

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SABBATICAL LEAVE PRESENTATION

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Professor Danielle Widemann will give a report on her Sabbatical Leave during the 2015-16 Academic year.

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: *Education Code §87767* Board Policy: _____ Estimated Fiscal Impact: *N/A*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Danielle Widemann, Professor
Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7102

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 5, 2017

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

May 5, 2017

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

Danielle Widemann
Geology and Geography Instructor
Solano Community College
Sabbatical Report and Additional Requested Information

January 10, 2017

Sabbatical: A “Win-Win” For All!

After 13 years teaching full-time with Solano Community College (SCC), I decided to apply for sabbatical. My goal was to develop the technological skills and create video clips for teaching online to increase success and retention rates in my courses. I had especially envisioned increasing results for the online courses since there has been slightly lower success rates with the online students compared to the in-person students. My idea was to create video clips with animations and slides with my voice-over the material to simulate a learning style for the online students that the in-person students receive in the classroom. I had made several videos in previous semesters and it was very difficult for me to learn the process since I had no experience or training. Hence, it took me about a year of playing with the ideas at home and trying it out before feeling more confident with the teaching style. I actually bought a large writing tablet which allows me to draw on the tablet which transfers directly to the computer screen. Everything on the screen gets recorded via Camtasia software. The writing tools and how to use a digital tablet correctly were also difficult to learn and understand. I had already invested many hours before sabbatical introducing myself to the process of video clip development and the software before knowing I could make it useful for sabbatical. My point being is I am a self-taught, amateur still and the videos could really use a professional video creator’s advice. With that said, I am extremely happy with the results and I know I will continue to learn more ways to communicate with students with newer technology. I am also proud to convey positive comments about the videos from the students. In the following report, I will outline my methodology and supply links to examples.

After much research on the topic, I decided to choose the most difficult concepts within my subject matter, Physical Geography and Geology, to teach via videos. For example, many students have difficulty understanding the concepts of Insolation on a World Map. The term “Insolation” refers to “Intercepted Solar Radiation” and not insulation in our walls. The Map

brings out the need to grasp the Ideal Gas Law through Adiabatic Heating and Cooling. Previous Student Learning Outcomes (SLO) have made clear the difficulty in learning the material (See Attachment A “SLO 2 and 3”). I believe the discrepancy between in-person and online students has to do with the redundancy and differing methodologies my in-person students receive during presentation in class on the topics. In-Person students learn about the Insolation Map and all of its integrated processes through separating description and interpretation. The online students learn the material simply with the textbook and assignments. Please remember, my students typically take my courses to complete their Physical Science General Education requirement before transferring to the University. Most of them are not choosing to major in science and have never taken a science course nor considered any of the science concepts being learned in the course. Redundancy and applying many different and proven teaching styles helps and supports all types of learners. My teaching style stems from many years of On Course Workshops and the constant practices learned from the workshops, textbooks, and the web page resource as an On Course Ambassador (<http://oncourseworkshop.com/>). My goal was to take the practiced methods to create brief, information-packed, and interactive teaching videos. I started with the most difficult concepts knowing they would be the most beneficial for the students.

With the difficult topics decided, I then created files with slides, animations, and a digital writing tablet. I use Power Points with built in Animations and/or Prezi files as a means of file development for the story/concept to communicate. The following links demonstrate examples from the first step to create the file. Eventually, the file becomes the visual component to create the video clips and do the voice-over:

The Water Molecule:

http://prezi.com/-92wmvvl3jg/?utm_campaign=share&utm_medium=copy&rc=ex0share

Wind Forces:

http://prezi.com/uy0hn2kdzoyj/?utm_campaign=share&utm_medium=copy&rc=ex0share

And The Rock Cycle:

http://prezi.com/iklsvf5i3qrd/?utm_campaign=share&utm_medium=copy&rc=ex0share

Prezi is an amazing, user-friendly, and fun tool to create interactive files. Plus, they have free accounts for educators!!

Once the created file is refined, I activate the file slides and animations with my digital drawings and voice added by using the Camtasia software. I typically teach concepts in class by having students describe and state observations. They write their non-arguable statements together in class with me. Hence, I decided to try to do the same with my online students through the video clips and not have them be simply watching but also writing, taking notes, organizing, and forming questions. The videos allow them to pause, take notes, play and re-play, and really ponder the information anywhere and anytime that works for them. To my amazement, not only did the online students use the videos but the in-person students found them very helpful too. Our community includes students with disabilities (DSP), English as a Second Language (ESL), and so much more. Video clips allow the student to develop a deeper understanding at a pace that works for them. In addition, SCC's Distant Education (DE) Program provides funding to have the videos close-captioned. Not only can my deaf students really use them, but ESL students have the ability to slow it down and look up words in their own language or for the English definition too. The ability to pause, write, think, and ponder helps all of us learn better. Once the video is perfected, it can be uploaded to YouTube for free. The following links you to the "Insolation Description" video clip: <https://youtu.be/QGARlIByE5w> Students learn to analyze a complex thematic map through organizing their descriptions with the video. Separation of facts from interpretations is a skill pertinent to all, not just scientists. The textbooks do not do teach thinking, organizing, and analyzing. As you can see, the 5 minutes and 31 seconds of video clip develops student analytical skills while actively learning the material.

The students need to next explain the reasons for the patterns observed in the first video clip. The statements are arguable and require an understanding of many other concepts learned from the course such as, adiabatic processes, latent heat, and continentality versus maritime conditions, and so much more. The video clips allow the students to actively apply the concepts learned to a real Map of Insolation patterns. Application of concepts gives learning a much greater appreciation for the material. More and more, we see students losing interest in science because of the lack of application taught to go with it. In the second part of understating the map and concepts, I created the video clip entitled "Interpretation Insolation Video": <https://youtu.be/-lV1BQ-JO5I> The 9 minutes and 12 seconds video clip develops the interpretations and suggested reasons for the descriptions. The ability to build on the previous video clip and write over the top of the slides digitally allows me to simulate in-class learning

but without the question and answer component of the in-person students. However, I encourage students to pause video clips and write questions as they go through them. Again, they do not realize it but they are learning how to study and come to the instructor with specific questions about the material and not simply giving up. With the interpretations now laid out for all of us, we can expand on the more difficult concepts. The interpretation video clip introduces several difficult concepts leading to the need to expand on them with another video clip. The next clip includes an animation and the use of a digital writing board.

The concept of Adiabatic Processes exemplifies a difficult concept for students which they must understand and be able to apply to the Map of Insolation. Hence, a video highlighting the concept and its applications truly helps. Here is the video created to develop a deeper understanding of the Ideal Gas Law as it applies to Adiabatic Heating and Cooling and General Atmospheric Circulation: <https://youtu.be/AYY13d7Wxc8> The clip demonstrates how important it is for students to see the concepts from not just the textbook but from the eyes of a real earth scientist, “Earth Detective Widemann!” I refer to myself as “Earth Detective Widemann” and the students as “Earth Detectives” as you can hear in the video clips. While the textbook is concise, we do not speak the way it is written. Hence, the videos allow the students to hear me speak about the concepts in ways that we actually speak in natural conversation. The language creates a step of translation for making the material more human.

Finally, we must test our new understanding. I supply the students with many university-level practice questions for a greater depth of learning and practice before taking the real quiz or exam. Often when students follow me well in videos and lectures, they stop studying and assume they understand the material well enough. However, most people need to see the depth of their understanding with practice university-level quiz questions with the answers supplied. Without it, the depth of necessary understanding may be skipped over during a critical time to shape the material in our brains. Brain plasticity studies show the need to shape the material while learning it and not waiting until after all of the concepts have been studied to shape through quizzing. The quiz questions are separate and also part of the last video clip with the answers given. The following link demonstrates the methodology with the video clip entitled “Practice Quiz Insolation”: <https://youtu.be/YtKv6ozwLOY> The learning process through practice quizzes and answers explained in a video clip initiates an environment to stop and confirm the new

knowledge before moving on and assuming it is completely understood. Finally, going over the answers rounds the learning process and develops a complete understanding of the material. It is a step to never skip! Practice with in-depth questions creates a more profound understanding which stays with them because the material is understood and not memorized.

All of the videos were created with Power Point, Prezi, Publisher's Animations, and personal images and drawings. Once the layout is created, Camtasia records the screen and my voice-over the slides at the correct points. Camtasia records the screen creating the video clip my voice-over it. Then, the video can be uploaded and shared via YouTube. YouTube has a free account for educators giving us more space for longer videos. I found YouTube to be a great way to upload the videos for several reasons. It has the ability to create closed-captioning but at a lower quality than the DE funded closed captioning process. I used it before the DE Funding was available. YouTube can translate into other languages. I also like how YouTube allows me to not make the videos available to the Public but shared with an easy link sent from me to my students directly. In addition, Canvas allows for easy embedding of YouTube videos into the course web pages for both online students and the in-person eCompanion web pages.

Overall, I am very happy with the final products but still working to improve them. I am thankful for the College's sabbatical support allowing me to put the time and energy into the process. It has been only one semester with the new video clips so I need more data to develop quantitative evaluations. However, many qualitative comments have come in from recent students. Students overall have said they would not have ever seen the material in the same way with just the textbook. Many were very thankful for the clips since the textbook did not have the students practice with the material too. I hope to see measureable increases in retention and success rate with future SLO and Program Learning Outcomes. I have so much gratitude for the College's continued sabbatical support. As explained in the title of this report, it has proven to be a "Win-Win" for all.

The additional information requested below is in the above report. However, I can also bullet point it here:

- A. A brief summary of what was done on the Sabbatical Leave:
 - Video clips were created to enhance the learning process to increase student retention and success rates
 - The time needed to self-teach how to use the technology
- B. Implications of the Sabbatical Leave
 - a. Benefits to the instructor
 - The knowledge that I am reaching out to students in a current technology manner
 - New skills developed I can carry with me as an Instructor for career development
 - b. Benefits to the students
 - The use of more diverse and technological methodologies, especially for online students
 - Online students get actual real connection with their online instructor
 - Online students get the in-person learning experience with guided note taking and information organization practice
 - Students see the material “through the eyes” of a real earth scientist, their instructor
 - A deeper learning and appreciation for the material is developed in a fun and interactive method
 - Possible increased success rates
 - c. Benefits to the division and college
 - Possible increased retention and success rates
 - College shows support for up-to-date technological methodologies, especially for online students
 - Possibly create more science majors or at least create more interest and appreciation for science
 - Could be a method which supports online learning supporting its increased demand
 - Supports a methodology which helps the success of all students, especially DSP and ESL learners
- B. Outcome of the Sabbatical: Examples – generation of new courses, projects developed, increased skill or expertise, increased community outreach.
 - Increased Skill and expertise for video clip creation to take into further teaching methods
 - Sparked an interest in continuing to learn newer technologies for teaching; for example, I am now looking into using “Powtoons” with a free educator account
 - Reaches out to all people in the community such as DSP, ESL, and all types of learners that benefit from the freedom to learn from video clips
- C. Any modification made to the original proposal and why.
 - None (See Attachment B; the original proposal)
 - Any certificates, degree, projects completed. Many video clips created; the video links in the report connect to YouTube web page where all of the video clips can be reviewed.

Attachment A. Example Student Learning Outcome

Individual Assessment Form

Course numbers/name: 10655 (In-Person GEOG 001), 10656, 10657, 10658 (Online GEOG 001)/Physical Geography Online and In-Person

Semester of course: ___ Spring 2014 _____

Date of assessment: ___ August 27, 2014 _____

Assessor's name: _ Danielle C. Widemann _____

SLO 1:

Explain endogenic and exogenic processes as they relate to the cycles of the earth.

- ➔ Success criteria: At least 70% of the students answered Sample Questions 1 and 2 correctly
- ➔ Results:
 - IN-PERSON: 21 out of 24 (88%) of the students answered Sample Question 1 correctly and 22 out of 24 (92%) answered Sample Question 2 correctly
 - ONLINE: 58 out of 62 (94%) of the students answered Sample Question 1 correctly and 60 out of 62 (97%) answered Sample Question 2 correctly
 -
- ➔ Planned action: (changes, new ideas, or no changes?)
 - IN-PERSON: No changes planned
 - ONLINE: No changes planned

SLO 2:

Describe and interpret spatial patterns through thematic maps.

- ➔ Success criteria: At least 70% of the students answer Sample Questions 3 and 4 correctly.
- ➔ Results:
 - IN-PERSON: 20 out of 24 (83%) of the students answered Sample Question 3 correctly and 20 out of 24 (83%) answered Sample Question 4 correctly
 - ONLINE: 45 out of 62 (73%) of the students answered Sample Question 3 correctly and 35 out of 62 (56%) answered Sample Question 4 correctly
- ➔ Planned action: (changes, new ideas, or no changes?)
 - IN-PERSON: No changes planned
 - ONLINE: Create video clips where I voice over descriptions and interpretations of thematic maps

SLO 3:

Analyze climographs and world climate patterns.

- ➔ Success criteria: At least 70% of the students answered Sample Question 5 correctly
- ➔ Results:
 - IN-PERSON: 23 out of 24 (96%) of the students answered Sample Question 5 correctly
 - ONLINE: 41 out of 62 (66%) of the students answered Sample Question 5 correctly
- ➔ Planned action: (changes, new ideas, or no changes?)
 - IN-PERSON: No changes planned
 - ONLINE: Create voice over video clips and quizzes with explanations on the topics

DATA/EVIDENCE:

Sample Question 1:

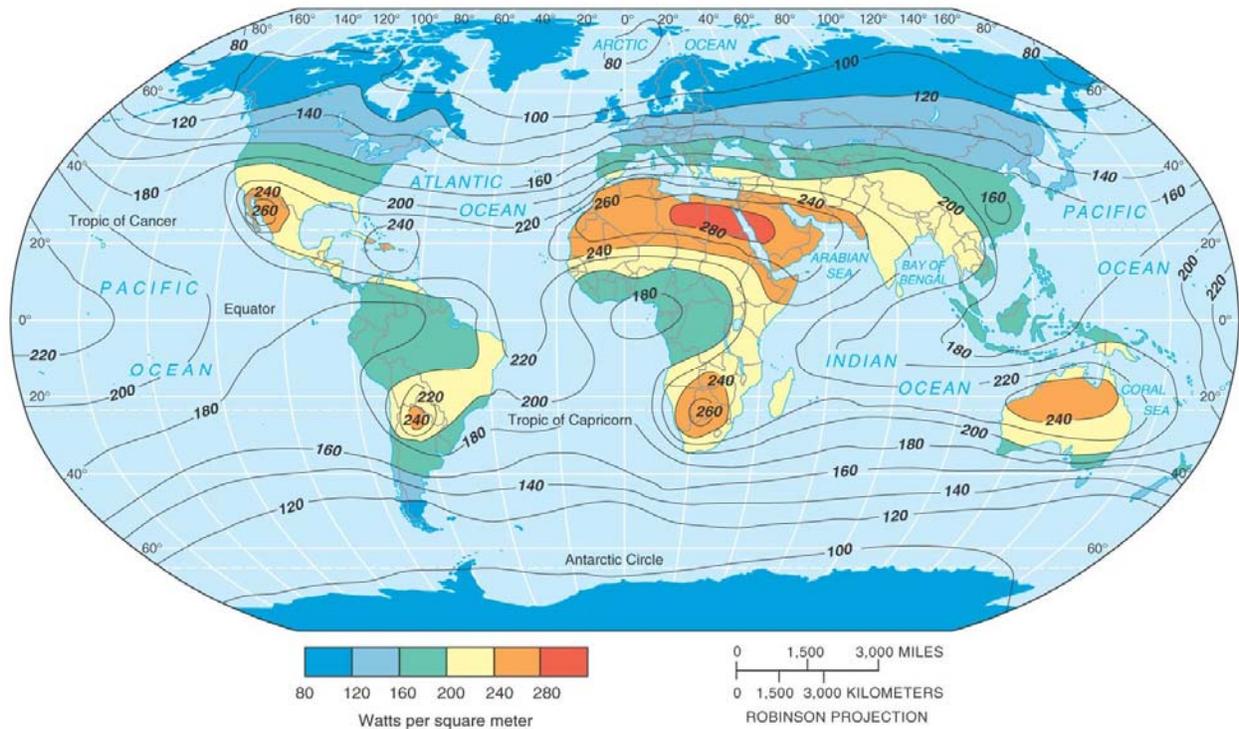
Which of the following is endogenic in nature?

- A) volcanism B) weathering C) glacial erosion D) stream deposition

Sample Question 2:

Which of the following is exogenic in nature?

- A) volcanism
B) flows of heat and materials in the mantle
C) earthquakes
D) weathering



- (a) ITCZ (b) Subtropical High Pressures (c) Northern Hemisphere
 (d) Subpolar Low Pressures (e) Southern Hemisphere

Sample Question 3 (in reference to the map above):

The greatest amount of insolation occurs at 20 to 35 degrees North and South due to _____.

Sample Question 4:

What is the reason for less insolation from 10 degrees North to 10 degrees South?

Sample Question 5:

The bulk of the Amazon River drainage basin is dominated by which one of the following climate classifications?

- A) Tropical Rain Forest
- B) Humid Subtropical, Hot Summer Climates, Moist All Year
- C) Tropical Savanna
- D) Tropical Monsoon

Attachment B. Original Sabbatical Application

1. *Name* Widemann', Danielle C.
Last First Middle Initial
2. *Present Assignment* Geology & Geography Instructor
3. *Number of Years of Consecutive Service at Solano Community College* 10
4. *If you have previously been granted a sabbatical leave by the Solano Community College District, complete the following: (Note: No more than one leave shall be granted in each six-year period).*
 - a. Inclusive dates of previous sabbatical leave(s):
 - b. Give a brief description of the program(s) undertaken during previous sabbatical leave(s):
Not Applicable- I have never taken sabbatical leave.
5. *Time period requested for this proposed leave. (Give inclusive dates):*
 Full Academic Year Fall Semester Spring Semester
6. *Indicate by checking the appropriate square, the nature of the program you wish to pursue.*
 - A. Advanced Academic Study: In your statement on page 3, include a detailed description of the course of study or research project to be undertaken. Attach a letter of acceptance from the institution to be attended or attach a letter of acceptance from the individual who will direct the study.
 - B. Independent Research or Study: In your statement on page 3, include a detailed resume of the study or project to be undertaken.
 - C. Travel: In your statement on page 3, include a comprehensive itinerary of your travel plans.

- . D. Employment: In your statement on page 3, include a complete description of the duties to be performed during the period of employment. Give the inclusive dates of the period of employment. Attach a letter from the employer which confirms the employment and states the salary to be earned.
- E. A combination of the above activities: In your statement on page 3, explain carefully how the activities are related and the special results that can be expected. Describe in detail the combination plan in which you are interested.

7. *Narrative Description of the Proposed Program.*

Provide comprehensive information about the type of program you selected in part 6. Include detailed information showing how the proposed program will aid or improve the execution of your assigned professional duties and the specific benefits to be accrued to the School/Department, District, and students. Explain why a sabbatical leave, rather than other approaches, is required to accomplish the stated purpose. Disclose all information relative to any compensation you will receive during the leave period, other than expense reimbursement, whether from employment, grant, fellowship, or any other source which is an integral or related part of the leave program. (Attach additional pages as needed).

Please see the attachment.

To be completed by School Dean before application is submitted:

I support *do not* support this application because _____

10/1/14
Date _____ Signature of Dean _____

I submit this application with the understanding that I shall be bound by the policies and regulations of the Solano Community College District and the Laws of California relating to the granting of Sabbatical Leaves of Absence.

10/1/14
Date _____ Signature of Applicant _____

FOR COMMITTEE USE ONLY

Recommended Not Recommended

Interim Vice President, Academic Affairs

Chair, Sabbatical Leave Committee

Comments: _____

Recommended Not Recommended

Signature of Superintendent/President

Comments: _____

Approved Not Approved

Action taken by Governing Board _____

Danielle C. Widemann

September 30, 2014

Geology& Geography Instructor

Danielle.Widemann@solano.edu

(707) 864-7000, x 4526

Subject: 2015-2016 Sabbatical Leave Application Narrative Description

Dear Sabbatical Leave Committee,

Sabbatical Leave demonstrates support for our Instructors to be the best possible Instructors we can be and indirectly shows Solano Community College's continued support for the success of our students.

My request for leave revolves around Article 11.903 both B and C of the Collective Bargaining Agreement:

B. Acquisition of relevant new knowledge and subject matter that will **directly enhance and/or modify existing courses.**

C. Acquisition of **new and/or improved instructional techniques, training skills and other innovations.**

I have continued to teach Physical Geography (Physical Science General Education Course) as both an In- Person and Online course for Solano College for the decade of my service at the College. The teaching and learning environment from 10 years ago to now have changed considerably with the high demand for online courses and a push for interactive teaching styles. In addition, we diligently collect data and evaluate our students' success rates with Student Learning Outcomes (SLO) while we continue to have decreasing retention rates in the Physical Science of Geology and Geography. **My SLO findings repeatedly show less success and lower retention rates with my online students compared to my in-person students.**

While several interpretations can be made to explain the findings, I still come to the same conclusion: **My online students do not hear me speak as a professional in the field about the material 3 hours per week over a 16-week semester.** Instead, the online students receive many resources to learn the material yet they are still not learning it as well as the in-person students. I believe one of the greatest reasons for the difference is the lack of auditory and interactive learning styles I implement with the in-person students. Hence, I have attempted to replace the lost interactive lecture and study group time with many online methods but nothing compares to the use of video clips.

The video clip teaching style available today through technology exemplifies our amazing power to reach out to all of our students in a similar fashion as the in-person students. The online students are people from the community desperately trying to learn and meet their educational goals while working full-time, raising children, caring for sick loved ones, and more. The video clips I have been creating in any spare time I can make, have proven to be extremely useful to our students. I have so much more interaction with the students via the clips. I have them listen, take notes, pause and paraphrase, and answer quiz questions throughout the clips. The response from the students have gone from, "Thank you, thank you!" to "Please expand on the concept of

an unconformity presented in the video clip and the textbook" which encourages more teacher-student interaction to "Wow! I appreciate the video clips! I would never have learned the material with just the textbook and the other resources." However, I cannot create the clips during the semester or the breaks between semesters due to a lack of time. I have made many clips but I need to create so many more to have my online students receive more true time with me and the material. While the focus here is the video clips for the online students, I do share them with the in-person students too!

A typical video clip covers about ten minutes of material with my voice over the screen with its animations, quizzes, and slides in a Prezi or Power Point format. It is impossible to cover all of the material in 10-minute snippets so I choose a more complicated concept and make the clips specific to it with quiz questions and instructions to ensure learning the material along the way. For example, I have the students describe and interpret thematic maps. I have them create two columns on a piece of paper, pause and then, bullet point the descriptions on one side. Then, they continue to play the clip and hear the descriptions I see on the map as a comparison. They can add and subtract their findings based on observations and facts that differ much like the in-person students. As the student feels confident in the description, we can then suggest interpretations: *Why are insolation rates the highest at latitudes 20 to 35 degrees North and South of the Equator?* The Instructor and student can together ponder the explanations. The students can slow down and stop the material as it comes to them! Unexpectedly, the students with ESL really appreciate the ability to stop and hear a video clip over and over. Also, the hearing impaired students have the great advantage of Close Captioning ("cc" on the video clips). Here is an example clip: http://voutu.be/YEo-xM_mxcY

I am happy to provide a few more examples per your request. However, there are not many clips to demonstrate due to a lack of time needed to create, capture, render, and so much more. One 10-minute clip takes about 10 hours to complete for many reasons. It all comes down to needing more time and better technology.

I am requesting the College's support for my online students. I want to present them with more actual teaching through many video clips. I need the sabbatical leave time to perfect the method and create video clips for the hundreds of topics my in-person students learn about in class with me. As I continue to grow as an Educator, I am very excited about the future of online teaching. I strongly believe we need to ensure real learning of the material with more interactive methods. Please consider my request for a one semester leave to truly enhance the online teaching style guaranteed to multiply at Solano College and the world over. I would truly appreciate your support in applying the instructional technique with the innovation of video clips tied into our growing Distance Education Program. I am certain the clips will increase student success and retention rates. Thank you for your time.

Respectfully,

Danielle C. Widemann

**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>
Cory Bennet	Student Services Generalist (Range 13/Step 1)	06/01/17
Vahid Eskandari	Full-time Instructor – Chemistry	08/10/17
Joseph Ryan	Dean, School of Mathematics and Science (Range 49/Step 5)	07/01/17

Part-Time Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Scott Berta	Adjunct Instructor – Engineering (not to exceed 67%)	08/15/17

Released Time

<u>Name</u>	<u>Assignment</u>	<u>% Released Time</u>	<u>Dates</u>
Maria Isip-Bautista	Social Justice Program Design	30%	05/15/17 – 06/30/18
Tasha Smith	UMOJA Coordinator	60%	08/11/17 – 06/30/18

Mary Jones
 Human Resources

May 5, 2017

Date Submitted

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

May 5, 2017

Date Approved

REQUEST FOR REDUCED WORKLOAD

In accordance with section 10.2 of the CCA/CTA/NEA Collective bargaining agreement, the following instructors are requesting a reduced workload for the 2017-2018 academic year. The reduction is authorized under section 22713 of the California Education Code. The request for a reduced workload is recommended.

<u>Name</u>	<u>Position</u>	<u>Reduction</u>
Mary Gumlia	Counselor	54% Reduction
Patricia Itaya	Anatomy/Biology Instructor	65% Reduction

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Dyan Smith	Change from Early Learning Center Assistant (Range 11/Step 1) to Early Learning Center Assistant (Range 11/Step 3)	07/01/16
Katherine Zimmer	Change from Early Learning Center Specialist (Range 12/Step 1) to Early Learning Center Specialist (Range 12/Step 3)	07/01/16

Ten-month Classified Employees Working Summer Session

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Dyan Smith	Early Learning Center Assistant	06/08/17 – 07/20/17	\$18.10 hr.
Patrice Spann	Early Learning Center Specialist	06/05/17 – 07/20/17	\$23.66 hr.
Lisa Stedman	Early Learning Center Specialist	06/08/17 – 07/20/17	\$24.62 hr.
Jotinder Takhar	Early Learning Center Specialist	06/05/17 – 07/13/17	\$20.65 hr.
Katherine Zimmer	Early Learning Center Specialist	06/15/17 – 07/20/17	\$18.90 hr.

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Amy Dauffenbach	Math Path Maps	Basic Skills Student and Outcomes Transformation Grant	03/01/17 – 06/30/17	\$69.05 hr.
Lawrencia Dwumfuoh	Registration Aide	SSSP	05/18/17 – 06/30/17	\$12.00 hr.
Nicole Gentile	Assistant Coach-Softball	General Fund and Softball Trust	04/26/17 – 06/30/17	\$16.66 hr.
Tham Hua	Research Analyst	Strong Workforce	05/15/17 – 06/30/17	\$19.73 hr.
Veronica Lindsey	Registration Aide	SSSP	05/18/17 – 06/30/17	\$12.00 hr.
Nathaniel Murphy	Technology Specialist	Bond	05/30/17 – 8/11/17	\$19.73 hr.
Phoenix Rothwell	Substitute ELC Specialist	CCTR	06/05/17 – 06/30/17	\$17.33 hr.

RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Kelly Penwell	Associate Dean of Workforce Development	05/23/17
Danielle Shaw	Adjunct Instructor – English	05/25/17

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

TO: **Members of the Governing Board**

SUBJECT: **WARRANTS**

REQUESTED ACTION:

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

SUMMARY:

04/03/17	Vendor Payments	2511077099	\$502,642.57
04/03/17	Vendor Payments	2511077100-2511077111	\$70,558.95
04/03/17	Vendor Payments	2511077112-2511077202	\$243,757.33
04/10/17	Vendor Payments	2511077203	\$5,500.00
04/10/17	Vendor Payments	2511077204-2511077211	\$1,668,070.89
04/10/17	Vendor Payments	2511077212-2511077291	\$353,391.43
04/17/17	Vendor Payments	2511077292-2511077293	\$12,053.52

CONTINUED ON NEXT PAGE:

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 70902 & 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$3,901,573.61</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, Finance & Administration

VICE PRESIDENT APPROVAL

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: **Members of the Governing Board**

SUBJECT: **WARRANTS**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

04/17/17	Vendor Payments	2511077294	\$465.00
04/17/17	Vendor Payments	2511077295-2511077306	\$230,770.67
04/17/17	Vendor Payments	2511077307-2511077361	\$146,021.71
04/21/17	Vendor Payments	2511077362-2511077387	\$9,716.00
04/24/17	Vendor Payments	2511077388-2511077397	\$245,271.64
04/24/17	Vendor Payments	2511077398-2511077497	\$231,693.96
04/25/17	Vendor Payments	2511077498-2511077561	<u>\$181,659.94</u>
TOTAL:			\$3,901,573.61

**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>
Mischwa Murphy-McAdams	Provide instruction and demonstration of traditional Senegalese African dance.	May 17, 2017	Not to exceed \$150.00

Academic Affairs
David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Blair Abee	Provide small business advising services, trainings and webinars to the Solano Community College (SCC) Small Business Development Center (SBDC).	July 1, 2017 – June 30, 2018	Not to exceed \$2,500.00
Ali Ghandchi	Provide small business advising services, trainings and webinars to the SCC SBDC.	July 1, 2017 – June 30, 2018	Not to exceed \$1,000.00
Victor Johnson	Provide small business advising services, trainings and webinars to the SCC SBDC.	July 1, 2017 – June 30, 2018	Not to exceed \$1,000.00

Yulian I. Ligioso
 Vice President, Finance & Administration

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

May 5, 2017

Date Submitted

May 5, 2017

Date Approved

Academic Affairs (Cont.'d)
David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Stephanie Parrish	24 hours of ESL Instruction to be delivered to two cohorts of students at Mariani Nut Company in Winters.	May 9, 2017 – June 30, 2017 July 1, 2017 – July 28, 2017	Not to exceed \$1,425.00
Timothy Murrill	Provide small business advising services, trainings and webinars to the SCC SBDC.	July 1, 2017 – June 30, 2018	Not to exceed \$5,000.00

Student Services
Gregory Brown, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Dorothea Mae Nicholson	Coordinate the foster Kinship Care Education program for Solano Community College.	July 1, 2017 – June 30, 2018	Not to exceed \$88,950.00
Tyffany Wanberg	Assist the Foster Kinship Care Education Program with clerical support, data entry and maintaining the website.	July 1, 2017 – June 30, 2018	Not to exceed \$36,600.00

When recorded mail to:
Yulian Ligioso, Vice President Finance & Administration
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

Notice of Completion

State/local governmental entity recording fee when document is for the benefit of the government entity – GC6103 (no fee)
Must be recorded within 10 days after completion

In execution of this Notice, notice is hereby given that:

1. The undersigned is an owner or agent of an owner of the estate or interest stated below.
2. The name of the owner is Solano Community College District.
3. The address of the owner is 4000 Suisun Valley Road, Fairfield, CA 94534.
4. The nature of the estate or interest is: Solano Community College District in fee.
5. The name and addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 5/17/17
 7. The Project Name is Building 1400 Flooring Replacement Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is All County Flooring
 10. The name of the contractor's Surety Co. is: N/A
 11. The date of contract between the contractor and the above owner is 4/5/17
 12. The street address of said property is 4000 Suisun Valley Road, Fairfield, CA 94534
 13. APN # 0027-242-110
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Flooring replacement in Building 1400 on Fairfield campus.

Date

Signature of Owner – Celia Esposito-Noy, Ed.D.
Solano Community College District

Verification

I, undersigned, say:

I am Vice President, Finance & Administration

(“President,” “Owner,” “Manager,” etc.)

Of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is correct and true.

Executed on _____, at _____, California.

(City or Town where signed)

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

TO: **Members of the Governing Board**

SUBJECT: **NOTICE OF COMPLETION FOR CONSTRUCTION
SERVICES FOR THE HORTICULTURE SITE
IMPROVEMENTS PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Horticulture Site Improvements Project Notice of Completion. On July 20, 2016, Pro Builders was selected to provide construction services for the Horticulture Site Improvements Project. The work on this project is complete, and at this time the District gives notice and certifies that:

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

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Necessary documentation for completed construction and renovations.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	\$0
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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

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

When recorded mail to:
Lucky Lofton, Executive Bonds Manager
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

Notice of Completion

*State/local governmental entity recording fee when document is for the benefit of the government entity – GC6103 (no fee)
Must be recorded within 10 days after completion*

In execution of this Notice, notice is hereby given that:

1. The undersigned is an owner or agent of an owner of the estate or interest stated below.
2. The name of the owner is Solano Community College District.
3. The address of the owner is 4000 Suisun Valley Road, Fairfield, CA 94534.
4. The nature of the estate or interest is: Solano Community College District in fee.
5. The name and addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 5/17/17
 7. The Project Name is Horticulture Site Improvements Project
 8. DSA Number (if applicable): 114923(Shade Structure) and 114750(Site)
 9. The contractor for such work of modernization is Pro-Builders
 10. The name of the contractor's Surety Co. is: Travelers Casualty and Surety Company of America
 11. The date of contract between the contractor and the above owner is 7/20/16
 12. The street address of said property is 4000 Suisun Valley Road, Fairfield, CA 94534
 13. APN # 0027-242-110
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Site improvements and shade structure adjacent to Horticulture Building 1000 on the Fairfield Campus.

Date

Signature of Owner – Celia Esposito-Noy, Ed.D.
Solano Community College District

Verification

I, undersigned, say:

I am Executive Bonds Manager

(“President,” “Owner,” “Manager,” etc.)

Of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is correct and true.

Executed on _____, at _____, California.

(City or Town where signed)

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Gale Anderson	Admissions & Records Analyst 29 years and 10 months of service at SCC	07/01/17

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

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

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

May 5, 2017
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: INITIAL PRESENTATION OF OPERATING
ENGINEERS/STATIONARY ENGINEERS, LOCAL 39,
BARGAINING PROPOSALS TO THE DISTRICT ON
REOPENERS

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Pursuant the Government Code Section 3547 and for the purpose of public notice (“sunshining”), Operating Engineers/Stationary Engineers, Local 39, has submitted its bargaining proposal to the District to open the following articles.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code:3547 Board Policy:2010 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

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

May 5, 2017
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: INITIAL PRESENTATION OF OPERATING
ENGINEERS/STATIONARY ENGINEERS, LOCAL 39,
BARGAINING PROPOSALS TO THE DISTRICT ON
REOPENERS**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

- Article 6, Personnel Files/Evaluations;
- Article 9, Leaves of Absence;
- Article 11, Hours and Overtime;
- Article 14, Pay and Allowances;
- Article 16, Working Conditions;
- Article 17, Transfer/Promotions;
- Article 18, Job Vacancies;
- Article 19, Reclassifications;
- Appendix A, Classified Salary Schedule/Operating Engineers Classifications;
- Appendix E, Professional Growth Program.

Public comment on such proposal shall be received at the next Governing Board meeting scheduled for June 7, 2017.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: INITIAL PRESENTATION OF SOLANO COMMUNITY COLLEGE DISTRICT, BARGAINING PROPOSAL TO THE OPERATING ENGINEERS/STATIONARY ENGINEERS, LOCAL 39 ON INTERESTS

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

The Solano Community College District and the Operating Engineers/Stationary Engineers, Local 39, are preparing to enter into negotiations.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code:3547 Board Policy:2010 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

May 5, 2017

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

May 5, 2017
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: INITIAL PRESENTATION OF SOLANO COMMUNITY COLLEGE DISTRICT, BARGAINING PROPOSAL TO THE OPERATING ENGINEERS/STATIONARY ENGINEERS, LOCAL 39 ON INTERESTS

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

This item introduces the District’s proposal to the Operating Engineers/Stationary Engineers, Local 39, for the purpose of public notice (“sunshining”) to work with the Operating Engineers/Stationary Engineers, Local 39, on the following interest.

The District’s interest is in the review, reorganization and reconsideration of all contract articles.

Pursuant to the Government Code Section 3547, public comment on such proposal shall be received at the next Governing Board meeting scheduled for June 7, 2017.

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

TO: **Members of the Governing Board**

SUBJECT: **NEW ADMINISTRATIVE LEADERSHIP GROUP (ALG)
MANAGEMENT JOB DESCRIPTION, DIRECTOR,
STRONG WORKFORCE PROGRAM**

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 be responsible for the coordination and compliance for the college's Career and Technical Education (CTE) programs, including but not limited to the Strong Workforce Program (SWP), Department of Labor (DOL) grants, and Carl D. Perkins funding.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 88009</i>	<i>Board Policy: 4010</i>	<i>Estimated Fiscal Impact: Grant Funded - \$74,701.84 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

VICE PRESIDENT APPROVAL

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: NEW ADMINISTRATIVE LEADERSHIP GROUP (ALG)
MANAGEMENT JOB DESCRIPTION, DIRECTOR,
STRONG WORKFORCE PROGRAM**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The Director will assist the college with local and regional CTE program planning and development, budget coordination, employer outreach, regional advisory committees, alignment with the local Workforce Development Board and Workforce Innovation and Opportunity Act (WIOA), and coordinating college CTE grant activities. Position will be placed on Range 43 of the Administrative Leadership Group Salary Schedule.

SOLANO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STRONG WORKFORCE PROGRAM DIRECTOR

BASIC FUNCTION:

Under the general direction of the Dean of Applied Technology and Business, the Grant Program Director will be responsible for coordination and compliance for the college's Career and Technical Education (CTE) programs, including but not limited to the Strong Workforce Program (SWP), Department of Labor (DOL) grants, and Carl D. Perkins funding.

The Director will assist the college with local and regional CTE program planning and development, budget coordination, employer outreach, regional advisory committees, alignment with the local Workforce Development Board and Workforce Innovation and Opportunity Act (WIOA), and coordinating college CTE grant activities.

The Director will manage college articulation and dual enrollment efforts for CTE programs in feeder high schools and districts. Emphasis will be placed on the growth and continuous improvement of CTE programs at Solano Community College. The Director will ensure compliance with relevant State and Federal grant requirements, including fiscal coordination and reporting. The Director will represent the college in local and regional workforce education and training initiatives; to facilitate expansion of CTE programs and potential partnerships with appropriate industries, high schools, and community organizations as they relate to career programs.

This position is expected to be categorically funded: The director is responsible for generating revenues to cover all expenses, including all salaries and benefits associated with this office.

The department maintains a focus on:

- Career and Technical Education in a California Community College environment.
- Understanding of grants and program development.
- Collaborating with faculty and deans for CTE program success.

DISTINGUISHING CHARACTERISTICS:

This position will be funded contingent upon meeting a minimum standard of categorical self-funding and revenue generation.

REPRESENTATIVE DUTIES:

Serving as SCC representative in coordinating of grant work plan objectives and activities for projects such as the Strong Workforce Program (SWP) at Solano community College and coordinating local and regional SWP planning.

Serving as college liaison to local industry, secondary education, and adult schools in developing and implementing CTE projects and grant activities.

Developing collaborative partnerships with external agencies, business and industry in support of CTE programs and initiatives.

Informing CTE program expansion and development at the college, through use of relevant labor market information.

Supporting articulation efforts with secondary and adult schools in the area of CTE. Overseeing budget expenditures and establishment of systems, collection of data, and maintenance of records necessary for budget audit trails, project evaluation, and reporting requirements.

Coordinating with the all CTE programs within the district to ensure programs are aligned with workforce needs.

Recruiting (and supporting recruitment) of students.

Collaborating with faculty.

Supporting regional CTE alignment efforts by participating in activities with the Bay Area Community College consortium and other partners.

Hiring, supervising, training and evaluating staff as assigned.

Performing other duties as assigned.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Techniques and approaches to managing grants, contracts and initiatives to support CTE Initiatives
- Knowledge of initiating, qualifying, consulting and relationship management with business and industry
- Experience in developing coordinating, implementing and evaluating instructional programs.
- Research, data collection and occupational trends

- Marketing principles and strategies in an educational setting
- Principles and practices of planning and decision making.
- Budget development and management

ABILITY TO:

Plan, organize, coordinate and direct Strong Workforce Program and related activities.

Manage budget and financial records.

Communicate effectively both orally and in writing.

Plan and organize work.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Bachelor's degree (preferred in business, management, public administration, or related Field) and one years' experience in related activities or the equivalent.

Board approved XXXX

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REVISED CLASSIFIED SCHOOL EMPLOYEE
ASSOCIATION (CSEA) JOB DESCRIPTION TITLE
CHANGE, LEARNING RESOURCES TECHNICIAN I

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The following revised job description title change from Learning Resources Technician to Learning Resources Technician I, is presented for Governing Board approval. This position will perform a wide variety of duties in the College Library; assist students, faculty and others in the use of library/media equipment, materials, services and facilities. Performs a variety of duties related to circulation, the reserve library, technical services and assistive technology. Position is placed on Range 11 of the Classified School Employee Association (CSEA) Salary Schedule. The revised title change has been vetted through CSEA.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 88009 Board Policy: 4010, 4720 Estimated Fiscal Impact: None

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

May 5, 2017
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

May 5, 2017
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Learning Resources Technician I

BASIC FUNCTION: Under the direction of the Vice President of Student Services, performs a wide variety of duties in the College Library; assists students, faculty and others in the use of library/media equipment, materials, services and facilities; performs a variety of duties related to circulation, the reserve library, technical services and assistive technology; trains and provides work direction to student workers; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES:

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

Circulation

- Assists students, faculty and library patrons at the library circulation desk; check books, periodicals and other materials in and out; collects fines; removes blocks; clear liens; issues library cards; periodicals and other materials in and out according to established guidelines and procedures; answers telephone and directs calls; answers patrons circulation queries and resolves patron circulation issues; directs reference queries to librarian as needed; provides work direction to student assistants.
- Serve as an operational contact for the on-line library system providing information on the database functions and assisting in developing operational procedures.
- Monitor purchase orders and current status; record items received or canceled; investigate missing items and items sent but not received; file claims for undelivered materials.

Circulation Data

- Maintains statistical records for circulated items; runs items reports; maintains daily statistics for periodicals and pamphlets; assists librarians with and compiles reports pertaining to books, periodicals and circulations statics.
- Assist librarians in achieving and assessing Service Area Outcomes.
- Provide input in Library's accreditation report efforts.

Textbook Reserve

- Supports Librarians to organize and maintain library services including the collection; circulating books, reference books, serials, textbooks, videos, and software; catalogs books into Information Library System (ILS); removes obsolete and worn materials and deletes from ILS; routes books to librarians for circulation or return to instructor; compiles reserve statistics, submits textbook requests to appropriate parties; and makes presentations to Library faculty and staff as needed.
- Interface with Banner for text reserve fine management.

Technical Services – Cataloging

- Under the direction of a Librarian, searches Online Computer Library Center (OCLC) for cataloging copy; imports and exports bibliographic data, assigns tags, performs original cataloging; creates and updates bibliographic records; processes new and gift donated books; prints labels and jackets on books, changes item status; bookmarks created files; check items in through circulation and places on bookcart for shelving.
- Provides input to develop circulation policies and procedures.

Media

- Maintain the library's audio-visual collection.
- Provides training and work direction to other temporary employees and/or student workers assigned to the area; assist students in the use of library equipment.
- Reproduce sufficient audio and visual cassettes to meet student and faculty demands, including foreign language CDs purchased by students for home use; and circulating videos; train student workers to duplicate CDs as needed to maintain supply levels; create, produce and print computer labels for audio and video tapes.
- Call for technical service or major repairs as needed; erase returned to deleted audio/visual cassettes for reuse by staff.
- Maintain knowledge of current computer and audio-visual hardware, operating systems, duplicating equipment, supplies, peripherals and software applications.

Other Daily Operational

- Opens and prepares library for daily use; reads and records meters; check books in and updates computer records; check change machines and photocopiers to assure proper operation; turn on public access computers.
- Closes library turning off equipment; runs day end report, counts the cash box, places in safe along with change bag.
- Train and provides work direction and guidance to student workers as assigned
- Maintains library materials in assigned locations.
- Operates a variety of library equipment including computer terminal, printer, calculator, copier, microfilm and microfiche readers and others; troubleshoot malfunctions.
- Performs a variety of special projects or assignments as delegated.

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

EDUCATION AND EXPERIENCE: Completion of two years of college with major course work in library technology or related field and two years of increasingly responsible library/media experience involving extensive public contact or any combination or training, experience, and/or education that provides the required knowledge, skills and abilities.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals

Ability to effectively present information and respond to questions from students, staff and the general public

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to prepare and maintain accurate financial and statistical records and reports

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSE, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Online catalog services, functions, hardware and software.

- Automated circulation, maintenance, functions and services.

- Interlibrary circulation, transactions, processing and services.

- Library practices, references sources, procedures and terminology.

- Library assignments such as acquisitions and processing, circulation, learning lab or instructional materials.

- Operation and use of library and office machines including computers and spreadsheet, word processing and database software.

- Audio-visual materials and equipment.

- OCLC cataloging procedures.

- Financial and statistical recordkeeping.

- Modern office practices and procedures.

- Technical library duties in the acquisition, processing, duplication and circulation of learning resources materials.

- Computer equipment and word processing, spreadsheet and data base management software including specialized learning resources software.

- Financial and statistical records and reports.

Assign work/tasks to student employees.
Office equipment such as adding machine, copier, automated telephone system and facsimile machine.
Electronic keyboarding with accuracy and at an acceptable rate of speed.
Perform assigned work with speed and accuracy.
Effective and cooperative working relationships.
Sensitivity to relate to persons with diverse socio-economic, cultural and ethnic backgrounds, including the disabled.
Health and safety rules and regulations.
Meeting schedules and timelines.
Effective and timely work.
Work with minimum supervision.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person.

All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 15 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The work assigned to this classification is typically performed in a community college learning resource center or instructional services environment. While performing the duties of this classification, the employee regularly is exposed to frequent interruptions and the hazards of working with video display terminals and fumes from ink and chemicals used by the graphic arts department which is located nearby which also contributes to a very noisy work environment for some employees in this class.

SD/zg: 10/21/11
Board approved: 11/2/11
Revised: 3/1/17

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

TO: **Members of the Governing Board**

SUBJECT: **NEW CLASSIFIED SCHOOL EMPLOYEE ASSOCIATION
(CSEA) JOB DESCRIPTION, LEARNING RESOURCES
TECHNICIAN II**

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. This position reflects a reclassification from Learning Resources Technician to Learning Resources Technician II. This position will perform a wide variety of duties in the College Library; assist students, faculty and others in the use of library/media equipment, materials, services and facilities. Performs a variety of duties related to circulation, the reserve library, technical services and assistive technology. Position is placed on Range 14 of the Classified School Employee Association (CSEA) Salary Schedule. The job description has been vetted through CSEA.

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, 4720</i>	<i>Estimated Fiscal Impact: \$2,350.40</i>
------------------------	---------------------------------	--

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

VICE PRESIDENT APPROVAL

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Learning Resources Technician II

BASIC FUNCTION: Under the direction of the Vice President of Student Services, performs a wide variety of duties in the College Library; assists students, faculty and others in the use of library/media equipment, materials, services and facilities; performs a variety of duties related to circulation, the reserve library, technical services and assistive technology; trains and provides work direction to student workers; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES:

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

Circulation

- Assists students, faculty and library patrons at the library circulation desk; check books, periodicals and other materials in and out; collects fines; removes blocks; clear liens; issues library cards; periodicals and other materials in and out according to established guidelines and procedures; answers telephone and directs calls; answers patrons circulation queries and resolves patron circulation issues; directs reference queries to librarian as needed; provides work direction to student assistants.
- Serve as an operational contact for the on-line library system providing information on the database functions and assisting in developing operational procedures.
- Monitor purchase orders and current status; record items received or canceled; investigate missing items and items sent but not received; file claims for undelivered materials.

Circulation Data

- Maintains statistical records for circulated items; runs items reports; maintains daily statistics for periodicals and pamphlets; assists librarians with and compiles reports pertaining to books, periodicals and circulations statics.
- Assist librarians in achieving and assessing Service Area Outcomes.
- Provide input in Library's accreditation report efforts.

Textbook Reserve

- Supports Librarians to organize and maintain library services including the collection; circulating books, reference books, serials, textbooks, videos, and software; catalogs books into Information Library System (ILS); removes obsolete and worn materials and deletes from ILS; routes books to librarians for circulation or return to instructor; compiles reserve statistics, submits textbook requests to appropriate parties; and makes presentations to Library faculty and staff as needed.
- Interface with Banner for text reserve fine management.

Technical Services – Cataloging

- Under the direction of a Librarian, searches Online Computer Library Center (OCLC) for cataloging copy; imports and exports bibliographic data, assigns tags, performs original cataloging; creates and updates bibliographic records; processes new and gift donated books; prints labels and jackets on books, changes item status; bookmarks created files; check items in through circulation and places on bookcart for shelving.
- Provides input to develop circulation policies and procedures.

Scheduling Librarian hours - Workload

- Perform multiple projects concurrently; Perform preliminary data entry of the School's schedule of classes for Fall, Spring, and Summer semesters for multidisciplinary Schools, payroll support duties and calculations using Districts ERP system.
- Establishes and maintains records, filing systems, and logs; monitors staff/faculty calendars as assigned; monitors and records staff/faculty attendance; provides payroll support duties and calculations using District ERP.

Media

- Maintain the library's audio-visual collection.
- Provides training and work direction to other temporary employees and/or student workers assigned to the area; assist students in the use of library equipment.
- Reproduce sufficient audio and visual cassettes to meet student and faculty demands, including foreign language CDs purchased by students for home use; and circulating videos; train student workers to duplicate CDs as needed to maintain supply levels; create, produce and print computer labels for audio and video tapes.
- Call for technical service or major repairs as needed; erase returned to deleted audio/visual cassettes for reuse by staff.
- Maintain knowledge of current computer and audio-visual hardware, operating systems, duplicating equipment, supplies, peripherals and software applications.

Other Daily Operational

- Opens and prepares library for daily use; reads and records meters; check books in and updates computer records; check change machines and photocopiers to assure proper operation; turn on public access computers.
- Closes library turning off equipment; runs day end report, counts the cash box, places in safe along with change bag.
- Train and provides work direction and guidance to student workers as assigned
- Maintains library materials in assigned locations.
- Operates a variety of library equipment including computer terminal, printer, calculator, copier, microfilm and microfiche readers and others; troubleshoot malfunctions.
- Performs a variety of special projects or assignments as delegated.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: Completion of two years of college with major course work in library technology or related field and two years of increasingly responsible library/media experience involving extensive public contact or any combination of training, experience, and/or education that provides the required knowledge, skills and abilities.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals

Ability to effectively present information and respond to questions from students, staff and the general public

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to prepare and maintain accurate financial and statistical records and reports

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSE, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

Online catalog services, functions, hardware and software.

Automated circulation, maintenance, functions and services.

Interlibrary circulation, transactions, processing and services.

Library practices, references sources, procedures and terminology.

Library assignments such as acquisitions and processing, circulation, learning lab or instructional materials.

Operation and use of library and office machines including computers and spreadsheet, word processing and database software.
Audio-visual materials and equipment.
OCLC cataloging procedures.
Financial and statistical recordkeeping.
Modern office practices and procedures.
Technical library duties in the acquisition, processing, duplication and circulation of learning resources materials.
Computer equipment and word processing, spreadsheet and data base management software including specialized learning resources software.
Financial and statistical records and reports.
Assign work/tasks to student employees.
Office equipment such as adding machine, copier, automated telephone system and facsimile machine.
Electronic keyboarding with accuracy and at an acceptable rate of speed.
Perform assigned work with speed and accuracy.
Effective and cooperative working relationships.
Sensitivity to relate to persons with diverse socio-economic, cultural and ethnic backgrounds, including the disabled.
Health and safety rules and regulations.
Meeting schedules and timelines.
Effective and timely work.
Work with minimum supervision.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person.

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WORK ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The work assigned to this classification is typically performed in a community college learning resource center or instructional services environment. While performing the duties of this classification, the employee regularly is exposed to frequent interruptions and the hazards of working with video display terminals and fumes from ink and chemicals used by the graphic arts department which is located nearby which also contributes to a very noisy work environment for some employees in this class.

RA/sa 3/1/17

Board approved: XXX

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY FUND
MULTIPLE METHOD ALLOCATION MODEL
CERTIFICATION FORM, FISCAL YEAR 2016-17

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

As part of the Chancellor’s Office new initiative the Equal Employment Opportunity (EEO)/Diversity Advisory Task Force, and the CCCCO’s Legal Division Office, has developed a new Multiple Method allocation model to promote EEO in hiring and promotion at community college districts.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: 87107 Board Policy: 4035 Estimated Fiscal Impact: \$45,000

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

May 5, 2017

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

May 5, 2017

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY FUND
MULTIPLE METHOD ALLOCATION MODEL
CERTIFICATION FORM, FISCAL YEAR 2016-17**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The Multiple Method allocation model requires the districts to meet six out of the nine best practice areas to be eligible to receive up to \$45,000 to support EEO driven District initiatives.

The District has met the following nine out of nine Multiple Methods listed below.

- Method 1 – District’s EEO Advisory Committee, Use of Funds and EEO Plan.
- Method 2 – Board policies and adopted resolutions.
- Method 3 – Incentives for hard-to-hire areas/disciplines.
- Method 4 – Focused outreach and publications.
- Method 5 – Procedures for addressing diversity throughout hiring steps and levels.
- Method 6 – Consistent and ongoing training for hiring committees.
- Method 7 – Professional development focused on diversity.
- Method 8 – Diversity incorporated into criteria for employee evaluation and tenure review.
- Method 9 – Grow-Your-Own programs.

Attached is the Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17, which has been approved by the Solano Community College Equity Inclusion Advisory Committee on May 5, 2017, and is being presented for approval.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

District Name: Solano Community College District

The district met **Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.**

- Yes
- No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes
- No

- Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- Method 4 (Focused outreach and publications)
- Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- Method 6 (Consistent and ongoing training for hiring committees)
- Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- Method 9 (Grow-Your-Own programs)

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: Rachel Ancheta

Title: EEO Chair / HR Manager

Signature: 

Date: 5/8/17

Chief Human Resources Officer

Name: _____

Title: _____

Signature: _____

Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: _____

Title: _____

Signature: _____

Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: _____

Title: President/Chair, Board of Trustees

Signature: _____

Date: _____

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Date Due at the Chancellor's Office: June 1, 2017
Return to: Leslie LeBlanc (lleblanc@cccco.edu) Chancellor's Office California Community
Colleges 1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

Yes

No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Solano Community College has a current EEO Plan with expiration date of September 2017. The plan will be reviewed and updated by EEO Advisory Committee in summer of 2017. With recent retirements, new members have joined the advisory committee. Advisory website will be updated with new members. Solano Community College has submitted the annual report for funds used in Fiscal Year 2015-2016.

Evidence: EEO Plan

Evidence: Equity Advisory Inclusion Committee Minutes 5-5-17

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Solano Community College is in the progress of updating and revising the 4000 board policies to reflect current and best practices.

In Spring of 2017, SCC's Academic Senate developed the new Hiring Manual for Faculty. Trainings will be provided to faculty, administration and staff to ensure alignment to revised board policies.

Evidence: Faculty and Staff Hiring Board Policies

http://www.solano.edu/district_policies/series4000_hr.php

Evidence: Hiring Manual for Solano College Faculty Senate approved on May 1 2017

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

To increase diversity pool for hard to fill disciplines, SCC identified other sources through the use of the EEO funds and supported the following:

- Hired American Sign Language Interpreter for ASL interviews
- Offered remote interviews through Internet based program for candidates who were unable to participate in an in-person interview
- Participate in annual Job Fairs in Los Angeles and San Francisco
- Increased time of interviews to accommodate candidates requesting an ADA accommodation

As a result of targeted outreach, SCC's candidate pool increased in diversity in Biotechnology, Chemistry, Anatomy & Physiology, Auto Technology and American Sign Language over previous years' applicant pools.

Does the District meet Method #4 (Focused outreach and publications)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

Partnered with surrounding high school faculty who meet minimum qualifications to teach at Solano Community College.

Advertised positions at Historically Black Colleges and Universities (HBCU) such as Howard, Morehouse, Morgan State and Spelman.

Evidence: Fairfield Suisun Unified School District <http://www.fsusd.org/Page/1>

Evidence: Recruiting List Sites

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

Revised Hiring Manual for Faculty to include:

Faculty interview committee reviews candidate pool and recommends candidates. HR reviews candidate pool for diversity, if candidate pool is not diverse HR communicates this to interview committee and committee will add additional qualified candidates to those who will be interviewed.

Evidence: Hiring Manual for Solano Community College
Faculty Senate approved on May 1 2017

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

Annual in-person trainings for faculty and staff on interview committees, to increase diversity awareness. The trainings are done during Fall and Spring Flex Cal events.
New Hires complete EEO training prior to participating on interview committees. Managers receive on-going supervisory trainings.
Establish practices that support confidentiality and expand understanding of transferable skills of applicants.

As a result of recent trainings in Spring and Fall of 2016, a faculty co-chair was added to the interview committees to enhance faculty members' understanding of equity and diversity.

Evidence: Fall 2016 and Spring 2017 SCC Flex Agendas

Evidence: Keenan Safe Colleges Trainings for Supervisors

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

SCC offers professional development focused on increasing diversity in Fall and Spring semesters. Below were the professional development sessions offered:

Minority Coalition: "Not in Our Town"

Film and conversations on how faculty can create a safe learning environment which serves all of our students regardless of gender identification, sexual orientation, nationality, immigration status, ethnicity and/or faith.

Recruitment, Hiring, and Committees: "What You Should Know About Participating On an Interview Committee"
This workshop will focus on practices and procedures to ensure effective screening and interviewing for all positions. Topics of discussion will include: Screening for a diverse and qualified applicant pool; developing effective interview questions; responsibilities of the committee chair and co-chair, and how to ensure equity throughout the hiring process.

EEOC Training for Administration

Find out what is required of us under the federal Equal Employment Opportunity Commission (EEOC). The EEOC is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

In Fall of 2016, faculty peer review was implemented. The peer review process includes feedback and insight from faculty during classroom observations. In addition, within a faculty's evaluation process demonstrating sensitivity to students from diverse backgrounds is part of the evaluator's observations. Evaluations are used as part of tenure review recommendations.

Evidence: Peer Review Evaluation Template & Faculty Evaluations Template

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

In Spring 2017, Co-Chair structure was added to interview committees to ensure consistent and broader trainings. SCC implemented partnerships with the Mare Island Institute of Technology Academy that identifies high school faculty who meet minimum qualifications to teach SCC college courses. Recently, SCC implemented the Adult School Partnership designed for SCC faculty to teach reading courses on adult education campuses.

As a result of homegrown partnerships within local educational institutions, SCC's qualified candidate pool has increased in diversity.

Evidence: SCC courses relocated to MIT <http://www.solano.edu/vallejo/>

Evidence: Partnerships http://www.solano.edu/district_plans/1415/SSSP%20PLAN%20%202014-15%20FINAL.pdf

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION NO. 16/17 – 22 DISTRICT AUTHORIZED
SIGNATURES - SIGNING AUTHORITY

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested to change District authorized signatures per the following official signature form and Resolution No. 16/17-22.

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: 85232, 85233</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</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

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy
Superintendent-President

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 16/17-22

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

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

ROSEMARY THURSTON

BOARD PRESIDENT

CELIA ESPOSITO-NOY

SUPERINTENDENT-PRESIDENT

YULIAN I. LIGIOSO

VICE PRESIDENT, FINANCE AND ADMINISTRATION

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 16/17-22

(Continuing – Page 2)

GREGORY BROWN

VICE PRESIDENT, STUDENT SERVICES

DAVID WILLIAMS

VICE PRESIDENT, ACADEMIC AFFAIRS

LUCKY LOFTON

EXECUTIVE BONDS MANAGER

ADIL AHMED

DIRECTOR, FISCAL SERVICES

BEVERLEY SLOLEY

INTERIM ACCOUNTING MANAGER, FISCAL SERVICES

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 16/17-22

(Continuing – Page 3)

LAURA CONVENTO

BUSINESS OPERATIONS COORDINATOR, FINANCE AND ADMINISTRATION

PASSED AND ADOPTED this 17th day of May 2017 by the Governing Board of the
Solano Community College District.

ROSEMARY THURSTON

BOARD PRESIDENT

CELIA ESPOSITO-NOY

SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION NO. 16/17-23, DESIGNATION AND DISPOSAL/DISPOSITION OF DISTRICT SURPLUS EQUIPMENT AND PROPERTY

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

As part of the Furniture, Fixture & Equipment (FF&E) Replacement Project, and 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. 16/17-23 authorizing the donation of miscellaneous equipment and furniture and the disposal of items, which are unsatisfactory for retention and not suitable for school use.

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

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) 864-7154

TELEPHONE NUMBER

Yulian Ligioso
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

May 5, 2017

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

May 5, 2017

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 16/17-23

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 chairs, tables, student desks, miscellaneous office furniture parts, technology equipment, is unsatisfactory for retention and not suitable for school use; now therefore be it

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

PASSED AND ADOPTED, This 17th day of May 2017, by the Governing Board of the Solano Community College District.

ROSEMARY THURSTON
BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D.
SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AWARD TO CONSOLIDATED
ENGINEERING LABORATORIES FOR PROJECT
SPECIAL INSPECTION AND TESTING SERVICES FOR
THE NEW SCIENCE BUILDING PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested to award a professional services contract to Consolidated Engineering Laboratories for Division of State Architect project special inspection and testing services for the New Science Building Project, which includes specific observation and testing for the construction of this new building. The scope of work of this contract includes providing all offsite and onsite special inspections and materials testing as required by the California Building Code, 2013 Edition.

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: Enhancing safety and security for students and staff

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$77,719.32 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

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO CONSOLIDATED
ENGINEERING LABORATORIES FOR PROJECT
SPECIAL INSPECTION AND TESTING SERVICES FOR
THE NEW SCIENCE BUILDING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were solicited from firms in the Board approved pool of project special inspection and testing firms. Responses were received from Consolidated Engineering Laboratories, Construction Testing Services, Inc., Ninyo & Moore, and Terracon. Based on qualifications, proposed scope of work, and price, Consolidated Engineering Laboratories is considered the best value for this project.

The Governing Board is asked to approve a contract to Consolidated Engineering Laboratories in an amount not to exceed \$77,719.32.

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 OPTIMA INSPECTIONS INC.
FOR PROJECT INSPECTION SERVICES FOR THE NEW
SCIENCE BUILDING PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested to award a professional services contract to Optima Inspections Inc. for Division of State Architect (DSA) project construction inspection services for the New Science Building Project on the Fairfield Campus, which consists of site work improvements and construction of a single story building to serve as lab and teaching spaces and includes a Veterans Services Center for the College. The scope of work includes providing onsite inspection of all construction and all other items required by the California Building Code, 2013 Edition.

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: Enhancing safety and security for students and staff

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$237,500 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
VP, Finance & Administration

VICE PRESIDENT APPROVAL

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS INC.
FOR PROJECT INSPECTION SERVICES FOR THE NEW
SCIENCE BUILDING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were solicited from all firms in the Board approved pool of project inspection firms. Responses were received from Optima Inspections Inc. and TYR, Inc. Based on qualifications and price, Optima Inspections Inc. is considered the most responsive proposal for this project.

The Governing Board is asked to approve a contract to Optima Inspections Inc. in the amount of \$237,500.

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 SUDDATH RELOCATION SYSTEMS OF NO. CAL, INC. FOR PROJECT MOVING SERVICES FOR SWING SPACE FOR THE VALLEJO CENTER HVAC UPGRADE PROJECT

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

Board approval is requested to award a professional services contract to Suddath Relocation Systems for moving services for temporary swing space while the Vallejo Center HVAC Upgrade Project is under construction. The scope of work of this contract includes providing services to move furniture to and from the Vallejo Center, the Mare Island Technology Academy (MIT) and 1301 Georgia Street in Vallejo, CA.

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: Ensure adequate furniture in place in swing space classrooms

Ed. Code: Board Policy:3225; 3520 Estimated Fiscal Impact: \$10,336 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

May 5, 2017

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

May 5, 2017

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO SUDDATH RELOCATION
SYSTEMS OF NO. CAL, INC. FOR PROJECT MOVING
SERVICES FOR SWING SPACE FOR THE VALLEJO
CENTER HVAC UPGRADE PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were solicited from qualified move companies with Community College move experience. Responses were received from Suddath Relocation Systems, NC Moving & Storage Solutions, and Valley Relocation & Storage. Based on qualifications, proposed scope of work, and price, Suddath Relocation Systems is considered the best value for this project.

The Governing Board is asked to approve a contract to Suddath Relocation Systems in an amount not to exceed \$10,336.

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: LEASE AGREEMENT EXTENSIONS TO WILLIAMS
 SCOTSMAN INC. FOR MODULAR BUILDINGS**

REQUESTED ACTION:

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

SUMMARY:

On April 15, 2015, the Board approved an agreement with William Scotsman Inc. for installation and lease of modular classroom buildings for Performing Arts Building Swing Space and Middle College High School (swing space). Currently Performing Arts classes are scheduled in all four modular buildings. On October 19, 2016 the Board approved extending the lease on two of the small modular building through June 2017, until the Performing Arts Building could be completed.

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: Provide swing space instructional space

<i>Ed. Code:</i>	<i>Board Policy:3225; 3520</i>	<i>Estimated Fiscal Impact: \$58,804 General Fund</i>
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> 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, Finance & Administration		
VICE PRESIDENT APPROVAL		
May 5, 2017		
DATE SUBMITTED TO		
SUPERINTENDENT-PRESIDENT		
Celia Esposito-Noy, Ed.D. Superintendent-President		
May 5, 2017		
DATE APPROVED BY		
SUPERINTENDENT-PRESIDENT		

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

TO: Members of the Governing Board

**SUBJECT: LEASE AGREEMENT EXTENSIONS TO WILLIAMS
SCOTSMAN INC. FOR MODULAR BUILDINGS**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The lease for these two modular buildings expires at the end of June. However, it is proposed that the lease for these buildings be extended through June 2019 for new Early College High School classes which have been added, at which time the new Science Building will be completed and these classes can be accommodated in Building 300.

The Board is asked to approve contract extensions to the leases with Williams Scotsman Inc., in the amount of \$58,804.

The contract extensions are 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 SOLANO COUNTY
FLEET MANAGEMENT FOR RENTAL OF VEHICLES**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested to renew the agreement with Solano County Fleet Management for vehicle rentals that include student transportation vans, trucks, etc. The term of the agreement is from July 1, 2017 through June 30, 2020. The agreement includes all standard maintenance and most repair work, daily and short-term rental vehicles from the County motor pool as needed and upon request, as identified in Exhibit A. Exhibit B details the monthly and daily rates, as well as the mileage rates for each vehicle type that would be leased. The total cost to the District per fiscal year shall not exceed \$60,000.

The attached is a copy of the proposed renewal for the Board’s information.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i> N/A	<i>Board Policy:</i> 3225	<i>Estimated Fiscal Impact:</i> \$60,000.00
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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

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: RENEWAL OF CHANCELLORS OFFICE SMALL
BUSINESS SECTOR NAVIGATOR GRANT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested to renew Solano Community College as host for the California Community Colleges Chancellor’s Office Small Business Sector Navigator grant which is a statewide leadership grant for coordinating small business sector programs for the 113 community colleges across the state. Working with ten Deputy Sector Navigators across the state, the Small Business Sector Navigator provides technical assistance for colleges developing credit, non-credit, and not-for-credit programs in the area of small business and entrepreneurship. The amount of the grant is \$372,500 and the term of the grant is July 1, 2017 through June 30, 2018.

Attached is a copy of the grant renewal package and fact sheet from the Chancellor’s Office.

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:\$372,500 Grant Revenue</i>
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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

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

VICE PRESIDENT APPROVAL

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

FISCAL YEAR: **2017/18** (e.g. 2014/15)

GRANT TYPE: **GRANT RENEWAL**

PROJECT:	FUNDING SOURCE:	RFA NUMBER:	MATCH % REQUIRED:	Indirect Cost % Allowed
Deputy Sector Navigator	Economic Development	13-157	100%	4%
Regional Consortia	Perkins IB-State Leadership	13-156	0%	4%
Sector Navigator	Economic Development	12-345	100%	4%
Technical Assistance Provider CoE	Economic Development	12-345	50%	4%

THIS FORM MAY NOT BE REPLICATED



APPENDIX B

GRANT TYPE: [GRANT RENEWAL](#)

The following information are linked throughout the forms package:

DISTRICT (Grantee): Solano County CCD

COLLEGE: Solano Community College

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

FISCAL YEAR: 2017/18

RFA Number: 12345

FUNDING SOURCE: Economic Development

Requested Amount: \$ 372,500

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA Number: 12-345

CONTACT PAGE

District:	Solano County CCD		
Address:	4000 Suisun Valley Road		
City:	Fairfield	State:	CA Zip: 94534

District Superintendent/President <i>(or authorized designee)</i>			
Name:	Dr. Celia Esposito-Noy	Phone:	(707) 864-7000 ext 7112
Title:	Superintendent/President	Fax:	(707) 646-2085
E-mail Address:	celia.esposito-noy@solano.edu		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	Dr. David Williams	Phone:	(707) 864-7000 ext 7102
Title:	Vice President Academic Affairs	Fax:	(707) 863-7836
E-mail Address:	david.williams@solano.edu		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	Charles Eason	Phone:	(707) 863-7846
Title:	Small Business Sector Navigator	Fax:	
E-mail Address:	charles.eason@solano.edu		

Person Responsible for Data Entry			
Name:	Charles Eason	Phone:	(707) 863-7846
Title:	Small Business Sector Navigator	Fax:	
E-mail Address:	charles.eason@solano.edu		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	Yulian I. Ligioso, CPA/MBA	Phone:	(707) 864-7000 ext 7147
Title:	Vice President, Finance and Administration	Fax:	(707) 646-2056
E-mail Address:			

Person Responsible for Budget Certification			
Name:	Adil Ahmed	Phone:	(707) 864-7000 ext 4462
Title:	Interim Director of Fiscal Services	Fax:	(707) 646-2056
E-mail Address:	adil.ahmed@solano.edu		

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

DISTRICT: Solano County CCD

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA NUMBER: 00-012-345

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	Match Required
			\$ 372,500	100% \$ 372,500
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 174,500
2000	NONINSTRUCTIONAL SALARIES	2	\$ 135,265	\$ 12,000
3000	EMPLOYEE BENEFITS	3	\$ 48,665	\$ 8,800
4000	SUPPLIES AND MATERIALS	4	\$ 5,280	\$ 600
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 166,764	\$ 176,600
6000	CAPITAL OUTLAY	6	\$ 2,200	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 358,174	\$ 372,500
TOTAL INDIRECT COSTS (Not to Exceed % of Direct Cost): 4%		9	\$ 14,326	
TOTAL COSTS:		10	\$ 372,500	\$ 372,500

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCC.

Project Director:

Name: Charles Eason _____

Title: Small Business Sector Navigator _____

Authorized Signature: _____

Date: _____

District Chief Business Officer (or authorized designee):

Name: Yulian I. Ligioso, CPA/MBA _____

Title: Vice President, Finance and Administration _____

Authorized Signature: _____

Date: _____

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

DISTRICT: Solano County CCD

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA NUMBER: 00-012-345

Please Note:
To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
			Economic Development
		\$	372,500
1000		\$	-
		\$	-
		\$	-
		\$	-
2000	2111 - Classified Salary Small Business Sector Navigator 1.0 FTE (includes \$1,000 longevity, \$1,500 in lieu of medical, and projected 1% COLA)	\$	135,265
		\$	-
		\$	-
		\$	-
3000	Employee Benefits		
	3000 - Employee Benefits (FICA, Medicare, PERS, Disability, SUI, Workers Compensation, Medical, Vision, and Dental) 36% of Salary	\$	48,665
	Note: Sector Navigator is currently covered under wife's medical plan, but there may be a need to switch in Jan, so projection includes six months of medical from Jan - Jun	\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials		
	4500 - Non-instructional Supplies and Materials	\$	1,280
	4600 - Printing and Copying (Sector Collateral Materials)	\$	4,000
		\$	-
		\$	-
		\$	-

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

Please Note:
To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

DISTRICT: Solano County CCD

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA NUMBER: 00-012-345

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		Economic Development	
		\$	372,500
	Other Operating Expenses and Services		
	5110 - Subcontract with Strategic Planning Consultant (Ryan's Nonprofits)	\$	8,000
	5110 - Subcontract for First Time Retailer Project Coordinator	\$	12,000
	5110 - Subcontract with SAGE Education LLC as coordinator for Business Educators Conference & Business Pitch Competition	\$	6,000
	5110 - Subcontract with Integrative Impact LLC & Phillips Design (quarterly e-newsletters, Constant Contact eblastes, press releases, web page updates)	\$	9,200
	5150 - CVENT Event Management Annual Subscription Fee	\$	7,665
	5150 - Faculty Entrepreneurship Champion Minigrants (10 @ \$7,500 each)	\$	75,000
	5150 - Blue Jeans Videoconferencing System Annual Fee	\$	1,548
	5150 - Keynote Speaker for CBEA	\$	3,000
	5150 - Professional Development Training Events for Faculty & Administrators	\$	6,000
5000	5150 - Web Designer Updates for Eship Educator Website	\$	6,000
	5150 - Ideator Platform Annual Fee	\$	6,500
	5210 - Travel (CCCAOE Conferences, NACCE, CBEA, GCC)	\$	7,900
	5210 - Travel (Sector Deep Dives, Extended Operations Team Mtgs, DSN Mtgs)	\$	2,500
	5220 - Mileage, parking, bridge tolls for local travel	\$	2,400
	5240 - Statewide Advisory Committee Meeting Expenses	\$	2,000
	5240 - Small Business Sector Meeting Expenses (DSN Meetings)	\$	5,000
	5240 - Meeting Expenses for Small Business Educators Conference	\$	5,000
	5300 - Membership Dues (\$750 NACCE, \$60 CBEA)	\$	810
	5750 - Postage and Shipping	\$	241
	Capital Outlay		
6000	6430 - Replacement for five year old laptop	\$	2,200
7000	Other Outgo		
		\$	-
TOTAL DIRECT COSTS:		\$	358,174
TOTAL INDIRECT COSTS (Not to exceed % of Direct Costs): 4%		\$	14,326
TOTAL COSTS:		\$	372,500

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

DISTRICT: Solano County CCD

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA NUMBER:

00-012-345

APPLICATION BUDGET DETAIL SHEET (SAMPLE)

Object of Expenditure	Classification	FUNDS REQUESTED	
		\$	372,500
1000	1100 Academic Salaries, Instructional, Contract or Regular Status Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1200 Academic Salaries, Noninstructional, Contract or Regular Status Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1300 Instructional Salaries Other, Adjunct or Part-time Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1400 Non-Instructional Salaries, Other Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
2000	2100 Classified Salaries, Noninstructional (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2200 Instructional Aides, Regular Status (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2300 Classified Salaries, Noninstructional (Non-Regular) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2400 Instructional Aides Salaries (Non-Regular) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
3000	Employee Benefits Name / Position Title / Percentage Rate for Benefits Name / Position Title / Percentage Rate for Benefits	\$	-
4000	Supplies and Materials List type and costs: Software; Books, Magazines and Periodicals; Instructional Supplies and Materials; Noninstructional Supplies and Materials	\$	-
5000	Other Operating Expenses and Services Travel Travel and Mileage = \$ Conference Expenses = \$ College Dues and Membership Meetings Workshops Training Rents and Leases Postage Equipment repairs and Maintenance Consultant Services Subcontractors Contract Services: Name (daily/hourly rate); Identify specific service to be rendered	\$	-
6000	Capital Outlay List type and costs: 6400 Equipment with a purchase price of at least \$200 and a useful life of more than one year.	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to exceed % of Direct Costs):		\$	0
TOTAL COSTS:		\$	0

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

DISTRICT: Solano County CCD

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA NUMBER: 00-012-345

APPLICATION BUDGET DETAIL SHEET (SAMPLE)

Object of Expenditure	Classification	FUNDS REQUESTED	
		\$	372,500

APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

DISTRICT: Solano County CCD

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA NUMBER: 00-012-345

Please Note:
To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

Funding Requires Dollar-for-Dollar Match

**APPLICATION BUDGET DETAIL SHEET
MATCH**

Object of Expenditure	Classification	Match Required 100%
		\$ 372,500
1000	1100 Academic Salaries - Solano College Personnel in-kind contributions (President, VP Academic Affairs, CTE Dean, Associate Dean of Workforce Development)	\$ 10,000
	1200 Instuctional Salaries - An estimated 25 additional FTES generated statewide by Small Business Sector Related Courses @\$6,557/FTE due to Small Business Sector efforts	\$ 164,500
		\$ -
2000	2100 Classified Salaries - Solano College Personnel in-kind contributions (VP Finance & Administration, Associate VP Human Resources, Fiscal Services Manager, Accounting Manager, Purchasing Agent, Accounts Payable Technicians, Accounts Receivable Technicians, Foundation staff)	\$ 12,000
		\$ -
		\$ -
3000	3000 Employee Benefits - Solano College Personnel in-kind contribution @ 40% (STRS, PERS, FICA, Medicare, Disability, SUI, Workers Comp, Medical, Dental, Vision)	\$ 8,800
		\$ -
		\$ -
		\$ -
		\$ -
4000	4500 Supplies and Materials - Solano College in-kind contribution of copier paper, toner, office supplies.	\$ 600
		\$ -
		\$ -
		\$ -
5000	5110 Small Business Sector Advisory Board In-kind Contributions of Time	\$ 16,200
	5110 SBDC In-kind Contributions (Federal SBA Funds, State funds, and Local Government funds)	\$ 88,000
	5150 G0-Biz DOD OEA Grant	\$ 40,000
	5240 Sponsors of Business Pitch Competitons and Small Business Educators Conference	\$ 14,400
	5650 Solano College Contribution of office space, utilities, janitorial, phone system, mail courier, IT support, copier lease, furniture, and computers	\$ 18,000
6000		\$ -
		\$ -
7000		\$ -
TOTAL DIRECT COSTS:		\$ 372,500
TOTAL INDIRECT COSTS (Not to Exceed % of Direct Costs):		
TOTAL COSTS:		\$ 372,500

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

Please Note:

To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

DISTRICT: Solano County CCD

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA NUMBER: 00-012-345

Funding Requires Dollar-for-Dollar Match

**APPLICATION BUDGET DETAIL SHEET
MATCH**

Object of		Match Required
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APPENDIX B

PROJECT: Sector Navigator

SECTOR (If applicable): Small Business

DISTRICT: Solano County CCD

COLLEGE: Solano Community College

FISCAL YEAR: 2017/18

RFA NUMBER: 00-012-345

Collaborative Regional Workplan Certification

In accordance with the required grant renewal process, I certify that I have conducted collaborative regional planning with other regional key talent to develop common workplan objectives (where possible), associated with the required common metrics.

Print Name: Charles D. Eason _____

Signature: _____

Date: _____

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: _____ 1 _____
 Convene education, business, and economic development partners, to identify the regional workforce development and business development needs of the Small Business Sector and then identify programs (or set of courses) that are in alignment with these needs.

Strong Workforce Metrics:
 Select: **6)**
Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Maintain statewide Small Business Sector advisory group consisting of small businesses, associations representing small businesses (e.g. CAMEO, Cal Chamber, NFIB), state agency representatives (e.g. GO-Biz Small Business Advocate, ETP, CallWDB), statewide chambers of commerce (e.g. CA Hispanic Chamber of Commerce, Cal Asian Chamber of Commerce), CA Small Business Development Center Council.	Statewide Small Business Sector Advisory Group provides input into Small Business Sector strategies (e.g. The advisory group will be involved in identifying strategies to implement recommendations of the Board of Governor's Task Force on Workforce, Job Creation and a Strong Economy as they relate to the Small Business Sector)	July 2017 to June 2018	Sector Navigator Advisory Group Members
1.2	Assist Small Business DSNs with convening education and business in their regions by providing information on best practices identified across the state.	Each DSN convenes at least two meetings to convene business and education in each of the ten regions across the state.	July 2017 to June 2018	Sector Navigator DSNs
1.3	Explore co-sponsoring the annual Digital Media and Business Educators Conference as an opportunity for professional development and to share best practices.	An estimated 250 educators and business owners participate in the statewide conference as a professional development opportunity and to learn about best practices related to the Small Business Sector.	June 2018	Sector Navigator DSNs

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 1
 Convene education, business, and economic development partners, to identify the regional workforce development and business development needs of the Small Business Sector and then identify programs (or set of courses) that are in alignment with these needs.

Strong Workforce Metrics:
 Select: 6
 Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4				
1.5				
1.6				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 1
 Convene education, business, and economic development partners, to identify the regional workforce development and business development needs of the Small Business Sector and then identify programs (or set of courses) that are in alignment with these needs.

Strong Workforce Metrics:
 Select: 6
 Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7				
1.8				
1.9				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

<p>Objective: <u>2</u></p> <p>Collaborate with education and economic development partners (CDE, CSUs, UCs, WDBs, Adult Education, etc.) to incorporate small business and entrepreneurship into career pathways.</p>
<p>Strong Workforce Metrics:</p> <p>Select: <u>9)</u></p> <p>Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)</p>

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Work with other state agencies such as the Governor's Office for Business (GO-Biz), California Workforce Development Board (CWDB), Employment Training Panel (ETP), Department of General Services (DGS), etc. to develop programs related to the Small Business Sector.	The CCCC Small Business Sector is recognized as a valuable partner in working with small businesses and potential funding is secured to leverage CCCC funding.	July 2017 to June 2018	Sector Navigator
2.2	Participate as a member of the statewide advisory group for the California Department of Education Business Education Resource Group (BERG) on career pathway related activities linking K-12 to Community Colleges.	K-12 small business related career pathways are aligned with community college career pathways resulting in seamless path for students.	July 2017 to June 2018	Sector Navigator
2.3	Collaborate with the six California Small Business Development Center (SBDC) networks in the state to develop programs to support the Small Business Sector.	SBDCs provide support to Small Business Sector programs such as providing guest speakers in classes, mentoring students, and direct services to businesses. Potential reciprocal match is identified to secure federal and state funding.	July 2017 to June 2018	Sector Navigator SBDC Lead Center Directors

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PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	<u>2</u>
Collaborate with education and economic development partners (CDE, CSUs, UCs, WDBs, Adult Education, etc.) to incorporate small business and entrepreneurship into career pathways.	
Strong Workforce Metrics:	
Select:	<u>9)</u>
Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Attend Educating for Careers Conference in Sacramento. Submit a presentation proposal to present at the conference.	One presentation proposal is submitted and accepted for the conference resulting in opportunity to share best practices. An estimated 1,800 K-12 teachers and Community College Instructors attend the conference.	March 2018	Sector Navigator
2.5	Collaborate with economic development partners on grant opportunities that can supplement funding for the Small Business Sector.	A minimum of \$372,500 in match is secured for the Small Business Sector.	July 2015 to June 2016	Sector Navigator
2.6	Participate on the California Small Business Development Center (SBDC) Advisory Committees.	Identifications of opportunities where the California SBDC Program and California Community Colleges Small Business Sector can work together to serve small businesses in California.	July 2017 to June 2018	Sector Navigator

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 DISTRICT: Solano County CCD
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 FISCAL YEAR: 2017/18
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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	2	Collaborate with education and economic development partners (CDE, CSUs, UCs, WDBs, Adult Education, etc.) to incorporate small business and entrepreneurship into career pathways.
Strong Workforce Metrics:	9	Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.7	Attend California Business Education Association (CBEA) Fall Conference in Garden Grove and help sponsor keynote speaker.	Contacts developed with K-12 Business Teachers and Community College Business Faculty.	October 27-29, 2017	Sector Navigator
2.8	Act as first point of contact for the Small Business Sector and refer inquiries to the appropriate entities or resources related to the Small Business Sector.	Inquiries are responded to in a timely matter resulting in referrals to the appropriate entities or resources related to the Small Business Sector.	July 2017 to June 2018	Sector Navigator
2.9				

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 FISCAL YEAR: 2017/18
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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	<u>3</u>
Develop professional development opportunities to maintain and update the skills of faculty, teachers, counselors, and staff to reflect the needs identified for the Small Business Sector.	
Strong Workforce Metrics:	
Select:	<u>1</u>
Number of course enrollments: The number of registrations in courses (may include duplicated students)**	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Conduct professional development train-the-trainer events for faculty in various small business and entrepreneurship curriculum (e.g. Entrepreneurial Learning Initiative Ice House Entrepreneurship Program, Kauffman Planning the Entrepreneurial Venture, and other programs identified through research during the year).	An estimated 60 faculty and administrators will participate in professional development train-the-trainer events.	June 2018	Sector Navigator
3.2	Attend Fall and Spring CCCAOE Conferences and submit proposals to present with DSNs.	The CCCAOE will provide the opportunity for the Small Business Sector to share best practices via breakout sessions and networking with the rest of the Doing What Matters for Jobs and Economy network.	Fall 2017 Spring 2018	Sector Navigator DSNs
3.3	Conduct annual Business Educators Conference or Symposium (possibly co-sponsored DM/ICT Sector as part of the Digital Media and Business Educators Conference).	Share best practices from activities conducted by the Small Business Sector by the DSNs, Faculty Entrepreneurship Mini-grant awardees, and NACCE.	Feb 2018	Sector Navigator DSNs

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PROJECT: Sector Navigator
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 FISCAL YEAR: 2017/18
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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	<u>3</u>
Develop professional development opportunities to maintain and update the skills of faculty, teachers, counselors, and staff to reflect the needs identified for the Small Business Sector.	
Strong Workforce Metrics:	
Select:	<u>1</u> Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Secure professional development guest speakers for monthly Small Business DSN meetings.	DSNs are made aware of resources that are available such as third party curriculum, contextualized modules, and professional development opportunities for faculty in their regions.	July 2017 - June 2018	Sector Navigator
3.5	Maintain membership in National Association for Community College Entrepreneurship (NACCE) and attend the annual NACCE conference in Sacramento.	Identification and dissemination of best practices related to Small Business Sector.	October 2017	Sector Navigator
3.6				

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 FISCAL YEAR: 2017/18
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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 3
 Develop professional development opportunities to maintain and update the skills of faculty, teachers, counselors, and staff to reflect the needs identified for the Small Business Sector.

Strong Workforce Metrics:
 Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.7				
3.8				
3.9				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	4
Expand credit, non-credit and/or not-for-credit small business and entrepreneurship curriculum (contextualized modules, courses, programs, certificates, degrees, incumbent worker training) that support the priority and emerging sectors identified for the regions.	
Strong Workforce Metrics:	
Select:	1
Number of course enrollments: The number of registrations in courses (may include duplicated students)**	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Provide technical assistance to DSNs and others in the network on development of credit, non-credit, and not-for-credit small business and entrepreneurship curriculum.	Projected 12 New Credit Courses 6 New Certificates 2 New Degree Program	July, 2017 to June 2018	Sector Navigator DSNs
4.2	Issue an Request for Proposal (RFP) to fund ten \$7,500 Faculty Entrepreneurship Champion mini-grants.	10 Colleges are awarded a \$7,500 Faculty Entrepreneurship Champion Mini-grant to support the development of small business and entrepreneurship curriculum.	RFP Aug 2017 Awards Oct 2017 Completion June 2018	Sector Navigator DSNs
4.3	Infuse and embed small business and entrepreneurship contextualized modules into existing CTE programs across the state.	Each region of the state has at least one existing CTE program where small business and entrepreneurship contextualized modules are infused.	July 2017 - June 2018	Sector Navigator

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PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
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 FISCAL YEAR: 2017/18
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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	4
Expand credit, non-credit and/or not-for-credit small business and entrepreneurship curriculum (contextualized modules, courses, programs, certificates, degrees, incumbent worker training) that support the priority and emerging sectors identified for the regions.	
Strong Workforce Metrics:	
Select:	1
Number of course enrollments: The number of registrations in courses (may include duplicated students)**	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Maintain and update a statewide Eship Educator curriculum sharing website/database where faculty can share best practice curriculum, modules, videos, books, website links and other learning resources used in teaching entrepreneurship.	Eship Educator Curriculum Sharing Website/Database is a resource on the Small Business Sector website.	June 2018	Sector Navigator Web Designer
4.5	Conduct a first time retailer/microbusiness pilot project to explore programs related to pop-up retail and incubation of new business startups.	Pilot project conducted in partnership with a Bay Area College (tentatively Laney College) with a cohort of an estimated 25 students.	January 2018	Small Business SN First Time Retailer Pilot Project Coordinator DSNs
4.6				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 4
 Expand credit, non-credit and/or not-for-credit small business and entrepreneurship curriculum (contextualized modules, courses, programs, certificates, degrees, incumbent worker training) that support the priority and emerging sectors identified for the regions.

Strong Workforce Metrics:
 Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.7				
4.8				
4.9				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 5
 Promote Experiential/Work-based Learning Opportunities related to Small Business and Entrepreneurship (Business Pitch Competitions, Virtual Entrepreneurship, Internships, Apprenticeships, Student Run Businesses, Student Business Clubs, Job Shadowing, Mentorships, etc.)

Strong Workforce Metrics:
 Select: 6
Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Conduct a fourth annual "Get a Taste of Success" statewide Business Plan Pitch Competition to provide an opportunity for students to learn by doing. Note: Based on our strategic planning efforts, this activity may change from conducting our own separate competition to developing a plan to support existing competitions in the regions.	An estimated 100 students participate in the Business Plan Pitch Competition.	Regional Competition 4/18 Statewide Competition 5/18	Sector Navigator Deputy Sector Navigators
5.2	Work with the Foundation for California Community Colleges to expand small business participation in the LaunchPath internship program.	Achieve a 25% increase in small business participation in the LaunchPath internship program.	June 2017- July 2018	Sector Navigator FCCC LaunchPath Rep
5.3	Provide opportunity for students to participate in the Gig Economy as freelancers and independent contractors using platforms such as Upwork, etc. (see objective 6 for more details)	An onboarding process is set up for students to register in an online platform such as Upwork and track their self-employment outcomes.	December 2017	Sector Navigator College of the Canyons

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 5
 Promote Experiential/Work-based Learning Opportunities related to Small Business and Entrepreneurship (Business Pitch Competitions, Virtual Entrepreneurship, Internships, Apprenticeships, Student Run Businesses, Student Business Clubs, Job Shadowing, Mentorships, etc.)

Strong Workforce Metrics:
 Select: 6)
Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4	Pop-up retail event conducted as an experiential learning component of the proposed Pop-up Retail/Microbusiness Pilot Curriculum Project (see objective 4.5)	A pilot Pop-up Retail event is conducted in partnership with a Bay Area college to promote business startup activity.	April 2018	Sector Navigator First-Time Retailer Pilot Project Coordinator
5.5				
5.6				

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PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
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 FISCAL YEAR: 2017/18
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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 5
 Promote Experiential/Work-based Learning Opportunities related to Small Business and Entrepreneurship (Business Pitch Competitions, Virtual Entrepreneurship, Internships, Apprenticeships, Student Run Businesses, Student Business Clubs, Job Shadowing, Mentorships, etc.)

Strong Workforce Metrics:
 Select: 6) Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.7				
5.8				
5.9				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
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 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	<u>6</u>
Support development of Self-employment Pathways in the Gig Economy	
Strong Workforce Metrics:	Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
Select:	9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Subcontract with College of the Canyons as the lead pilot college to conduct a pre-launch pilot with a small group of students 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 pilot colleges to implement.	Deliverables as outlined in \$54K subcontract with College of the Canyons.	July 2017 - June 2018	Sector Navigator VP Econ and WF Dev at College of the Canyons
6.2	Conduct an orientation webinar for colleges interested in applying for the Self-employment Pathways in the Gig Economy Pilot Project	An estimated 40 colleges participate in the orientation webinar.	September 2017	Sector Navigator VP Econ and WF Dev at College of the Canyons
6.3	Issue a Request for Applications (RFA) for Letters of Interest (LOI) for colleges to participate in the Self-employment Pathways in the Gig Economy Pilot Project.	An minimum 20 colleges will submit LOIs and be issued subcontracts to participate as pilot colleges.	September 2017	Sector Navigator

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PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
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 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	<u>6</u>
Support development of Self-employment Pathways in the Gig Economy	
Strong Workforce Metrics:	Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
Select:	9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.4	Conduct train-the-trainer for the 20 pilot colleges on how to market and implement the Self-employment Pathways in the Gig Economy Pilot Project.	Each pilot college sends one representative to attend the train-the-trainer.	October 2017	Sector Navigator VP Econ and WF Dev at College of the Canyons
6.5	Organize a Community of Practice (CoP) for pilot colleges to share best practices in implementing the pilot project.	Monthly Community of Practice (CoP) webinars conducted.	Monthly starting Oct 2017	Sector Navigator VP Econ and WF Dev at College of the Canyons
6.6	Develop survey instrument and data collection mechanism for pilot colleges to use to conduct completer/leaver surveys to capture student self-employment earnings outcomes.	All students completing/leaving the program are surveyed the 2nd and 4th quarters after completing/leaving the pilot program.	June 2018	Sector Navigator VP Econ and WF Dev at College of the Canyons

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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 6
 Support development of Self-employment Pathways in the Gig Economy

Strong Workforce Metrics:
 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
 Select: 9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.7	Negotiate a data sharing agreement with industry partner Upwork to capture any student self-employment earnings data.	Student self-employment earnings outcomes are captured and exported for import into LaunchBoard	June 2018	Sector Navigator Upwork
6.8				
6.9				

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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 7
 Support regional colleges in implementing the Strong Workforce Program

Strong Workforce Metrics:
 Select: **6)**
Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	With input from Deputy Sector Navigators, Sector Navigator will identify statewide Projects in Common for potential funding by colleges and regions with Strong Workforce Programs Funds.	Statewide Projects in Common will be identified for Small Business Sector.	November 2017	Sector Navigator Small Business DSNs
7.2	Facilitate process for Deputy Sector Navigators and Regional Consortia to work together to develop plans for engaging Deputy Sector Navigators with colleges that would result in colleges investing their Strong Workforce Program funding in Sector Projects in Common.	Plan is developed for Deputy Sector Navigators to engage colleges resulting in investing their Strong Workforce Program funds in Small Business Sector Projects in Common.	June 2018	Sector Navigator RCs
7.3	Sector Navigator will work with Regional Consortias to consider how Regional Consortias could better support statewide strategies that Sector Navigator might wish to undertake.	Specific strategies are identified on how Regional Consortias can better support statewide strategies that Sector Navigators might wish to undertake. The SNs and RCs currently have four sub-teams working on this project.	July 2017	Sector Navigator RCs

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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 7
 Support regional colleges in implementing the Strong Workforce Program

Strong Workforce Metrics:
Select: 6) Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.4	Sector Navigators, Deputy Sector Navigators, Regional Consortias, and Centers of Excellence Directors will develop shared plans for how they will work together to support colleges using Strong Workforce Program funds to deliver more, better, equitable Career Technical Education within each of the priority sectors in the regions.	Shared plan developed using templated provided by Chancellor's Office per Appendix J of RFA.	July 31, 2017	SNs, DSNs, RCs, COEs
7.5				
7.6				

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PROJECT: Sector Navigator
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 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 7
 Support regional colleges in implementing the Strong Workforce Program

Strong Workforce Metrics:
 Select: 6) Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study (based on responses in the CTE Outcomes Survey)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.7				
7.8				
7.9				

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**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	<u>8</u>	Document the success of students and businesses as a result of the programs and curriculum developed under the Small Business Sector efforts.
Strong Workforce Metrics:	Select: 9)	Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.1	Complete CTE Data Unlocked funded study to explore the feasibility of integrating self-employment outcomes data for our students using Franchise Tax Board (FTB) data similar to the Employment Development Data (EDD) currently linked to LaunchBoard.	Summary report with recommendations for a new proposed discovery project to add a feature (Tab) in LaunchBoard for automatically reporting self-employment earnings for students by TOP Code, sector, region, or college.	September 2017	SN Local Analytics, Inc.
8.2	Work with DSNs to identify a common set of objectives and metrics that will be tracked for the Small Business Sector.	Each DSN will incorporate sector specific common metrics that they will be tracking and measuring results for inclusion in their FY 17-18 renewal grants.	March 2018	Sector Navigator DSNs
8.3	Produce an annual report documenting the impact of the EWD funded Small Business Sector programs.	Annual report will disseminated as appropriate to internal and external partners and be uploaded to the Small Business Sector Website.	June 2018	Sector Navigator

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 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 8
 Document the success of students and businesses as a result of the programs and curriculum developed under the Small Business Sector efforts.

Strong Workforce Metrics:
 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
 Select: 9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.4				
8.5				
8.6				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 8
 Document the success of students and businesses as a result of the programs and curriculum developed under the Small Business Sector efforts.

Strong Workforce Metrics:
 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
 Select: 9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.7				
8.8				
8.9				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 9
 Provide technical assistance and logistical support to the Chancellor's Office, Deputy Sector Navigators, Regional Consortia, and Technical Assistance Providers to support the California Community Colleges Doing What Matters for Jobs and the Economy Framework.

Strong Workforce Metrics:
 Select: 9)
Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.1	Conduct monthly web conference meetings with the ten Small Business Deputy Sector Navigators.	Common objectives and activities are coordinated with Small Business Key Talent.	Monthly on Third Thurs	Sector Navigator Small Business DSNS
9.2	Host semi-annual Small Business Sector meetings with Small Business Deputy Sector Navigators.	Completion of updated strategic plan for Small Business Sector and coordination of activities related to the strategic plan.	November, 2017 March, 2018	Sector Navigator DSNS
9.3	Provide phone and email support to Small Business Deputy Sector Navigators.	Deputy Sector Navigators effectively complete their individual work plans.	July 2017 - June 2018	Sector Navigator

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 9
 Provide technical assistance and logistical support to the Chancellor's Office, Deputy Sector Navigators, Regional Consortia, and Technical Assistance Providers to support the California Community Colleges Doing What Matters for Jobs and the Economy Framework.

Strong Workforce Metrics:
 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
 Select: 9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.4	Participate in quarterly Extended Operation Team and Deep Dive meetings.	100% attendance at all Extended Operations Team and Deep Dive Meetings.	1st Qtr FY 17-18 2nd Qtr FY 17-18 3rd Qtr FY 17-18 4th Qtr FY 17-18	Sector Navigator
9.5	Contract with graphic design firms and printers to update marketing materials for Small Business Sector.	Marketing Collateral (Flyers, Brochures, Fact Sheets, Banners) distributed to DSNs for use in marketing the Small Business Sector.	Jan 2018 - Apr 2018	Sector Navigator
9.6	Update and maintain Small Business Sector Website. Website will have resources for educators, business, and students.	Website is maintained with up-to-date, relevant information developed in consultation with the Small Business DSNs. The website will include an interactive map of small business resources.	July 2017 - June 2018	Sector Navigator Small Business DSNs

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 9
 Provide technical assistance and logistical support to the Chancellor's Office, Deputy Sector Navigators, Regional Consortia, and Technical Assistance Providers to support the California Community Colleges Doing What Matters for Jobs and the Economy Framework.

Strong Workforce Metrics:
 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
 Select: 9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.7	Provide meeting logistics for monthly Small Business DSN meetings, semi-annual meetings with Small Business DSNs, and Statewide Small Business Educators Symposium, and Contextualized Entrepreneur Curriculum Collaborative.	Online or in-person venues are available for monthly, semi-annual, and annual Small Business Summit.	Monthly on Third Thurs September, 2017 March, 2018 June, 2018	Sector Navigator
9.8	Provide technical assistance to DSNs on securing matching funds for their regional DSN projects.	DSNs secure additional funding to leverage their base \$200,000 in SB1402 funding.	July 2017 - June 2018	Sector Navigator DSNs
9.9	Publish a quarterly e-newsletter for the Small Business Sector	Dissemination of best practices, success stories, and other information relevant to the Small Business Sector	Quarterly FY 17-18	Sector Navigator Integrative Impact LLC Phillips Design LLC

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective:	10
Identify Short-term and Long-term Programmatic Priorities for the Small Business Sector.	
Strong Workforce Metrics:	
Select:	9)
Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.1	Contract with a strategic planning consultant to assist with the development of a strategic plan for the Small Business Sector	Process for developing a strategic plan is developed with the assistance from the strategic planning consultant.	July 2017	Sector Navigator Strategic Plan Consultant
10.2	Conduct a two-day strategic planning retreat to update and revise the Small Business Sector strategic plan.	A draft strategic plan with key strategy areas is developed in consultation with the Small Business Deputy Sector Navigators.	Nov 2017	Sector Navigator Strategic Plan Consultant DSNs
10.3	Seek input from Small Business Sector statewide advisory group on programmatic priorities for the Small Business Sector.	Strategic plan for Small Business Sector is vetted by key stakeholders, partners, and small businesses.	Dec 2017	Sector Navigator SB Sector Advisory Board

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 10
 Identify Short-term and Long-term Programmatic Priorities for the Small Business Sector.

Strong Workforce Metrics:
 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
 Select: 9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.4	Work with Small Business Deputy Sector Navigators on the development of their FY 18-19 work plans to ensure they are in alignment with the strategic plan, programmatic priorities for the Small Business Sector, and Regional Consortia priorities.	Completed FY 18-19 work plans for all ten Small Business Deputy Sector Navigators that include both common statewide objectives for the Small Business Sector and common objectives aligned with Regional Consortia priorities.	April 2018	Sector Navigator Regional Consortia DSNs
10.5				
10.6				

APPENDIX B

PROJECT: Sector Navigator
 SECTOR (if applicable): Small Business
 DISTRICT: Solano County CCD
 COLLEGE: Solano Community College
 FISCAL YEAR: 2017/18
 RFA NUMBER: 12345.0

**Statement of Work (Annual Workplan)
 Objectives/Common Metrics**

Objective: 10
 Identify Short-term and Long-term Programmatic Priorities for the Small Business Sector.

Strong Workforce Metrics:
 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)
 Select: 9)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
10.7				
10.8				
10.9				

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ITEMS AS
SUBMITTED BY THE CURRICULUM COMMITTEE, A
SUBCOMMITTEE OF THE ACADEMIC SENATE

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

During the Spring 2017 semester in the month of April/May, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

STUDENT SUCCESS IMPACT:

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

Ed. Code: Title 5, Chapter 6, subchapter 2, beginning with §55100 Board Policy: 6100 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7102

TELEPHONE NUMBER

David Williams, Ph.D.
Vice President, Academic Affairs
VICE PRESIDENT APPROVAL

May 5, 2017

DATE SUBMITTED TO

CELIA ESPOSITO-NOY, Ed.D.
Superintendent-President

May 5, 2017

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the Spring 2017 semester in the month of April/May, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

ACTION ITEM

None

COURSE MODIFICATIONS

Course	Modifications	Current Class Max	Proposed Class Max Change
(CP17-49) DRFT 055 Mechanical Drafting – Level 1	Prerequisite	-	-
(CP17-52) ATHL 001A Off-season Intercollegiate Volleyball	Title	-	-
(CP17-56) HORT 030 Landscape Design I	Advisory, Prerequisite, Assessments, Content, textbooks	-	-
(CP17-57) COUN 058 Life Management	Number Change	-	-
(CP17-58) COUN 098 Performance Psychology	Number Change	-	-
Curriculum Review			
(CP17-29) CDFS 080 Early Childhood Administration	Prerequisite, DE, Description, Assessments, textbooks	-	-

NEW COURSES

Course	Class Max
(CP17-53) ATHL 001B Pre-season Intercollegiate Volleyball	15
(CP17-54) ATHL 004A Off-season Intercollegiate Women's Soccer	25
(CP17-60) MATH 500 Supervised Tutoring in MATH	3000

COURSE DELETIONS

Course
None

PROGRAM MODIFICATIONS

Program	Modification
(CP17-64) University Studies – Communication and Language Arts	Title, Description Outcomes, Units, Courses
(CP17-63) University Studies – Science and Quantitative Reasoning	Description Outcomes, Units, Courses
(CP17-62) University Studies – Arts and Humanities	Description Outcomes, Units, Courses

(CP17-65) University Studies – Social and Behavioral Science	Description Outcomes, Units, Courses
(CP17-66) University Studies: Liberal Studies for Education	Description Outcomes, Units, Courses
(CP17-67) Interdisciplinary Studies – Liberal Studies for Education	Description Outcomes, Units, Courses
(CP17-68) Interdisciplinary Studies – Wellness and Self Development	Description Outcomes, Units, Courses
(CP17-39) Interdisciplinary Studies Arts and Humanities	Description Outcomes, Units, Courses
(CP17-70) Interdisciplinary Studies Communication and Language Arts	Description Outcomes, Units, Courses
(CP17-71) Interdisciplinary Studies Science and Quantitative Reasoning	Description Outcomes, Units, Courses

NEW PROGRAMS

(CP17-23) Astronomy A.S.

PROGRAM DELETIONS

Physical Education A.A.

CONSENT ITEMS

None

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PERSONAL SERVICES CONTRACT FOR CONTINUING
EDUCATION VISTAS (RENEWAL)

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

Seeking approval for the following Instructors to teach Community Education classes from July 1, 2017 – June 30, 2018.

Attached is the list of instructors and subjects they will be teaching. The instructor must satisfy the student enrollment requirement necessary to host the class. Instructor compensation is as follows: Continuing Education Department to charge the instructor 10% of the gross revenue received from the class enrollment fees; the remainder of the revenue will be a (50/50) split between the instructor and the Continuing Education Department. The fiscal impact is unknown until the classes have taken place. Classes will be cancelled if the minimum enrollment requirement isn't met.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: unknown until class completion

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
David Williams, Ph.D.
Vice President, Academic Affairs
VICE PRESIDENT ACADEMIC AFFAIRS
May 5, 2017
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

Celia Esposito-Noy, Ed.D.
Superintendent-President
May 5, 2017
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

Vista Instructors - FY 17-18

Instructor	Course Subject
Ackman, James	Auto Body
Adney, Curtis	Test Taking
Alums, Rhuenette	Public Speaking
Bartholomew, Zoe	Behavior Management Strategies for the Home
Bell, Suzanne	Art Classes
Brioda, Dave	Harmonica
Busse, Dohm	Boating Safety
Cheng, Paul	Language/Chinese
Christensen, Carrie	Notary/Loan Signing
Dvorak, Robert	Drawing and Painting
Fair, Paul	LEED
Graham, Pam ABC Health	CPR Healthcare providers
Humbert, Robert	Handgun Education
James, Keith	Social Security
Johnnson, Anita R.	Quick Books
Juliano, Kristy	Choral
Karlsson, Karen	Art
Krusemark, LeeAnn	Business Ideas
Larkin, Pat	Real Estated
Laughlin, Robert	Piano
McGarry, Susan	Fused Glass
McKeown, Charlotte	First Aid
Miller, Jerry	Business Ideas
Moran, Elaine	Mystery Shopper
Moszee, Alicia	3 D printing
Pegg, Aurelio	Self Defense and Fitness
Racine, Warren	Business Ideas
Reiter, Gayla	Reincarnation
Rounds, Mike	Business Ideas
Santos, Ramon	Biblical Theology
Smith, Derek	Steel Drums
Torr, Jeff	Inter. Guitar
Voices for all	Voice over
Warren, Cheryl	Beginning Guitar
Watanabe, Gene	Whittling
Williams, Wayne	Auto Resale
Withrow, Lewis	Real Estate

Solano Community College Workforce Development & Continuing Education

4000 Suisun Valley Road Rm 169
Fairfield, CA 94534
707-864-3382 or 707-864-7149



Personal Services Contract (FY 17-18)

Contractor Name - Suzanne Bell

Address - P.O. Box 779 Carmichael CA 95609

EMAIL- artfullyours@comcast.net

PHONE NUMBER- 916.833.4900

Select your preferred class days Mon Tues Wed Thurs Fri

Sat & Sun if possible

Class Title - 1) Encaustic Painting 2) Cold Wax Painting

Class Time/Duration - 10:00-3:00, additional time needed for set up and take down.

Class Locations Fairfield Vacaville Vallejo

Materials and book fees for students will be administered by of the contractor.

COMPENSATION

Based on student enrollment fee collection, compensation distribution is as follows: 10% - Solano Community College (overhead expense)
Balance of student enrollment fee collection will be split
50% - SCC Vista Program and 50% - Contractor

The contractor agrees to hold harmless the district, its Governing Board, officers, agents, and employees, collectively and individually, free from all claims which may be made by the contractor due to alleged injury to the contractor and/or loss or damage to equipment of the contractor.

Agreed To:

Contractor Name: Suzanne Bell

Contractor Signature & Date: *Suzanne A Bell 5/1/17*

Approved By Name:

Approved By Signature & Date:

Please return a signed copy of this document to the Solano Community College WDCE/SBDC Office. Payment cannot be processed without this signed document on file

SUZANNE BELL

P.O. 779 Carmichael, California 95609
(916) 833-4900

CURRICULUM VITAE

BORN 1960, Placerville CA
RESIDES Bodega Bay
STUDIO/GALLERY Santa Rosa CA

EDUCATION

2016 Sara Post, Cold Wax painting class, Davis CA
2007 Linda Womack, Advanced Encaustic Workshops, Portland Oregon
2004 Charlotte Cooper, Basic/ Beyond Encaustic Workshops, Sacramento
1997 BA- Sacramento State University California, Psychology. Minor- Fine Arts
1996 AA - American River College, Sacramento California Art Design and Illustration
1992 AA - American River College, Sacramento California, Business and Marketing

TEACHING

2017 Present Sacramento Fine Arts Center CA, Art Instructor-Encaustic & Cold Wax
2017 Rileystreet Arts, Santa Rosa Ca, Art Instruction-Cold Wax
2017 Present Image Pathways Newcastle, CA. Art Instructor-Encaustic Painting
2016 Present School of Visual Philosophy San Jose CA, Art Instructor-Encaustic & Cold Wax Painting
2015 Petroglyphe Gallery Mokelumne Hill CA, Art Instructor-Encaustic Painting
2010 Crocker Art Museum Sacramento, CA, Art Instructor-Encaustic Painting
2009 Present Sierra College Rocklin CA, Art Instructor-Encaustic Painting & cold wax
2010 Brick Alley Art Studios Sacramento CA, Art Instructor
2000 Present Advanced Art Academy Folsom CA, Art Director/Instructor
2000 Present El Dorado Hills CSD CA, Youth Art Instructor
1997 Present Folsom Community Center, CA, Youth Art Instructor
1997 Saint Mel Catholic School Fair Oaks CA, Youth Art Instructor
1996 Oak Chan Elementary Folsom CA, Youth Art Instructor

LECTURES

2017 Encaustic lecture and demonstration Eldorado Hills Art Assoc. El Dorado Hills, CA
2015 Encaustic lecture and demonstration American Visions Art Gallery, Folsom, CA
2012 Encaustic lecture and demonstration, Sierra College, Rocklin, CA
2011 Encaustic lecture and demonstration, Petroglyphe Gallery, Mokelumne Hill, CA
2010 Encaustic lecture and demonstration, Brick Alley Art Studios, Sacramento, CA
2010 Encaustic lecture and demonstration, Timber Creek Artists Group, Roseville, CA
2009 Encaustic lecture and demonstration, Tahoe Art League, Tahoe NV
2009 Encaustic lecture and demonstration, Fairchild Art Studios, Placerville, CA

EXHIBITIONS

2014 Sonoma Coast Shipyards, "Coastal Seas" Jenner, CA
2012 Placerville 3x3 Show "Freedom Dancers" Placerville, CA
2011 Brick Alley Art Studios "Amazing Aspens" Sacramento CA
2010 20th St. Art Gallery, 20/20 Show "Mystic Landscapes" Sacramento CA
2010 20th St. Art Gallery, 20/20 Show "Freedom Dancers" Sacramento CA
2010 Intel, "A Touch of the Old" Folsom, CA
2010 Bold Mark Gallery, "Mystic Lands" Sacramento CA
2010 20th St. Art Gallery "This and That" Sacramento CA
2009 20th St. Art Gallery, "Feminine Mélange" Sacramento, CA
2009 Tahoe Art League, Art Expo at the Edgewood Resort, Tahoe, Nevada
2009 20th St. Art Gallery, 50/50 Show "Surreal Landscapes" Sacramento CA
2009 El Dorado Hills Artists Association, El Dorado Hills, CA
2009 404 Gallery, Encaustic Invitational, Roseville, CA
2008 Cozmic Gallery, "Abstraction" Placerville, CA
2008 Sacramento Fine Arts Gallery, Sacramento, CA
2007 Cozmic Gallery, "Orbs" Placerville, CA

REVIEWS

2011 Davis Enterprise, Front page Davis CA
2011 Sacramento Business Journal, 2nd Saturday, February Sacramento CA
2010 Style Magazine Folsom/El Dorado Hills, The Arts, May 1 Eldorado CA
2009 Mountain Democrat, Weekend Art, August 14 Placerville CA
2009 Sac Business Journal Sacramento CA
2008 News & Review Sacramento CA

MEMBERSHIPS

IEA International Encaustic Artists
Sanchez Art Center
Sacramento Fine Arts Center
El Dorado Arts Council
Santa Cruz Mt. Art Center
Sierra Wax Artists
Petaluma Art Center
Sebastopol Art Center
Sunnyvale Art Club

GALLERY REPRESENTATION

American Visions Art Gallery, Folsom California CA
James Harold Gallery, N. Lake Tahoe
Petroglyphe Art Gallery, Mokulamne Hill, CA
Gallery Elecktra, Sausalito CA

Solano Community College
Workforce Development & Continuing Education
4000 Suisun Valley Road, Rm 169
Fairfield, CA 94534
707-864-3382 or 707-864-7149



Personal Services Contract (FY 17-18)

Contractor Name *Dr. Zoee Bartholomew, Ed. D. - ZMB Consulting*

Address *551 Cambridge Drive, Benicia, CA 94510*

EMAIL *zoee@zmbconsulting.com*

PHONE NUMBER *707-750-5775*

Select your preferred class days

Mon

³
Tues

*¹
Wed

²
Thurs

Fri

Sat

Class Title *Behavior Management Strategies for the Home*

Class Time/Duration *6:00-8:00pm / 2hrs*

Class Locations

Fairfield

Vacaville

Vallejo

Materials and book fees for students will be administered by of the contractor.

COMPENSATION

Based on student enrollment fee collection, compensation distribution is as follows: 10% - Solano Community College (overhead expense)

Balance of student enrollment fee collection will be split

50% - SCC Vista Program and 50% - Contractor

The contractor agrees to hold harmless the district, its Governing Board, officers, agents, and employees, collectively and individually, free from all claims which may be made by the contractor due to alleged injury to the contractor and/or loss or damage to equipment of the contractor.

Agreed To:

Contractor Name: *Dr. Zoee Bartholomew, Ed. D. - ZMB Consulting*

Contractor Signature & Date: *Zoee Bartholomew* 4-18-17

Approved By Name: *Kelly Parnes*

Approved By Signature & Date: *Kelly Parnes* 4/19/17

Please return a signed copy of this document to the Solano Community College WDCE/SBDC Office. Payment cannot be processed without this signed document on file

PLEASE TYPE OR PRINT LEGIBLY



Solano Community College Community Services

Non-Credit Course Application
4000 Suisun Valley Rd.,
Suisun, CA 94585

COURSE TITLE Behavior Management Strategies for the Home

INSTRUCTOR Dr. Zoe Bartholomew, Ed. D. Tax I.D. NO: 47-3258810

ADDRESS 551 Cambridge Drive CITY Benicia

ZIP 94510 PHONE * HOME (707) 750-5775
* WORK (707) 853-9874

Course Description: (This paragraph will be used as the basis for the brochure description, however, the course outline on the reverse of this form must also be completed.) See below

What are your preferences for: Day of Week: Wednesday Class Time: 6:00-8:00pm

Length of course: 5 # sessions 2 hours each Class maximum 25

Will your class require any special setup (tables, lectern, blackboard, internet, etc?) If so, please list:
tables, chairs, Internet, podium, white board, and access to projector screen

Audio-visual equipment available for use: 16mm movie projector, slide projector, carousel trays for slide projector, overhead projector, opaque projector, cassette tape recorder, record player, Sound film strip projector, VCR and monitor.

Access to a projector screen, I have my own equipment

If you require any supplies, films, or guest speakers, please list and estimate cost:

None

Will supplies/books be needed by student? If so, please give cost and where to purchase:

No, I will provide materials for the course

Check one: Prefer to have supplies purchased and included in class fee

Prefer to have student purchase

Course Description:

Behaviors occurring in the home often result in parent frustration and children feeling stressed. Learning about behaviors and how to manage behaviors can help minimize frustration and help children be less stressed. Parents and/or family members will learn how to accept their child's developmental challenges, identify target behaviors, pay attention to potential antecedents, and how to appropriately/effectively respond to target behaviors. After completing this course, parents/family members will be able to educate others in their child's lives on how to manage their behaviors.

Learning Objectives:

1. To learn about developmental challenges
2. To identify target behaviors causing chaos in your home
3. To observe and determine antecedents occurring before the behavior occurs
4. To respond using consequences versus punishment
5. To educate and train others on how to manage behaviors

Course Outline:

Week 1: Learn about developmental challenges impacting behaviors in the home or community

Week 2: Learn to identify and respond to target behaviors in your home and community

Week 3: Learn to manipulate antecedents causing behaviors to occur in the home or community

Week 4: Learn the difference between a consequence and punishment

Week 5: Learn how to educate and train family members or community members on how to respond to your child's behaviors

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

TO: Members of the Governing Board

**SUBJECT: EDUCATIONAL AGREEMENT BETWEEN MARIANI NUT
COMPANY AND SOLANO COMMUNITY COLLEGE
DISTRICT (NEW)**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

An agreement between Solano Community College District and Mariani Nut Company for special educational services is being submitted to the Governing Board for approval.

The District will develop, coordinate, deliver, and evaluate the training. Training will take place from May 9, 2017 – July 28, 2017. Instruction/training will be delivered at Mariani Nut Company, Winters location.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$4,200 Income

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

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

VICE PRESIDENT APPROVAL

May 5, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

CELIA ESPOSITO-NOY, Ed.D.
Superintendent-President

May 5, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR EDUCATIONAL SERVICES**

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “District” and **MARIANI NUT COMPANY, 709 Dutton Street Winters, CA 95694**, hereinafter referred to as “Mariani Nut Company.”

WHEREAS, Mariani Nut Company desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide English as a Second Language training for up to 30 employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. Employees will attend hours of training in two groups, one beginning and one advanced. Training will take place from May 9, 2017 through July 28, 2017. Instruction will be delivered on-site at the Mariani Nut Company Winters Facility (specifically the gymnasium), 709 Dutton Street Winters. Mariani will have the option of providing a textbook for each employee and also to copy appropriate handouts and materials based on the class level. All textbook costs will be billed to Mariani Nut Company in a separate invoice. All successful completers will receive Certificates of Success. Additional training can be scheduled as needed with an addendum to this contract.
- C. Mariani Nut Company will identify all employees who will participate in training.
- D. Mariani Nut Company will compensate the District for all services rendered and expenses at a rate of four thousand two hundred dollars and zero cents (\$4,200.) The cost is inclusive for all instruction and teaching/ training materials, except for textbooks, which may be purchased by the District and billed separately. The District will be responsible for group instruction to two separate cohorts, which will follow the following schedule:

Group One			
9:30-10:20 am	May 9 – July 28, 2017	Beginner	12
Group Two			
10:30 – 11:20am	May 9 – July 28, 2017	Advanced	12
Total			24

Classes will be held on Tuesdays in the month of May, 2017. In June, 2017 and July, 2017 classes will alternate between Thursdays and Fridays. The final schedule of twelve classes at each level will be at the approval of Mariani Nut Company.

- E. Payments by Mariani Nut Company to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.

F. **IT IS MUTUALLY UNDERSTOOD** that Mariani Nut Company and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Mariani Nut Company and the District respectively.

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

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

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

Authorized Signature
Mariani Nut Company

Celia Esposito-Noy, Ed.D.
Superintendent/President
Solano Community College

Date_____

Date_____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: FARBUDSMAN PROGRAM OPERATING AGREEMENT
EXTENSION BETWEEN SOLANO COUNTY AND
SOLANO COMMUNITY COLLEGE DISTRICT

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

An agreement extension between Solano Community College District and Solano County for contract services is being submitted to the Governing Board for approval. The term of the agreement is from July 1, 2017 – June 30, 2018. The SCCD Small Business Development Center agrees to administer the Farmbudsman Program that serves farmers, ranchers, and agriculture-related small businesses in Solano County. The SCCD Small Business Development Center will provide business counseling services and workshops that will assist in the development and growth of agriculture-related businesses in Solano County.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$35,000.00 Income

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

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

VICE PRESIDENT ACADEMIC AFFAIRS

May 5, 2017

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

May 5, 2017

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

FARMBUDSMAN PROGRAM OPERATING AGREEMENT

BETWEEN

THE COUNTY OF SOLANO

AND

THE SOLANO COMMUNITY COLLEGE SMALL BUSINESS DEVELOPMENT CENTER

Dated as of

October 4, 2016

OPERATING AGREEMENT

This Operating Agreement ("Agreement") is made as of this 4th day of October, 2016 between the COUNTY OF SOLANO ("Solano") and the SOLANO COMMUNITY COLLEGE SMALL BUSINESS DEVELOPMENT CENTER ("SBDC") for the purpose of administering a Farmbudsman Program that serves farmers, ranchers and agriculture-related businesses in the jurisdictions of Solano County; and maintain Solano Grown website and comply with all financial reporting requirements as required by law for Solano Grown.

RECITALS

- A. Between July 26, 2010 and June 21, 2012, the Yolo Agriculture and Food Alliance hosted a series of study sessions with interested stakeholders from the Agriculture Community in Solano and Yolo Counties, including representatives from the Farm Bureaus of the respective counties, to facilitate the development of the desired attributes of a Farmbudsman program and the public-private partnership to support the Farmbudsman program.
- B. On November 16, 2011, the Solano and Yolo Counties Joint Economic Summit identified that an agricultural ombudsman program (Farmbudsman Program or "Program") as a key opportunity to enhance the value of agriculture within the two counties and decrease actual and perceived regulatory obstacles on agriculture-related businesses seeking to expand, enhance and/or maintain their operations. The concept of the Farmbudsman was based on the Farm Assistance, Revitalization and Marketing (FARM) coordinator position that existed in Solano County from 2008 to 2009. In addition, the concept of the ombudsman position is incorporated into the General Plans adopted by Solano County in 2008 and Yolo County in 2009.
- C. On January 24, 2012, presentations were made to the respective meetings of the Solano County Board of Supervisors and Yolo County Board of Supervisors on the outcome of the Joint Economic Summit. Both Boards concurred with the concept of developing a public-private partnership to facilitate the establishment of an agricultural ombudsman program to serve existing and future agriculture-related businesses in both counties.

- D. On July 1, 2016, the Yolo County Agricultural Commissioner notified Solano County that they would not be renewing the Farmbudsman program agreement. Solano County and SBDC desire to continue to work together and continue the program.
- E. The Solano Community College Small Business Development Center is authorized to provide Farmbudsman-related services in Solano County. The SBDC mission is to assist entrepreneurs in order to enhance the entrepreneur's business skills and to expand, enhance and/or maintain business operations. The SBDC uses state and federal funds, augmented by local match requirements, to provide these services. This Agreement, to the extent permitted by state and federal guidelines, will enable the SBDC to leverage funds provided by Solano for the Farmbudsman Program as local match requirements.
- F. Solano County seeks to maintain a Farmbudsman Program that serves Solano County by assisting farmers, ranchers and agriculture-related businesses with various permitting processes, including assistance with agricultural permitting and standards as required by Regulatory Agencies. The Program's objective is to facilitate and expedite the development of promising value-added agricultural projects. Since the inception of the Farmbudsman Program, Solano County anticipates the economic benefit of the Farmbudsman Program has outweighed the cost of the program.
- G. Solano County also seeks to maintain the Solano Grown intellectual property and website. The Farmbudsman Program will need to comply with all financial reporting requirements as required by law for Solano Grown.

Now, THEREFORE, Solano and SBDC for good and valuable consideration, agree as follows:

ARTICLE 1: TERMS AND DEFINITIONS

The following terms and definitions apply to this Agreement:

- 1.1 Client: The term "Client" is the person or entity receiving Farmbudsman services affecting agriculture-related businesses in Solano County.
- 1.2 Farmbudsman: The term "Farmbudsman" is the consultant contracted by SBDC to provide agriculture ombudsman services to farmers, ranchers and agriculture-related businesses that are, or will be located, in Solano County.
- 1.3 Farmbudsman Services: The term "Farmbudsman Services" includes consulting or training services provided to farmers, ranchers and agriculture-related businesses located in, or that will be locating in, Solano County to help navigate the various permitting processes for value-added agricultural projects as required by Regulatory Agencies.
- 1.4 Solano Grown Services: The term "Solano Grown" is a 501(C)(3) corporation. Solano Grown Services includes maintaining the website, and complying with all financial reporting requirements as required by law to maintain its non-profit status.
- 1.5 Ancillary Services: The term "Ancillary Services" is consulting or training services that are not directly related to assisting farmers, ranchers and agriculture-related businesses in navigating permitting processes, including but not limited to business planning and developing financial

projections, connections to financing options, marketing plans and other services offered by SBDC, subject to the requirements as prescribed by State and Federal funding.

- 1.6 **Farmbudsman Project:** The term "Farmbudsman Project" is an interaction with a client that will consume more than two hours of consultant time to provide Farmbudsman Services and Ancillary Services.
- 1.7 **Regulatory Agency:** The term "Regulatory Agency" is a public agency that has the legal authority to regulate a component of an agriculture-related project.

ARTICLE 2: TERM OF THE AGREEMENT

2.1 **Term:** The initial term of this Agreement shall be approximately nine (9) months, commencing on October 4, 2016 ("Commencement Date") and ending no later than June 30, 2017 ("Expiration Date").

2.2 **Extensions:** The Agreement may be extended on an annual basis upon mutual agreement of the parties ("Additional Term(s)").

2.3 **Termination:** In order to allow for a full implementation of the Program, this Agreement shall not be terminated prior to the Expiration Date except as provided in Section 2.4 or Article 8 below. Any party may terminate its participation for Additional Terms upon written notice no later than 90 days prior to the expiration date or commencement of an additional term.

2.4 **Solano County's Obligation Subject to Availability of Funds:** Solano County's obligation under this Agreement is subject to the availability of authorized funds. Solano County may terminate this Agreement, or any part of the Agreement and amend its obligation accordingly, without prejudice to any right or remedy of Solano 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 Agreement, or any subsequent Amendment, Solano County may, upon written Notice to SBDC, terminate this Agreement in whole or in part.

ARTICLE 3: RIGHTS AND RESPONSIBILITIES

The parties of this Agreement shall form a Farmbudsman Program Committee that meets at least quarterly to monitor the Farmbudsman Program and provide overall guidance to the Farmbudsman consultant as follows.

3.1 **Membership:** Membership of this committee shall consist of the Solano County Administrator or designee, the Solano County Agricultural Commissioner or designee, the Solano County Director of Resource Management or designee, and the SBDC Director. A quorum consists of at least two Solano representatives and SBDC.

3.2 **Work Plan:** The Farmbudsman Program Committee will establish annually activity targets designed to meet the goals, objectives and performance standards established for the Farmbudsman Program. Activity targets may be modified by consensus of the Farmbudsman Program Committee. An Initial Farmbudsman Annual Work Plan is attached as Exhibit A.

3.3 **Contract Administration:** SBDC will serve as the administrator for the Farmbudsman contract, which will be procured in a manner consistent with other consulting services acquired by SBDC to deliver

business assistance programs. Selection of the Farmbudsman will be done in consultation with, and at the concurrence of, the Farmbudsman Program Committee. Terms of any contract cannot exceed the terms of this Agreement. The Farmbudsman shall serve on an at-will basis and shall not be an employee of SBDC or the Solano. The description of desired qualifications of the Farmbudsman is included in Exhibit B.

3.3.1 Client Scopes of Work: For client interactions that develop into a Farmbudsman Project, the Farmbudsman, in consultation with the SBDC Director, will develop a scope of work for the Farmbudsman and the client that: 1) defines the expectations of the project; 2) determines the types of services required; 3) anticipated timelines; 4) estimated billable hours; and 5) anticipated source of funding. The SBDC Director will validate there is sufficient resources to meet the expectations of the scope of work. Scopes of Work in excess of 14 billable hours per client for Farmbudsman Services require approval by the Farmbudsman Program Committee.

3.3.2 Invoices: SBDC will be responsible for invoicing Solano on a quarterly basis for services provided during the previous quarter under this Agreement. SBDC agrees to invoice in accordance with Section 3.3.3, below.

3.3.3 Billable Hours: SBDC will track and report all billable hours for Farmbudsman Program services under this Agreement by client and project. Billable hours for existing farming, ranching and agricultural-related operations in Solano County will be based on where the farming, ranching or agricultural-related activity affected by the Farmbudsman services will occur.

3.3.4 Office Space: SBDC will provide the Farmbudsman program access to office space, meeting room, telephone, computer with Internet connectivity, printer and fax machine in a manner consistent with other SBDC business assistance consultants. These expenses are sole the responsibility of the SBDC, with exception of the General Administration reimbursement as outlined in Section 4.3.1.

3.4 Performance Evaluation: The Farmbudsman Program Committee will evaluate the performance of the Farmbudsman program against goals, performance standards and objectives defined in the Work Plan. In the event the Farmbudsman is unable or unwilling to meet the expectations of the Farmbudsman Program Committee, if so directed by the Committee, the release of the Farmbudsman will be effectuated by SBDC in accordance with the terms of any applicable consulting agreement.

3.5 Reporting Requirements: SBDC will provide financial status reports and performance reports on a quarterly and annual basis. The financial status reports will be submitted in a format acceptable to the Solano County Auditor-Controller. At minimum, the performance information provided by SBDC should include:

- List of clients served by the program;
- Activities in which the client participated;
- Funding source used to provide the services;
- Type of project the client activity supported;
- Outcomes of the interaction with the client;
- Licenses, permits and registrations that were facilitated to obtain; and
- Other data to demonstrate the effectiveness of the Farmbudsman Program.

ARTICLE 4: SHARED COSTS

4.1 County of Solano: Solano shall pay SBDC up to \$35,000 annually to reimburse SBDC for services provided under this Agreement. Upon submission of an invoice by SBDC to Solano, and upon approval of Solano's representative, Solano shall pay SBDC.

4.2 Grants: Solano and SBDC are encouraged to seek grants and other funding sources to provide additional resources for the Farmbudsman Program. If other funding is acquired, the use of that funding may add to Solano funding identified in Sections 4.1.

4.3 SBDC: SBDC shall seek to leverage the dollars provided by Solano, pursuant to Section 4.1 and 4.2 above, to the greatest extent possible in accordance with federal and state guidelines. When applicable, SBDC will seek to utilize other available funding sources to provide Farmbudsman services and reserve Solano as the funder of last resort. All funds will be appropriated as follows:

4.3.1 General Administration: SBDC shall receive reimbursement of General Administration costs related to the delivery of services under this Agreement. Total reimbursement shall not exceed 7.5% of the approved services reimbursed under this Agreement.

4.3.2 Client Fees: The SBDC may collect client fees for activities to providing Farmbudsman services as established in the Annual Work Plan and consistent with nominal fees as permitted by other business assistance programs provided by SBDC.

4.3.3 Farmbudsman Services: Farmbudsman Services are reimbursed under this Agreement.

4.3.4 Ancillary Services: In the course of providing Farmbudsman services, SBDC may discover that the client may require or benefit from Ancillary Services. To the extent possible in accordance with Federal and State guidelines, SBDC is encouraged to avail clients of these services. Ancillary services are not reimbursed under this Agreement.

4.4 Annual Savings: To the extent there are funds remaining at the close of a fiscal year (defined as July – June), such funds will be retained by the Solano County to supplement future fiscal year appropriations, subject to the availability of funds as identified in Section 2.4. If Solano County augments future fiscal year appropriations beyond the \$35,000 identified in Sections 4.1 and 4.2, the amount that the SBDC can seek in reimbursement will be adjusted by that fiscal year's appropriations.

ARTICLE 5: NOTICES

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communication under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

To the County of Solano

Solano County
675 Texas St., Suite 6500
Fairfield, CA 94533
Attn: Chris Rogers, Senior Management Analyst
Voice: 707-784-6481
Fax: 707-784-7975
Email: cdrogers@solanocounty.com

To the SBDC

Solano College SBDC
4000 Suisun Valley Road
Fairfield, CA 94534
Attn: Kelly Penwell, Associate Dean Workforce Development
Voice: 707-863-7808
Email: kelly.penwell@solano.edu

ARTICLE 6: INDEMNIFICATION

6.1 Solano's Indemnification: Solano agrees to indemnify and hold harmless SBDC and their employees, agents and elective and appointive boards from and against any damages, such as property damage, personal injury, and liabilities of every kind, nature and description, including costs and attorney's fees, arising directly or indirectly out of any negligent or intentional acts or omissions of Solano, its employees, or invitees in the course of the performance of actions under this Agreement.

6.2 SBDC's Indemnification: SBDC agrees to indemnify and hold harmless Solano County, and their employees, agents and elective and appointive boards from and against any damages, such as property damage, personal injury, and liabilities of every kind, nature and description, including costs and attorney's fees, arising directly or indirectly out of any negligent or intentional acts or omissions of SBDC, its employees, or invitees in the course of the performance of actions under this Agreement.

ARTICLE 7: INSURANCE

Each party will maintain status as legally self-insured public entities for general liability. Excess liability coverage with limits to five million dollars (\$5,000,000) shall be provided through participation in an excess insurance authority or purchase of excess coverage by the parties.

ARTICLE 8: DEFAULT AND REMEDIES

8.1 Dispute Resolution: If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties.

8.2 Default Defined: Any party's failure to pay any amount due under this Agreement or to perform any other obligation required by this Agreement within thirty (30) days' written notice from another party that such amount or obligation is due, shall constitute a default (a "Default") hereunder.

8.3 Remedies Available: Upon the occurrence of a Default, the non-defaulting parties may stop all payments or performance required hereunder, and may take any other remedial action available to it

under the law or equity, including but not limited to specific performance. Failure to cure a default within the 30-day notice period shall constitute good cause for termination as set forth in Section 2.3 above.

ARTICLE 9: MISCELLANEOUS

9.1 Amendments: This Agreement may be amended only by written agreement signed by all of the parties.

9.2 Waivers: No waiver of any provision of this Agreement will be valid unless it is in writing and signed by the party benefiting from said provision. No waiver by any party, at any time, of any breach of a provision of this Agreement will be deemed a waiver of a breach of any other provision of this Agreement or consent to any subsequent breach of the same or any other provision of this Agreement. If any action by a party requires the consent or approval of the other party to this Agreement, such consent or approval on anyone occasion will not be deemed a consent to or approval of such action on any subsequent occasion or a consent or approval to any other action.

9.3 Force Majeure: No party is responsible for performance in accordance with the terms of this Agreement to the extent performance is prevented, hindered, or delayed by fire, flood, earthquake, elements of nature or acts of God, acts of war (declared and undeclared), riots, rebellions, revolutions, or terrorism, whether foreseeable or unforeseeable ("Force Majeure").

9.4 Assignment: Neither Solano nor SDBC may assign this Agreement in whole or in part (whether by operation of law or otherwise) to any other entity, agency, or person without the prior written consent of the other parties.

9.5 Binding Effect: This Agreement will be binding on the parties and their permitted successors and assigns.

9.6 Governing Law: The Agreement and performance under it will be exclusively governed by the laws of the State without regard to its conflict of law provisions.

9.7 Construction: The article and section headings used in this Agreement are inserted for convenience only and do not affect the meaning or interpretation of this Agreement. This Agreement, and any other document or agreement referred to or executed and delivered in connection with this Agreement, shall not be construed against any party as the principal draftsman.

9.8 Integration: This Agreement (including all addenda and exhibits and any amendments signed by both parties) contains the entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all previous communications, representations, understandings, and agreements, whether verbal, written, or implied, between the parties with respect to the subject matter.

9.9 Severability: If any term, provision, covenant or condition of this Agreement is held invalid, void or unenforceable by a court of competent jurisdiction, it is the intent of the parties that all other provisions of this Agreement be construed to remain fully valid, enforceable and binding on the parties.

9.10 Signature Authority: The parties signing this Agreement on behalf of Solano and SBDC certify that they are authorized to do so.

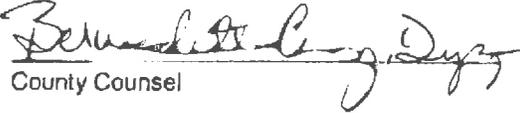
IN WITNESS WHEREOF, the County of Solano and the Solano College Small Business Development Center have caused this Agreement to be executed the day and date first above written.

COUNTY OF SOLANO, a political subdivision of
the State of California



By Birgitta E. Corsello
County Administrator

APPROVED AS TO FORM



County Counsel

**SOLANO COMMUNITY COLLEGE SMALL
BUSINESS DEVELOPMENT CENTER**



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

APPROVED AS TO FORM

Counsel of Record

ATTACHMENTS:

Exhibit A: Initial Farmbudsman Program Annual Work Plan

Exhibit B: Desired Qualifications of a Farmbudsman Consultant

EXHIBIT A
INITIAL FARBUDSMAN PROGRAM ANNUAL WORK PLAN

The Farmbudsman Program Committee, in conjunction with the Farmbudsman, will establish specific activity targets for the Farmbudsman Program. The following Work Plan outlines the initial expectations of the Farmbudsman Program.

General Expectations: The goal of Solano County is to preserve and enhance agriculture as viable industry for its cultural, environmental and economic benefit to the respective counties. The Farmbudsman Program's objective is to facilitate and expedite the development of promising value-added agricultural projects.

County Agriculture Orientation: The Farmbudsman will meet with and become familiar with key industry groups from each county, including but not limited to:

- a) Solano County Farm Bureau
- b) Suisun Valley Growers and Vintners
- c) Solano EDC
- d) Solano County Agriculture Advisory Committee
- e) Solano County Wool Growers
- f) California Cattlemen's Association
- g) Solano Grown
- h) Farmers' Market Associations
 - Pacific Coast Farmers' Market Association
 - Green Valley Certified Farmers' Market
- i) Solano Land Trust

Local Government Orientation: The Farmbudsman will meet with key people in local, State and Federal government and set up training with various departmental staffs to facilitate the navigation of agriculture-related projects through the various agencies, including but not limited to:

Solano County

- a) Agriculture Commissioner/Sealer of Weights and Measures
- b) Resource Management Planning Division
- c) Resource Management Building Official
- d) Resource Management Environmental Health Division

State and Federal Agencies

- a) California Department of Alcoholic Beverage Control (winery and wine tasting licensing)
- b) California Department of Public Health (food processing permits)
- c) Delta Protection Commission (agriculture conservation easement programs)
- d) University of California Cooperative Extension
 - Small Farms Program
 - Regional Farm Advisors

Reading List: The Farmbudsman will become familiar with studies, summits, plans, codes and ordinances related to agriculture in Solano County, including but not limited to:

- a) Solano and Yolo County Joint Economic Summit
- b) The Food Chain Cluster Study: Integrating the Food Chain in Solano and Yolo Counties to Create Economic Opportunities and Jobs
- c) The Solano County Agricultural Futures Project

- d) Solano County 2008 General Plan
- e) Solano County Middle Green Valley Specific Plan
- f) Solano County Suisun Valley Strategic Plan
- g) Solano County Ordinance

EXHIBIT B
DESIRED QUALIFICATIONS OF A FARMBUDSMAN CONSULTANT

The establishment of a Farmbudsman program to provide agriculture ombudsman services is part of the Solano and Yolo Counties' efforts to expand the economic viability of existing farmers, ranchers and agriculture-related businesses and to expand the overall economic impact of agriculture on the local economy by attracting additional agriculture-related business activity. The primary expectation of the Farmbudsman consultant is to assist farmers, ranchers and agriculture-related businesses to navigate the various permitting processes, including assistance with agricultural permitting and standards as required by Regulatory Agencies. In preparing farmers, ranchers and agriculture-related businesses to access the permitting process, the Farmbudsman may be required to direct clients to other business assistance services to enhance the viability of their requested endeavor. The anticipated result of that navigation assistance and linkage to business assistance services is the development of promising value-added agricultural projects that preserve and enhance agriculture in Solano County.

A desirable Farmbudsman consultant will be able to demonstrate their ability to:

- Work with farmers, ranchers and agriculture-related businesses in order to provide assistance on technical, regulatory, and governmental processes and issues that will result in development and delivery of agriculture-related projects that increase the value and contribution of agriculture in the Solano County region.
- Serve as an ombudsman to the agricultural communities by representing their interests to the various Regulatory Agencies.
- Interpret and apply applicable federal, state, and local laws, rules, and regulations to determine compliance with standards and regulatory limitations.
- Gather, organize, analyze, and present complex data, information, evidence and facts orally and in written reports.
- Coordinate with committees, commissioners, county departments, advisory boards, and other public and private agricultural support organizations to research and assess economic and growth needs.
- Serve as liaison and technical advisor to public bodies, planning officials, task forces, and law and code enforcement bodies on issues affecting the agricultural communities.
- Understand the economic, environmental, resource, legal, and human issues affecting rural-urban communities and potential agriculture-related projects.
- Assess information requests and research related land use regulations and policies to compile and analyze data on economic, social, regulatory and physical factors affecting land use.
- Use computers and related software such as project management, word processing, spreadsheet, graphic, and presentation software.
- Establish and maintain harmonious working relationships with all those contacted in the course of work.
- Maintain the Solano Grown website and comply with all financial reporting requirements as required by law to maintain the non-profit status.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Meeting Minutes - Action Only Board of Supervisors

Erin Hannigan (Dist. 1), Chairwoman
(707) 553-5363

Linda J. Seifert (Dist. 2), Vice-Chair
(707) 784-3031

James P. Spering (Dist. 3)
(707) 784-6136

John M. Vasquez (Dist. 4)
(707) 784-6129

Skip Thomson (Dist. 5)
(707) 784-6130

Tuesday, October 25, 2016

8:30 AM

Board of Supervisors Chambers

- 9 16-750 Approve a Farmbudsman Program operating agreement between the County of Solano and the Solano Community College Small Business Development Center for an amount not to exceed \$35,000 for the period of October 4, 2016 to June 30, 2017; Delegate authority to the County Administrator to execute the agreement, with concurrence from County Counsel, including any amendments which are technical or administrative in nature; and Acknowledge Yolo County's withdrawal from the joint program

Approved

**FIRST AMENDMENT TO
FARMBUDSMAN PROGRAM OPERATING AGREEMENT**

This First Amendment to the Operating Agreement ("Amendment") is made and entered into as of this 30th day of June, 2017 by and among the COUNTY OF SOLANO ("Solano") and the SOLANO COMMUNITY COLLEGE SMALL BUSINESS DEVELOPMENT CENTER ("SBDC"), collectively referred to as the parties.

RECITALS

- A. The parties entered into an Operating Agreement on October 4, 2016 ("Operating Agreement") in which Solano established a Farmbudsman Program that serves the jurisdiction of Solano County by assisting farmers, ranchers and agriculture-related businesses with various permitting processes, including assistance with agricultural permitting and standards as required by Regulatory Agencies.
- B. The parties now desire to extend the term for an additional year.

Now, THEREFORE, Solano and SBDC agree to amend the Operating Agreement as set forth below:

ARTICLE 2: TERM OF THE AGREEMENT

Section 2.1 is amended to extend the Expiration Date through June 30, 2018.

Except as set forth in this First Amendment, all other terms and conditions specified in the Operating Agreement remain in full force and effect.

COUNTY OF SOLANO, a political subdivision
of the State of California

**SOLANO COMMUNITY COLLEGE SMALL
BUSINESS DEVELOPMENT CENTER**

By Birgitta E. Corsello, County Administrator

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

APPROVED AS TO FORM

County Counsel

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REVISIONS TO THE GENERAL EDUCATION LEARNING OUTCOMES
(GELO) AND INSTITUTIONAL LEARNING OUTCOMES (ILO) OF
SOLANO COMMUNITY COLLEGE

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The revisions were made (1) base on analysis of our GELO and ILO assessments, (2) to better align with the new accreditation standards, and (3) to more comprehensively connect with the general education pattern and our institutional goal.

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, Ph.D.
Vice President of Academic Affairs

PRESENTER'S NAME

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TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

May 8, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.

Superintendent-President

May 17, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

General Education Learning Outcomes (GELOs)

Solano College's General Education Learning Outcomes (GELOs) are applicable to courses designated as general education and are meant to "facilitate responsible participation in civil society, skills for lifelong learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences" (ACCJC standard II.12). They were revised in 2017 to align with the general education patterns: Option A (Solano), Option B (IGETC), and Option C (CSU), to link more closely to accreditation standards, and to remedy problems recognized from the assessment of the first iteration of the College's GELOs.

Communication and Critical Thinking (Option A, Area D; IGETC Option B, Area 1 and 6; CSU Option C, Area A)

- Students will develop their writing, listening and speaking skills to communicate effectively
- Students will engage in critical thinking to analyze problems and consider potential solutions

Scientific Inquiry and Quantitative Reasoning (Option A, Area A; IGETC Option B, Area 2 and 5; Option C, Area B)

- Students will engage in scientific inquiry to discover and apply information to the analysis of data and/or scientific phenomena
- Students will solve problems using appropriate mathematical and/or statistical techniques

Arts and Humanities (Option A, Area C; IGETC Option B, Area 3; CSU Option C, Area C)

- Students will exhibit an understanding of the ways in which people in diverse cultures and eras have produced creative works
- Students will analyze significant events and/or works from the past, including cultural and regional influences
- Students will create works through diverse forms of expression

Social Sciences (Option A, Area B; IGETC Option B, Area 4; CSU Option C, Area D)

- Students will analyze human behavior in a variety of contexts
- Students will investigate the social, political, economic, historical, geographical, and/or psychological forces that impact individuals, groups, and society

Lifelong Learning and Self Development (Option A, Health and Physical Development; CSU Option C, Area E)

- Students will demonstrate knowledge of the physical, psychological, cognitive, and/or developmental practices that foster personal well-being and human development

Cross-Cultural Studies (Option A, Area E)

- Students will analyze cross-cultural beliefs, practices, and forms of expression to gain a rich understanding of self and others

Institutional Learning Outcomes (ILOs)

Solano College's Institutional Learning Outcomes (ILOs) articulate the knowledge and skills students will achieve through the course of their education. They describe a breadth of learning that provides for a rounded education. Given the diversity of educational goals of our students and the length of their study, students will be proficient in the following areas to the extent required of their courses and/or program of study. These outcomes are neither course nor program specific but are meant to be applicable to ALL students. Solano's current ILOs were revised and approved in 2017 to more closely align with the ACCJC accreditation standards, and to be more inclusive of the breadth of learning students undertake at the college whether they are in basic skills courses, degree programs, career technical education programs, or are life-long learners.

Communication Competency

Students will effectively communicate ideas and information through writing, speaking, performance, art, or other modes of expression

Information Competency

Students will be conversant in the vocabulary and concepts of the discipline and be able to use discipline-appropriate tools to locate and retrieve relevant information effectively, upholding academic and ethical integrity

Quantitative Competency

Students will solve problems and interpret findings using appropriate mathematical, statistical, and scientific techniques

Technical Competency

Students will demonstrate the technical skills and strategies required of the discipline

Analytic Inquiry

Students will engage in critical thinking to discover and apply information to the analysis of problems

Ethics

Students will identify ethical issues and apply ethical principles to discipline specific problems

Global Awareness

Students will demonstrate an understanding of how diverse cultural beliefs and practices impact behavior and forms of expression. They will be able to articulate how social, economic, environmental, and political events impact society

Personal Growth

Students will manage personal health and well-being, including engaging in self-reflection to facilitate personal insight

Professional Development

Students will demonstrate effective workplace behaviors such as appropriate communication, professionalism, decision-making, and time management