

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ESTABLISHMENT OF DATES, TIME, AND LOCATIONS
OF GOVERNING BOARD MEETINGS

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

In accordance with Education Code Section 7200(C)(2)(A), the Governing Board of the Solano Community College District designated the Board meeting of December 6, 2017 as the Annual Organizational meeting of the Governing Board.

This involves the tasks listed below:

- Elect a President and a Vice President
- Establish the dates, times, and locations of the Governing Board meetings (attached)
- Select a representative to the Solano County School Boards Association

STUDENT SUCCESS IMPACT:

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

Ed. Code:	Board Policy: 1025	Estimated Fiscal Impact: N/A
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SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

December 6, 2017

VICE PRESIDENT APPROVAL

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

November 29, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
2018
BOARD MATERIAL PREPARATION SCHEDULE**

(The 1st meeting of each month is a Study Session)

BOARD MEETING	BOARD MEETING DATE	AGENDA ITEMS DUE TO VP OFFICE	AGENDA ITEMS DUE TO HR	AGENDA INFORMATION SUP-PRES. DUE - NOON	AGENDA AVAILBLE TO PUBLIC & POST DATE
Regular Business	01/17/18	01/03/18	01/04/18	01/05/18	01/12/18
Study Session	02/07/18	01/24/18	01/25/18	01/26/18	02/02/18
Regular Business	02/21/18	02/07/18	02/08/18	02/09/18	02/16/18
Study Session	03/07/18	02/21/18	02/22/18	02/23/18	03/02/18
Regular Business	03/21/18	03/07/18	03/08/18	03/09/18	03/16/18
Study Session	04/04/18	03/21/18	03/22/18	03/23/18	03/30/18
Regular Business	04/18/18	04/04/18	04/05/18	04/06/18	04/13/18
Study Session	05/02/18	04/18/18	04/19/18	04/20/18	04/27/18
Regular Business	05/16/18	05/02/18	05/03/18	05/04/18	05/11/18
Study Session	06/06/18	05/23/18	05/24/18	05/25/18	06/01/18
Regular Business	06/20/18	06/06/18	06/07/18	06/08/18	06/15/18
Regular Business	07/18/18	07/03/18	07/05/18	07/06/18	07/13/18
Study Session	08/01/18	07/18/18	07/19/18	07/20/18	07/27/18
Regular Business	08/15/17	08/01/17	08/02/18	08/03/18	08/10/18
Study Session	09/05/18	08/22/18	08/23/18	08/24/18	08/31/18
Regular Business	09/19/18	09/05/18	09/06/18	09/07/18	09/14/18
Study Session	10/03/18	09/19/18	09/20/18	09/21/18	09/28/18
Regular Business	10/17/18	10/03/18	10/04/18	10/05/18	10/12/18
Study Session	11/07/18	10/24/18	10/25/18	10/26/18	11/02/18
Regular Business	11/21/18	11/07/18	11/08/18	11/09/18	11/16/18
Study Session	12/05/18	11/21/18	11/22/18	11/23/18	11/30/18
Regular Business	12/19/18	12/05/18	12/06/18	12/07/18	12/14/18

PLEASE NOTE: There will be a limited amount of consent or action items at Study Sessions. Please plan accordingly. Preparation dates are subject to change. Board Retreats will be scheduled as needed.

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

TO: MEMBERS OF THE GOVERNING BOARD
SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES
REQUESTED ACTION: APPROVAL

EMPLOYMENT 2017-2018

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jose Leal	Technology Specialist (Range 17/Step 2)	12/01/17
Ritzdane Suriben	Full Time Automotive Lab Technician – 10 Month (Range 16/Step 1)	12/07/17
Frank Cetani, III	Part Time Automotive Lab Technician – 10 Month (Range 16/Step1)	12/07/17

Part-Time Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Stanislav Kelman	Adjunct Instructor – Business (not to exceed 67%)	01/16/18
Rebecca Kuhle	Adjunct Instructor – Nursing (not to exceed 67%)	01/16/18
Tracy Fields	Adjunct Instructor – Nursing (not to exceed 67%)	01/16/18

Out of Class

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Dawna Murphy	Accountant	07/01/17 – 06/30/18	\$537.32/month \$6,447.84 Total

Mary Jones
Human Resources

November 17, 2017

Date Submitted

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

December 6, 2017

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

Governing Board Meeting

December 6, 2017

Page 2

Leave of Absence

<u>Name</u>	<u>Leave Status</u>	<u>Effective</u>
Joel Powell	Personal Leave of Absence	01/12/18 – 05/24/18

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
James Anderson	Walk-in Counseling	SSSP	12/18/17 – 01/05/18	\$69.05 hr.
Terry Anderson	Custodian	General Fund	12/07/17 – 06/30/18	\$13.62 hr.
Robyn Brakel	Art Lab Tech	General Fund	12/07/17 – 06/30/18	\$17.33 hr.
Amy Dauffenbach	Walk-in Counseling	SSSP	12/18/17 – 01/05/18	\$69.05 hr.
Ron Galen	Music Instruction	General Fund	11/01/17 – 12/15/17	\$50.00 hr.
Nicole Gentile	Nursing Cohort Assistant	Assessment and Retention Grant	11/13/17 – 06/30/18	\$30.00 hr.
Kelley Graham	Walk-in Counseling	SSSP	12/18/17 – 01/12/18	\$64.87 hr.
Kristy Juliano	Music Instruction	General Fund	11/01/17 – 12/15/17	\$50.00 hr.
Rebecca Kuhle	Nursing Cohort Assistant	Assessment and Retention Grant	11/13/17 – 06/30/18	\$50.00 hr.
Sidney Laws	Photo Lab Tech	General Fund	10/02/17 – 01/25/18	\$17.33 hr. (Revised)
Ashlie Lawson	Walk-in Counseling	SSSP	12/18/17 – 01/12/18	\$62.63 hr.
Maeve E. Lee	Student Services Generalist	SSSP	12/07/17 – 06/30/18	\$16.56 hr.
Clitdell Long	Student Services Generalist	SSSP	12/07/17 – 06/30/18	\$18.10 hr.
Rick Marshall	Auto Tech	IDRC	07/01/17 – 06/30/18	\$60.69 hr.
Marcie McDaniels	Walk-in Counseling	SSSP	12/18/17 – 01/05/18	\$69.05 hr.
Erma Moreno	Walk-in Counseling	SSSP	12/18/17 – 01/12/18	\$69.05 hr.
Nazia Mostafa	Walk-in Counseling	SSSP	12/18/17 – 01/12/18	\$65.12 hr.
Kimberly Ramos	Walk-in Counseling	SSSP	12/18/17 – 01/05/18	\$69.05 hr.
Zuriel Sanders	Student Services Generalist	SSSP	11/17/17 – 06/30/18	\$16.56 hr.
Taryn Sigl	Nursing Cohort Assistant	Assessment and Retention Grant	11/13/17 – 06/30/18	\$30.00 hr.
Alex Westerlund	Academic Success Specialist	MESA-TRIO Program	12/07/17 – 06/30/18	\$16.56 hr.
Tracie White	Walk-in Counseling	SSSP	12/18/17 – 01/05/18	\$69.05 hr.
Teri Yumae	Music Instruction	General Fund	11/01/17 – 12/15/17	\$50.00 hr.

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Karen Black	Adaptive Horticulture	Assist with Adaptive Horticulture classes

**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

Academic Affairs
David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Maia Bittner	Guest critic/evaluator for Graphic Design 1 and 2 Finals project.	December 13, 2017	Not to exceed \$150.00
Jessie Edwards	Guest critic/evaluator for Graphic Design 1 and 2 Finals project.	December 14, 2017	Not to exceed \$150.00
Ron Sierra	Guest critic/evaluator for Graphic Design 1 and 2 Finals project.	December 14, 2017	Not to exceed \$150.00
Suhaila Sikand	Guest critic/evaluator for Graphic Design 1 and 2 Finals project.	December 12, 2017	Not to exceed \$150.00

Robert Diamond
Finance & Administration

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

November 17, 2017
Date Submitted

November 17, 2017
Date Approved

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: DONATIONS

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

<u>NAME AND ADDRESS</u>	<u>ITEM AND ESTIMATED VALUE</u>	<u>RECEIVING DEPARTMENT</u>
Christine Tai 213 Stanford Avenue Kensington, CA 94708	2001 Audi A4 Sedan Operational Vehicle \$3,000.00	Auto Technology

Acceptance of this donation is recommended at this time.

STUDENT SUCCESS IMPACT:

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

Government Code: Board Policy: 3350 Estimated Fiscal Impact: \$ In Kind Gifts

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Robert Diamond
Interim Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Robert Diamond
Finance & Administration

VICE PRESIDENT APPROVAL

November 17, 2017

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

November 17, 2017

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPROVAL OF AMENDED BYLAWS FOR THE SOLANO
COMMUNITY COLLEGE DISTRICT CITIZENS' BOND
OVERSIGHT COMMITTEE

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Pursuant to Section 15278 of the Education Code, the District was obligated to establish the Citizens' Bond Oversight Committee (CBOC) in order to satisfy the accountability requirements of Prop 39. The District initially established the CBOC in April 2003 for Measure G. After consideration of additional modifications provided by the Board Adhoc Committee, the Board is asked to approve this amended version of the bylaws for the Citizens' Bond Oversight Committee for Measures G and Q.

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

Celia Esposito-Noy
Superintendent-President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

November 15, 2017
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

November 7, 2017
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

**INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
AMENDED AND RESTATED BYLAWS**

Section 1. Committee Established. The Solano Community College District (the “District”) was successful at the election conducted on November 5, 2002 (the “2002 Election”), in obtaining authorization from the District's voters to issue up to \$124,500,000 aggregate principal amount of the District's general obligation bonds (the “2002 Measure”). The Solano Community College District (the “District”) was successful at the election conducted on November 6, 2012 (the “2012 Election”), in obtaining authorization from the District’s voters to issue up to \$348,000,000 aggregate principal amount of the District’s general obligation bonds (the “2012 Measure Q”). The 2002 Election and the 2012 Election are hereinafter referred to as (the “Elections”). The 2002 Measure and the 2012 Measure Q are hereinafter referred to as (the “Measures”). The Elections were each conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State (“Prop 39”). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Solano Community College District (the “Board”) hereby confirms that the Citizens' Bond Oversight Committee (the “Committee”) initially established for the 2002 Measure shall have the duties and rights set forth in these Bylaws with oversight responsibility over both the 2002 Measure and Measure Q. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as “bond proceeds.” The Committee shall confine itself specifically to bond proceeds generated under the Measures. Regular and scheduled maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee’s review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Sections 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 Inform the Public. The Committee shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the ballot Measures; and (b) no bond proceeds were used for any inappropriate teacher or administrative salaries or other operating expenses, in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules, (vi) Approval of scheduled maintenance plans, and (vii) Approval of the sale of bonds.

3.5 Responsibilities Not Assigned By the Board to the Committee. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects shall be presented to the Board by the Superintendent/President for their approval.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The adoption of a plan for publicizing the activities of the Committee and the determination as to whether a mailer, a newspaper notice or website materials would best suit the distribution of the Committee's findings and recommendations.

(h) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Prop 39.

(i) 39.

(j) The appointment or reappointment of qualified applicants to serve on the Committee.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Prop 39 (Article XIII A of the California Constitution).

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President, or his or her designee.

(c) Review copies of scheduled maintenance proposals or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of a minimum of nine (9) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- Every effort will be made to maintain broad geographic representation of the District.
- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.

- ~~Every effort will be made to maintain broad geographic representation of the District.~~
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college.
- Two (2) at-large members of the community, who are persons who demonstrate interest in and/or experience with the mission and facilities of the District; such as, citizen members of occupational advisory groups, local business representatives, or representatives of local civic organizations.
- Two (2) members of the community who demonstrate indirect and/or experience in the construction and building trades.

One non-voting staff member from the Solano Community College District shall maintain roll call, record attendees and absences, noting excused and unexcused absences, and shall take and maintain minutes of each meeting. Voting members are to notify the designated staff person of an absence. When quorum is not met, this too shall be noted and posted.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age and reside within the District's geographic boundary.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy Statement attached as "Attachment A" to these Amended and Restated Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of three (3) years, commencing as of the date of appointment by the Board. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial two (2) year term and the remaining members for an initial three (3) year term. Members whose term has expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original 2002 Measure Committee shall remain on the Committee and may serve for new terms as described herein.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District's website; (b) appropriate local groups will be solicited for applications; (c) the Board's Citizen Bond

Oversight Ad hoc Committee and the Superintendent/President or his designee will review the applications, and make recommendations to the Board; and (d) the Superintendent/President will make recommendations to the Board and the Board will make the appointments at a noticed meeting of the Board by resolution.

5.6 Removal; Vacancy. The Board may remove any Committee member for failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall seek to fill vacancies within 90 days.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee and its Members shall have the right to request and receive only copies of reports and records relating to the Measures projects which have been prepared for the Board and which have become a public record.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year, including an annual organizational meeting, but may not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the jurisdiction of the Solano Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds of the Measures may be made to provide District support of the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board at least annually in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Board, upon the recommendation of the Superintendent/President, shall appoint the initial Chair of the Committee to serve for one year as Chair. Thereafter, the Committee shall elect the Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. No person shall serve as Chair for more than three consecutive years.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all the proceeds of the Measures.

**CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT**

Attachment A

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds; or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the Federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Solano Community College District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

I have read and agree to comply with this Ethics Policy. I understand that failure to adhere to this policy may result in my removal from the CBOC.

Signature: _____

Date: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: APPROVAL OF GOVERNING BOARD POLICIES –
SECTION OF 5000 SERIES

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. The policies were reviewed and approved by the Board Adhoc Committee. At this time a section of the 5000 Series is being presented for approval.

Copies of the revised policies can be requested through the Superintendent-President’s Office.

STUDENT SUCCESS IMPACT:

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

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

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

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

November 7, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

November 15, 2017
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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>
Mark Feighner	Full Time Geology Instructor 18 years and 9 months of service at SCC	05/24/18
Ken Williams	Part Time Horticulture Instructor 3 years and 9 months of service at SCC	05/24/18

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: N/A Board Policy: N/A Estimated Fiscal Impact: N/A

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

November 17, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

November 17, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION NO. 17/18 – 11 CONTRACT
AUTHORIZATION AND SIGNATURES
FOR DISTRICT BANK ACCOUNTS

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for Resolution No. 17/18-11, Contract Authorization and Signatures for District Bank Accounts. Due to changes in District administrative staff, it is necessary at this time to recommend that the Board approve the attached resolution authorizing designated staff to sign District bank agreements and accounts.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy: 3080</i>	<i>Estimated Fiscal Impact:</i>	<i>N/A</i>
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SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Robert Diamond
Interim Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

Robert Diamond
VICE PRESIDENT APPROVAL

November 17, 2017

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

November 17, 2017

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

**CONTRACT AUTHORIZATION AND SIGNATURES FOR
DISTRICT BANK ACCOUNTS**

RESOLUTION NO. 17/18 – 11

I, Rosemary Thurston, President of the Governing Board of the Solano Community College District, do hereby certify that at a duly called meeting of the District Governing Board held on December 6, 2017, at which a quorum was present and acting throughout, the following resolution was adopted, and is now in full force and effect;

WHEREAS, District Board Policy 3080 authorizes the Governing Board to establish and maintain by resolution District bank accounts which are deemed necessary to conduct District business;

WHEREAS, A change in administrative personnel necessitates the revision of authorized signatures on all of the District’s bank accounts, effective December 7, 2017; and

WHEREAS, The District maintains the following bank accounts at U.S. Bank:

<u>Account</u>	<u>Account Number</u>
Solano Community College Bookstore Funds	1-534-0123-3165
Solano Community College County Treasurer’s Clearing Account	1-534-0123-3132
Solano Community College Financial Aid Federal Clearing Account	1-534-0123-3173
Solano Community College Federal Financial Aid Funds	1-534-5474-6386
Solano Community College CAL Grant Funds	1-534-9530-4765
Solano Community College Revolving Fund	1-534-9042-7538
Solano Community College Student Body Funds	1-534-5474-8010
Solano Community College ASSC Government Money Market Account	1-534-0124-7330
Solano Community College Black History Money Market Account	1-534-0124-7256

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SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

**CONTRACT AUTHORIZATION AND SIGNATURES FOR
DISTRICT BANK ACCOUNTS**

RESOLUTION NO. 17/18 – 11

(Continuing – Page 2)

State of California Office of the Treasurer:

Solano Community College District Bookstore Local Agency **75-48-001**
Investment Fund (LAIF) Account

RESOLVED, That the following officers or agents, individually, are hereby authorized and empowered, in the name of and on behalf of the Solano Community College District, to agree to and sign proposed banking service agreements and amendments thereto from time to time, and to enter into all transactions contemplated in said agreement(s);

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

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

Robert Diamond _____
Interim Vice President
Finance and Administration

Adil Ahmed _____
Accounting Manager, Fiscal Services

Laura Convento _____
Business Operations Coordinator
Finance and Administration

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SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD
CONTRACT AUTHORIZATION AND SIGNATURES FOR
DISTRICT BANK ACCOUNTS

RESOLUTION NO. 17/18 – 11

(Continuing – Page 3)

RESOLVED, That the authorized signatures for disbursements on all District bank accounts, with the exception of the Solano Community College Black History Money Market Account, No. 1-534-0124-7256, shall be any two of the following:

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

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

Robert Diamond _____
Interim Vice President
Finance and Administration

Adil Ahmed _____
Accounting Manager, Fiscal Services

Laura Convento _____
Business Operations Coordinator
Finance and Administration

BE IT FURTHER RESOLVED, That the authorized signatures for disbursements on the Solano Community College Black History Money Market Account, No. 1-534-0124-7256, shall be the following:

President, African-American Staff Association _____

Treasurer, African-American Staff Association _____

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SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

**CONTRACT AUTHORIZATION AND SIGNATURES FOR
DISTRICT BANK ACCOUNTS**

RESOLUTION NO. 17/18 – 11

(Continuing – Page 4)

PASSED AND ADOPTED, This 6th day of December 2017, by the Governing Board of
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: **MEASURE Q BOND SPENDING PLAN UPDATE #7**

REQUESTED ACTION:

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

SUMMARY:

The Board is requested to approve the latest revision to the Measure Q Bond Spending Plan (BSP). The BSP will require periodic adjustments to accommodate the changing needs of the District over time. The original document was approved on August 20, 2014. Update #1 was approved March 4, 2015, Update #2 was approved March 16, 2016, Update #3 was approved October 19, 2016, Update #4 was approved on January 18, 2017, Update #5 was approved March 1, 2017, and Update #6 was approved April 19, 2017.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: N/A. Projects are part of the total Measure Q expenditure of \$348,000,000, plus net interest revenues.</i>
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SUPERINTENDENT'S RECOMMENDATION:

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

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

November 17, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

November 17, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: MEASURE Q BOND SPENDING PLAN UPDATE #7

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Update #7 of the BSP includes adjustments for the following:

Post Additional Net Interest Earned: Since the last Bond Spending Plan Update, an additional net interest earned through June 30, 2017 is \$328,347.

Biotechnology and Science Building Savings: As the project is closing out, \$750,000 can safely be recognized as project savings and returned to the Program Reserve at this time.

Northgate Property Purchase Savings: \$400 unspent funds can be returned to the Program Reserve, as this project is closed.

Vacaville Center HVAC Upgrade Project: At this Board meeting, a Project Initiation Form for the Vacaville Center HVAC Upgrade Project is presented for approval. It is proposed to allocate \$750,000 from the Tranche 2 Program Reserve funding and \$750,000 from the Vacaville Fire Training funding.

IT Infrastructure Project – Phase 2: In order to not decrease planned computer replacement budgets for the next several years, it is necessary to increase the IT Infrastructure Project Phase 2 funding for the B100 Generator project. It is proposed to allocate \$200,000 from the Tranche 2 Program Reserve funding.

Adjustment	Amount	From	To
1	\$328,347	New posting	Net Interest Earned
2	\$750,000	Biotechnology & Science Building	Program Reserve
3	400	Northgate Property Purchase	Program Reserve
4	\$750,000	Fire Training	Vacaville Center HVAC Upgrade
5	\$750,000	Program Reserve	Vacaville Center HVAC Upgrade
4 6	\$200,000	Program Reserve	IT Infrastructure Project (for B100 Generator)

The Board is asked to approve the proposed revisions as described above and indicated in the Bond Spending Plan Update #7 attached.



BOND SPENDING PLAN:		UPDATE 1	UPDATE 2	UPDATE 3	UPDATE 4	UPDATE 5	UPDATE 6	UPDATE 7	UPDATE 7
PROJECT NAME	08/20/14 BOT APPROVED BSP	03/04/15 APPROVED BSP	03/16/16 APPROVED BSP	10/19/16 APPROVED BSP	1/18/17 APPROVED BSP	3/1/17 APPROVED BSP	4/19/17 APPROVED BSP	12/6/17 PROPOSED REVISION	12/6/17 PROPOSED BSP
FF CAMPUS	\$ 87,800,000	\$ 87,800,000	\$ 92,300,000	\$ 92,447,818	\$ 92,447,818	\$ 92,447,818	\$ 92,447,818		\$ 92,447,818
Performing Arts Building (Phase 1 B1200 Renovation)	\$ 6,200,000	\$ 6,200,000	\$ 6,200,000	\$ 6,347,818	\$ 6,347,818	\$ 6,347,818	\$ 6,347,818		\$ 6,347,818
Science Building (Phase I)	\$ 33,100,000	\$ 33,100,000	\$ 37,600,000	\$ 37,600,000	\$ 37,600,000	\$ 37,600,000	\$ 37,600,000		\$ 37,600,000
Agriculture (Horticulture)	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000		\$ 2,000,000
Library/Learning Resource Center	\$ 21,800,000	\$ 21,800,000	\$ 21,800,000	\$ 21,800,000	\$ 21,800,000	\$ 21,800,000	\$ 21,800,000		\$ 21,800,000
Science & Math Building (Phase 2)	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000		\$ 8,000,000
Performing Arts Building (Phase 2)	\$ 13,700,000	\$ 13,700,000	\$ 13,700,000	\$ 13,700,000	\$ 13,700,000	\$ 13,700,000	\$ 13,700,000		\$ 13,700,000
Career Technology Building (CTE)	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000		\$ 3,000,000
VV CAMPUS	\$ 80,200,000	\$ 80,200,000	\$ 80,200,000	\$ 80,200,000	\$ 80,200,000	\$ 80,200,000	\$ 80,200,000		\$ 80,200,000
VV Classroom Building Purchase & Renovation	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000	\$ 8,200,000		\$ 8,200,000
Biotechnology & Science Building	\$ 28,000,000	\$ 34,500,000	\$ 34,500,000	\$ 34,500,000	\$ 34,500,000	\$ 34,500,000	\$ 34,500,000	\$(750,000)	\$ 33,750,000
Aeronautics & Workforce Development Building	\$ 15,000,000	\$ 15,000,000	\$ 15,000,000	\$ 15,000,000	\$ 15,000,000	\$ 15,000,000	\$ 15,000,000		\$ 15,000,000
Student Success Center/LRC	\$ 22,000,000	\$ 15,500,000	\$ 15,500,000	\$ 15,500,000	\$ 15,500,000	\$ 15,500,000	\$ 15,500,000		\$ 15,500,000
Fire Training	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000	\$(750,000)	\$ 6,250,000
Agriculture Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Vacaville Center HVAC Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000
VJ CAMPUS	\$ 80,200,000	\$ 83,300,000	\$ 82,266,214	\$ 82,266,214	\$ 82,266,214	\$ 82,266,214	\$ 82,866,238		\$ 82,865,838
Vallejo Prop Purchase Belvedere	\$ 4,800,000	\$ 4,800,000	\$ 4,794,343	\$ 4,794,343	\$ 4,794,343	\$ 4,794,343	\$ 4,794,343		\$ 4,794,343
Autotechnology Building	\$ 19,600,000	\$ 24,800,000	\$ 24,800,000	\$ 24,800,000	\$ 24,800,000	\$ 24,800,000	\$ 24,400,000		\$ 24,400,000
Site Improvements	\$ 5,100,000	\$ 5,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 2,825,000	\$ 2,825,000		\$ 2,825,000
Vallejo Prop Purchase Northgate	\$ 6,800,000	\$ 6,900,000	\$ 6,871,871	\$ 6,871,871	\$ 6,871,871	\$ 6,871,871	\$ 6,871,871	\$(400)	\$ 6,871,471
Student Success Center/LRC	\$ 22,000,000	\$ 22,000,000	\$ 22,000,000	\$ 22,000,000	\$ 22,000,000	\$ 22,000,000	\$ 22,000,000		\$ 22,000,000
Career Technology Building	\$ 21,900,000	\$ 19,800,000	\$ 19,800,000	\$ 19,800,000	\$ 19,800,000	\$ 19,800,000	\$ 19,800,000		\$ 19,800,000
Vallejo Center HVAC Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 1,175,000	\$ 1,175,000	\$ 2,175,024		\$ 2,175,024
INFRASTRUCTURE IMPROVEMENTS	\$ 37,800,000	\$ 37,800,000	\$ 37,800,000	\$ 37,800,000	\$ 37,800,000	\$ 37,800,000	\$ 37,800,000		\$ 38,000,000
IT Infrastructure Improvements	\$ 14,000,000	\$ 14,000,000	\$ 14,000,000	\$ 14,000,000	\$ 14,000,000	\$ 14,000,000	\$ 14,000,000	\$ 200,000	\$ 14,200,000
Utility Infrastructure Upgrade (Energy)	\$ 23,800,000	\$ 23,800,000	\$ 23,800,000	\$ 23,800,000	\$ 23,800,000	\$ 23,800,000	\$ 23,800,000		\$ 23,800,000
ADA & CLASSROOM IMPROVEMENTS	\$ 19,200,000	\$ 19,200,000	\$ 19,200,000	\$ 19,200,000	\$ 19,200,000	\$ 19,653,246	\$ 19,653,246		\$ 19,653,246
Small Capital Projects	\$ 8,300,000	\$ 8,300,000	\$ 8,300,000	\$ 8,300,000	\$ 8,300,000	\$ 8,753,246	\$ 8,753,246		\$ 8,753,246
ADA Improvements	\$ 10,900,000	\$ 10,900,000	\$ 10,900,000	\$ 10,900,000	\$ 10,900,000	\$ 10,900,000	\$ 10,900,000		\$ 10,900,000
PLANNING, ASSESSMENTS & PROGRAM MGMT	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000		\$ 25,400,000
Program Management, District Support & Planning	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000	\$ 25,400,000		\$ 25,400,000
RESERVE & INTEREST*	\$ 17,400,000	\$ 14,300,000	\$ 11,933,786	\$ 11,785,968	\$ 11,785,968	\$ 11,785,968	\$ 11,300,944		\$ 11,101,344
Program Reserve (5%)	\$ 17,400,000	\$ 14,300,000	\$ 11,933,786	\$ 11,785,968	\$ 11,785,968	\$ 11,785,968	\$ 11,300,944	\$(199,600)	\$ 11,101,344
TOTAL BOND SPENDING PLAN	\$ 348,000,000	\$ 348,000,000	\$ 349,100,000	\$ 349,100,000	\$ 349,100,000	\$ 349,553,246	\$ 349,668,246	\$ -	\$ 349,668,246
* Net Interest Earned & Unallocated (6/30/17)		\$ 1,142,214	\$ 42,214	\$ 365,077	\$ 487,945	\$ 34,699	\$ 20,706	\$ 328,347	\$ 349,053

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT CHANGE ORDER #2 TO DPR
CONSTRUCTION FOR THE FAIRFIELD SCIENCE
BUILDING PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for Change Order #2 to the Contract with DPR Construction the Design/Build contractor for the Fairfield Science Building Project. On November 16, 2016 the Board approved a contract with DPR Construction for the Fairfield Science Building Project. On March 1, 2017 the Board approved no cost Change Order #1 to achieve contract language consistency regarding the final completion date.

Earlier this year, the Board issued an emergency declaration to deal with multiple underground gas line leaks that caused a shutdown of gas to the Campus for several weeks. More than a dozen leaks were discovered and patched.

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: Update infrastructure that supports classrooms or related College facilities

Ed. Code: Board Policy: Estimated Fiscal Impact: \$659,675 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

Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

November 17, 2017

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

November 17, 2017

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT CHANGE ORDER #2 TO DPR
CONSTRUCTION FOR THE FAIRFIELD SCIENCE
BUILDING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

However, one line feeding the Horticulture Building could not be returned to service because the entire section needs to be replaced. It was determined that the failing campus-wide gas distribution system on the Fairfield Campus needs to be replaced as expeditiously as possible so as not to risk another shut down, and to restore heating of the Horticulture Building and Greenhouse.

Replacement of a portion of the gas distribution system is already in DPR Construction's scope of work for the Science Building project. It is recommended to increase DPR's scope of work to include replacement of the rest of the campus gas distribution system since this will result in campus-wide integrity of the new gas distribution system, the Design/Builder can provide design and construction services more expeditiously and at lower cost than if the District procured these services separately, and DPR is already mobilized on site. It is anticipated the construction could begin in late December.

Following is a summary of the Contract:

\$29,200,000 Original Contract Amount
\$ 0 Previously Approved Change Orders (1)
\$ 659,675 Proposed Change Order #2
\$29,859,675 New Contract Amount, including this Change Order #2

The Board is asked to approve this Change Order #2 to DPR Construction in the amount of \$659,675 resulting in a new contract amount of \$29,859,675.

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



SOLANO
COMMUNITY COLLEGE



Kitchell CEM

Change Order # 2
Project No.: 16-004
Date: 12/06/17

DSA File No.: 48-C1
DSA App. No.: 02-115858

Project: Solano Community College District
Fairfield Science Building

To: DPR Construction
1450 Veterans Blvd
Redwood City, CA 94063

The Contract is Changed as Follows:

CPE No.

n/a Provide design and construction services to replace the remainder of the Fairfield campus natural gas site distribution system, including installation of gas meters at each building.
Attachment A

\$659,675.00

TOTAL COST OF CHANGE ORDER

ADD \$659,675.00

Deduct

FINAL CHANGE ORDER AMOUNT

\$ 659,675.00

Original Contract Sum:	\$ 29,200,000.00
Total change By Previous Change Orders:	\$ -
Contract Sum Prior to This Change Order:	\$ 29,200,000.00
Original Contract Sum will be Increased by This Change Order:	\$ 659,675.00
The New Contract Sum Including This Change Order Will Be:	\$ 29,859,675.00
The New Contract Completion Date Will Be:	16-Jan-19
Contract Time Will be Unchanged by This Change Order:	0 Days
The date of substantial completion as of the of this change order is	20-Oct-18

Note that final completion date is January 16, 2019.

(Affix stamp here)

CONTRACTOR: _____

Date: _____

DPR Construction

(Affix stamp here)

OWNER: _____

Date: _____

Lucky Lofton
Executive Bonds Manager
Solano Community College District

DPR CO#2

Attachment A

SCHEDULE AND SITE MAP

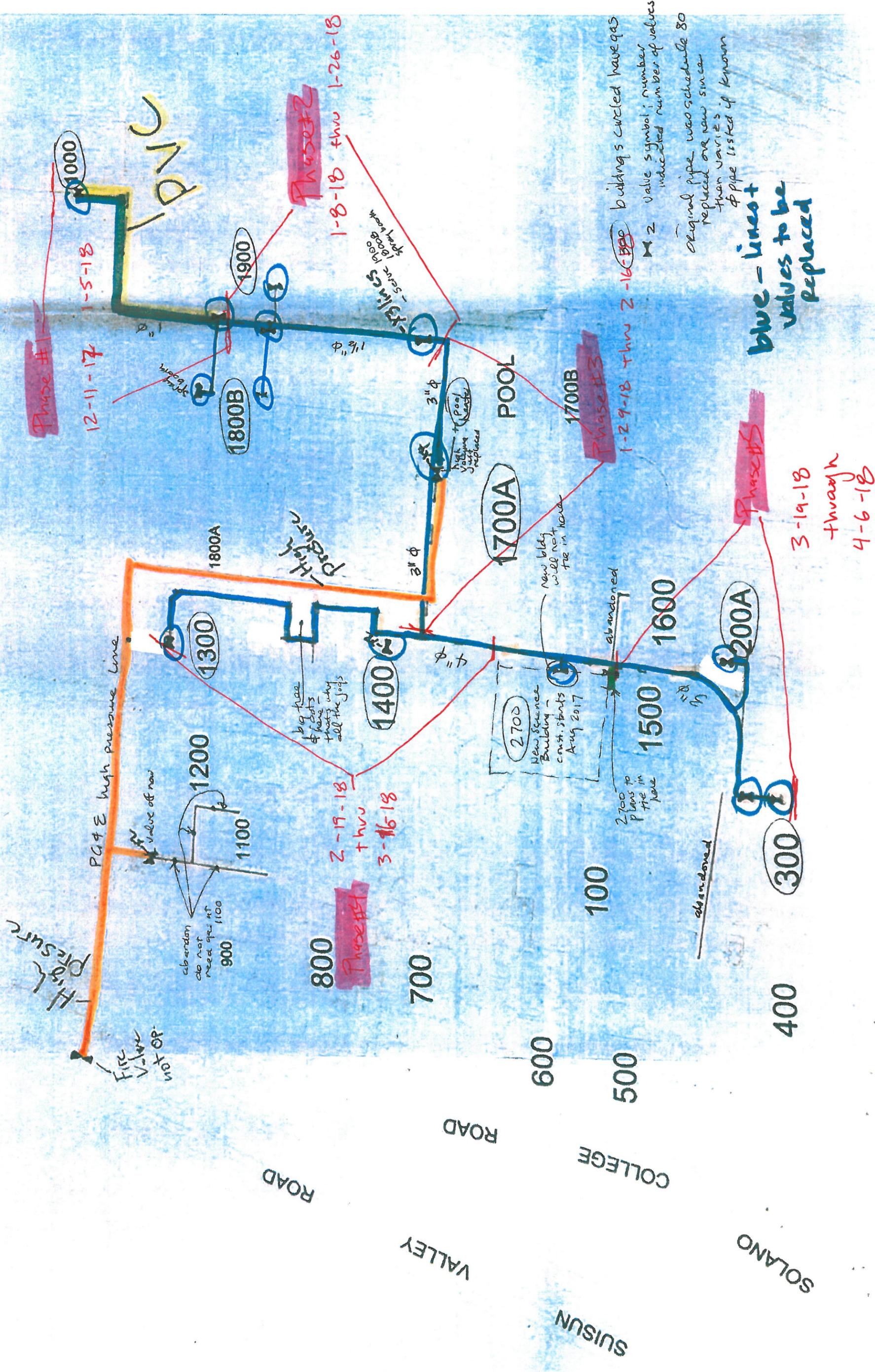
Phase #1 = 12-17-17 through 1-5-18

Phase #2 = 1-8-18 through 1-26-18

Phase #3 = 1-29-18 through 2-16-18

Phase #4 = 2-19-18 through 3-16-18

Phase #5 = 3-19-18 through 4-6-18.



Phase #1

12-11-17 1-5-18

Phase #2

1-8-18 thru 1-26-18

Phase #3

1-29-18 thru 2-16-18

Phase #4

3-19-18 through 4-6-18

Phase #5

blue - lines + valves to be replaced

buildings circled have gas

original pipe was schedule 80 replaced over new since than varies pipe listed if known

1908 Service 1908 work

Pool

2700 New Science Building - const. starts Aug 2017

2700 plans to be in the near future

abandoned

abandoned

abandon do not need gas at 900

value of new

big tree & lots that's why all the jobs

new bldg will not tie in hand

High Pressure

PG&E high pressure line

High Pressure

Fire Valve Top

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 BUILDING 100 GENERATOR 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 project special inspection and testing services for the Building 100 Generator Project. The scope of work of this contract includes providing all offsite and onsite special inspections and materials testing as required by the California Building Standards Code, Title 24, 2016 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: Update infrastructure that supports classrooms or related College facilities

Ed. Code: Board Policy:3225; 3520 Estimated Fiscal Impact: \$4,525.18 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

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

Vice President, Finance & Administration
VICE PRESIDENT APPROVAL

November 17, 2017
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

November 17, 2017
**DATE SUBMITTED TO
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 BUILDING 100 GENERATOR PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were solicited from firms in the Board approved pool of project special inspection and testing firms. Proposals were received from Construction Testing Services and Consolidated Engineering Laboratories. 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 \$4,525.18.

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 FACILITIES PLANNING AND CONSULTING SERVICES FOR THE LIBRARY/ LEARNING RESOURCE CENTER PROJECT (BUILDING 100 REPLACEMENT)

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

Board approval is requested to award a professional services contract to Facilities Planning and Consulting Services for project management advisory services for the Library/Learning Resource Center Project (Building 100 Replacement) at the Fairfield Campus. The scope of work of this contract includes advisory services through the preliminary plan and working drawings phases and liaison to the Chancellor’s Office to ensure proper paperwork is submitted for this partially State funded project.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: Board Policy:3225; 3520 Estimated Fiscal Impact: \$7,000 State Funding

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

Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

November 21, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

November 21, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO FACILITIES PLANNING AND
CONSULTING SERVICES FOR THE LIBRARY/
LEARNING RESOURCE CENTER PROJECT (BUILDING
100 REPLACEMENT)**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Facilities Planning and Consulting Services is the District's consultant for assistance updates in the State's FUSION system.

The Governing Board is asked to approve a contract to Facilities Planning and Consulting Services in an amount not to exceed \$7,000.

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 INSPECTION SERVICES FOR THE BUILDING 100
GENERATOR PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a contract with Optima Inspections Inc. for inspection services for the Building 100 Generator Project. The project consists of installing a new emergency generator to support Building 100 and the main data center for the campus during power failures. The scope of services for this contract includes providing onsite inspection of all construction and all other items required by the California Building Standards Code, Title 24, 2016 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: Update infrastructure that supports classrooms or related College facilities

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$4,950 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

VP, Finance & Administration

VICE PRESIDENT APPROVAL

November 17, 2017

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

November 17, 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 INSPECTION SERVICES FOR THE BUILDING 100
GENERATOR PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were received from two firms in the District's pre-qualified pool of inspection firms on, or before, November 13, 2017: Optima Inspections Inc. and TYR, Inc.

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

The Board is asked to approve a professional services contract to Optima Inspections Inc., in the amount not to exceed \$4,950.

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 DAY’S GENERATOR SERVICE
FOR CONSTRUCTION SERVICES FOR THE BUILDING
100 GENERATOR PROJECT

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a contract to Day’s Generator Service, for the Building 100 Generator Project, to install a new emergency generator to support Building 100 and the main data center for the campus. The scope of work includes furnishing and installation of chain link fencing, concrete pad, emergency generator and transfer switch, and all necessary equipment and materials for a fully functional and tested system.

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: Update infrastructure that supports classrooms or related College facilities.

Ed. Code: Board Policy:3225; 3520 Estimated Fiscal Impact: \$456,500 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

VP, Finance & Administration
VICE PRESIDENT APPROVAL

November 17, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

November 17, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO DAY’S GENERATOR SERVICE
FOR CONSTRUCTION SERVICES FOR THE BUILDING
100 GENERATOR PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A public bid was held November 16, 2017. It was stipulated the contract be awarded based on the lowest total bid, which includes the base bid and one Additive Alternate to install additional underground pathways, if they are determined to be required during the course of construction. .

The following bids were received:

	<u>TOTAL BASE BID AMOUNT</u>
Day’s Generator Service	\$456,500
Koch & Koch, Inc.	\$490,600
Fort Bragg Electric, Inc.	\$549,274
WestCal Design and Build, Inc.	\$554,620
Arthulia Inc.	\$571,670
W. Bradley Electric	\$711,532

It was determined that Day’s Generator Service submitted the lowest responsible and responsive bid. It is recommended the Board award a contract to Day’s Generator Service in the amount of \$456,500, which includes a \$20,900 bid for the additive alternate to install additional underground pathways if needed.

The Board is asked to approve a contract to Day’s Generator Service in the amount of \$456,500.

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: MEASURE Q BOND PROJECT INITIATION –
VACAVILLE CENTER HVAC UPGRADE PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for initiation of the Vacaville Center HVAC Upgrade Project. The HVAC system has not been running properly at the Vacaville Center for some time, resulting in numerous user complaints and a high level of ongoing service time and cost. This has been determined to be due to both the initial design and to inadequate servicing of the equipment. Engineers were retained to assess the existing equipment and system, recommend remedies, and

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:

Ed. Code:	Board Policy:	Estimated Fiscal Impact: N/A. Projects are part of the total Measure Q expenditure of \$348,000,000, plus net interest revenues.
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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

Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

November 17, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

November 17, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q BOND PROJECT INITIATION –
VACAVILLE CENTER HVAC UPGRADE PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

upon District's direction of remedy option, prepare construction documents. The plans were approved by DSA November 15, 2017. If funding is approved, construction will be performed summer 2018.

The budget required for the project is \$1,500,000. The project is proposed to be funded by \$750,000 savings from the Biotechnology and Science Building project and reduction of the budget for Vacaville Fire Training in the Bond Spending Plan by \$750,000. This will require a separate action by the Board (also on today's agenda) to Update the Bond Spending Plan.

The Board is requested to approve the initiation of the Vacaville Center HVAC Upgrade Project as described in the attached Project Initiation Form.

The Project Initiation Form 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 INFINITI CONSULTING FOR
THE CONVERSION OF DISCOVERER REPORTS INTO
ARGOS**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested to award a professional Services contract to Infiniti Consulting Group to assist the Information Technology and Institutional Research & Planning departments in the conversion of reports from the districts older (Discoverer) reporting tool into its newer (Argos) reporting tool. These conversions requires deep knowledge and experience of the Argos report creation process as well as the ability to convert and manipulate data files between the two different systems. This is experience that no District staff currently possess.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$20,000</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Kimo Calilan
Director, Technology Services & Support

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

Robert V. Diamond

VICE PRESIDENT APPROVAL

November 17, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

November 17, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Proposal

Solano Community College

Proposed Statement of Work for Professional IT Services

Infiniti Professional Services CMAS
3-14-70-2281-D

Submitted
November 20, 2017



Infiniti
193 Blue Ravine Road, Suite 160
Folsom, CA 95630
916.246.2620 / FAX 916.244.7225
infiniticloud.com



SECTION 1: PROJECT DESCRIPTION

Infiniti Consulting Group, Inc. ("Infiniti") is pleased to provide this proposal and estimate for Infiniti Professional Services for Solano Community College (Solano). Contents of this proposal are based on collaboration with the Solano IT Team and represent a monthly professional services agreement for work beginning with Discover to Argos report conversion.

1.1. PROJECT OBJECTIVE

The objective of this project is to support the Solano IT and Research and Planning departments with Argos related needs with additional professional services ongoing as requested by Solano.

1.2. SCOPE OF WORK

Detailed Scope of Work will be determined in partnership with Solano IT staff.

1.3. TIMELINE

Infiniti will immediately commence activities defined in this SOW upon agreement.

1.4. COST ESTIMATE

This section provides the bill rate used by Infiniti to provide the professional services as described in Section 1.2.

This table shows an estimate of the cost for hourly Infiniti Professional Services.

RESOURCE TITLE	STANDARD RATE	ESTIMATED HOURS	ESTIMATED COST
Infiniti Professional Services*	\$125 per hour and billed monthly as they occur	160**	\$20,000

* This hourly rate is specifically for conversion and creation of Argos reports. Rates may change if the Scope of Work and type of technical resources changes.

** Hours will be utilized on an as-needed basis as agreed upon by Infiniti and Solano.

Infiniti and Customer have caused this SOW to be signed and delivered by their duly authorized representatives.

Solano Community College

Infiniti Consulting Group

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SABBATICAL LEAVE ACADEMIC YEAR 2018-2019

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Sabbatical Leave Committee recommends that the following instructors be granted a Sabbatical Leave for the 2018-2019 academic year:

- Saki Cabrera, Ph.D. (Spring 2019)
- Michael Goodwin (Fall 2018)
- Genele Rhoads (Fall 2018)
- Tracy Schneider (Fall 2018)

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: 87767 Board Policy: Estimated Fiscal Impact: \$130,000

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

November 17, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

November 17, 2017

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: BOND PROJECTS MONTHLY UPDATE

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

The purpose of this item is to provide a monthly update to the Board on the construction status of Bond Projects.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: N/A</i>
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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

Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

November 17, 2017

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

November 17, 2017
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**