Proposition 39 mandates the existence, purpose, duties, membership, and meeting standards of the Oversight Committee, which are contained in its adopted Bylaws.

The Board CBOC Subcommittee comprised of Trustees Thurston, Young and Martin, reviewed an application submitted by an interested citizen. After consideration of the candidate's qualifications, the Board Subcommittee recommends the appointment of Valentina Lowden, a Yolo County resident residing in Winters, California.

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Not Applicable

<i>Ed. Code:</i> 15278	<i>Board Policy:</i> 3390	<i>Estimated Fiscal Impact:</i> \$0
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**SUPERINTENDENT'S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Celia Esposito-Noy  
Superintendent-President

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7299

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Stan R. Arterberry**  
Interim Superintendent-President

March 24, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION TO APPOINT MEMBER TO THE  
CITIZENS' BOND OVERSIGHT COMMITTEE**

**RESOLUTION NO. 16/17-19**

**WHEREAS**, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 14/15-05 at its July 16, 2014, meeting establishing the Citizens' Bond Oversight Committee (CBOC) and approval of its Bylaws;

**WHEREAS**, The CBOC Bylaws contains the purpose, duties, meeting and reporting requirements, and membership and term conditions of the committee;

**WHEREAS**, The CBOC is comprised of nine members representing several constituent groups from throughout the District's service region, and it is necessary at this time to appoint one new member to fill an existing member-at-large vacancy; and

**WHEREAS**, Individuals submitted an application and a Subcommittee of the Governing Board reviewed and considered their qualifications; now therefore be it

**RESOLVED**, In accordance with the Bylaws, the Governing Board will make the appointment based on the recommendations from the Board Subcommittee.

**PASSED AND ADOPTED**, This 5th day of April 2017, by the Governing Board of the Solano Community College District.

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ROSEMARY THURSTON, PRESIDENT

---

CELIA ESPOSITO-NOY, SECRETARY

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

**TO:** Members of the Governing Board

**SUBJECT:** **BALLOT FOR CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD OF DIRECTORS ELECTION-2017**

**REQUESTED ACTION:**

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

**SUMMARY:**

An Adhoc Subcommittee of the Governing Board for CCCT will advance recommendations for election to the statewide California Community College Trustees (CCCT) Board of Directors. This year, there are nine seats up for reelection on the board. Each member Community College District Board of the League shall have one vote for each of the nine vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve a three-year term. A copy of the ballot is provided on the proceeding page. The official ballot must be postmarked by April 25, 2017.

An Adhoc Subcommittee will make their recommendations to the Governing Board and request approval of the recommendations made at that time.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: N/A</i>
<b>SUPERINTENDENT'S RECOMMENDATION:</b>		<input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>DISAPPROVAL</b> <input type="checkbox"/> <b>NOT REQUIRED</b> <input type="checkbox"/> <b>TABLE</b>
Celia Esposito-Noy Superintendent-President		
<b>PRESENTER'S NAME</b>		
4000 Suisun Valley Road Fairfield, CA 94534		
<b>ADDRESS</b>		<b>Celia Esposito-Noy, Ed.D.</b> Superintendent-President
(707) 863-7299		
<b>TELEPHONE NUMBER</b>		March 24, 2017
<b>VICE PRESIDENT APPROVAL</b>		<b>DATE APPROVED BY</b>
March 24, 2017		<b>SUPERINTENDENT-PRESIDENT</b>
<b>DATE SUBMITTED TO</b>		
<b>SUPERINTENDENT-PRESIDENT</b>		



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

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

**SUBJECT:** **NEW ADMINISTRATIVE LEADERSHIP GROUP (ALG)  
MANAGEMENT JOB DESCRIPTION, DISTRICT  
PROJECT MANAGER – BOND / CAPITAL & FACILITIES**

**REQUESTED ACTION:**

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

**SUMMARY:**

The following job description is presented for Governing Board approval. The attached job description establishes a new Administrative Leadership Group (ALG) position. This position will plan, organize and administer major construction projects including improvement, modification and construction of facilities throughout the District and provides owner oversight of contract design professionals and construction contractors throughout the construction process. Additionally, this position is responsible for building management and maintenance throughout District facilities.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code: 88009</i>	<i>Board Policy: 4010</i>	<i>Estimated Fiscal Impact: \$104,805.48 and Health and Welfare Benefits</i>
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**SUPERINTENDENT'S RECOMMENDATION:**                       **APPROVAL**                       **DISAPPROVAL**  
 **NOT REQUIRED**                       **TABLE**

Mary Jones  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7263

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

March 24, 2017  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## **DISTRICT PROJECT MANAGER – Bond / Capital & Facilities**

**DEFINITION:** The Project Manager plans, organizes and administers major construction projects including improvement, modification and construction of facilities throughout the District and provides owner oversight of contract design professionals and construction contractors throughout the construction process. Additionally this position is responsible for building management and maintenance throughout District facilities.

### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

- Assists the Executive Bond Manager and District management in the preparation, coordination, development and maintenance of the Facilities Master Plan.
- Manages District, State and local Bond funded construction projects from concept to close-out.
- Ensures facilities planning and construction activities are performed in conjunction with local, State and Federal agencies; ensures that funding release requests for specific projects adhere to State required submittal timelines.
- Provides assistance to managers, faculty, staff and students on building and college facilities planning, including the development of project specifications and equipment needs for projects and in coordinating the planning functions with the project architects and engineers.
- Assists the Executive Bond Manager in serving as a District liaison to local, State and Federal facility planning agencies, architects, engineers, and technical consultants, inspectors and contractor representatives related to facilities planning, approvals, funding, and construction.
- Plans, organizes, coordinates and manages assigned facility projects, including plans and specifications, bid documents, contract awards, project management, construction, change orders and contract completion acceptances, and construction close-out.
- Provides budget expenditure control administration for assigned planning, construction and maintenance projects; gathers financial data and project status information for inclusion in staff, committee and Governing Board reports.
- Participates in the continued evaluation and improvement of the facilities and planning functions of the District.
- Initiates consultant and construction contracts; directs and reviews the work of architects and other consultants; monitors design professional and construction contractor compliance with budget and schedule; observes construction for quality and conformance with contract requirements in accordance with inspection requirements; represents the District at construction meetings with design professionals and contractors.
- Directs preconstruction services and activities to establish conformity of the project plans and documents; leads planning for swing space development and for departmental relocation move management
- Manages all warranty period claims and dispute resolutions.
- Coordinates disposal or sale of furniture, fixtures and equipment made surplus by the project and plans temporary storage for items to be retained.
- Recognizes need for, and when appropriate, employs testing and inspection firms to assess buildings for hazardous materials and remediation prior to construction start.
- Manages the database input and update for the Districtwide Americans with Disabilities Act (ADA) Transition Plan. Identifies, defines, and prepares scopes of work to consolidate projects for contract execution when funding becomes available to remove the barriers to access identified within the Transition Plan.
- Reviews State guidelines on space allowances and capacity/load ratios, and provides data, charts and information needed for analysis by others. Coordinates Districtwide input to space inventory and scheduled maintenance plans.
- Revises and maintains District policies and business procedures related to facilities and capital improvements. Researches educational, civil, and contract codes to ensure compliance with legal and regulatory changes. Drafts and submits changes for consideration through the shared governance process. Revises and maintains procedural guidelines and process flowcharts for use as desk and service guides within the district.
- Services as the District liaison and support for staff for real estate issues. Maintains copies of leases and real estate documents related to land, facilities, cell sites, easements, property boundaries, and deeds. Researches historical files with cities and the county, and resolves issues related to real estate and ownership and use. Works collaboratively with consultants to gather and prepare information related to new real estate initiatives, to include gathering historical information, conducting data research and interface with local agencyplanners.

## FACILITIES PROJECT MANAGER

- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Project management fundamentals; managing the planning, design and construction of new buildings and renovations; submittal requirements of the Department of State Architect and the California Department of Finance; the California Environmental Quality Act; Americans with Disabilities Act; Public Contract Code and applicable California Code of Regulations.

**Ability To:** Organize, implement and direct complex management activities in the areas of construction and planning; manage several complex projects simultaneously; weigh the relative costs and benefits of potential actions; effectively communicate orally and in writing; effectively supervise and direct design professionals, consultants and contractors; prepare, interpret and work with plans, specifications, schematics, diagrams and drawings; communicate effectively both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Earned Bachelor's degree in Construction Administration, Architecture, Engineering or related field, or the equivalent.

Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.

**Experience:** Four years of increasingly responsible construction project management or related experience.

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

**TO:** Members of the Governing Board

**SUBJECT:** RESOLUTION NO. 16/17-20: DESIGNATION AND DISPOSAL/DISPOSITION OF DISTRICT SURPLUS EQUIPMENT AND PROPERTY,

**REQUESTED ACTION:**

- Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

In compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of the attached Resolution No. 16/17-19 authorizing the disposal of a mower which is unsatisfactory for retention and not suitable for school use. See attached Disposition Form.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy: 3320</i>	<i>Estimated Fiscal Impact: N/A</i>
<b>CA Ed Code 70902 (b) (6)m 81540</b>		

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

Myron Hord  
 Interim Facilities Director

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

(707) 864-7260

**TELEPHONE NUMBER**

Yulian Ligioso  
 Vice President, Finance and Administration

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

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

March 24, 2017  
**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF  
SURPLUS EQUIPMENT AND PROPERTY**

**RESOLUTION NO. 16/17-20**

**WHEREAS,** The California Education Code (Section(s) 81450-81460) outlines the process and restrictions for disposal of surplus items, and specifically provides that if the Governing Board of the Solano Community College District, by a unanimous vote of those members present, finds that the property, whether one or more items, is unsatisfactory and/or not suitable for school use, the property may be sold at public auction or otherwise disposed of in accordance with the provisions of E.C. Section 81450; and

**WHEREAS,** The Governing Board of the Solano Community College District has determined that the personal property, described as 66” Hustler Mower, model year 2006, is unsatisfactory for retention and not suitable for school use; now therefore be it

**RESOLVED,** The Interim Director of Facilities, with the approval of the Superintendent-President, is authorized to dispose of said property.

**PASSED AND ADOPTED,** This 5th day of April 2017, by the Governing Board of the Solano Community College District.

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ROSEMARY THURSTON  
BOARD PRESIDENT

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CELIA ESPOSITO-NOY, Ed.D.  
BOARD SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CONTRACT CHANGE ORDER #10 TO BHM  
CONSTRUCTION INC. FOR BUILDING 1200  
PERFORMING ARTS RENOVATION (PHASE 1) PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for Change Order #10 to the contract with BHM Construction Inc. for the Building 1200 Performing Arts Renovation Project. On September 16, 2015 the Board approved a contract to BHM Construction for the Building 1200 Performing Arts Renovation Project. Construction for this project began on November 4, 2015 after receiving approval of funds from the State Chancellor’s Office.

During the course of construction a number of unforeseen conditions were encountered and clarifications to the drawings were made which required or will require additional work.

CONTINUED ON THE NEXT PAGE

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: Board Policy: Estimated Fiscal Impact: \$75,309 Measure Q/State Funds*

SUPERINTENDENT’S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Lucky Lofton  
Executive Bonds Manager

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

ADDRESS  
(707) 863-7855

TELEPHONE NUMBER  
Yulian Ligioso  
Vice President, Finance and Administration

VICE PRESIDENT APPROVAL  
March 24, 2017

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

Celia Esposito-Noy, Ed.D.  
Superintendent-President  
March 24, 2017

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT CHANGE ORDER #10 TO BHM  
CONSTRUCTION INC., FOR BUILDING 1200  
PERFORMING ARTS RENOVATION (PHASE 1) PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

This work was not part of the original contract with BHM Construction, necessitating a change order for the following items:

- ASI 20- Relocate fire alarm strobe lights due to conflict with production rigging.
- RFI 183- Add lighting at the west side corridors due to insufficient illumination.
- RFI 284- Regrade and extend concrete walkway at the front of the building required for ADA conformance.
- ASI 39- Add irrigation controller for Building 1200 landscaping due to distance and obstructions.
- RFI 300- Add data line from the lighting control panel on the 1st floor to the MDF on the 2nd level for network and control requirements.
- RFI 291- Add heat detector in the elevator hoistway required by code.
- ASI 36- Add an emergency phone in the elevator required by elevator code.
- RFI 303- Relocate the compressed air line at the stage due to conflict with production rigging.
- RFI 310- Infill small exterior planter adjacent to the elevator pit with concrete for rain water to flow away from the building and reduce water infiltration to the elevator pit.
- Provide waterproofing systems in the elevator pit to inhibit water infiltration.
- RFI 318- Provided electrical breaker company switch power supply at the stage.
- RFI 315- Data connections required for the security system to connect to the main campus network.

This change order is within the previously approved budget for the project, with the change being funded by Measure Q/State funding.

\$13,697,024.00	Original Contract Sum
\$ 956,172.53	Previous Approved Change Orders
<u>\$ 75,309.00</u>	This Proposed Change Order
\$14,728,505.53	New Contract Sum Including This Change Order

The Board is asked to approve this Change Order #10 to BHM Construction Inc. in the amount of \$75,309.

The Change Order may be viewed online at: <http://www.solano.edu/measureq/planning.php>.



# Change Order

**Solano Community College District**  
 4000 Suisun Valley Road  
 Fairfield, CA 94534  
 Tel: 707-864-7189 Fax: 707-207-0423

**Kitchell CEM**

Change Order # 10  
 Project No.: 14-014  
 Date: 5-Apr-17

DSA File No.: 48-C1  
 DSA App. No.: 02-113590

Project: Solano Community College District  
 Building 1200 Fairfield Campus  
 B1200 Theater Renovation

LPAS  
 24822 Natomas Park Dr  
 Sacramento, California 94558

To: BHM Contracting  
 221 Gateway Rd W Suite 405  
 Napa, California 94534

**The Contract is Changed as Follows:**

**CPE No.**

87	ASI 20- Relocate Fire Alarm Strobe Lights to not interfere with Production Rigging on the west wall of the Production Shop.	\$8,870.00
90	RFI 183- Add lighting at the west side corridors, 1st and upper levels of the Auditorium to match the east side, which was not shown on the drawings. Lights are required for patron access.	\$22,456.00
125	RFI 284- Regrade and extend concrete walkway at the front of the building. This was required because the grade would not be in ADA conformance.	\$7,554.00
132	ASI 39- Added irrigation controller for Bldg 1200 Landscaping. The original drawings had the irrigation tying into the main controller which was not practical due to the distance and obstructions.	\$7,316.00
146	RFI 300- added data line from the lighting control panel on the 1st floor to the MDF on the 2nd level which is required for Network connection. This was not previously shown on the drawings.	\$2,183.00
147	RFI 291- Added heat detector in the elevator hoistway which is required by elevator code.	\$3,991.00

148	ASI 36- Added an emergency phone in the elevator which is required by elevator code.	\$2,080.00
149	RFI 303- Relocate the compressed air line at the stage to not conflict with production rigging.	\$1,421.00
157	RFI 310- Infill small exterior planter adjacent to the elevator pit with concrete for rain water to flow away from the building and reduce water infiltration to the elevator pit.	\$1,595.00
162	Provide waterproofing systems in the elevator pit to inhibit water infiltration. Waterproofing consultant provided details for epoxy grout injection and cold joint between new and old concrete and surface coating of interior walls. Waterproofing details were not provided in original drawings.	\$15,145.00
164	RFI 318- Provided the correct size electrical breaker for the Company Switch power supply at the stage. This was not shown on the original drawings.	\$673.00
165	RFI 315- Data connections were required for the Security system to connect to the main Campus Network.	\$2,025.00

<b>TOTAL COST OF CHANGE ORDER</b>	<b>ADD</b>	\$75,309.00
	<b>Deduct</b>	\$0
<b>FINAL CHANGE ORDER AMOUNT</b>		<b>\$75,309.00</b>

Original Contract Sum:		\$ 13,697,024.00
Total change By Previous Change Orders:		\$ 956,172.53
Contract Sum Prior to This Change Order:		\$ 14,653,196.53
Original Contract Sum will be Increased by This Change Order:		\$75,309.00
The New Contract Sum Including This Change Order Will Be:		<b>\$ 14,728,505.53</b>
The New Contract Completion Date Will Be:		20-Mar-17
Contract Time Will be Unchanged by This Change Order:		0 Days
The date of substantial completion as of the of this change order is		20-Mar-17

ARCHITECT:

\_\_\_\_\_  
LPAS  
2484 Natomas Park Drive, Suite 100  
Sacramento, California 94534

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

(Affix stamp here)

CONTRACTOR:

\_\_\_\_\_  
BHM Construction Inc.  
221 Gateway Road West, Suite 405  
Napa, California 94558

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

(Affix stamp here)

OWNER:

\_\_\_\_\_  
Lucky Lofton  
Executive Bonds Manager  
Solano Community College District

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CHANGE ORDER #1 (DEDUCTIVE) TO AMERICAN TECHNOLOGIES, INC. FOR VACAVILLE ‘ANNEX’ CLASSROOM BUILDING TRUSS REPAIR

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for deductive Change Order #1 in the amount of (\$4,868.94) to American Technology Inc.’s contract for the Vacaville ‘Annex’ Classroom Building Truss Repair Project. This project was funded by Measure Q and is now complete.

Attached is the proposed deductive Change Order for the full Owner’s Allowance and partial Permits/Printing Allowance not used during construction.

CONTINUED ON THE NEXT PAGE

**STUDENT SUCCESS IMPACT:**

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

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: (\$4,868.94) Measure Q Funds

SUPERINTENDENT’S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Lucky Lofton  
Executive Bonds Manager

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Yulian Ligioso  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CHANGE ORDER #1 (DEDUCTIVE) TO AMERICAN  
TECHNOLOGIES, INC. FOR VACAVILLE 'ANNEX'  
CLASSROOM BUILDING TRUSS REPAIR**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Following is a summary of the contract and impact of Change Order #1 if approved:

Original Contract Sum	\$ 52,965.00
Prior Change Orders	\$ 0.00
Change Order No. 01	<u>\$ (4,686.94)</u>
Revised Contract Amount	\$ 48,009.06

The Board is asked to approve deductive Change Order #1 to American Technologies, Inc. in the amount of (\$4,686.94).

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



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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT CHANGE ORDER #11 TO BHM  
 CONSTRUCTION INC. FOR BUILDING 1200  
 PERFORMING ARTS RENOVATION (PHASE 1) PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for Change Order #11 to the Contract with BHM Construction Inc. for the Building 1200 Performing Arts Renovation Project. On September 16, 2015 the Board approved a contract to BHM Construction for the Building 1200 Performing Arts Renovation Project. Construction for this project began on November 4, 2015 after receiving approval of funds from the State Chancellor's Office.

This change order will extend the contract time 62 days for a portion of the project, and is a zero cost change.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: No cost</i>
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**SUPERINTENDENT'S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Lucky Lofton  
 Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Yulian Ligioso  
 Vice President, Finance and Administration

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT CHANGE ORDER #11 TO BHM  
CONSTRUCTION INC. FOR BUILDING 1200  
PERFORMING ARTS RENOVATION (PHASE 1) PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

This change order, and request for contract time extension, is a result of unforeseen delays in fabrication of production rigging components for the main stage. This contract time extension shall only apply to scope related to production rigging, final electrical connections and installation of stage floor finishes.

The Board is asked to approve the attached zero cost change order to BHM Construction Inc., which revises the final completion date to be May 21, 2017.

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



# Change Order

Solano Community College District  
 4000 Suisun Valley Road  
 Fairfield, CA 94534  
 Tel: 707-864-7189 Fax: 707-207-0423

Kitchell CEM

Change Order # 11  
 Project No.: 14-014  
 Date: 5-Apr-17

DSA File No.: 48-C1  
 DSA App. No.: 02-113590

Project: Solano Community College District  
 Building 1200 Fairfield Campus  
 B1200 Theater Renovation

LPAS  
 24822 Natomas Park Dr  
 Sacramento, California 94558

To: BHM Contracting  
 221 Gateway Rd W Suite 405  
 Napa, California 94534

**The Contract is Changed as Follows:**

**CPE No.**

168

No cost change to extend the project completion date from 3/20/17 to 5/21/17. The reason for the extension is that LVH- Production Rigging Contractor, is having issues with manufacturing of the rigging systems and needs additional time to complete the project. Once the rigging is complete then the final electrical connections can be made and the stage flooring installed.

\$0.00
--------

<b>TOTAL COST OF CHANGE ORDER</b>	<b>ADD</b>	\$0.00
	<b>Deduct</b>	\$0
<b>FINAL CHANGE ORDER AMOUNT</b>		<b>\$0.00</b>

Original Contract Sum:	\$ 13,697,024.00
Total change By Previous Change Orders:	\$ 1,031,481.53
Contract Sum Prior to This Change Order:	\$ 14,728,505.53
Original Contract Sum will be Increased by This Change Order:	\$0.00
The New Contract Sum Including This Change Order Will Be:	<b>\$ 14,728,505.53</b>
Contract Completion Date Prior to this Change Order:	20-Mar-17
Contract Time Will be Changed by This Change Order:	62 Days
The date of substantial completion as of this change order is	21-May-17

ARCHITECT:

\_\_\_\_\_  
LPAS  
2484 Natomas Park Drive, Suite 100  
Sacramento, California 94534

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

(Affix stamp here)

CONTRACTOR:

\_\_\_\_\_  
BHM Construction Inc.  
221 Gateway Road West, Suite 405  
Napa, California 94558

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

(Affix stamp here)

OWNER:

\_\_\_\_\_  
Lucky Lofton  
Executive Bond Manager  
Solano Community College District

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

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

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

**SUBJECT:** **CONTRACT AWARD TO 3QC, INC. FOR  
COMMISSIONING SERVICES FOR THE SCIENCE  
BUILDING PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the award of a professional services contract to 3QC, Inc. for Commissioning Services for the new Science Building Project. The scope of work includes providing professional services to act as the District’s Commissioning Authority to verify that all building systems have been installed properly and perform as designed.

Proposals were solicited from the District’s pool of pre-qualified firms. Proposals were received from 3QC, Inc., Engineering Economics, Glumac, and Interface Engineering on, or before, March 15, 2017.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Repair and update instructional space and equipment to meet DSA standards.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$37,380 Measure Q Funds</i>
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**SUPERINTENDENT’S RECOMMENDATION:**                       **APPROVAL**                       **DISAPPROVAL**  
 **NOT REQUIRED**                       **TABLE**

Lucky Lofton  
Executive Bonds Manager

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Yulian Ligioso  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO 3QC, INC. FOR  
COMMISSIONING SERVICES FOR THE SCIENCE  
BUILDING PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Proposals were evaluated, and based on qualifications and price, 3QC, Inc. is recommended for award of contract.

The Board is asked to approve a contract to 3QC, Inc. in the amount not to exceed \$37,380.

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

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

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

**SUBJECT:** **CONTRACT AWARD TO ALL COUNTY FLOORING FOR  
CONSTRUCTION SERVICES FOR THE BUILDING 1400  
FLOORING REPLACEMENT PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for award of a construction services contract to All County Flooring, for the Building 1400 Flooring Replacement Project. The project entails replacing the chipped/cracked linoleum and torn/frayed carpeting in the student lobby areas in Building 1400 at the Fairfield campus. The flooring’s current condition poses a safety hazard. The project will be funded with State scheduled maintenance funds. Proposals were solicited from Department of General Services (DGS) registered Small Businesses and Disabled Veteran Business Enterprises.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Renovate student support spaces

<i>Ed. Code:</i>	<i>Board Policy: 3225; 3520</i>	<i>Estimated Fiscal Impact: \$17,523 Scheduled Maintenance Funds</i>
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**SUPERINTENDENT’S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Myron Hord  
Interim Director of Facilities

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7260

**TELEPHONE NUMBER**

Yulian Ligioso  
Finance & Administration

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO**

**SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY**

**SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO ALL COUNTY FLOORING FOR  
CONSTRUCTION SERVICES FOR THE BUILDING 1400  
FLOORING REPLACEMENT PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The following proposals were received:

All County Flooring	\$17,523.00
Universal Flooring, Inc.	\$25,289.61

It was determined that All County Flooring was the lowest responsive and responsible bidder.

The Board is asked to approve a contract to All County Flooring in the amount of \$17,523.

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO TIBER PAINTING LLC FOR  
CONSTRUCTION SERVICES FOR THE VACAVILLE  
CENTER PAINTING PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for award of the attached agreement with Tiber Painting LLC, for the Vacaville Center Painting Project. The scope of work entails painting of the blue exterior and select interior cement plaster walls, with District specified specialty paint, which have faded since the original application. Proposals were solicited from Department of General Services (DGS) registered Small Businesses and Disabled Veteran Business Enterprises.

CONTINUED ON THE NEXT PAGE

**STUDENT SUCCESS IMPACT:**

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

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$10,940 Scheduled Maintenance Funds

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Myron Hord  
Interim Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7260

**TELEPHONE NUMBER**

Yulian Ligioso  
Finance & Administration

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO TIBER PAINTING LLC FOR  
CONSTRUCTION SERVICES FOR THE VACAVILLE  
CENTER PAINTING PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The following proposals were received:

Tiber Painting LLC	\$10,940
Migale Painting Co.	\$14,061
Jeffco Painting and Coating Inc.	\$33,480

It was determined that Tiber Painting LLC was the lowest responsive and responsible bidder.

The Board is asked to approve a contract to Tiber Painting LLC in the amount of \$10,940.

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

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

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

**SUBJECT:** **RENEWAL AGREEMENT WITH VAVRINEK, TRINE,  
DAY & CO., LLP (VTD) FOR DISTRICT AUDIT SERVICES**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested to renew the agreement with Vavrinek, Trine, Day & Co., LLP (VTD) to perform the District audits for a five-year period (years ended June 30, 2017, 2018, 2019, 2020, and 2021). The fee schedule for the next five years are as follows, \$59,000, \$59,250, \$59,500, \$59,750, and \$60,000.

The Board’s Audit Subcommittee supports continuing with VTD for another five years.

Attached is the engagement letter for review.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy: 3070; 3225</i>	<i>Estimated Fiscal Impact: See Above</i>
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**SUPERINTENDENT’S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Yulian Ligioso  
Vice President, Finance & Administration

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

**ADDRESS**  
  
(707) 864-7209

**TELEPHONE NUMBER**  
Yulian Ligioso

**VICE PRESIDENT APPROVAL**  
  
March 24, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

\_\_\_\_\_  
**Celia Esposito-Noy**  
Superintendent-President

\_\_\_\_\_  
March 24, 2017  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



January 23, 2017

Solano Community College District  
Attn Governing Board  
c/o Yulian Ligosio  
Vice President Finance and Administration  
4000 Suisun Valley Road  
Fairfield, CA 94534

To Board of Trustees and Management

We are pleased to confirm our understanding of the services we are to provide Solano Community College District for the years ended June 30, 2017, 2018, 2019, 2020, and 2021. We will audit the financial statements of the business-type activities, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Solano Community College District as of and for the years then ended.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Solano Community College District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Solano Community College District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) GASB Required Supplementary Information, OPEB, and Pension.

We have also been engaged to report on supplementary information other than RSI that accompanies Solano Community College District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements:

- 1) District organization
- 2) Schedule of expenditures of federal awards.
- 3) Schedule of expenditures of state awards.
- 4) Schedule of Workload Measures for State General Apportionment.
- 5) Reconciliation of Education Code 84362 (50 Percent Law) Calculation
- 6) Proposition 30 Education Protection Act (EPA) Expenditures.
- 7) Reconciliation of Annual Financial and Budget Report CCFS 311 with Fund Financial Statements.
- 8) Reconciliation of Government Wide Statement of Net Position to Governmental Fund Balance
- 9) Note to Supplementary Information.

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of Solano Community College District.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Solano Community College District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Solano Community College District's major programs. The purpose of these procedures will be to express an opinion on Solano Community College District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Solano Community College District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 30, 2016.

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

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

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

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

The audit shall be completed and the audit report shall be delivered in accordance with time requirements as specified in the Contract District Audit Manual unless delayed by circumstances beyond the control of the Auditors. Fifteen (15) copies of the audit report may be rendered to the Solano Community College District, in addition to the copies required to be filed with the applicable governmental units. Copies in excess of the contract amount may be billed for an additional fee.

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

The audit documentation for this engagement is the property of Vavrinek, Trine, Day & Co, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State of California, State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office or its for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vavrinek, Trine, Day & Co, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audits in the Spring of the applicable year and to issue our reports no later than December 31 of each year. Terri A. Montgomery or Xiupin Guillaume are the engagement partners and responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Vavrinek, Trine, Day & Co, LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$59,000, \$59,250, \$59,500, \$59,750, and \$60,000, respectively. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Additional audit fees may be assessed if additional auditing services are provided for (1) any changes in reporting format and/or audit requirements as stated in the Contracted District Audit Manual, issued by the California Community College Chancellors Office or Governmental Accounting Standards Board; (2) any changes in the number of funds or accounts maintained by the Solano Community College District during the period under this contract; and (3) additional audit procedures required due to the lack of preparation for the audit on the part of the Solano Community College District. These fees shall be in addition to the above maximum fee for audit services.

The form and content of the annual audit shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State of California under Section 41020 of the Education Code, Audits of State of Local Governments, issued by the U.S. Office of Management and Budget, as issued pursuant to the Single Audit Act Amendments of 1996.

Vavrinek, Trine, Day & Co., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It is not anticipated that any of the non-licensee owners will be performing audit services for the agency.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The District and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Solano Community College District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2014 peer review report accompanies this letter.

Very truly yours,



Terri A. Montgomery  
of VAVRINEK, TRINE, DAY & CO., LLP

**RESPONSE:**

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

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

**SUBJECT:** **RENEWAL AGREEMENT WITH VAVRINEK, TRINE,  
DAY & CO., LLP (VTD) FOR DISTRICT BOND AUDIT  
SERVICES**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested to renew the agreement with Vavrinek, Trine, Day & Co., LLP (VTD) to perform the District Bond Financial and Performance audits for a five-year period (years ended June 30, 2017, 2018, 2019, 2020, and 2021). The fee schedule for the next five years are as follows, \$4,000 (Financial) and \$7,000 (Performance).

The Board’s Audit Subcommittee supports continuing with VTD for another five years.

Attached is the engagement letter for review.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy: 3070; 3225</i>	<i>Estimated Fiscal Impact: See Above</i>
<b>SUPERINTENDENT’S RECOMMENDATION:</b>	<input type="checkbox"/> <b>APPROVAL</b>	<input type="checkbox"/> <b>DISAPPROVAL</b>
	<input checked="" type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>TABLE</b>
Yulian Ligioso Vice President, Finance & Administration		
<b>PRESENTER’S NAME</b> 4000 Suisun Valley Road Fairfield, CA 94534		
<b>ADDRESS</b>	Celia Esposito-Noy Superintendent-President	
(707) 864-7209		
<b>TELEPHONE NUMBER</b> Yulian Ligioso	March 24, 2017	
<b>VICE PRESIDENT APPROVAL</b>	<b>DATE APPROVED BY</b>	
March 24, 2017	<b>SUPERINTENDENT-PRESIDENT</b>	
<b>DATE SUBMITTED TO</b> <b>SUPERINTENDENT-PRESIDENT</b>		

# YANARI WATSON MCGAUGHEY P.C.

---

DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY ♦ DON W. GRUENLER  
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

## System Review Report

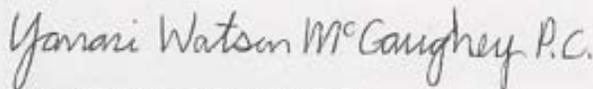
May 22, 2015

To the Partners of  
Vavrinek, Trine, Day & Co., LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Vavrinek, Trine, Day & Co., LLP has received a peer review rating of *pass*.



Yanari Watson McGaughey P.C.

9250 EAST COSTILLA AVENUE, SUITE 450  
GREENWOOD VILLAGE, COLORADO 80112-3647  
(303) 792-3020  
FAX (303) 792-5153

web site: [www.ywmcpa.com](http://www.ywmcpa.com)

January 23, 2017

Solano Community College District  
Attn Governing Board  
c/o Yulian Ligosio  
Vice President Finance and Administration  
4000 Suisun Valley Road  
Fairfield, CA 94534

We are pleased to confirm our understanding of the services we are to provide Solano Community College District. We will perform the required annual financial audit of the proceeds from the sale of the bonds and the required performance audit to ensure that the funds have been expended only on the specific projects listed for the fiscal years ending June 30, 2017, 2018, 2019, 2020, and 2021, in accordance with the compliance requirements of Section 1 of Article XIII A of the California Constitution.

### **Financial Audit**

We will audit the financial statements of the Building (Measure Q) Fund of Solano Community College District as of and for the years then ended. The financial statements will present only the Building (Measure Q) Fund and will not purport to, and will not be intended to present fairly the financial position and results of operations of the Solano Community College District in conformity with accounting principles generally accepted in the United States of America.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether the Building (Measure Q) Fund financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Solano Community College District and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unmodified, we will fully discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.

If during our audit we become aware that Solano Community College District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Management Responsibilities**

Management is responsible for the Building (Measure Q) Fund financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them. Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the Solano Community College District, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, management understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures - Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance

matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures - Compliance**

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

### **Performance Audit**

We will prepare a performance audit of the Measure Q Bond for the proceeds of Solano Community College District for the fiscal years then ended.

### **Objectives**

The purpose of the Performance Audit is to meet the Proposition 39 requirements for the Measure Q Bond proceeds to ensure compliance with Section 1 of Article XIII A, Section 1(b)(3)(C) of the California Constitution. This includes that the Proposition 39 Bond proceeds are expended only on the specific projects listed in the bond language approved by the voters and no Bond proceeds are being spent on administrative salaries or any other expenses that would otherwise be the obligation of the District's General Fund. The Performance Audit will be conducted in accordance with Government Auditing Standards.

### **Scope and Methodology**

Our procedures for the Performance Audit will be as follows:

- Procure a detail of the accounting for the expenditures of the Measure Q bonds.
- Review the detailed accounting of expenditures to determine if proceeds are being spent on administrative salaries or any other school operating expenses.
- From a sample of construction expenditures from the detailed accounting of expenditures, review expenditures to determine if proceeds expended are for specific projects as listed in the voter approved bond language.

### **Engagement Administration, Fees, and Other**

The audit documentation for this engagement is the property of Vavrinek, Trine, Day & Co., LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to third parties for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vavrinek, Trine, Day & Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the

aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California Community College Chancellors Office, the California State Controller, or during any pending board investigation, disciplinary action, or legal action involving the licensee or the licensee's firm.

Terri A. Montgomery is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for the Financial Audit and Performance Audit services will be \$4,000 and \$7,000 per year for the years ending June 30, 2017, 2018, 2019, 2020, and 2021. In addition to such payments for personal services, auditors may be reimbursed for such travel as may be necessary, with mileage computed at the approved Internal Revenue Service rate per mile. No additional costs are expected at this time. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The District and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. **IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.**

Vavrinek, Trine, Day & Co., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It is not anticipated that any of the non-licensee owners will be performing audit services for the agency.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Solano Community College District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very truly yours,



Terri A. Montgomery  
of Vavrinek, Trine, Day & Co., LLP

cc: TAM

RESPONSE:

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

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

Title: \_\_\_\_\_

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

# YANARI WATSON MCGAUGHEY P.C.

---

DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY ♦ DON W. GRUENLER  
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

## System Review Report

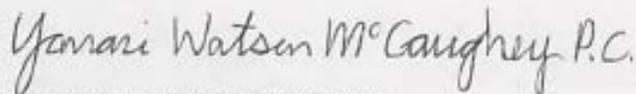
May 22, 2015

To the Partners of  
Vavrinek, Trine, Day & Co., LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Vavrinek, Trine, Day & Co., LLP has received a peer review rating of *pass*.



Yanari Watson McGaughey P.C.

9250 EAST COSTILLA AVENUE, SUITE 450  
GREENWOOD VILLAGE, COLORADO 80112-3647  
(303) 792-3020  
FAX (303) 792-5153

web site: [www.ywmcpa.com](http://www.ywmcpa.com)

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

**TO:** **Members of the Governing Board**  
**SUBJECT:** **REQUEST TO PURCHASE TWO SUPER Z HYPERDRIVE  
 60" VAN 36 MOWERS**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested to replace two 60" mowers, model years 1997 and 2005, which are no longer operable. The District would like to purchase two Super Z Hyperdrive 60" Van 36 mowers totaling \$25,546.60, which includes the trade-in value of \$2,200 for the two older mowers. Two additional quotes were obtained, however they were priced much higher.

Funds are available in the Facilities Department Budget for the purchase.

Board approval is requested at this time. Attached is a copy of the quotation.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i> 3220	<i>Estimated Fiscal Impact:</i> \$25,546.60
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**SUPERINTENDENT'S RECOMMENDATION:**                     
  **APPROVAL**                       **DISAPPROVAL**  
 **NOT REQUIRED**                       **TABLE**

Myron Hord  
 Interim Facilities Director

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

(707) 864-7260

**TELEPHONE NUMBER**

Yulian Ligioso  
 Vice President, Finance and Administration

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

# Bliss Power Lawn Equipment Co

1715 Fulton Ave  
 Sacramento, CA 95825  
 Phone: (916) 483-1167 Fax: (916) 483-0381

## Invoice Estimate

**123287**

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. All merchandise returned is subject to a 20% re-stocking fee. No returns on special order, electrical or assembly parts.

Bill To			Ship To		
SOLANO COMMUNITY COLLEGE 4000 SUISUN VALLEY RD Fairfield, CA 94534					
Contact	Customer Tax Number	Phone	Alt Phone	PO Number	Transaction
JEFF LEHFELDT		(707) 864-7906	(707) 864-7167	bid	Estimate
Counter Person	Sales Person	Estimate Date	Reference	Department	
Casey Bliss	Casey Bliss	03/03/17	123287	A-Bid Assist Sales	

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
932384US	EXCW	SUPER Z HYPERDRIVE 60" VAN 36	2			\$15,399.00	\$12,859.00	\$25,718.00

Description	Line	Reference	Quantity	Net Each	Amount
Discount (Taxable) (F)		TRADE IN 2 ZERO TURN MOWERS	-2	\$1,100.00	(\$2,200.00)

Sub Total	\$25,718.00
Miscellaneous	(\$2,200.00)
Labor	\$0.00
Sales Tax	\$2,029.60
<b>Grand Total</b>	<b>\$25,547.60</b>

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. All merchandise returned is subject to a 20% re-stocking fee. No returns on special order, electrical or assembly parts.

Notes:



Customer acknowledges receipt thereof.

11150 Dana Circle  
 Cypress, CA 90630  
 (714) 523-8560  
 Fax (714) 994-1821  
 www.powertrim.com

**Power Trim Co., Inc.**



**Fax**

**To:** Solano Comm. College                      **From:** Brian Heffernan  


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**Attn:** Jeff Lehfeltd                                **Pages:** 1  


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**Email:**    **Date:** 3/22/17  


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**Re:** Quote    **CC:**

**Urgent**     **\* For Review**     **Please Comment**     **Please Reply**     **Please Recycle**

● **Comments:**

Quote on Hustler Turf Equipment:

Model	Qty.	Description	List (\$)	Quote (\$)	Total (\$)
932384US	2	Super Z Hyper 60" Vanguard 36 HP	\$15,399.00	\$13,860.00	\$27,720.00
Freight		\$200.00 Per Unit			\$400.00
				Total*	\$28120.00

\*Plus all Applicable Taxes

Quote Valid for 30 Days

# Q U O T A T I O N

B & M LAWN AND GARDEN CENTER  
 2801 E. Miraloma Ave  
 Anaheim, CA 92806 USA  
 Phone #: (714)996-5490  
 Fax #: (714)414-1127

PHONE #: (707)864-7906  
 CELL #:  
 ALT. #:  
 P.O.#:  
 TERMS: **Cash**  
 SALES TYPE: **Quote**

DATE: **3/22/2017**  
 ORDER #: **1256083**  
 CUSTOMER #: **137240**  
 CP: **JustinM**  
 LOCATION: **1**  
 STATUS: **Active**

**BILL TO 137240**

Solano Community College  
 4000 Suisun Valley Rd.  
 Fairfield, CA 94534

**SHIP TO**

Solano Community College  
 4000 Suisun Valley Rd.  
 Fairfield, CA 94534

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
HUST	932384US	Super Z HyperDrive 60" Cut - Vanguard 36 HP - Susp Seat	2	\$15,399.00	\$13,243.14	\$26,486.28
****	TRADE-IN	TRADE-IN	2	\$500.00	\$500.00	\$1,000.00
****	SHP	Delivery to Fairfield, CA	2	\$150.00	\$150.00	\$300.00

Prices reflected on this quote are valid for 30 days.

SUBTOTAL:	<b>\$27,786.28</b>
TAX:	<b>\$2,130.19</b>
<b>ORDER TOTAL:</b>	<b><u>\$29,916.47</u></b>

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: STRONG WORKFORCE PROGRAM CONTRACT FOR  
SELF-EMPLOYMENT PATHWAYS IN THE GIG  
ECONOMY PILOT PROJECT (NEW)

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

The California Community Colleges Chancellor’s Office is proposing a \$500,000 contract to augment the statewide Small Business Sector Navigator grant hosted by Solano Community College to deliver a Self-employment Pathways in the Gig Economy pilot project at twenty colleges across the state. The pilot project will prepare students to become freelancers/independent contractors in the Gig Economy. A study by the Bureau of Labor Statistics and Intuit project that by 2020, 40% of the workforce will be freelancers or independent contractors participating in the Gig Economy. The funding source is Strong Workforce Program Omnibus RFA Specification Number: 16-205 with Chabot-Las Positas CCD as the fiscal agent. The amount of the contract is \$500,000 and the term of the agreement will run from April 6, 2017 to December 31, 2017.

Attached is a copy of the contract.

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code:81655 Board Policy:3520 Estimated Fiscal Impact:\$500,000State Contract Revenue*

SUPERINTENDENT’S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Charles Eason, Small Business Sector Navigator

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

**ADDRESS**

(707) 863-7846

**TELEPHONE NUMBER**

Vice President, Academic Affairs  
**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**Scope:** Self-employment Pathways in the Gig Economy Pilot Project

**Funding Source:** Strong Workforce Statewide Fiscal Omnibus

**RFA Specification Number:** 16-205

**Funding Fiscal Year:** FY 16-17

**Funds:** \$500,000

**Contractor/Subcontractor contact information:**

**Name:** Charles Eason, Small Business Sector Navigator

**Company:** Solano Community College District

**Address:** 4000 Suisun Valley Road, Fairfield, CA 94534

**Email:** charles.eason@solano.edu

**Phone:** (707) 863-7846

**Payment Terms**

Project expenses to be reimbursed quarterly on a net 30 basis.

**Payment Schedule**

Quarterly invoice submitted by the 30<sup>th</sup> of the month following each quarter.

**Introduction**

The world of work is changing. The [Intuit 2020 Report](#) projects that by 2020, 43% of the workforce will be made up of freelancers or independent contractors in the gig economy. Small Business Labs which tracks and forecasts the trends and shifts impacting the future of small business cites the following recent studies as evidence that the gig economy is large and growing:

1. Pew Research's [Gig Work, Online Selling and Home Sharing](#) found that 24% of adult Americans - that about 59 million people - report earning money from the digital 'platform economy' in the past year.
2. The Federal Reserve Board's [Exploring Online and Offline Informal Work](#) found that more than a third - 36 percent- of the U.S. adult population undertook informal paid work activity either as a complement to, or as a substitute for, more traditional and formal work arrangements.
3. McKinsey's [Independent Work: Choice, Necessity and the Gig Economy](#) found 20% to 30% of adult Americans are gig workers.
4. JP Morgan Chase Institute's [Paychecks, Paydays and the Online Platform Economy](#) found that while the number of people joining the online gig economy is slowing, their numbers doubled over the past year.

5. Big 4 Accounting firm EY's [Is The Gig Economy a Fleeting Fad or an Enduring Legacy](#) makes it clear it's the latter. They say by 2020 at least 31 million Americans will be gig workers.
6. Career Builders [Side Gig study](#) found that 29% of employed Americans have side gigs.

## **Project Purpose**

The purpose of this Self-employment Pathways in the Gig Economy pilot project will be to prepare community college students to become freelancers and independent contractors in the growing Gig Economy.

## **Project Description**

Working with industry partners such as Upwork which is currently the largest on-demand platform company with over 12.5 users and a billion dollars in transactions to date, the California Community College Small Business Sector will roll out a Self-employment Pathways in the Gig Economy pilot project at twenty colleges across the state. Solano Community College as the host for the statewide Small Business Sector Navigator grant will subcontract with College of the Canyons to be the lead pilot college which will conduct a pre-launch project to identify the needs and gaps that must be addressed to help our students prepare to be freelancers and independent contractors in the Gig Economy and then develop model curriculum/programs for the pilot colleges to implement. In developing the model curriculum/programs for pilot colleges to implement, College of the Canyons will identify the combination of training (credit, non-credit, or not-for-credit), technical assistance (counseling/mentoring), and experiential learning (real world experience with on-demand platforms) for students to complete.

One key component of the project will be to provide students skills acquisition and assessment of those skills acquired. Upwork has partnered with a company called Pluralsight which provides online skills acquisition training and assessments to verify or validate that participants on Upwork have indeed mastered these skills. Satisfactory completion of the Upwork/Pluralsight assessments would be considered an industry recognized credential or micro badge. Students would have the option of obtaining the skills acquisition training either through credit/non-credit courses offered at their colleges or through the not-for-credit Pluralsight online training. The advantage of utilizing the Pluralsight online training is that it is aligned with the Pluralsight skills assessment. A student may pass a credit/non-credit course, but that does not necessarily guarantee that they will be prepared to pass the Pluralsight assessments. For this project, the participating pilot colleges will be asked to commit matching funds from FTES apportionment generated, Strong Work Force funds, or other sources to cover the Pluralsight annual license fee of \$240 for students to access the online skills training and assessment of that training.

Another key component of the project will be the inclusion of a data sharing agreement with the private sector partner, Upwork, to capture and provide student self-employment earnings outcomes resulting from jobs/projects they secure on the platform. The plan is then to feed the self-employment earnings data into the LaunchBoard data tool so that reports can be generated on student self-employment earnings outcomes by Sector, TOP code, college, region, etc. Self-

employment outcomes would fall under the Strong Workforce metrics for median earnings in the second fiscal quarter after exit and median change in earnings.

The project addresses the following Strong Workforce Task Force Recommendations:

- Student Success (Recommendation #1 Broaden and enhance career exploration and planning, work-based learning opportunities, and other supports for students)
- Workforce Data & Outcomes (Recommendation #6 Improve the quality, accessibility, and utility of student outcome and labor market data to support students, educators, colleges, regions, employers, local workforce investment boards, and the state in CTE program development and improvement efforts)
- Curriculum (Recommendation #11 Develop, identify and disseminate effective CTE practices)

### **Scope**

See attached Scope of Work (Exhibit A)

### **Objectives**

See attached Scope of Work (Exhibit A)

### **Tasks**

See attached Scope of Work (Exhibit A)

### **Intellectual Property**

Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its subcontractors or subgrantees, shall be and are Work for Hire. All subcontracts or subgrants shall include a Work for Hire provision by which all materials, procedures, processes, machines, and trademarks or servicemarks produced as a result of the Grant Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any subcontract or subgrant shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Grant Agreement.

The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Grantee, and all subcontractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its subcontractors and subgrantees, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such

copyrighted work with a Creative Commons CC BY license. The license will allow Grantee or its subcontractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.

All materials first developed in draft and in final form pursuant to this Grant Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.," followed by the year created; and the words "California Community Colleges, Chancellor's Office." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Grantee or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or the Grantee that the copyright be registered with the U.S. Copyright Office, Grantee will be responsible for applying for, paying the filing fees for, and securing said copyright.

All technical communications and records originated or first prepared by the Grantee or its subcontractors and subgrantees, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.

If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Grant Agreement.

All trademarks and servicemarks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Grant Agreement to the Grantee.

In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.

Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this Grant Agreement by subcontractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement of the work for hire performed by these subcontractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering into a subcontract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

As a condition of receiving funding from the California Community College Chancellor's Office, educational materials created using those funds should be made available by the grantee under the Creative Commons Attribution License (CC BY) with the following symbol included.



All marketing and advertising will need to carry DWM logo and all Press Releases will need to be approved by the CCCCCO.

**Delivery**

<i>Deliverable</i>	<i>Due date</i>	<i>Delivery format</i>	<i>Recipient</i>
Pilot programs at twenty (20) community colleges	Dec 2018	Two cohorts of an estimated 30 students at each pilot college.	CCCCOC
Student self-employment earnings outcomes data	Ongoing outcomes data collected after students complete program.	- Number of student with online profiles - Number and types of jobs/projects secured by students - Dollar value of earnings from jobs/projects secured by students.	CCCCOC
Final Report documenting results of pilot projects	Dec 2018	Word Doc or PDF	CCCCOC

**Period of Performance**

The period of this Agreement is from April 20, 2017 to December 31, 2017.

**Budget**

Through a sub-contract with the Chabot-Las Positas CCD, the Contractor's work will be financially supported in the following ways (see budget on next page).

<i>Item</i>	<i>Minimum Amount</i>	<i>Additional Funds Available</i>	<i>Details/Notes</i>
Printing of Gig Economy Pathways Marketing Materials	\$7,270		Pilot colleges will be provided brochures/flyers
Subcontract to develop website and marketing materials for Self-employment Pathways in the Gig Economy program.	\$7,500		Solano Contract will issue contract with Full Capacity Marketing.
Subcontract with College of the Canyons to conduct pre-launch pilot as the lead pilot college and develop model curriculum/programs for Self-employment Pathways in the Gig Economy program for the other pilot colleges to implement.	\$40,000		College of the Canyons will issue a \$10,000 subcontract with the Institute for the Future (ITFF) for pre-pilot support. See Exhibit B for Statement of Work.
Subcontract with Upwork to develop and host private Enterprise platform for student use and a data sharing agreement to capture student self-employment outcomes data.	\$120,000		\$60K annual contract for two years July 2017 to June 2019. See Exhibit C for Upwork Process Flowchart
Subcontract with selected pilot colleges to implement Self-employment Pathways in the Gig Economy (20 colleges @ \$14K per college, see Exhibit D for pilot college budget and work plan)	\$280,000	\$280,000 Twenty colleges contribute \$14K in matching funds	Preference will be given to pilot colleges which commit to providing matching funds from FTES apportionment generated or Strong Workforce Funds.
Facility expenses for testing of model incubator/accelerator/co-working space for student/business collaboration on Gig economy work/projects.	\$12,000		Solano College will take the lead on this specific aspect of the project.

Subcontract with <a href="#">Inquisium</a> to develop customized survey tool for the 20 pilot colleges to use for collecting student self-employment earnings outcomes data.	\$8,000		The twenty pilot colleges will be given access to this survey for the completer/leaver survey.
Train-the-trainer event expenses for participating pilot colleges	\$6,000		Each pilot college will send a representative.
Indirect Costs	\$19,230		4% of Direct Costs
Total	\$500,000	\$280,000	

THE PARTIES HEREBY EXECUTE THIS AGREEMENT with their signature below.

**CCCCO**

**SOLANO COMMUNITY COLLEGE DISTRICT**

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

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

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

Print Name: Dr. Celia Esposito-Noy

Title: \_\_\_\_\_

Title: Superintendent/President

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

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

**Chabot-Las Positas CCD**

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

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

Title: \_\_\_\_\_

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

## Exhibit A – Scope of Work

### **Objective 1 – Conduct pre-launch pilot with a sample of students and develop model curriculum/programs for the Self-employment Pathways in the Gig Economy program.**

- A. Solano College will subcontract with College of the Canyons as the lead pilot college to conduct a pre-launch pilot with a small group of students in existing business and IT courses to identify the needs/gaps that must be addressed to prepare students to be freelancers and independent contractors in the gig economy and then develop model curriculum/programs for the pilot colleges to implement. In developing the model curriculum/programs for pilot colleges to implement, College of the Canyons will identify the combination of training (credit, non-credit, or not-for-credit), technical assistance (counseling/mentoring), and experiential learning (real world experience with on-demand platforms) for students to complete.

**Performance Outcomes/Deliverables:** Model curriculum or programs that the pilot colleges can adopt at each of their campuses. The actual curriculum/programs will be developed based on the needs/gaps identifying during the pre-launch pilot, but below are the proposed three content areas that the project will focus on:

- An Intro to Entrepreneurship course to prepare students to become freelancers and independent contractors. Since students may not realize that when they become freelancers or independent contractors, they are technically in business and will need to understand basic fundamentals such as selecting a legal structure, business licensing requirements, insurance requirements, self-employment taxes, quarterly estimated income tax requirements, intellectual property issues, etc. The course will provide a tool kit for independent contractors and also introduce concepts around the entrepreneurial mindset.
- A course on understanding the Gig Economy designed to prepare students for self-employment opportunities using on-demand platforms such as Upwork, LinkedIn ProFinder, Thumbtack, Task Rabbit, Care.com, etc. Course will cover topics such as the pros & cons of the various on-demand platforms, setting up and optimizing your online profile with the platforms, professional etiquette for bidding on and performing jobs/projects, etc.
- Experiential learning component where students can gain real world experience using on-demand platforms such as Upwork with the Pluralsight assessments. Students will be given the opportunity to practice setting up their profiles, completing assessments in a non-threatening environment on a private platform before launching publicly. One option that will be explored is to have students enroll in an existing work study course where students can earn credit for working on their freelancing business under the guidance of a Launch Coach/Mentor.

**Timeline:** April 2017 - December 2018

- B. College of the Canyons will subcontract with Institute for the Future (ITF) for the following pre-pilot support:
- i. Institute for the Future will provide hourly strategic support for the College of the Canyons partnership with UpWork and PluralSight (or other vendor) under the Gig Economy Pathways.
  - ii. Deliverables: Assist with launch of pre-pilot with UpWork. Showcase partnership at learn AND work futures lab launch on May 3.
  - iii. Tasks: (i) Strategic Support; (ii) Program Component Architecture to include Data Exchange; and (iii) Relationship with GIG Economic Partners

**Performance Outcomes/Deliverables:** Relationships with GIG platform partners and Self-employment Pathway in the GIG Economy developed with support and input from industry partners

**Timeline:** April 2017 - December 2018

- C. Solano College will subcontract with Upwork to provide a private Upwork Enterprise platform for students to use as part of the experiential learning component of the pilot project. The subcontract will include a data sharing agreement where Upwork will provide self-employment earnings outcomes resulting from student's use of the Upwork platform. Students will be asked to sign waivers approving access to data in Upwork.

**Performance Outcomes/Deliverables:** The Chancellor's Office will have access to the following outcomes for students participating in the Upwork platform after students complete the Self-employment Pathways in the Gig Economy Program:

- Number of profiles set up in Upwork
- Number and types of jobs that students secure on Upwork
- Earnings data on jobs secured on Upwork

**Timeline:** July 2017 - June 2019

**Objective 2 - Implement Self-employment Pathways in the Gig Economy pilot projects at twenty community colleges across the state.**

- A. Solano College will subcontract with Full Capacity Marketing to develop marketing materials to promote the Self-employment Pathways in the Gig Economy pilot program.

**Performance Outcomes/Deliverables:** Doing What Matters (DWM) for Jobs and the Economy branding guidelines compliant website, flyer, and Constant Contact email template developed for pilot colleges to use to market the Self-employment Pathways in the Gig Economy program.

**Timeline:** August 2017

- B. The Small Business Sector Navigator along with College of the Canyons will conduct an orientation webinar for colleges interested in applying for the Self-employment Pathways in the Gig Economy Pilot. Chancellor's Office will assist in getting the word out about the orientation through their list serves to CIOs, CTE Deans, eAlert, etc.

**Performance Outcomes/Deliverables:** An estimated 40 colleges participate in the orientation webinar. Colleges attending the orientation webinar will be given one month to submit a Letter of Interest (LOI) to participate in the pilot project.

**Timeline:** April 2017

- C. The Small Business Sector Navigator at Solano College will issue a Request for Applications (RFA) requesting for Letter of Interest (LOI) from colleges interested in participating in the Self-employment Pathways in the Gig Economy pilot project. Colleges will be asked to include in the LOI any commitments to provide matching funds through FTES generated, Strong Workforce funds, or other sources. While match is will not be a strict requirement to participate as a pilot college, preference will be given to colleges who can commit to providing match for the project.

**Performance Outcomes/Deliverables:** A minimum of 20 colleges are identified to participate in the Self-employment Pathways in the Gig Economy Pilot Project

**Timeline:** April - June 2017

- D. Small Business Sector Navigator and College of the Canyons as the lead pilot college will evaluate applications from colleges who submitted Letters of Interest (LOIs) to select best candidates for the 20 pilot colleges. Colleges which commit to providing matching funds through FTES generated or Strong Workforce funds will be given preference.

**Performance Outcomes/Deliverables:** 20 colleges selected to participate in the Self-employment Pathways in the Gig Economy pilot.

**Timeline:** June 2017

- E. Solano College as lead on the project will issue subcontracts with the 20 pilot colleges selected to participate for implementation of the Self-employment Pathways in the Gig Economy pilot project.

**Performance Outcomes/Deliverables:** Subcontracts for \$14K issued to the 20 colleges selected to participate in the Self-employment Pathways in the Gig Economy pilot.

**Timeline:** June 2017

- F. Pilot colleges secure local curriculum approval for Self-employment Pathways in the Gig Economy courses.

**Performance Outcomes/Deliverables:** Local curriculum committees approve any model curriculum developed and recommended for the pilot project. As part of the California Online Education Initiative (OEI), all California Community Colleges now have the opportunity to adopt Instructure's Canvas as their campus-wide Course Management System (CCMS). To promote scalability, the curriculum will be made available in an online format using the Canvas CCMS.

**Timeline:** December 2018

- G. Pilot colleges offer Self-Employment Pathways in the Gig Economy courses to a cohort of students in the Spring Semester of 2018 and Fall Semester of 2018.

**Performance Outcomes/Deliverables:** An estimated cohort of 30 students enroll in the spring 2018 semester and 30 students enroll in the fall 2018 semester.

**Timeline:** Spring 2018 and Fall Semester of 2018

- H. Pilot colleges will participate in Community of Practice (CoP) monthly web conferences.

**Performance Outcomes/Deliverables:** All twenty pilot colleges participate in monthly Community of Practice web conferences.

**Timeline:** Monthly starting October 2017

- I. Pilot colleges conduct completer/leaver survey of students the first and second quarter after completing the program.

**Performance Outcomes/Deliverables:** Completer/leaver survey conducted for all students participating in the pilot (see objective three below).

**Timeline:** December 2018

- J. Small Business Sector and College of the Canyons as the lead pilot college will host a Train-the-trainer for faculty and administrators from the selected pilot colleges to attend to learn how to market and implement the Self-employment Pathways in the Gig Economy project at their local campuses.

**Performance Outcomes/Deliverables:** Train-the-trainer held for pilot colleges in the Summer of 2017. Each pilot college sends at least one representative.

**Timeline:** September 2017

- K. Small Business Sector and College of the Canyons as the lead pilot college will organize a Community of Practice (COP) with monthly web conferences for members of the community to share best practices.

**Performance Outcomes/Deliverables:** Monthly Community of Practice web conferences held to ensure smooth launch of Self-employment Pathways in the Gig Economy project and sharing of best practices to continually improve the program.

**Timeline:** Monthly starting Oct 2017

- L. Small Business Sector will organize an in-person meeting of the pilot colleges at the Spring CCCAOE Conference as a check-in on program progress and share information with new colleges who may be interested in adopting the Self-employment Pathways in the Gig Economy.

**Performance Outcomes/Deliverables:** Breakout session scheduled at Spring CCCAOE Conference.

**Timeline:** May 2018

**Objective 3 – Capture student skills gains and self-employment earnings outcome data.**

- A. Develop survey instrument and data collection mechanism for pilot colleges to conduct a completer/leaver survey to capture student self-employment outcomes.

**Performance Outcomes/Deliverables:** Survey instrument and data collection mechanism to capture the following outcomes:

- Number of students participating in pilot projects
- Number of students who set up profiles on on-demand platforms
- Number and type of jobs/projects secured by students using on-demand platforms
- Earnings resulting from the jobs/projects secured on on-demand platforms.

**Timeline:** By completion of first student cohorts in June 2018

- B. Pilot Colleges will conduct completer/leaver survey to capture outcomes of the students who went through the Self-employment Pathways in the Gig Economy pilot at their local campuses.

**Performance Outcomes/Deliverables:** The following self-employment earnings outcomes are captured for all students:

- Number of students participating in pilot projects
- Number of students who set up profiles on on-demand platforms
- Number and type of jobs/projects secured by students using on-demand platforms
- Earnings resulting from the jobs/projects secured on on-demand platforms.

**Timeline:** 1<sup>st</sup> and 2<sup>nd</sup> quarters after students complete the Self-employment Pathway in the Gig Economy Program.

- C. Small Business Sector will work on a long term strategy to automate the incorporation of Franchise Tax Board (FTB) or Internal Revenue Service (IRS) data on self-employment earnings by students into LaunchBoard. This will involve working with the Governor's Office of Business and Economic Development (GO-Biz) and a separately funded effort with an economist under the CTE Data Unlocked funding that the Sector received.

**Performance Outcomes/Deliverables:** Feasibility study completed with next steps for tapping into FTB and IRS earnings data and creation of an earnings tab in LaunchBoard.

**Timeline:** December 2018

- D. As part of the data sharing agreement component of the subcontract with Upwork, the Small Business Sector Navigator will work with Upwork to provide student self-employment earnings outcomes data in a format that can be uploaded into LaunchBoard so that student self-employment earnings can then be run by sector, TOP code, region, etc.

**Performance Outcomes/Deliverables:** Self-employment data is extracted quarterly from Upwork database for upload into Launchboard. This may involve establishing an API interface.

**Timeline:** June 2018

- E. Small Business Sector Navigator and College of the Canyons as the Lead Pilot College will explore incorporation of digital badging through the Upwork/Pluralsight platform or by leveraging the platform housed under the Foundation for CA Community Colleges

**Performance Outcomes/Deliverables:** Students submitting proposals for jobs/projects in the Gig Economy will have a means of documenting and validating their skills proficiencies to prospective clients seeking their services.

**Timeline:** December 2018

**Exhibit B – Institute for the Future Statement of Work**

**STATEMENT OF WORK  
College of the Canyons (“Client”)**

This is to confirm the purchase by Client of the following services and deliverables:

- UpWork pre-pilot support: Institute for the Future will provide hourly strategic support for the College of the Canyons partnership with UpWork and PluralSight (or other vendor) under the Gig Economy Pathways from April 1, 2017 to June 30, 2017.
- Deliverables: Assist with launch of pre-pilot with UpWork. Showcase partnership at learn AND work futures lab launch on May 3.
- Tasks: (i) Strategic Support; (ii) Program Component Architecture to include Data Exchange; and (iii) Relationship with GIG Economic Partners

Cost: Hourly rate of \$400.00/hour.

Time: Billed @ \$400.00/hour CONTRACT MAX: US \$10,000  
Expenses billed IF incurred (i.e. travel, mail, printing, etc.) US \$ -  
Final Maximum Cost: Time + Expenses US \$10,000 + Expenses

A payment of \$5,000 is due upon contract execution. Balance will be billed at completion of the pre-pilot launch. Material expenses as noted above are included in the fee. All invoices are due net 30 days. Client is responsible for any fees incurred by IFTF due to Client’s cancellation or postponement of contracted event.

Name: Jeffrey Forrest

Title: VP, Economic and Workforce Development

Company: College of the Canyons

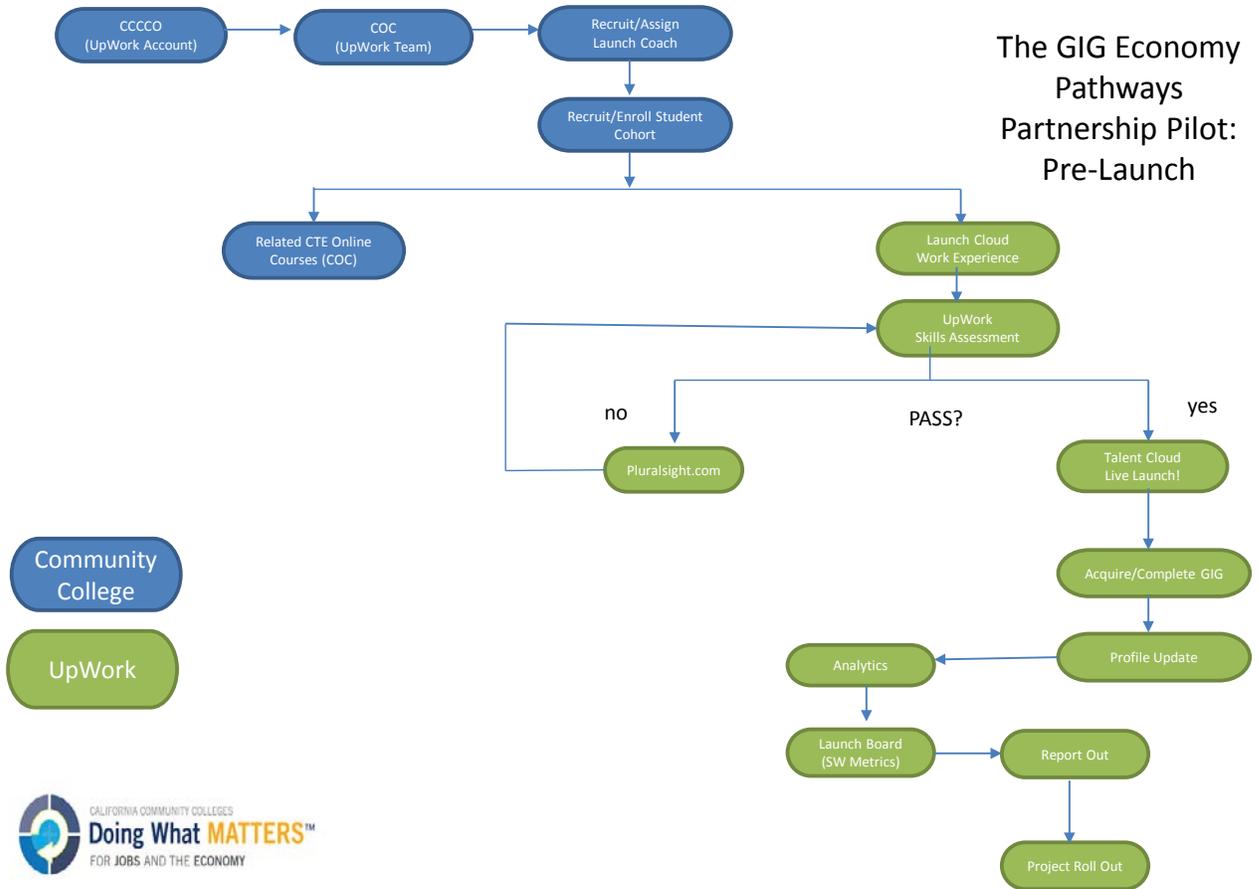
Address: 26455 Rockwell Canyon Road City, State, Zip: Santa Clarita, CA 91355

Telephone: 314.341-3856 E-mail: [Jeffrey.Forrest@canyons.edu](mailto:Jeffrey.Forrest@canyons.edu)

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

Please return to:  
Sean Ness | Institute for the Future  
201 Hamilton Avenue | Palo Alto, CA 94301  
[accounting@iftf.org](mailto:accounting@iftf.org)

## Exhibit C – Upwork Process Flowchart



## Exhibit D – Pilot College Budget and Work Plan

### Sample Pilot College Budget

Academic Salary - Faculty to work on curriculum approval (Est 40 hrs @\$65/hr)	\$2,600
Employee benefits for Faculty Advisor (estimated at 40%)	\$1,040
Travel for Faculty Advisor and Administrator to attend Train-the-Trainer	\$1,422
Launch Coach/Mentor (2 hrs per student X 30 students X 2 Cohorts X \$50/hr)	\$6,000
Expenses to conduct Completer/Leaver survey to capture student outcomes	<u>\$2,400</u>
<b>Total Direct Costs</b>	<b>\$13,462</b>
Indirect (4% of Direct Costs)	<u>\$538</u>
<b>Total</b>	<b>\$14,000</b>

### Pilot College Work Plan

Activities	Performance Outcomes	Timeline	Responsible Person
Attend train-the-trainer for pilot colleges on how to market and implement the Self-employment Pathways in the Gig Economy curriculum.	Faculty advisor and administrator from pilot college attend the Train-the-trainer event conducted in the Summer of 2017.	September 2017	Faculty Advisor
			Pilot College Administrator
Pilot college secures local curriculum approval for Self-employment Pathways in the Gig Economy courses or infusion/embedding of modules into existing courses.	Pilot college secures local curriculum approval of the Self-employment Pathways in the Gig Economy courses in time to offer the pilot programs in the Spring Semester of 2018 or courses identified where modules can be infused/embedded to provide content for Self-employment in the Gig Economy.	December 2017	Faculty Advisor
			Pilot College Administrator
Market the Self-employment Pathways in the Gig Economy to students.	Secure a cohort of an estimated 30 students participates in the Self-employment Pathways in the Gig Economy pilot in the Spring 2018 Semester.  Secure a cohort of an estimated 30 students participates in the Self-employment Pathways in the Gig Economy pilot in the Fall 2018 Semester.	Spring Semester 2018	Faculty Advisor
			Pilot College Administrator
		Fall Semester 2018	
Pilot college offers Self-Employment Pathways in the Gig Economy courses to a cohort of students in the Spring Semester of 2018 and Fall Semester of 2018	A cohort of an estimated 30 students participates in the Self-employment Pathways in the Gig Economy pilot in the Spring 2018 Semester.  A cohort of an estimated 30 students participates in the Self-employment Pathways in the Gig Economy pilot in the Fall 2018 Semester.	Spring Semester 2018	Faculty Advisor
			Pilot College Administrator
		Fall Semester 2018	
Designate space for an incubator/co-working space where students can meet with their Launch Coach/Mentor and collaborate with other students on jobs in the Gig Economy.	Space designated for incubator/co-working space where students can gather to meet with their Launch Coach and collaborate with other students on jobs in the Gig Economy.	January 2018	Faculty Advisor
			Pilot College Administrator
Pilot colleges conduct completer/leaver survey of first students the first quarter after completing the program.	Each pilot colleges captures the following outcome data for the students who go through the program at their local campuses: - Number of students participating in pilot projects - Number of students who set up profiles on platforms - Number and type of jobs/projects secured by students platforms - Earnings resulting from the jobs/projects secured on platforms to demonstrate an equivalent wage increase of 10%.	December 2018 for Spring Semester 2018 cohort	Faculty Advisor
			Pilot College Administrator
		April 2019 for Fall Semester 2018 cohort	





## **CURRICUNET ANNUAL HOSTING MAINTENANCE AND SUPPORT EXTENSION AGREEMENT**

THIS AGREEMENT for Annual Hosting, Maintenance and Support of the CurricUNET system is effective April 1, 2017 (the "Agreement") by and between Governet, a division of Nevada Contractors Registry, Inc. a Nevada Corporation, ("Governet") and **Solano Community College** (hereinafter referred to as "Client") is entered into by mutual agreement of the undersigned parties for the continuation of support services for the CurricUNET System, as specified below. Governet and Client are collectively referred to herein as the "Parties". The terms of this Extension Agreement will control in the event of a conflict between the terms hereof and those of any previous agreement for hosting and support services.

1. **EXTENSION TERM:** The Parties agree that the Agreement is hereby extended for a three (3) year term beginning on April 1, 2017 and ending on March 31, 2020. Upon the expiration of the Extension Term, this agreement will automatically renew for one or more terms of thirty-six (36) months each (each will be deemed a "Renewal Term") unless terminated as set forth in the Agreement. After the expiration of the Extension Term and prior to the commencement of a Renewal Term, Governet will be entitled to negotiate fees payable (Not To Exceed 10%)

If Client elects to terminate its use of CurricUNET at the end of the Extension Term or any Renewal Term, Client will provide Governet with written notice of such intent not less than ninety (90) days prior to the expiration of such Extension Term or Renewal Term. If such notice of non-renewal is not received, it is agreed that this agreement will be automatically renewed as provided herein.

2. **SERVICES:** Governet will continue to provide Client with ongoing system hosting, user support, ongoing system maintenance, and periodic future upgrades within the same major CurricUNET version as required under the Agreement. Governet will provide up to a total of one hundred twenty (120) hours of technical services (the "Annual Allowance"), for the costs as provided in Section 3, in each twelve (12) month period after the effective date of the contract for system hosting, maintenance and client support services. Any configuration or modification services exceeding the current version release features and said Annual Allowance will be added to this Agreement through written addendum and billed to Client at Governet's currently published Ad hoc Professional Services rate or other rate(s) as provided by addendum.

3. FEES FOR SERVICE AND TERMS OF PAYMENT: Client will pay certain fees for the services specified in herein. These fees are set forth as follows:

Year One 2017-2018	Year Two 2018-2019	Year Three 2019-2020
Hosting Maintenance: \$ 8,000	Hosting Maintenance: \$ 8,700	Hosting Maintenance: \$ 8,700
Technical Support: <u>\$ 4,000</u>	Technical Support: <u>\$ 4,500</u>	Technical Support: <u>\$ 4,500</u>
*Total Annual Fee \$12,000	*Total Annual Fee \$13,200	*Total Annual Fee \$13,200

Client will be billed at least 30 days prior to each annual support period. Payment for these services will be a single, non-refundable, annual payment due on the first day of each Annual Hosting, Maintenance and Support period of this Agreement as described above.

4. OWNERSHIP OF INTELLECTUAL PROPERTY. To clarify and confirm the rights and responsibilities of the Parties relating to the CurricUNET system and the intellectual property therein, the Parties acknowledge and agree as follows:

(a) Intellectual Property Rights. Client acknowledges and agrees that Governet owns and has rights in and to those patents or patentable technologies, software designs and schematics, algorithms, source codes, source listings, specifications, copyrights and copyrightable materials, design documents and information, copies of source or object codes or other documentation of any type, which comprise the CurricUNET META system. The foregoing is referred to collectively herein as "Governet Intellectual Property". Client acknowledges and agrees that nothing in this Agreement or in the performance thereof, or that might otherwise be implied by law, will operate to grant Client any right, title, or interest in or to Governet's Intellectual Property.

Furthermore, Client acknowledges and agrees that it will not in any way, directly or indirectly through any third party, alter, modify, reverse engineer, or copy the Governet Intellectual Property, or any component thereof, without the express written consent of a duly authorized executive officer of Governet. Furthermore, the Parties acknowledge that during the course of performance of this Agreement, Governet will render services to Client that may result in the creation of new technologies, discoveries, concepts, ideas, inventions, innovations, improvements, developments, methods, designs, analyses, drawings, reports, patent applications, and copyrightable work (whether or not including any confidential information) which relate to Governet's CurricUNET META system or the services rendered to Client (the "Future IP"). The Parties acknowledge and agree that such Future IP will be deemed developed by and owned exclusively by Governet, and will be deemed licensed hereunder for use by Client. In the event it is determined for any reason that ownership of said Future IP resides with Client, then Client hereby grants to Governet an unrestricted, non-exclusive, perpetual license to use said Future IP at no cost to Governet.

(b) Use of Governet Marks. Client acknowledges that Governet owns and has rights in and to certain trademarks, logos, website materials, and marketing materials (the "Governet Marks") that may be made available for use by Client under this Agreement. Client expressly acknowledges and agrees that nothing in this Agreement or in the performance thereof, or that might otherwise be implied by law, will operate to grant Client any right, title, or interest in or to Governet's Marks. Client further acknowledges that it has no right to use, distribute, or

otherwise reproduce such Governet Marks without the express written consent of Governet.

(c) Use of Client Marks. Governet acknowledges that Client owns, and retains ownership of all Marks owned by Client, including any trademarks, logos, website materials, and marketing materials (the "Client Marks"). Governet further acknowledges that it has no right to use, distribute, or otherwise reproduce such Client Marks without the express written consent of the Client, except that Client expressly agrees that Governet may use the Client Marks in a manner which indicates that Client is a client of Governet. Nothing in this Agreement or in the performance thereof, or that might otherwise be implied by law, will operate to grant Governet any right, title, or interest in or to Client's Marks.

(d) Nondisclosure; Use of Confidential Information. For purposes of this Agreement, "Confidential Information" will mean this Agreement and all proprietary information, data, trade secrets, business information and other information of any kind whatsoever which a Party ("Discloser") discloses, in writing, orally or visually, to the other Party ("Recipient") or to which Recipient obtains access in connection with the negotiation and performance of this Agreement, and which relates to (i) the Discloser; (ii) is designated by the Discloser to be proprietary or confidential in nature; and (iii) is not in the public domain. As used herein, the Parties acknowledge and agree that curriculum data, consisting of approved course outlines and program materials, voluntarily collected through or via the CurricUNET META System will not be deemed Confidential Information hereunder. Rather, each of the Parties will be entitled to collate, summarize or otherwise use and distribute such curriculum data including to third parties.

The Recipient of Confidential Information agrees not to use any such Confidential Information received from the Discloser thereof for its own use, directly or indirectly, or for any purpose other than as expressly allowed under this Agreement. The Recipient will not disclose or permit disclosure of any Confidential Information to third parties without the prior consent of an authorized officer or director of the Discloser. The Recipient will take reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized under this Agreement to have any such information. Such measures will include, but not be limited to, the highest degree of care that the Recipient utilizes to protect its own confidential information of a similar nature, which will be no less than reasonable care. The Recipient will notify the Discloser in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of Confidential Information which may come to the Recipient's attention.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in the names as of the date first written above.

Solano Community College  
Client

\_\_\_\_\_  
By (Signature)

Celia Esposito-Noy, Ed.D.  
Printed Name

Superintendent-President  
Title

4000 Suisun Valley Road  
Address

Fairfield, CA 94534  
City, State, Zip Code

\_\_\_\_\_  
Date

GOVERNET

  
By (Signature)

Nancy J. Howard  
Printed Name

VP, Product Delivery and Support Services  
Title

1600 John Adams Pkwy, Suite 200  
Address

Idaho Falls, Idaho 83401  
City, State, Zip Code

3/15/2017  
Date

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

**TO: Members of the Governing Board**

**SUBJECT: RENEWAL OF COUNTY CONTRACT WITH SMALL  
 BUSINESS DEVELOPMENT CENTER (SBDC)**

**REQUESTED ACTION:**

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

**SUMMARY:**

An agreement renewal between Solano Community College District (SCCD) and Solano County for contract services is being submitted to the Governing Board for approval. The SCCD Small Business Development Center will deliver entrepreneurial training and counseling services to both start-up and existing businesses in Solano County. The amount of the proposed contract is \$15,000 and the term of the agreement will cover the period of July 1, 2016 to June 30, 2019.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code: 81655</i>	<i>Board Policy: 3520</i>	<i>Estimated Fiscal Impact: \$15,000.00 Income</i>
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**SUPERINTENDENT'S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Kelly Penwell, Associate Dean Workforce  
 Development

---

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

---

**ADDRESS**

707-863-7808

---

**TELEPHONE NUMBER**

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

---

**VICE PRESIDENT APPROVAL**

March 24, 2017

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**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

---

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

---

March 24, 2017

---

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**



**County of Solano  
Standard Contract**

*For County Use Only*  
**CONTRACT NUMBER:**  
(Dept., Division, FY, #)

**BUDGET ACCOUNT:**

**SUBJECT ACCOUNT:**

1. This Contract is entered into between the County of Solano and the Contractor named below:

Solano Community College District

CONTRACTOR'S NAME

2. The Term of this Contract is:

July 1, 2016 through June 30, 2019

3. The maximum amount of this Contract is:

\$15,000

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provision
- Exhibit C – General Terms and Conditions

This Contract is made on \_\_\_\_\_, 2017.

CONTRACTOR	COUNTY OF SOLANO
Solano Community College District	
CONTRACTOR'S NAME	AUTHORIZED SIGNATURE
	Birgitta E. Corsello, County Administrator
SIGNATURE	TITLE
	675 Texas St., Suite 6500
Dr. Celia Esposito-Noy, Superintendent/President	ADDRESS
PRINTED NAME AND TITLE	Fairfield CA 94533-6342
4000 Suisun Valley Road	CITY STATE ZIP CODE
ADDRESS	Approved as to Content:
Fairfield CA 94534-3197	DEPARTMENT HEAD OR DESIGNEE
CITY STATE ZIP CODE	Approved as to Form:
	COUNTY COUNSEL

**CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE**



## County of Solano Standard Contract

*For County Use Only*  
CONTRACT NUMBER:  
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

### EXHIBIT A

#### SCOPE OF WORK

The purpose of this contract shall be to directly assist in the development of and outreach to Solano County small businesses in efforts to increase their economic viability in Solano County. In addition, it is expected of the Contractor to work with County staff to assist small businesses in learning how to successfully conduct business transactions with the County.

#### **CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

During Fiscal Year 2016/17, the Solano College Small Business Development Center shall:

1. Webinars: Deliver four (4) – twenty (20) minute online webinars targeting existing and prospective business owners in Solano County. The following is list of proposed webinars:
  - a. Understanding Government Contracting
  - b. How to get Small Business Certified
  - c. How the Government Buys
  - d. How to Sell to the Government

2017-2018 The following webinars/workshops will be developed:

- a) Business Model Canvas
- b) Using Template Based Web Designs
- c) Preparing for Financing
- d) Customer Service

2018-2019

- a.) Human Resources Basics
- b.) Franchises
- c.) Search Engine Optimization
- d.) Effective Promotions that Work!

2. Technical Assistance: Small Business Development Center counselors will deliver at least forty (40) hours of Technical Assistance (one-on-one counseling) to Solano County small businesses to assist them with securing government contracts, business planning, accounting, marketing, and financing.



**County of Solano  
Standard Contract**

*For County Use Only*  
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BUDGET ACCOUNT:

SUBJECT ACCOUNT:

3. Workshops: Work with County purchasing staff to conduct a “Doing Business with Solano County” workshop to educate Solano County businesses on the procurement process for doing business with the County. Tentatively the events are scheduled for the May/June timeframe in 2017, 2018, and 2019.
4. Contractor will provide an annual summary report to the County for the work performed under this contract that includes information on the technical assistance provided and a summation of webinars conducted that includes attendees, and evaluation information.



**County of Solano  
Standard Contract**

*For County Use Only*  
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BUDGET ACCOUNT:

SUBJECT ACCOUNT:

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. Total compensation shall be five thousand dollars (\$5,000) payable upon submission of an invoice and summary report of services conducted by Contractor, and upon approval of the County's representative.

Compensation for services conducted shall be paid at the following rates:

Small Business Development Center Seminars.....	\$250 per Seminar
Technical Assistance .....	\$75/hour of Counseling
Doing Business with Solano County Workshop.....	\$1,000

2. The Contractor shall not be entitled to nor receive from County any additional consideration, compensation or other remuneration for services rendered under this Agreement.
3. Upon submission of an invoice by Contractor, and upon approval of the County's representative, County shall pay Contractor in arrears for fees and expenses incurred in the conduction each seminar, up to the maximum amount provided for in paragraph 1. Each invoice must specify services rendered, date of service, accrued charges and include a summary report of attendees and evaluations.



**County of Solano  
Standard Contract**

*For County Use Only*  
CONTRACT NUMBER:  
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

**EXHIBIT C  
GENERAL TERMS AND CONDITIONS**

**1. CLOSING OUT**

County will pay Contractor's final claim for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final claim for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final claim for payment 30 days after termination of this Contract.

**2. TIME**

Time is of the essence in all terms and conditions of this Contract.

**3. TIME OF PERFORMANCE**

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

**4. TERMINATION**

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days written notice from one to the other, unless otherwise provided for in Exhibit D.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of the Contract.

**5. SIGNATURE AUTHORITY**

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

**6. WARRANTY**

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor warrants that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further warrants that Contractor possesses current valid appropriate licensure, including, but not limited to, drivers license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

**7. INSURANCE**

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. **Minimum Scope of Insurance**  
Coverage must be at least as broad as:



## County of Solano Standard Contract

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SUBJECT ACCOUNT:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

### C. Minimum Limits of Insurance Contractor must maintain limits no less than:

- (1) General Liability: **\$5,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.  
(Including operations, products and completed operations.)
- (2) Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
- (3) Workers' Compensation: As required by the State of California.
- (4) Employer's Liability: **\$1,000,000** per accident for bodily injury or disease.

D. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.

### E. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County.

At the option of County, either:

- (1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or
- (2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

### F. Other Insurance Provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

- (1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to Contractor's insurance policy, or as a separate owner's policy.



## County of Solano Standard Contract

*For County Use Only*  
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BUDGET ACCOUNT:

SUBJECT ACCOUNT:

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Each insurance policy required by this clause must be endorsed to state that coverage may not be canceled by Contractor, except after 30 days prior written notice has been provided to County.

### G. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

### H. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

### I. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## 8. BEST EFFORTS

Contractor warrants that Contractor will at all times faithfully, industriously and to the best of his/her/its ability, experience and talent, perform to County's reasonable satisfaction.

## 9. DEFAULT

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, unless otherwise specified in Exhibit D, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

## 10. INDEMNIFICATION

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, -89-



## County of Solano Standard Contract

*For County Use Only*  
CONTRACT NUMBER:  
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

### 11. INDEPENDENT CONTRACTOR

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

### 12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work



**County of Solano  
Standard Contract**

*For County Use Only*  
**CONTRACT NUMBER:**  
 (Dept., Division, FY, #)

**BUDGET ACCOUNT:**

**SUBJECT ACCOUNT:**

can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

- (1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;
- (2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;
- (3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;
- (4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and
- (5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

**13. COMPLIANCE WITH LAW**

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor warrants that it will comply with the appropriate cost principles and administrative requirements including claims for payment or reimbursement by County as outlined in the Applicable Cost Principles and Administrative Requirements table below, as currently enacted or as may be amended throughout the term of this Contract.

<b>Applicable Cost Principles and Administrative requirements</b>		
The federal cost principles and administrative requirements associated with each organization type apply to that organization.		
<b>Organization Type</b>	<b>Cost Principles</b>	<b>Administrative Requirements</b>
Federal Governments	2 CFR Part 225	OMB A-102
State and Local Government	2 CFR, Part 225	49 CFR, Part 18
Educational Institutions	2 CFR, Part 220	2 CFR, Part 215
Non-Profit Organizations	2 CFR, Part 230	2 CFR, Part 215
For Profit Organizations	48 CFR, Chapter 1, Part 31	49 CFR, Part 18
<b>CFR (Code of Federal Regulations)</b>		
<b>OMB (Office of Management and Budget)</b>		
<b>Related URLs:</b>		
• Various OMB Circular:	<a href="http://www.whitehouse.gov/omb/grants_circulars">http://www.whitehouse.gov/omb/grants_circulars</a>	
• Code of Federal	<a href="http://www.gpoaccess.gov/CFR">http://www.gpoaccess.gov/CFR</a>	



## County of Solano Standard Contract

*For County Use Only*  
CONTRACT NUMBER:  
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

Regulations:

### 14. CONFIDENTIALITY

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information to anyone other than the State without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

### 15. CONFLICT OF INTEREST

A. Contractor warrants that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

### 16. DRUG FREE WORKPLACE

Contractor warrants that Contractor is knowledgeable of Government Code section 8350 et. seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

### 17. HEALTH AND SAFETY STANDARDS

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training.

### 18. CHILD/ADULT ABUSE

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor warrants that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

### 19. INSPECTION

Authorized representatives of County, the state and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.



**County of Solano  
Standard Contract**

*For County Use Only*  
CONTRACT NUMBER:  
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

**20. NONDISCRIMINATION**

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

**21. SUBCONTRACTOR AND ASSIGNMENT**

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable Department Head or his or her designee and the County Administrator subject to any required state or federal approval.

C. If County consents to the use of Subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

**22. UNFORESEEN CIRCUMSTANCES**

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

**23. OWNERSHIP OF DOCUMENTS**

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

**24. NOTICE**

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**25. NONRENEWAL**

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

**26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS**



## County of Solano Standard Contract

*For County Use Only*  
CONTRACT NUMBER:  
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent Amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the County Board of Supervisors. If the Contract is terminated for non-appropriation:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

D. This Contract is void and unenforceable if all or part of federal or State funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

### 27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested Amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

### 28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

### 29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor warrants that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

### 30. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any provision of this Contract.

### 31. CONFLICTS IN THE CONTRACT DOCUMENTS



## County of Solano Standard Contract

*For County Use Only*  
CONTRACT NUMBER:  
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

### **32. FAITH BASED ORGANIZATIONS**

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this resolution.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

### **33. PRICING**

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

### **34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES**

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into their own contract with Contractor, as well as providing for their own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other government agency any documentation relating this Contract or its implementation. Any government agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another government agency. Such other government agency shall accept sole responsibility for placing orders and making payments to Contractor.

### **35. DISBARMENT OR SUSPENSION OF CONTRACTOR**

A. Contractor warrants that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health programs as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate



## County of Solano Standard Contract

*For County Use Only*  
CONTRACT NUMBER:  
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

in the Federal Healthcare Programs or any state healthcare programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs or any state healthcare programs.

B. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representations and warranty set forth in this section.

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing of Contractor's payment.

### **36. EXECUTION IN COUNTERPARTS**

This Contract may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute one instrument. Facsimile copies shall be deemed to be original copies.

### **37. LOCAL EMPLOYMENT POLICY**

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

### **38. ENTIRE CONTRACT**

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained.

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

**TO:** **Members of the Governing Board**  
**SUBJECT:** **MOU WITH LOS ANGELES CITY COLLEGE (NEW)**

**REQUESTED ACTION:**

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

**SUMMARY:**

Los Angeles City College (LACC) is offering to provide \$10,000 in funding for community college faculty, K-14 teachers, and administrators from the LA Region to attend the joint Small Business Sector and Information Communications Technologies/Digital Media (ICT/DM) Sector 2017 Digital Media and Business Educators Conference at the College of the Canyons on June 7-9, 2017. The \$10,000 in funds will be used to cover registration expenses and reimbursement of travel expenses for faculty, teachers, and administrators from the LA Region that attend the conference. LACC requires a Memorandum of Understanding (MOU) be executed before they can process payment on an invoice to transfer the funds to Solano Community College as host for the Small Business Sector Navigator grant which is putting on the conference jointly with the ICT/DM Sector.

Attached is a copy of the Memorandum of Understanding.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code: 81655</i>	<i>Board Policy: 3520</i>	<i>Estimated Fiscal Impact: \$10,000 Revenue</i>
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<b>SUPERINTENDENT’S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b>	<input type="checkbox"/> <b>DISAPPROVAL</b>
	<input type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>TABLE</b>

Charles Eason, Small Business Sector Navigator

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7846

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



# CONTRACT REQUEST FORM – Location: LACC

This form must be received in LACCD's Business Services Division FOUR WEEKS PRIOR to commencement of the Contract Period [excludes Short Term Agreements (STAs), Facilities Orders, and some Short Forms].

FOR OFFICE USE ONLY:

SAP Doc. #: \_\_\_\_\_

\* = Required Information

Note: Please check which "Action" item you will be using

<u>*ACTION</u>	<u>GENERAL AGREEMENTS</u>	<u>SHORT TERM AGREEMENT (STAs)</u> <u>(\$5,000 or less AND one year or less)</u>	<u>FACILITIES</u>
<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> Educational Services	<input type="checkbox"/> Community Services	<input type="checkbox"/> Consultant Proposal
<input type="checkbox"/> Amend contract	<input type="checkbox"/> Lease of Equipment	<input type="checkbox"/> Model	<input type="checkbox"/> Facilities Order
<input type="checkbox"/> Renew contract	<input type="checkbox"/> Lease of Facility	<input type="checkbox"/> Performance/Workshop	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Terminate contract	<input type="checkbox"/> Maintenance of Equipment	<input checked="" type="checkbox"/> Personal Services	<input type="checkbox"/> Short Form
<input type="checkbox"/> Income	<input type="checkbox"/> Performance/Workshop	<input type="checkbox"/> Reader	<input type="checkbox"/> Standard Form
Contract #:	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
	Other:	N/A	N/A

## CONTRACT INFORMATION

\*Period of Services: From: July 1, 2016 To: June 30, 2017 (Inclusive)

\*Lessor / Contractor: Solano Community College SAP Vendor # (if known): \_\_\_\_\_

\*SSN / Federal Tax ID: \_\_\_\_\_

\*Street Address: 360 Campus Lane Ste. 203

\*City: Fairfield \*State: CA Zip: 95434

\*Contact Person: Charles Eason \*Phone #: 707-863-7846

License #/License Type: \_\_\_\_\_ \*Fax #: \_\_\_\_\_

\*To be billed per:  Month  Semester  Contract Period  Other: \_\_\_\_\_

X Rate or Cost or Income \$10,000.00 Per:  Day  Month  Year

Other: \_\_\_\_\_

## LOCATION INFORMATION

\*Requestor: Doris Driver DRD 2-14-72 Date: 02/2/17

\*Title/Position: Deputy Sector Navigator \*Dept.: Small Business \*Phone/Ext.# 1233

Contact: 323-953-4000 (Complete if different from Requestor) Phone/Ext.# \_\_\_\_\_

\*Funds Center Approval:  
If using multiple accounts, please provide details in the "Description" area below.

Fund (Fund/Program)	G/L Account (Object Code)	WBS/Cost Center
18033	562100	C-6012

For help on new accounting codes, please refer to <http://sap.laccd.edu> under section "Account Cross Reference".

## APPROVALS:

(1 = College; 2 = District)

\*Printed Name: Ashlene Davis \*Signature: \_\_\_\_\_

\*VP of Admin. 1/Mgr. 2: Carol Roberts (for D. Walden) \*Date: 2/2/17

\*President 1/Director: Charles Eason \*Date: 3/1/17

D. Walden 3/2/17

\*Specific description, purpose, and justification (Describe each in full – use separate sheet if needed and/or attach all necessary documentation.)  
California Community Colleges Chancellor's Office Department of Economic and Workforce Development, Doing What Matters and Deputy Sector Navigator, Small Business grant. This contribution is to support the joint Small Business Sector and Information Communications Technologies (ICT)/Digital Media Sector 2017 Digital Media and Business Educators Conference/

\*Estimated cost for total contract period: \$ 10,000.00

President's Office

RECEIVED  
3-2-17



# Memorandum of Understanding

Between

**Solano Community College**

and

**Los Angeles City College**

This Memorandum of Understanding (MOU) is an agreement between Los Angeles City College, hereinafter called "LACC", and Solano Community College, hereinafter called "Solano."

## Purpose and Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the joint Small Business Sector and Information Communications Technologies (ICT)/Digital Media Sector 2017 Digital Media and Business Educators Conference, hereinafter called "Conference." This MOU shall be valid beginning **July 1, 2016** and shall expire on **June 30, 2017**.

## Background & Proposed Project

This MOU is intended to support the joint Small Business Sector and Information Communications Technologies (ICT)/Digital Media Sector 2017 Digital Media and Business Educators Conference on June 7-9 as part of the Small Business Sector Navigator grant held by Solano from the Chancellors Office.

As a grantee of the Doing What Matters for Jobs and the Economy™ framework under the Chancellor's Office Workforce and Economic Development Division, LACC is tasked with achieving specific milestones which align the Small Business Sector common statewide objectives. LACC, through its Deputy Sector Navigator grant funding, intends to fund projects that target identified objectives and build infrastructure for regional collaboration. Further, funding is intended to support the development of small business and entrepreneurship pathways from high school to college, work based learning opportunities for students, and professional development activities for high school and college faculty.

The Small Business Sector and Information Communications Technologies (ICT)/Digital Media Sector intend to conduct the 2017 Digital Media and Business Educators Conference at the College of the Canyons on June 7-9, 2017 which will host high school and community college business and digital media educators and administrators from throughout the state to network and explore best practices for teaching digital media and business in the classroom, and creating seamless educational pathways from high school to college. LACC intends to support the Conference by providing \$10,000 in funding for scholarships to cover the registration fee and travel stipends for faculty and administrators from the LA Region to attend the Conference.

In connection with this agreement, Solano agrees to produce the following deliverables, as defined below and in Exhibits A:

Activity	Deliverables	Reporting	Timeline
<b>Digital Media and Business Educators Conference</b>	→ 2017 Digital Media and Business Educators Conference held on June 7-9, 2017	Full report of Conference attendees submitted to DSN after completion of event	July 2016 - Jun 2017

### **Solano Responsibilities**

Solano accepts the following responsibilities in connection with this MOU:

1. Solano will market the Conference to community college and high school business and entrepreneurship faculty and administrators throughout California.
2. Solano agrees to meet all reporting and delivery deadlines as defined in this MOU, and the table above.
3. Solano project manager will communicate regularly with LACC Small Business Deputy Sector Navigator to report and negotiate any significant changes in work plan, outcomes, or budget.

**Project Manager**

Charles Eason  
Solano College  
360 Campus Lane, Suite 203  
Fairfield, CA 94534  
[charles.eason@solano.edu](mailto:charles.eason@solano.edu)  
(707) 863-7846

**Deputy Sector Navigator**

Doris Driver  
Los Angeles City College  
855 N. Vermont Avenue, AD208A  
Los Angeles, CA  
[driverdr@lacitycollege.edu](mailto:driverdr@lacitycollege.edu) (323)  
953-4000, Ext. 1233

### **LACC Responsibilities**

LACC accepts the following responsibilities in connection with this MOU:

1. LACC will fund the proposed projects outlined in the table above. **Funding shall not exceed \$10,000, as defined in Exhibit A.**
2. LACC will market the Conference and attendee scholarship opportunities with its networks including but not limited to the LA/OC Regional Consortium.

## Joint Responsibilities

1. All reporting of project activities will be shared between both parties. It is understood that any reporting collected by LACC will be shared with the California Community College Chancellor's Offices' Workforce & Economic Development Division.
2. Advertising, press releases or other messaging or publicity regarding the program or joint programs will be subject to mutual approval prior to release or publication. Use of logos, or trademarks including the other party's name will be subject to each owner's conditions of use.
3. Any information obtained regarding students is subject to strict privacy regulations set forth by the California Community College Chancellor's Office. Subject to these guidelines, both parties agree to safeguard any information received.

## Reporting & Payments

Activities Conducted	Reporting & Invoice Due Date
Invoice for Scholarships Due	March 15, 2016
Attendee list delivered to LACC	June 15, 2017

1. Solano will invoice LACC for all activities conducted under the auspices of this MOU. Invoicing deadlines are defined in the table above.
2. In addition, Solano agrees to provide a detailed report of event attendees at the conclusion of the Conference.

### Please send invoices to:



Adriene Davis  
Los Angeles City College  
855 N. Vermont Avenue,  
AD208A  
Los Angeles, CA  
[driverdr@lacitycollege.edu](mailto:driverdr@lacitycollege.edu)  
(323) 953-4000, Ext. 1233

## Effective Date and Signature

This MOU is in effect until canceled in writing by either party.

Signed:  \_\_\_\_\_

ADRIENE "ALEX" DAVIS, ED.D.  
Dean, Academic Affairs, Office of Economic  
Development and Workforce Education  
Career and Technical Education  
Los Angeles City College

Date: 3/2/2017

Signed:  \_\_\_\_\_

DAN WALDEN, Ph.D.  
Vice President, Academic Affairs  
Los Angeles City College

Date: 3/2/2017

Signed: \_\_\_\_\_

Dr. CELIA ESPOSITO-NOY  
President/Superintendent  
Solano Community College

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

## Exhibit A

### Digital Media and Business Educators Conference June 7-9, 2017

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Activity	Funding Approved
Provide funding for Community College faculty, K-14 teachers, and administrators from the LA Region to attend the joint Small Business Sector and Information Communications Technologies (ICT)/Digital Media Sector 2017 Digital Media and Business Educators Conference on June 7-9, 2017 at the College of the Canyons.	\$10,000.00
<b>Total</b>	<b>\$10,000.00</b>

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: BOARD STUDY SESSION - ACCREDITATION UPDATE

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

An update on the accreditation process will be presented to the Governing Board by the Accreditation Committee in preparation for the October 2017 Accreditation Team visit.

**STUDENT SUCCESS IMPACT:**

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

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

David Williams

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7000

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 5, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: GOVERNING BOARD POLICIES, BACCALAUREATE DEGREE (NEW)**

**REQUESTED ACTION:**

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

**SUMMARY:**

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. At this time two new Academic Affairs Policies are being presented for information: Board Policy 6200B *Graduation Requirements for Baccalaureate Degree* and Board Policy 6205B *Philosophy and Criteria for Baccalaureate Degree and General Education*. These policies have been reviewed and approved by the Academic Senate and were approved by the College Governance Council on March 22, 2017.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy: 1000</i>	<i>Estimated Fiscal Impact: N/A</i>
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**SUPERINTENDENT'S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

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

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

707-864-7299

**TELEPHONE NUMBER**

Celia Esposito-Noy, Ed.D.

**VICE PRESIDENT APPROVAL**

March 24, 2017

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

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

March 24, 2017

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT**

**GRADUATION REQUIREMENTS FOR BACCALAUREATE DEGREE**

**6200B**

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

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

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

**REFERENCES/  
AUTHORITY:**

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

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

**ADOPTED:**

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## SOLANO COMMUNITY COLLEGE DISTRICT

### PHILOSOPHY AND CRITERIA FOR BACCALAUREATE DEGREE AND GENERAL EDUCATION

6205B

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

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

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

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

#### REFERENCES/ AUTHORITY:

California Administrative Code, Title 5, Section 55061

*ACCJC Accreditation Standard II.A*

#### ADOPTED:

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

**TO: Members of the Governing Board**  
**SUBJECT: NEW BIOTECHNOLOGY BUILDING PROJECT UPDATE**

**REQUESTED ACTION:**

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

**SUMMARY:**

The purpose of this item is to update the Board on the construction status of the new Biotechnology Building at the Vacaville Center.

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Provide new instructional space and equipment

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: N/A</i>
<b>SUPERINTENDENT'S RECOMMENDATION:</b>		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Lucky Lofton Executive Bonds Manager <hr/> <b>PRESENTER'S NAME</b>		
4000 Suisun Valley Road Fairfield, CA 94534 <hr/> <b>ADDRESS</b>		<hr/> <b>Celia Esposito-Noy, Ed.D.</b> Superintendent-President
(707) 863-7855 <hr/> <b>TELEPHONE NUMBER</b>		
Yulian Ligioso Vice President, Finance & Administration <hr/> <b>VICE PRESIDENT APPROVAL</b>		
March 24, 2017 <hr/> <b>DATE SUBMITTED TO            SUPERINTENDENT-PRESIDENT</b>		<hr/> March 24, 2017 <hr/> <b>DATE APPROVED BY            SUPERINTENDENT-PRESIDENT</b>

**VACAVILLE CENTER  
BIOTECHNOLOGY BUILDING  
NEW CONSTRUCTION**



# Biotechnology Entrance



# East Side & Mechanical Yard



# West Side



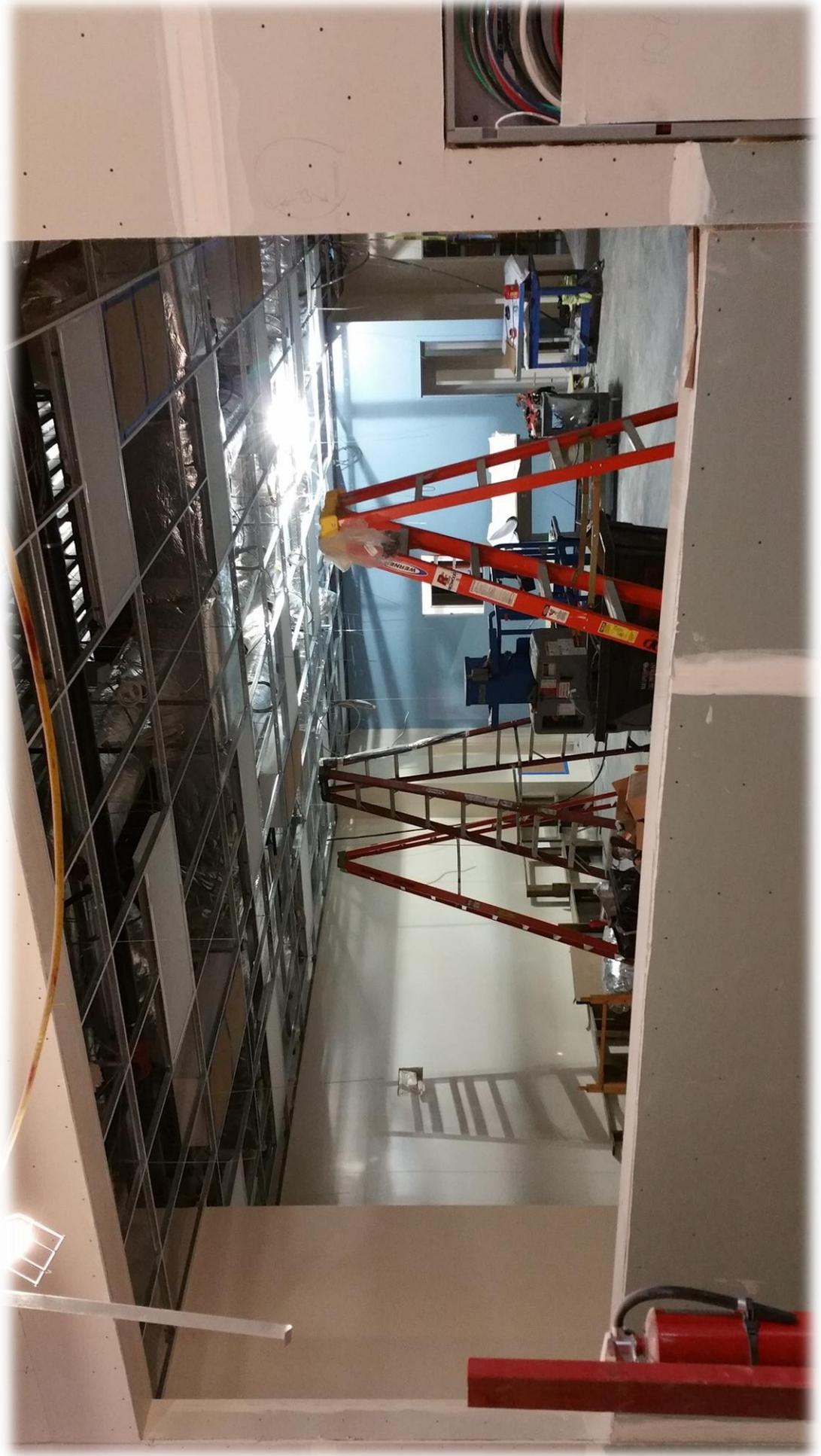
# Lobby and Main Hall



# Biotech Lab 1 & Clean Room Sim Labs



# Biotech Lab 2



# Biotech Lab 3



# Biotech Lab 4



# General Chemistry Lab



# Chemistry Lab Prep Room



# Organic Chemistry Lab



# Biologgy Lab



# Anatomy Dry Lab



# View between Anatomy Labs



# Anatomy Wet Lab