

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

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

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**EMPLOYMENT 2017-2018**

**Regular Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Murat Bulut	Mathematics Instructor (FT)	01/11/18
Abubaker Adam Omar	Accounting Specialist II (Range 14/Step 2)	12/21/17
Jason Yi	Project Manager, Bond/Capital & Facilities (Range 53/Step 4)	12/21/17

**Temporary Full-Time Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Debbie Dorrough	Nursing Instructor (FT Temporary)	01/11/18 – 05/24/18

**Part-Time Adjunct Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Lauren Chavez	Adjunct Instructor – Anthropology (not to exceed 67%)	01/11/18
John Crosthwaite	Adjunct Instructor – Theatre Arts (not to exceed 67%)	01/11/18
Noah Decker	Adjunct Instructor – Nutrition (not to exceed 67%)	01/11/18
Michael Dempsey	Adjunct Instructor – Theatre Arts (not to exceed 67%)	01/11/18

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**Mary Jones**  
Human Resources

December 8, 2017  
**Date Submitted**

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

December 8, 2017  
**Date Approved**

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### **Part-Time Adjunct Assignment (Continued)**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Jennifer Finnigan	Adjunct Instructor – American Sign Language (not to exceed 67%)	01/11/18
Julie Luu	Adjunct Instructor – Anatomy/Physiology (not to exceed 67%)	01/11/18
JanLee Marshall	Adjunct Instructor – Theatre Arts (not to exceed 67%)	01/11/18
Anthony Pirondini	Adjunct Instructor – Water/Waste Water (not to exceed 67%)	01/11/18
Janessa Price	Adjunct Instructor – American Sign Language (not to exceed 67%)	01/11/18

### **Change in Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Keith Willmschen	Change from Custodian (Range 8/Step 1) to Lead Custodian (Range 10/Step 1)	12/21/17

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

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant Name</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Megan Audette	Academic Success Specialist	Equity	12/07/17 – 06/30/18	\$16.56 hr.
Zhen Chen	STEM Scholar Mentor	NSF STEM Grant	11/01/17 – 05/31/18	\$69.05 hr.
Tevita Lasike	Intermediate Interpreter Level II	General Fund	01/11/18 – 05/24/18	\$16.00 hr.*
Taylor Lee	Beginning Interpreter Level I	General Fund	01/16/18 – 05/24/18	\$12.00 hr.*
Rosa Lomeli	Walk-in Counseling	SSSP	12/21/17 – 01/12/18	\$69.05 hr.
Aaliyah Muhaimin	Walk-in Counseling	SSSP	12/21/17 – 01/12/18	\$69.05 hr.
Pam Muick	STEM Scholar Mentor	NSF STEM Grant	11/01/17 – 05/31/18	\$71.72 hr.
Brad Paschal	STEM Scholar Mentor	NSF STEM Grant	11/01/17 – 05/31/18	\$69.05 hr.
Maureen Powers	Curriculum Development Teacher Education Course	General Fund	09/15/17 – 11/21/17	\$69.05 hr.
Wolfgang Struntz	Walk-in Counseling	SSSP	12/21/17 – 01/12/18	\$60.69 hr.
Stephanie Thayer	Intermediate Interpreter Level I	General Fund	01/16/18 – 05/24/18	\$14.00 hr.*
Brenda Tucker	Walk-in Counseling	SSSP	12/21/17 – 01/05/18	\$69.05 hr.
Kasey Willes	Beginning Interpreter Level I	General Fund	01/16/18 – 05/24/18	\$12.00 hr.*

\* Contingent upon Board approval of the Temporary Interpreter Salary Schedule.

## RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Melanie Wildeman	Administrative Assistant IV - Counseling	12/22/17

## GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Alex Tanaka	Information Technology Department	Assist in Information Technology Department supporting general technology related support services

**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>
Amie Gordon Mullins	Keynote speech at Spring Convocation.	January 12, 2018	Not to exceed \$2,000.00

**Student Services  
Gregory Brown, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Dyemond Mitchell	Score bookkeeper during Solano Showdown Women’s Basketball Tournament Fall 2017 and 2018.	December 8, 2017 – June 30, 2018  July 1, 2018 – December 16, 2018	Not to exceed \$800.00
Rafael Rovira	String rackets used by Men’s and Women’s tennis teams.	October 1, 2017 – April 30, 2018	Not to exceed \$600.00

**Robert V. Diamond**  
 Interim VP, Finance & Administration

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

December 8, 2017  
**Date Submitted**

December 8, 2017  
**Date Approved**

**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:**

11/06/17	Vendor Payments	2511081635-2511081638	\$51,354.00
11/06/17	Vendor Payments	2511081639-2511081642	\$975,145.62
11/06/17	Vendor Payments	2511081643-2511081654	\$911,203.87
11/06/17	Vendor Payments	2511081655-2511081749	\$361,930.85
11/09/17	Vendor Payments	2511081750-2511082748	\$8,542.69
11/13/17	Vendor Payments	2511082749-2511082750	\$25,252.75
11/13/17	Vendor Payments	2511082751-2511082752	\$74,685.96

*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 &amp; 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$4,385,326.75</i>
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**SUPERINTENDENT'S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Robert V. Diamond  
Interim Vice President, Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7184

**TELEPHONE NUMBER**

Finance and Administration

**VICE PRESIDENT APPROVAL**

December 8, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

December 8, 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:*

11/13/17	Vendor Payments	2511082753-2511082757	\$223,342.81
11/14/17	Vendor Payments	2511082758-2511082834	\$172,037.53
11/16/17	Vendor Payments	2511082835-2511082841	\$1,937.00
11/20/17	Vendor Payments	2511082842-2511082875	\$122,721.84
11/20/17	Vendor Payments	2511082876-2511082936	\$186,659.48
11/27/17	Vendor Payments	2511082937-2511082938	\$11,104.37
11/27/17	Vendor Payments	2511082939-2511082942	\$127,549.46
11/27/17	Vendor Payments	2511082943-2511082945	\$85,255.47
11/27/17	Vendor Payments	2511082946-2511082959	\$274,179.66
11/28/17	Vendor Payments	2511082960-2511083058	<u>\$772,423.39</u>
<b>TOTAL:</b>			<b>\$4,385,326.75</b>

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>
Anthony Herron 2990 Pebble Beach Circle Fairfield, CA 94534	1997 Honda Accord Operational Vehicle \$1,500.00	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 V. 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**

December 8, 2017

**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

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

December 8, 2017

**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR THE BUILDING 1200 ORCHESTRA SHELL PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Building 1200 Orchestra Shell Project Notice of Completion. On March 1, 2017, StageRight Corporation was awarded a contract for the Building 1200 Orchestra Shell Project. The scope of work included fabrication, delivery and installation of orchestra shell towers and ceilings for the main stage of the newly renovated Performing Arts Building.

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	<i>\$0</i>
<b>SUPERINTENDENT'S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>DISAPPROVAL</b> <input type="checkbox"/> <b>TABLE</b>	
Lucky Lofton Executive Bonds Manager			
<b>PRESENTER'S NAME</b> 4000 Suisun Valley Road Fairfield, CA 94534			
<b>ADDRESS</b>  (707) 863-7855	<b>Dr. Celia Esposito-Noy</b> Superintendent-President		
<b>TELEPHONE NUMBER</b>  Finance & Administration	December 8, 2017		
<b>VICE PRESIDENT APPROVAL</b>  December 8, 2017	<b>DATE APPROVED BY</b> <b>SUPERINTENDENT-PRESIDENT</b>		
<b>DATE SUBMITTED TO</b> <b>SUPERINTENDENT-PRESIDENT</b>			

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: 12/20/17
  7. The Project Name is: Building 1200 Orchestra Shell Project
  8. DSA Number (if applicable): N/A
  9. The contractor for such work of modernization is: StageRight
  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: 3/1/2017
  12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 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: Fabrication, delivery and installation of orchestra shell towers and ceilings for the main stage of the newly renovated Performing Arts Building.

\_\_\_\_\_  
Date

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

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### 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: NOTICE OF COMPLETION FOR CONSTRUCTION  
SERVICES FOR THE FAIRFIELD CAMPUS DIRECTORY  
SIGNS PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Fairfield Campus Directory Signs Project Notice of Completion. On August 2, 2017, Ellis & Ellis Sign Systems was awarded a contract for the Fairfield Campus Directory Signs Project. The scope of work included demolition and removal of two existing directory signs and structural design/engineering and installation of four new directory signs for the District’s Fairfield Campus.

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:    \$0</i>
<b>SUPERINTENDENT’S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>DISAPPROVAL</b> <input type="checkbox"/> <b>TABLE</b>
Lucky Lofton Executive Bonds Manager		
<b>PRESENTER’S NAME</b> 4000 Suisun Valley Road Fairfield, CA 94534		
<b>ADDRESS</b>  (707) 863-7855	<b>Dr. Celia Esposito-Noy</b> Superintendent-President	
<b>TELEPHONE NUMBER</b>  Finance & Administration	December 8, 2017	
<b>VICE PRESIDENT APPROVAL</b>  December 8, 2017	<b>DATE APPROVED BY</b> <b>SUPERINTENDENT-PRESIDENT</b>	
<b>DATE SUBMITTED TO</b> <b>SUPERINTENDENT-PRESIDENT</b>		

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: 12/20/17
  7. The Project Name is: Fairfield Campus Directory Signs Project
  8. DSA Number (if applicable): N/A
  9. The contractor for such work of modernization is: Ellis & Ellis Sign Systems
  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: 8/2/2017
  12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 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: Demolition and removal of two existing directory signs and installation of four new directory signs for the District's Fairfield campus.

\_\_\_\_\_  
Date

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

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### 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:** **NOTICE OF COMPLETION FOR CONSTRUCTION  
SERVICES FOR THE DISTRICTWIDE INFORMATION  
TECHNOLOGY INFRASTRUCTURE IMPROVEMENTS  
PROJECT (PHASE 2) – Gym WiFi**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Districtwide Information Technology Infrastructure Improvements Project (Phase 2) Notice of Completion. On November 1, 2017, Integrity Data & Fiber, Inc. was awarded a contract for the Districtwide Information Technology Infrastructure Improvements Project (Phase 2). The scope of work included labor, materials, equipment and supplies necessary to provide Wi-Fi at the B1700 Gymnasium.

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

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

Finance & Administration

**VICE PRESIDENT APPROVAL**

December 8, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Dr. Celia Esposito-Noy**  
Superintendent-President

December 8, 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: 12/20/17
  7. The Project Name is: Districtwide Information Technology Infrastructure Improvements (Phase 2)
  8. DSA Number (if applicable): N/A
  9. The contractor for such work of modernization is: Integrity Data & Fiber, Inc.
  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: 11/2/2017
  12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 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: Provide labor, materials, equipment and supplies necessary to provide Wi-Fi at B1700 Gymnasium

\_\_\_\_\_  
Date

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

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### 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)



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: 12/20/17
  7. The Project Name is: Districtwide Information Technology Infrastructure Improvements (Phase 2)
  8. DSA Number (if applicable): N/A
  9. The contractor for such work of modernization is: Integrity Data & Fiber, Inc.
  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: 8/16/2017
  12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 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: Provide labor, materials, equipment and supplies necessary to provide Wi-Fi at B1700 Pool

\_\_\_\_\_  
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: CHANGE TO SHORT-TERM, SEASONAL, PERIODIC,  
 AND STUDENT WORKER SALARY SCHEDULE**

**REQUESTED ACTION:**

- Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

The Short-term, Seasonal, Periodic, and Student Worker Salary Schedule is being presented to the Governing Board for approval. Changes to the schedule include: minimum wage increase.

**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:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
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**SUPERINTENDENT'S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Mary Jones  
 Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

707-864-7263

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

December 8, 2017  
**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

December 8, 2017  
**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE**  
**Short-term, Seasonal, Periodic and Student Worker Salary Schedule**  
**Effective 01/01/2018**

**Seasonal and Periodic**

Assistant Athletic Coach	\$16.66 (Maximum of \$4500.00 per Seasonal Sport)
Athletic Onsite Administrator	\$35.00
Fire Science Academy Classroom Assistant	\$11.00
Journey Level Assistant	\$25.00
Lifeguard	\$11.00/\$15.00
Office Assistant	\$11.60
Maintenance/Facilities	\$11.00/\$12.00
Note taker	\$50 per semester
Pool Manager	\$11.00/\$11.50
Registration Aide	\$12.00/\$15.00
Special Projects	\$25.00-\$65.00
Teaching Apprentice	\$21.00
Telemarketing	\$11.00
Theatre staff:	
Box Office Clerk	\$11.00
Box Office/House Manager	\$12.50
Production Assistant	\$12.10
Theatre Assistant	\$11.00
Theatre Event Technician	\$14.50
Senior Stage Technician	\$16.50

**Student Workers**

All Student Workers \$11.00

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

Early Learning Center Staff:

Aides	\$11.00
Intern 1	\$11.50
Intern 2	\$12.00
Lab Assistant 1	\$12.50
Lab Assistant 2	\$13.50

Disabled Services Program:

Adapted PE Assistant	\$11.00/\$11.50/\$13.50
Mobility Assistant	\$11.00/\$11.50/\$13.50

Tutor \$11.00/\$11.50/\$12.50/\$13.50

Note: Effective 01/01/2018 the California minimum wage will increase to \$11.00/hr.

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: NEW TEMPORARY INTERPRETER SALARY  
SCHEDULE

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

The Temporary Interpreter Salary Schedule is being presented to the Governing Board for approval. Due to need for assistance in the American Sign Language (ASL) classes, the salary schedule reflects the levels of pay and the appropriate skills and education required for each pay level of the assistants in the ASL classes.

**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:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</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**

December 8, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

December 20, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE**  
**Temporary Interpreter Salary Schedule**  
**Effective 12/20/2017**

<u>Title</u>	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
Beginning Interpreter	\$12.00	\$13.00	-----
Intermediate Interpreter	\$14.00	\$16.00	\$17.00
Advanced Interpreter	\$19.00	\$21.00	\$23.00

**Temporary Interpreter Salary Schedule Requirements**

<u>Level</u>	<u>Educational Requirements</u>		<u>Skills / Education</u>
Beginning Interpreter	ASL 2 eligible <b>(or)</b> demonstrated competency for this level of placement.	<b>and</b>	Satisfactory skills assessment for this level.
Intermediate Interpreter	ASL 3 eligible and documentation of interaction and/or contact with the Deaf community <b>(or)</b> demonstrated equivalent skill.	<b>and</b>	Range advancement at discretion of manager is contingent upon completion of additional skills enhancement training and a skills assessment evaluation.
Advanced Interpreter	ASL 4 eligible and documentation of interaction and/or long-term contact with the Deaf community <b>(or)</b> satisfactory skills assessment evaluation for this level.	<b>and</b>	Range advancement at discretion of manager is contingent upon completion of additional skills enhancement training and a skills assessment evaluation.

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

**TO:** Members of the Governing Board

**SUBJECT:** RESOLUTION NO. 17/18 – 14: RATIFICATION OF  
CONTRACT CHANGE ORDER #1 TO HM  
CONSTRUCTION INC. FOR THE FAIRFIELD CAMPUS  
ENTRY SIDEWALK IMPROVEMENTS PROJECT

**REQUESTED ACTION:**

Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

On August 2, 2017 the Board approved a contract with HM Construction Inc. for the Fairfield Campus Entry Sidewalk Improvements Project.

During construction, it was determined that additional existing concrete sidewalk will need to be demolished and replaced, some because it is not ADA compliant, and some additional small sections that would otherwise remain between the new replaced sections creating difficulties for aligning the levels of the new sections. Permit costs also exceeded the contract allowance for same.

*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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$44,943.45 Measure Q Funds</i>
<b>SUPERINTENDENT’S RECOMMENDATION:</b>		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Lucky Lofton Executive Bonds Manager		
<b>PRESENTER’S NAME</b>		
4000 Suisun Valley Road Fairfield, CA 94534		
<b>ADDRESS</b>		Celia Esposito-Noy, Ed.D. Superintendent-President
(707) 863-7855		
<b>TELEPHONE NUMBER</b>		
Vice President, Finance and Administration		December 8, 2017
<b>VICE PRESIDENT APPROVAL</b>		<b>DATE APPROVED BY</b>
December 8, 2017		<b>SUPERINTENDENT-PRESIDENT</b>
<b>DATE SUBMITTED TO</b>		
<b>SUPERINTENDENT-PRESIDENT</b>		

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 17/18 – 14: RATIFICATION OF  
CONTRACT CHANGE ORDER #1 TO HM  
CONSTRUCTION INC. FOR THE FAIRFIELD CAMPUS  
ENTRY SIDEWALK IMPROVEMENTS PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Potential replacement of additional sections of the existing concrete was anticipated in the bid documents, and a unit price for replacement was requested and provided on the bid form.

The Board is requested to approve Change Order #1, in the amount of \$44,943.45 to remove and replace additional 1,663 sf. of existing sidewalk and related curb in the sidewalk extending from the south faculty parking lot to the campus bus stop along the campus entry road. Also included are City of Fairfield permit costs of \$873.95 in excess of the contract allowance and a no cost extension of completion date. In order to not delay construction further and incur additional cost for same, staff approved the Change Order, contingent upon Board ratification.

Because this Change Order exceeds 10% of the value of the construction contract, it is required that the Board of Trustees pass a Resolution to ratify award of the Change Order.

Following is a summary of the Contract:

\$ 318,964.00 Original Contract Amount

\$ 0.00 Previously Approved Change Orders (0)

\$ 44,943.45 Proposed Change Order #1

\$ 363,907.45 New Contract Amount, including this Change Order #1

The Board is asked to ratify approval of this Change Order #1 to HM Construction Inc. in the amount of \$44,943.45 resulting in a new contract amount of \$363,907.45.

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

**RESOLUTION NO. 17/18 - 14  
OF THE SOLANO COMMUNITY COLLEGE DISTRICT  
DECLARING FUTILITY OF PUBLIC BIDDING FOR ADDITIONAL REMOVAL AND  
REPLACEMENT OF SIDEWALK FOR FAIRFIELD CAMPUS ENTRY SIDEWALK  
IMPROVEMENTS PROJECT**

**WHEREAS**, on or about July 18, 2017, the Solano Community College District ("District") formally and publicly opened a bid for a contract to perform work, including, but not limited to, removal of existing sidewalks, curbs, gutters, and ramps, construction of new sidewalks, curbs, gutters, and ramps, and installation of new street and pedestrian lights, at the District's Fairfield Campus, located at 4000 Suisun Valley Road, Fairfield, California ("Project");

**WHEREAS**, HM Construction, Inc. ("Contractor") was the lowest responsive, responsible bidder for the Project, and, in response to the bid, on or about August 2, 2017, the District's Governing Board awarded a contract for the Project to Contractor for Three Hundred Eighteen Thousand, Nine Hundred Sixty-Four Dollars (\$318,964) ("Contract Price");

**WHEREAS**, during the course of the Project, an inspection required by the Division of the State Architect (DSA) identified additional sections of the existing sidewalk that need to be removed and replaced for compliance with Americans with Disabilities Act (ADA) accessibility standards;

**WHEREAS**, to comply with ADA accessibility standards, approximately one thousand six hundred sixty three (1,663) square feet of additional sidewalk and related curb, gutter, and ramp work needs to be removed and replaced to achieve alignment and uniformity of the sidewalk ("Additional Work");

**WHEREAS**, on or about December 7, 2017 Contractor issued to the District a proposed change order, under which Contractor would perform the Additional Work for Forty-Five Thousand Dollars (\$44,943.45);

**WHEREAS**, the City Permit fees exceeded the contract allowance for same by \$873.95:

**WHEREAS**, Contractor has submitted documentation to the District supporting its costs for performing the Additional Work;

**WHEREAS**, Contractor's price to perform the Additional Work is competitively bid as part of the original bid, unit pricing was provided for the cost of additional concrete work per square feet of area;

**WHEREAS**, if the District were to bid the Additional Work, other resulting bids would likely be higher than the price of Contractor's proposed change order, because Contractor is already mobilized on the Project;

**WHEREAS**, having a new contractor perform the Additional Work would result in waste and significant delay, which would be at the expense of the District, while the new contractor mobilizes on the Project;

**WHEREAS**, having a new contractor perform the Additional Work could create coordination and interference problems with Contractor, resulting in interrelated sections of

sidewalk being poured at different dates that can produce uneven sidewalks and trip hazards over time, which could negatively impact the Project;

**WHEREAS**, having a new contractor perform the Additional Work could create a potential dispute over the warranty for the surrounding work being performed by Contractor;

**WHEREAS**, Public Contract Code section 20651, subdivision (b), states that a community college district is required to competitively bid a public works project with a contract value of \$15,000 or more;

**WHEREAS**, Public Contract Code section 20659, states that the governing board of a community college district "may authorize the contractor to proceed with performance of the change or alteration without the formality of securing bids, if the cost so agreed upon does not exceed the greater of: (a) The amount specified in Section 20651 . . . ; or (b) Ten percent of the original contract price";

**WHEREAS**, notwithstanding Public Contract Code sections 20651 and 20659, California law provides a narrow exception to competitive bidding law where such bidding would be futile, undesirable, or impractical and would cause additional delay and cost (*Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631; *Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348), so that "[w]here competitive proposals work an incongruity and are unavailing as affecting the final result, or where they do not produce any advantage . . . a statute requiring competitive bidding does not apply" (*Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694);

**WHEREAS**, bidding the Additional Work will not affect the final result of the Project, except to delay completion and increase the cost of the Project;

**WHEREAS**, bidding the Additional Work will not produce an advantage to the District;

**WHEREAS**, based on the foregoing, it would be incongruous, futile, and unavailing to solicit bids for the Additional Work; and

**WHEREAS**, the District therefore desires to execute a change order with Contractor to perform the Additional Work for the price stated above.

**NOW, THEREFORE**, the Governing Board of the Solano Community College District hereby resolves, determines, and finds the following:

Section 1. The foregoing recitals are true.

Section 2. For the reasons stated above, public bidding of the Additional Work would not produce an advantage to the District, and would produce a net burden and distinct disadvantages to the District.

Section 3. Based on the foregoing, it would be incongruous, undesirable, impractical, futile, and unavailing to publicly bid the Additional Work.

Section 4. The Governing Board hereby approves the change order for Contractor to perform the Additional Work at the Project, without further advertising for or inviting of bids.

Section 5. The District's Superintendent/President, or designee, is authorized to take all steps and perform all actions necessary to execute and implement the change order and to carry out, give effect to, and comply with the terms and intent of this Resolution.

**APPROVED, PASSED, AND ADOPTED** by the Governing Board, at a regular meeting held on the 20th day of December, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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President of the Governing Board  
Solano Community College District

Attested to:

---

Board Secretary  
Solano Community College District



# Change Order

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

Swinerton Consulting and Management

Change Order # 1  
 Project No.: 17-008  
 Date: 12/07/17

DSA File No.: 48-C1  
 DSA App. No.: 02-115864

Project: Fairfield Campus Entry Sidewalk Improvements  
 4000 Suisun Valley Road  
 Fairfield, CA 94534

To: HM Construction  
 2129 Drake Lane  
 Hercules, CA 94547-5459

**The Contract is Changed as Follows:**

CPE No.	Description	Amount
1.0	Demolition and replacement of additional 1,663sf of existing sidewalk (and curb where required) @ \$26.50/sf. Existing sidewalk sections do not comply with ADA cross slope requirements.	\$44,069.50
2.0	City of Fairfield encroachment permit costs in excess of the \$2,000.00 contract allowance.	\$873.95
3.0	Extend contract completion date to be January 26, 2018.	\$0.00
<b>TOTAL COST OF CHANGE ORDER</b>		<b>ADD \$44,943.45</b>
<b>FINAL CHANGE ORDER AMOUNT</b>		<b>Deduct \$ 44,943.45</b>

Original Contract Sum:	\$	318,964.00
Total change By Previous Change Orders:	\$	-
Contract Sum Prior to This Change Order:	\$	318,964.00
Original Contract Sum will be Increased by This Change Order:	\$	44,943.45
The New Contract Sum Including This Change Order Will Be:	\$	<b>363,907.45</b>
Original Contract Completion Date:		11/10/2017
The New Contract Completion Date Will Be:		2/7/2018
Contract Time Will be Changed by This Change Order:		89 Days
The date of substantial completion as of the of this change order is		1/26/18

ENGINEER: \_\_\_\_\_  
 CEOR CSW/Stuber-Stroeh Engineering Group, Inc.  
 45 Leveroni Court  
 Novato, CA 94949

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

CONTRACTOR: \_\_\_\_\_  
 DBE HM Construction, Inc.  
 2129 Drake Lane  
 Hercules, CA 94547-5459

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

(Affix stamp here)

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

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

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

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

**SUBJECT:** **RESOLUTION NO. 17/18 – 15: TO APPROVE CHANGE ORDER #3 TO SIERRA NATIONAL CONSTRUCTION, INC. FOR SUB-STATION #1 & #2 REPLACEMENT PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

On February 1, 2017 the Board approved a contract to Sierra National Construction, Inc. for the Sub-Station #1 & #2 Replacement Project for removal and replacement of aged sub-stations on the Fairfield Campus. On August 2, 2017, the Board approved Change Order #1 for PGE required battery back-up equipment and expediting sub-station equipment fabrication. On October 4, 2017, the Board approved Change Order #2 for extension of the concrete pad and fencing at Substation #1 to accommodate additional battery back-up new equipment required by PGE.

*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.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$354,981 Measure Q Funds</i>
<b>SUPERINTENDENT’S RECOMMENDATION:</b>		<input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>DISAPPROVAL</b> <input type="checkbox"/> <b>NOT REQUIRED</b> <input type="checkbox"/> <b>TABLE</b>
Lucky Lofton Executive Bonds Manager		
<b>PRESENTER’S NAME</b>		
4000 Suisun Valley Road Fairfield, CA 94534		
<b>ADDRESS</b>		<b>Celia Esposito-Noy, Ed.D.</b> Superintendent-President
(707) 863-7855		
<b>TELEPHONE NUMBER</b>		
Vice President, Finance and Administration		December 8, 2017
<b>VICE PRESIDENT APPROVAL</b>		<b>DATE APPROVED BY</b> <b>SUPERINTENDENT-PRESIDENT</b>
December 8, 2017		
<b>DATE SUBMITTED TO</b> <b>SUPERINTENDENT-PRESIDENT</b>		

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 17/18 – 15: TO APPROVE CONTRACT CHANGE ORDER #3 TO SIERRA NATIONAL CONSTRUCTION, INC. FOR SUB-STATION #1 & #2 REPLACEMENT PROJECT,**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Several complications have arisen during construction which will require work not part of the original contract with Sierra National Construction, Inc., necessitating a change order for the following items:

- Modify new substation #1 switchgear to receive existing PGE feed
- Remove existing sidewalk and extend concrete pad 2' to accommodate conduit skirt
- Abatement work due to existing asbestos-containing conduits
- Re-route existing solar conduit feed to the switchgear at substation #1
- Separate PGE and SCCD high voltage lines currently in the same vault at substation #1 (not compliant with current PGE regulations), including installation of new conduit and feeds between substation #1 and substation #2 (related to vault work and remediation of current asbestos-containing conduit)
- Modify new substation #2 switchgear to receive existing PGE feed

Board approval is requested for Change Order #3 to Sierra National Construction, Inc. in the amount of \$354,981. Because this Change Order exceeds 10% of the value of the construction contract, it is required that the Board of Trustees pass a Resolution to approve the Change Order.

Following is a summary of the Contract amount:

\$1,079,000.00 Original Contract Sum  
\$ 231,872.96 Previous Approved Change Orders (1-2)  
\$ 354,981.00 This Proposed Change Order #3  
\$1,665,853.96 New Contract Sum Including This Change Order

The Board is asked to approve Resolution No. 17/18 - 14 to Sierra National Construction, Inc. in the amount of \$354,981.

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

**RESOLUTION NO. 17/18 - 15  
OF THE SOLANO COMMUNITY COLLEGE DISTRICT  
DECLARING FUTILITY OF PUBLIC BIDDING FOR MULTIPLE ITEMS OF ADDITIONAL  
WORK FOR FAIRFIELD SUBSTATION #1 & #2 REPLACEMENT PROJECT**

**WHEREAS**, on or about January 11, 2017, the Solano Community College District ("District") formally and publicly opened a bid for a contract to perform work, including, but not limited to, removal and replacement of aged substations #1 and #2 with high voltage switches, transformers, and switchboards, at the District's Fairfield Campus, located at 4000 Suisun Valley Road, Fairfield, California ("Project");

**WHEREAS**, Sierra National Construction, Inc. ("Contractor") was the lowest responsive, responsible bidder for the Project, and, in response to the bid, on February 1, 2017, the District's Governing Board awarded a contract for the Project to Contractor for One Million, Seventy-Nine Thousand Dollars (\$1,079,000) ("Contract Price");

**WHEREAS**, at both substations, during the course of the Project, it was discovered that existing conduits and stub-ups contain asbestos, requiring unanticipated abatement work for the removal of existing Pacific Gas and Electric Company (PG&E) and District cables ("Abatement Work");

**WHEREAS**, at substation #1, during the course of the Project, the following unanticipated items have arisen ("Additional Work at Substation #1"):

- a) Modifying New Switchgear – additional work to lift the gear with a crane, cut out a new window, and reinforce the new opening was necessary to line up the existing stub-up location with the "window" in the bottom of the gear section in the new switchgear;
- b) Extending Concrete Pad – additional work to extend the concrete pad to provide the required clearance to service the gear was necessary when the "skirt" section was fabricated longer than the length indicated in the design documents;
- c) Re-Routing Existing Solar Conduit – additional work to modify the gear and drop the existing solar conduit feed to the code-required depth was necessary to receive the feed at the stub-up location on the new gear;
- d) Separating PG&E and District High Voltage Lines – additional work to provide new conduit and pull all new cabling at both runs, including trenching the roadway down to the new vault, was necessary because current PG&E regulations do not permit PG&E and District main feeds to share the same vault;

**WHEREAS**, at substation #2, during the course of the Project, it was discovered that the existing conduit and feed do not line up with the proper window on the new switchgear, requiring additional work to modify the new switchgear ("Additional Work at Substation #2");

**WHEREAS**, Contractor has proposed performing the Work on a time and materials basis not to exceed Three Hundred Fifty Four Thousand Nine Hundred Eighty One Dollars (\$354,981);

**WHEREAS**, Contractor has submitted documentation to the District supporting its costs for performing the Abatement Work, the Additional Work at Substation #1, and the Additional Work at Substation #2;

**WHEREAS**, Contractor's costs to perform the Abatement Work, the Additional Work at Substation #1, and the Additional Work at Substation #2 are reasonable;

**WHEREAS**, if the District were to bid the Abatement Work, the Additional Work at Substation #1, and/or the Additional Work at Substation #2, other resulting bids would likely be higher than cost of Contractor's not-to-exceed proposals, because Contractor is already mobilized on the Project;

**WHEREAS**, having a new contractor perform the Abatement Work, the Additional Work at Substation #1, and/or the Additional Work at Substation #2 would result in waste and significant delay, which would be at the expense of the District, while the new contractor mobilizes on the Project;

**WHEREAS**, having a new contractor perform the Abatement Work, the Additional Work at Substation #1, and/or the Additional Work at Substation #2 could create coordination and interference problems with Contractor, which could negatively impact the Project;

**WHEREAS**, having a new contractor perform the Abatement Work, the Additional Work at Substation #1, and/or the Additional Work at Substation #2 could create a potential dispute over the warranty for the surrounding work being performed by Contractor;

**WHEREAS**, Public Contract Code section 20651, subdivision (b), states that a community college district is required to competitively bid a public works project with a contract value of \$15,000 or more;

**WHEREAS**, Public Contract Code section 20659, states that the governing board of a community college district "may authorize the contractor to proceed with performance of the change or alteration without the formality of securing bids, if the cost so agreed upon does not exceed the greater of: (a) The amount specified in Section 20651 . . . ; or (b) Ten percent of the original contract price";

**WHEREAS**, notwithstanding Public Contract Code sections 20651 and 20659, California law provides a narrow exception to competitive bidding law where such bidding would be futile, undesirable, or impractical and would cause additional delay and cost (*Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631; *Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348), so that "[w]here competitive proposals work an incongruity and are unavailing as affecting the final result, or where they do not produce any advantage . . . a statute requiring competitive bidding does not apply" (*Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694);

**WHEREAS**, bidding the Abatement Work, the Additional Work at Substation #1, and/or the Additional Work at Substation #2 will not affect the final result of the Project, except to delay completion and increase the cost of the Project;

**WHEREAS**, bidding the Abatement Work, the Additional Work at Substation #1, and/or the Additional Work at Substation #2 will not produce an advantage to the District;

**WHEREAS**, based on the foregoing, it would be incongruous, futile, and unavailing to solicit bids for the Abatement Work, the Additional Work at Substation #1, and/or the Additional Work at Substation #2; and

**WHEREAS**, the District therefore desires to execute change orders with Contractor to perform the Abatement Work, the Additional Work at Substation #1, and the Additional Work at Substation #2, each on a time and materials basis subject to the not-to-exceed amounts stated above.

**NOW, THEREFORE**, the Governing Board of the Solano Community College District hereby resolves, determines, and finds the following:

Section 1. The foregoing recitals are true.

Section 2. For the reasons stated above, public bidding of the Abatement Work at Both Substations, the Additional Work at Substation #1, and/or the Additional Work at Substation #2 would not produce an advantage to the District, and would produce a net burden and distinct disadvantages to the District.

Section 3. Based on the foregoing, it would be incongruous, undesirable, impractical, futile, and unavailing to publicly bid the Abatement Work at Both Substations, the Additional Work at Substation #1, and/or the Additional Work at Substation #2.

Section 4. The Governing Board hereby approves the change order for Contractor to perform the Abatement Work at Both Substations, the Additional Work at Substation #1, and/or the Additional Work at Substation #2 at the Project, without further advertising for or inviting of bids.

Section 5. The District's Superintendent/President, or designee, is authorized to take all steps and perform all actions necessary to execute and implement the change orders and to carry out, give effect to, and comply with the terms and intent of this Resolution.

**APPROVED, PASSED, AND ADOPTED** by the Governing Board, at a regular meeting held on the 20th day of December, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

President of the Governing Board  
Solano Community College District

Attested to:

---

Board Secretary  
Solano Community College District



# Change Order

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

Swinerton Management & Consulting

Change Order # 3  
 Project No.: 17-002  
 Date: 20-Dec-17

Project: Sub-station #1 & #2 Replacement Project  
 Fairfield

To: Sierra National Construction, Inc  
 5433 El Camino Ave. #1  
 Carmichael, California 95608

**The Contract is Changed as Follows:**

1.0	Modifications required to new switchgear at Substation #1 in order to receive existing PGE main service. New switchgear, as fabricated by Eaton, did not properly account for this stub-up location.	\$30,454.00
2.0	Extension of existing concrete pad and chain link fencing at Substation #1 to accommodate a larger switchgear skirt section, as fabricated by Eaton, than that shown on the design documents.	\$12,000.00
3.0	Re-routing of existing solar conduit from solar gear to new switchgear at Substation #1. Solar conduit was not properly accounted for on design documents. Additionally, the underground portion of the conduit needs to be lowered by approximately 2'0" to meet current code requirements	\$69,636.00
4.0	Abatement costs due to existing conduits discovered to be asbestos-containing. Costs to include training and safety measures by electrical contractor and their abatement contractor during the removal and replacement of cabling in existing conduits.	\$61,336.00
5.0	Separation of existing PG&E and SCCD main conduit feeds from shared vault at Substation #1, which does not meet current code. SCCD feed to be removed from existing vault and re-routed through a new vault and new conduit to the new switchgear. Also included are costs to replace the existing cabling which is expected to be damaged during removal, and new trenching, conduit and paving between the new vault and Substation #2 so as not to extend the campus-wide shutdown schedule any further.	\$119,685.00
6.0	Modifications required to new switchgear at Substation #2 in order to receive existing SCCD service. New switchgear, as fabricated by Eaton, did not properly account for this stub-up location. Eaton to provide separation panels, cable chases, etc. to re-route cabling after entering the switchgear to its proper termination points.	\$14,489.00
7.0	Modifications and additions to the existing grounding system due to the expansion of the existing concrete pad in three directions in order to meet code required clearances.	\$47,381.00

7.1 The values for items 1.0 thru 7.0 of this Change Order represent estimates of the final costs for this work. The Contractor is directed to proceed on a Time & Materials basis for these scopes of work with the Construction Manager verifying and signing daily time tickets. The final costs for each of these items will be adjusted accordingly, via either additive or deductive change order, on the final Change Order for the project.

7.2 Additionally, adjustments may be made to the final costs for Items 1.0, 2.0, 6.0 and 7.0 due to the fabrication of the new switchgear as supplied by Eaton, which in some cases is not consistent with the original design documents and appears to be the cause for additional costs relative to these items.

<b>TOTAL COST OF CHANGE ORDER</b>	<b>ADD</b>	\$354,981.00
	<b>Deduct</b>	\$0
<b>FINAL CHANGE ORDER AMOUNT</b>		<b>\$354,981.00</b>

Original Contract Sum:	\$ 1,079,000.00
Total change By Previous Change Orders:	\$ 231,872.96
Contract Sum Prior to This Change Order:	\$ 1,310,872.96
Original Contract Sum will be Increased by This Change Order:	\$354,981.00
The New Contract Sum Including This Change Order Will Be:	<b>\$ 1,665,853.96</b>
The New Contract Completion Date Will Be:	30-Mar-18
Contract Time Will be Unchanged by This Change Order:	0 Days
The date of substantial completion as of the of this change order is	30-Mar-18

CONTRACTOR: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sierra National Construction, Inc  
 5433 El Camino Ave. #1  
 Carmichael, CA 95068

OWNER: \_\_\_\_\_ Date: \_\_\_\_\_  
 Lucky Lofton  
 Executive Bonds Manager  
 Solano Community College District

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: MEASURE Q BOND SPENDING PLAN UPDATE #8

**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, Update #6 was approved April 19, 2017, and Update #7 was approved December 6, 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:

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**

December 8, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

December 8, 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 #8**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Update #8 of the BSP includes adjustments for the following:

**Fairfield Sub-station #1 and #2 Replacement Project:** It is proposed to allocate \$305,000 from Net Interest Earned & Unallocated to the Utility Infrastructure Upgrade (Energy) budget, to increase the sub-project Fairfield Substation #1 and #2 Replacement budget by \$305,000.

Adjustment	Amount	From	To
1	\$305,000	Net Interest Earned & Unallocated	Utility Infrastructure Upgrade (Energy)

The Board is asked to approve the proposed revisions as described above and indicated in the Bond Spending Plan Update #8 attached.



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

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

**SUBJECT:** **CONTRACT CHANGE ORDER #4 TO RUDOLPH AND SLETTEN, INC. FOR THE BIOTECHNOLOGY AND SCIENCE BUILDING PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for Change Order #4 to the contract with Rudolph & Sletten, the Design Build Entity (DBE) for the Biotechnology and Science Building Project. On August 5, 2015 the Board approved a contract to Rudolph and Sletten, Inc. for the Biotechnology and Science Building Project. On November 19, 2015, the Board approved deductive Change Order #1 to reduce the contract by removing the FF&E Allowance because the District decided to procure those items directly. On September 20, the Board approved a no cost Change Order #2

*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 new instructional space and equipment

<i>Ed. Code:</i>	<i>Board Policy</i>	<i>Estimated Fiscal Impact: (\$61,921) Measure Q Funds</i>
<b>SUPERINTENDENT'S RECOMMENDATION:</b>		<input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>DISAPPROVAL</b> <input type="checkbox"/> <b>NOT REQUIRED</b> <input type="checkbox"/> <b>TABLE</b>
Lucky Lofton Executive Bonds Manager <hr/> <b>PRESENTER'S NAME</b>		
4000 Suisun Valley Road Fairfield, CA 94534 <hr/> <b>ADDRESS</b>		<hr/> <b>Celia Esposito-Noy, Ed.D.</b> Superintendent-President
(707) 863-7855 <hr/> <b>TELEPHONE NUMBER</b>		
Vice President, Finance and Administration <hr/> <b>VICE PRESIDENT APPROVAL</b>		<hr/> December 8, 2017 <b>DATE APPROVED BY</b> <b>SUPERINTENDENT-PRESIDENT</b>
December 8, 2017 <hr/> <b>DATE SUBMITTED TO</b> <b>SUPERINTENDENT-PRESIDENT</b>		

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT CHANGE ORDER #4 TO RUDOLPH AND SLETTEN, INC. FOR THE BIOTECHNOLOGY AND SCIENCE BUILDING PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

to achieve contract consistency regarding the date Guarantee and Warranty period begins and to extend the final completion date to October 18, 2017. On October 18, the Board approved Change Order #3 to extend the final completion date to December 20, 2017 to complete final installation and commissioning of the three large bioreactors.

This proposed Change Order #4 in the amount of (\$61,921) is to deduct the unused portion of the Owner's Allowance from the contract amount.

Following is a summary of the contract and impact of Change Order #3 if approved:

\$28,930,000	Original Contract Sum
\$ (2,630,000)	Previously Approved Change Orders (#1, #2, #3)
\$ <u>(61,921)</u>	Change Order #4
\$26,238,079	New Final Contract Amount

The Board is asked to approve this final deductive Change Order #4 to Rudolph & Sletten, Inc. in the amount of (\$61,921).

The Change Order #4 is available online at: <http://www.solano.edu/measureq/planning.php>.



# Change Order

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

**Swinerton Consulting and Management**

Change Order # 4  
 Project No.: 15-012  
 Date: 12/20/17

DSA File No.: \_\_\_\_\_  
 DSA App. No.: \_\_\_\_\_

Project: Biotechnology & Science Building  
 2001 North Village Parkway  
 Vacaville, CA 95688

To: Biotechnology & Science Building  
 2001 North Village Parkway  
 Vacaville, CA 95688

**The Contract is Changed as Follows:**

CPE No.

n/a Deduct unused portion of Owner's Allowance

(\$61,921.00)

**TOTAL COST OF CHANGE ORDER**

**ADD** -\$61,921.00

**FINAL CHANGE ORDER AMOUNT**

**Deduct** \$ **(61,921.00)**

Original Contract Sum:	\$ 28,930,000.00
Total change By Previous Change Orders:	\$ (2,630,000.00)
Contract Sum Prior to This Change Order:	\$ 26,300,000.00
Original Contract Sum will be Increased by This Change Order:	\$ (61,921.00)
The New Contract Sum Including This Change Order Will Be:	<b>\$ 26,238,079.00</b>
Original Contract Completion Date:	9/17/2017
The New Contract Completion Date Will Be:	12/20/2017
Contract Time Will be Changed by This Change Order:	0 Days
The date of substantial completion as of the of this change order is	7/19/2017

ARCHITECT  
 AOR \_\_\_\_\_  
 The SmithGroupJJR  
 301 Battery Street, 7th Floor  
 San Francisco, CA 94111

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

CONTRACTOR:  
 DBE \_\_\_\_\_  
 Rudolph and Sletten, Inc.  
 1600 Seaport Blvd., Suite 350  
 Redwood City, CA 94063

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

(Affix stamp here)

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

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

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

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

**SUBJECT:** **NOTICE OF COMPLETION FOR CONSTRUCTION  
SERVICES FOR THE BIOTECHNOLOGY AND SCIENCE  
BUILDING PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Biotechnology and Science Building Project Notice of Completion. On August 5, 2015, Rudolph & Sletten, Inc. was awarded a design-build contract for the Biotechnology and Science Building Project. The scope of work included design and construction of an approximately 32,000 sf. new Biotechnology and Science lab classroom building at the District’s Vacaville Center.

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	<i>\$0</i>
<b>SUPERINTENDENT’S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>DISAPPROVAL</b> <input type="checkbox"/> <b>TABLE</b>	
Lucky Lofton Executive Bonds Manager	<b>Dr. Celia Esposito-Noy</b> Superintendent-President		
<b>PRESENTER’S NAME</b> 4000 Suisun Valley Road Fairfield, CA 94534	<b>December 8, 2017</b>		
<b>ADDRESS</b>  (707) 863-7855	<b>DATE APPROVED BY</b>		
<b>TELEPHONE NUMBER</b>	<b>SUPERINTENDENT-PRESIDENT</b>		
Finance & Administration	<b>December 8, 2017</b>		
<b>VICE PRESIDENT APPROVAL</b>	<b>DATE SUBMITTED TO</b>		
December 8, 2017	<b>SUPERINTENDENT-PRESIDENT</b>		
<b>DATE SUBMITTED TO</b>	<b>SUPERINTENDENT-PRESIDENT</b>		
<b>SUPERINTENDENT-PRESIDENT</b>			

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 new construction on the property hereinafter described was completed on: 12/20/17
  7. The Project Name is: Biotechnology and Science Building Project
  8. DSA Number (if applicable): 02-114691
  9. The contractor for such work of modernization is: Rudolph & Sletten Inc.
  10. The name of the contractor's Surety Co. is: Travelers
  11. The date of contract between the contractor and the above owner is: 8/2/2017
  12. The street address of said property is: 2001 North Village Parkway, Vacaville, California 95688
  13. APN #: 133-180-014
  14. The property on which said work of new construction was completed is in the City of Vacaville, County of Solano, State of California, and is described as follows: Design and construction of a new Biotechnology and Science classroom building.

\_\_\_\_\_  
Date

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

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### 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: CONTRACT CHANGE ORDER #2 TO VACA VALLEY  
EXCAVATING & TRUCKING, INC. FOR THE  
VACAVILLE CENTER INTERSECTION IMPROVEMENTS  
PROJECT

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for Change Order #2 to the contract with Vaca Valley Excavating & Trucking, Inc. for the Vacaville Center Intersection Improvements Project. On April 9, 2017 the Board approved a contract to Vaca Valley Excavating & Trucking, Inc. for the Vacaville Center Intersection Improvements Project. Construction for this project is in progress. On October 4, 2017 the Board approved Change Order #1 for additional work related to PGE facilities.

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: Enhance safety for students, faculty, and staff

Ed. Code: Board Policy: Estimated Fiscal Impact: None

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

December 8, 2017

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

December 8, 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 VACA VALLEY  
EXCAVATING & TRUCKING, INC. FOR THE  
VACAVILLE CENTER INTERSECTION IMPROVEMENTS  
PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Due to rainy and cool weather, the final asphalt slurry and roadway striping cannot be installed until there are continuous dry days above a certain temperature. This Change Order #2, if approved, extends the completion date to be February 12, 2018, allowing additional time for the Contractor to perform this work.

Summary of Contract:

\$ 878,500.00 Original Contract Sum  
\$ 30,569.98 Previous Approved Change Orders (1)  
\$ 0.00 This Proposed Change Order  
\$ 909,069.98 New Contract Sum Including This Change Order

The Board is asked to approve this no cost Change Order #2 to Vaca Valley Excavating & Trucking, Inc.

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



# Change Order

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

**Swinerton Management & Consulting**

Change Order #        2  
 Project No.:            17-007  
 Date:                     20-Dec-17

DSA File No.:        N/A  
 DSA App. No.:      N/A

Project:        Solano Community College District  
                   Vacaville Center Intersection Improvements Project

Omni-Means, Ltd.  
 943 Reserve Drive, Suite 100  
 Roseville, CA 95678

To:                Vaca Valley Excavating & Trucking, Inc.  
                      2201 East Monte Vista Avenue  
                      Vacaville, CA 95688

**The Contract is Changed as Follows:**

**COR No.**

n/a        Extend construction completion date to be February 12, 2018, to allow installation of asphalt slurry and roadway striping in appropriate weather conditions.

\$0.00
--------

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

Original Contract Sum:	\$ 878,500.00
Total change By Previous Change Orders:	\$ 30,569.98
Contract Sum Prior to This Change Order:	\$ 909,069.98
Original Contract Sum will be Increased by This Change Order:	\$0.00
The New Contract Sum Including This Change Order Will Be:	<b>\$ 909,069.98</b>
The Original Contract Completion Date:	12-Dec-18
Contract Time Will be Changed by This Change Order:	62 Calendar Days
The New Contract Completion Date Will Be:	12-Feb-18

ARCHITECT:

\_\_\_\_\_  
Omni-Means Ltd.  
943 Reserve Drive, Suite 100  
Roseville, CA 95678

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

(Affix stamp here)

CONTRACTOR:

\_\_\_\_\_  
Vaca Valley Excavating & Trucking, Inc.  
2201 East Monte Vista Avenue  
Vacaville, CA 95688

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

(Affix stamp here)

OWNER:

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

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CONTRACT CHANGE ORDER #14 TO BHM  
CONSTRUCTION INC. FOR BUILDING 1200  
PERFORMING ARTS RENOVATION (PHASE 1) PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for Change Order #14 to the contract with BHM Construction Inc. for the Building 1200 Performing Arts Renovation Project. On September 16, 2015 the Board approved a contract to BHM Construction for the Building 1200 Performing Arts Renovation Project. The Board has approved 13 Change Orders to date.

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

CONTINUED ON THE NEXT PAGE

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$36,419 Measure Q Funds</i>
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SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Lucky Lofton  
Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Vice President, Finance and Administration

**VICE PRESIDENT APPROVAL**

December 8, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

December 8, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT CHANGE ORDER #14 TO BHM  
CONSTRUCTION INC. FOR BUILDING 1200  
PERFORMING ARTS RENOVATION (PHASE 1) PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

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

- Adjustments to HVAC Sequence of Operations requiring reprogramming.
- Relocation of two fire alarm devices in main theater for code compliance.
- District requested electrical changes: additional light in stairwell to Control Booth, power revisions for shop equipment, and lighting control revisions for stage and hallway.
- Installation of cages on fire sprinkler heads above main stage to protect from activation by damage.
- Catwalk railing modifications to comply with OSHA recommendations for safety.

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

\$13,697,024.00	Original Contract Sum
\$ 1,171,361.53	Previous Approved Change Orders
<u>\$ 36,419.00</u>	This Proposed Change Order
\$14,904,804.53	New Contract Sum Including This Change Order

The Board is asked to approve this Change Order #14 to BHM Construction Inc. in the amount of \$36,419.

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



# Change Order

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

**Kitchell CEM**

Change Order # 14  
 Project No.: 14-014  
 Date: 20-Dec-17

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

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

LPAS  
 24822 Natomas Park Dr  
 Sacramento, California 94558

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

**The Contract is Changed as Follows:**

**CPE No.**

181	Adjustments to HVAC sequence of operations requiring reprogramming.	\$1,636.00
187.2	Relocation of two fire alarm devices in main theater for code compliance.	\$6,789.00
188.1	District requested electrical changes, including additional light in stairwell to Control Booth, power revisions for shop equipment and lighting control revisions for stage and hallway.	\$8,527.00
190	Installation of cages on fire sprinkler heads above main stage to protect from activation by damage.	\$2,181.00
191	Catwalk railing modifications to comply with OSHA recommendations for safety.	\$17,286.00

<b>TOTAL COST OF CHANGE ORDER</b>	<b>ADD</b>	\$36,419.00
	<b>Deduct</b>	\$0
<b>FINAL CHANGE ORDER AMOUNT</b>		<b>\$36,419.00</b>

Original Contract Sum:	\$ 13,697,024.00
Total change By Previous Change Orders:	\$ 1,171,361.53
Contract Sum Prior to This Change Order:	\$ 14,868,385.53
Original Contract Sum will be Increased by This Change Order:	\$36,419.00
The New Contract Sum Including This Change Order Will Be:	<b>\$ 14,904,804.53</b>
The New Contract Completion Date Will Be:	21-May-17
Contract Time Will be Unchanged by This Change Order:	0 Days
The date of substantial completion as of the of this change order is	21-May-17

ARCHITECT:

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

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

(Affix stamp here)

CONTRACTOR:

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

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

(Affix stamp here)

OWNER:

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

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CONTRACT AMENDMENT #3 WITH LPAS FOR  
BUILDING 1200 THEATER RENOVATION PROJECT  
ARCHITECTURAL SERVICES

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

In February 2014 an architectural services agreement in the amount of \$1,059,000 with LPAS was approved to provide services for the Building 1200 Theater Renovation Project. Amendment #1 in the amount of \$70,000 was approved in August 2014 to add design and procurement services for project furniture, fixtures and equipment and Amendment #2 in the amount of \$18,300 was approved in February 2016 to add design services, including obtaining DSA approval, for an exterior protective cover for the building.

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 new instructional space and equipment

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$1,600 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 & Administration

**VICE PRESIDENT APPROVAL**

December 8, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

December 8, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #3 WITH LPAS FOR  
BUILDING 1200 THEATER RENOVATION PROJECT  
ARCHITECTURAL SERVICES**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Board approval is requested for the attached Amendment #3 to the original architectural services agreement with LPAS. This third amendment is to provide additional design services for acoustic treatments in the Recording Studio and Control Room to improve sound quality and student instruction.

Summary of Contract Amount:

\$ 1,059,000 Original Contract Amount  
\$ 88,300 Previously Approved Amendments (1-2)  
\$ 1,600 Proposed Amendment #3  
\$ 1,148,900 New Contract Amount

The Board is asked to approve this contract Amendment #3 to LPAS in an amount not to exceed \$1,600.

The contract amendment 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 AMENDMENT #1 TO VALLEY  
RELOCATION / MOVING FOR PROFESSIONAL  
SERVICES FOR THE VACAVILLE CLASSROOM  
BUILDING (ANNEX) RENOVATION PROJECT, ROOM  
604 RENOVATION PROJECT, B1800B RENOVATION  
PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

On November 15, 2017 the Board approved an agreement for professional move services for the Vacaville Classroom Building (Annex) Renovation Project, the Room 604 Renovation Project and the B1800B Renovation Project.

Subsequently it was discovered that furniture and boxes needed to be moved out of an additional

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$3,250 Measure Q Funds</i>
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**SUPERINTENDENT’S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Lucky Lofton  
Executive Bonds Manager

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Vice President, Finance and Administration

**VICE PRESIDENT APPROVAL**

December 8, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

December 8, 2017

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #1 TO VALLEY  
RELOCATION / MOVING FOR PROFESSIONAL  
SERVICES FOR THE VACAVILLE ANNEX RENOVATION  
PROJECT, ROOM 604 RENOVATION PROJECT, B1800B  
RENOVATION PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

section of the Vacaville Classroom Building (Annex).

Board approval is requested for the attached Amendment #1 for moving the additional furniture and boxes from the Vacaville Classroom Building (Annex) space into the on-site storage containers and upon completion of construction, moving the same furniture and boxes back into the Vacaville Classroom Building (Annex) space.

Following is a summary of the Contract:

\$ 15,047.00 Original Contract Sum  
\$ 3,250.00 This Proposed Amendment #1 (Vacaville Classroom Building (Annex))  
\$ 18,297.00 New Contract Sum

The Board is asked to approve this contract Amendment #1 to Valley Relocation / Moving not to exceed the amount of \$3,250.

The Amendment #1 may be viewed 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 AMENDMENT #1 WITH PAVEMENT  
ENGINEERING, INC. FOR PROFESSIONAL SERVICES  
FOR THE PAVEMENT REHABILITATION PROJECT

REQUESTED ACTION:

- Information OR  Approval  
 Consent OR  Non-Consent

SUMMARY:

On September 6, 2017 the Board approved a professional services agreement in the amount not to exceed \$21,850 to Pavement Engineering, Inc. to provide design and engineering services for the Pavement Rehabilitation Project.

Board approval is requested for the attached Amendment #1 to increase the original professional services agreement with Pavement Engineering, Inc. for additional services related to construction administration and inspection for the rehabilitation of an existing paved road on the Fairfield campus.

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 infrastructure that supports classrooms or related College facilities

Ed. Code: Board Policy: 3225;3520 Estimated Fiscal Impact: \$29,550 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

December 8, 2017  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

December 8, 2017  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #1 WITH PAVEMENT  
ENGINEERING, INC. FOR PROFESSIONAL SERVICES  
FOR THE PAVEMENT REHABILITATION PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

\$ 21,850.00 Original Contract Amount  
\$ 29,550.00 Proposed Amendment #1  
\$ 51,400.00 New Contract Amount

The Board is asked to approve this contract Amendment #1 to Pavement Engineering, Inc. in an amount not to exceed \$29,550.

The contract amendment 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: RATIFICATION OF AMENDMENT #2 TO ADVENT  
ENGINEERING SERVICES, INC. FOR PROFESSIONAL  
SERVICES FOR THE BIOTECHNOLOGY AND SCIENCE  
BUILDING PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

On September 6, 2017 the Board ratified award of a professional services contract to Advent Engineering Services, Inc., to provide onsite acceptance testing and commissioning strategy for final installation of the three large bioreactors for the Vacaville Biotechnology and Science Building Project. On October 4, 2017 the Board approved Amendment #1 for additional services to facilitate successful final installation and commissioning.

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 new instructional space and equipment

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$32,000 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 & Administration  
VICE PRESIDENT APPROVAL

December 8, 2017  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

December 8, 2017  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO: Members of the Governing Board**

**SUBJECT: RATIFICATION OF CONTRACT AMENDMENT #2 TO  
ADVENT ENGINEERING SERVICES, INC. FOR  
PROFESSIONAL SERVICES FOR THE  
BIOTECHNOLOGY AND SCIENCE BUILDING PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Execution of this Amendment #2 for additional time needed for the Amendment #1 tasks was needed in a timely manner in order to complete the final installation and have the equipment fully operational for spring semester. Amendment #2 allows up to 200 additional hours of services. However, consultant will bill only actual hours required to perform the services.

Summary of Contract Amount:  
\$ 14,400.00 Original Contract Amount  
\$ 21,120.00 Previously Approved Amendments (#1)  
\$ 32,000.00 Proposed Amendment #2  
\$ 67,520.00 New Contract Amount

The Board is asked to ratify this contract Amendment #2 to Advent Engineering Services, Inc. in an amount not to exceed \$32,000.

The contract amendment 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: RATIFICATION OF CONTRACT AMENDMENT #1 TO  
A2R ARCHITECTS FOR THE ROOM 604 RENOVATION  
PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

On October 4, 2017, the Board approved award of a professional services contract to A2R Architects to provide full architectural services for the renovation of existing office suite 604 in Building 600 located on the Fairfield Campus to serve as administration space for the Vice President of Student Services. The firm subsequently requested, and upon recommendation of District Counsel, staff approved revisions to the contract regarding Additional Insured to be added to the firm’s insurances.

*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 space that supports classrooms or related College facilities

<i>Ed. Code:</i>	<i>Board Policy: 3225; 3520</i>	<i>Estimated Fiscal Impact: None</i>
<b>SUPERINTENDENT’S RECOMMENDATION:</b>		<input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>DISAPPROVAL</b> <input type="checkbox"/> <b>NOT REQUIRED</b> <input type="checkbox"/> <b>TABLE</b>
Lucky Lofton Executive Bonds Manager		
<b>PRESENTER’S NAME</b>		
4000 Suisun Valley Road Fairfield, CA 94534		
<b>ADDRESS</b>		<b>Celia Esposito-Noy, Ed.D.</b> Superintendent-President
(707) 864-7855		
<b>TELEPHONE NUMBER</b>		
Vice President, Finance & Administration		December 8, 2017
<b>VICE PRESIDENT APPROVAL</b>		<b>DATE APPROVED BY</b>
December 8, 2017		<b>SUPERINTENDENT-PRESIDENT</b>
<b>DATE SUBMITTED TO</b>		
<b>SUPERINTENDENT-PRESIDENT</b>		

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

**TO: Members of the Governing Board**

**SUBJECT: RATIFICATION OF CONTRACT AMENDMENT #1 TO  
A2R ARCHITECTS FOR THE ROOM 604 RENOVATION  
PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

A2R Architects reported that their insurer would not include “consultants or volunteers” as Additional Insured. This Amendment #1 deletes the requirement to include these entities as Additional Insureds.

The Board is asked to approve the attached no cost contract Amendment #1 to A2R Architects.

The contract Amendment #1 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: RATIFICATION OF CONTRACT TO ARTHULIA INC.  
FOR CONSTRUCTION SERVICES FOR THE MAKER'S  
SPACE ROOM 1852 PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested to ratify a construction services agreement to Arthulia Inc. for the Maker's Space Room 1852 Project. The scope of work includes labor, materials, equipment and supplies necessary for minor improvements in Building 1800B, Room 1852, including wall patching/repair, repainting of walls and decommissioning of existing science equipment, to convert the existing space into the new Maker's Space. This is a Small Capital 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: Provide new instructional space and equipment.

Ed. Code: Board Policy:3225; 3520 Estimated Fiscal Impact: \$14,200 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 & Administration  
**VICE PRESIDENT APPROVAL**

December 8, 2017  
**DATE SUBMITTED TO**

**SUPERINTENDENT-PRESIDENT**

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

December 8, 2017  
**DATE APPROVED BY**  
**SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: RATIFICATION OF CONTRACT TO ARTHULIA INC.  
FOR CONSTRUCTION SERVICES FOR THE MAKER'S  
SPACE ROOM 1852 PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

This contract for construction services is being recommended for award in accordance with Public Contract Code Section 20651, subdivision (b), which authorizes a contract to be let without the formality of advertising for or inviting bids if the expenditure is less than \$15,000.

The Board is asked to ratify this construction contract to Arthulia Inc. in the amount of \$14,200.

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 tBP ARCHITECTURE INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE B1800B CORRIDOR PROJECT

**REQUESTED ACTION:**

- Information OR  Approval
- Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for award of a contract to tBP Architecture Inc. to provide architectural and engineering services related to the B1800B Corridor Project. The consultant’s scope of work will be to provide a code analysis and written assessment of an existing space in Building 1800B, to determine compliance with building code for exiting corridors.

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: Enhance safety and security for students, faculty, and staff

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$1,800 Measure Q Funds

SUPERINTENDENT’S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Myron Hord  
Interim Facilities Director

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7260

**TELEPHONE NUMBER**

Robert Diamond  
Interim Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

December 8, 2017

**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

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

December 8, 2017

**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO tBP ARCHITECTURE INC. FOR  
ARCHITECTURAL AND ENGINEERING SERVICES FOR  
THE B1800B CORRIDOR PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Proposals were solicited from the Board approved pool of architectural firms. Based on qualifications and price, tBP Architecture Inc. was deemed the best value with a proposal in the amount of \$1,800.

The Board is asked to approve a contract award to tBP Architecture Inc. in an amount not to exceed \$1,800.

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

<i>Ed. Code:</i>	<i>Board Policy: 3225; 3520</i>	<i>Estimated Fiscal Impact: \$7,000 State Funding</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**

December 8, 2017

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

December 8, 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 CA ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE BUILDING 1800B MAKER’S SPACE AND ROBOTICS LAB PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for award of a contract to CA Architects to provide full architectural and engineering services for the Building 1800B Maker’s Space and Robotics Lab Project. The consultant’s scope of work will be to prepare floor plans, furniture and equipment layout, construction documents, bid phase services, and construction administration services for renovation of two existing spaces in Building 1800B to be converted into a Maker’s Space Lab and Robotics Lab space.

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: Design of instructional space and equipment

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$59,190 Measure Q Funds

SUPERINTENDENT’S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Lucky Lofton  
Executive Bonds Manager  
PRESENTER’S NAME

4000 Suisun Valley Road  
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ADDRESS

(707) 863-7855  
TELEPHONE NUMBER

Vice President, Finance & Administration  
VICE PRESIDENT APPROVAL

December 8, 2017  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

December 8, 2017  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO CA ARCHITECTS FOR  
ARCHITECTURAL AND ENGINEERING SERVICES FOR  
THE BUILDING 1800B MAKER'S SPACE AND ROBOTICS  
LAB PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Proposals were solicited from all the firms in the Board approved pool of architects. Proposals were received from CA Architects and tBP Architecture. Based on qualifications and price, CA Architects was deemed the best value with a proposal in the amount not to exceed \$59,190.

The Board is asked to approve a contract award to CA Architects in the amount not to exceed \$59,190.

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 FOR CONSTRUCTION SERVICES  
TO MCCUEN CONSTRUCTION INC. FOR THE  
VACAVILLE CLASSROOM BUILDING (ANNEX)  
RENOVATION PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

A public bid was held November 30, 2017. It was stipulated the contract be awarded based on lowest base bid plus Alternate No 1, and pricing was also requested for one additional potential Additive Alternate. The following bids were received:

	<b><u>BASE BID</u></b>	<b><u>ALT 1</u></b>	<b><u>BASE + ALT 1</u></b>
McCuen Construction	\$2,290,000.00	\$92,000.00	\$2,382,000.00
S W Allen Construction	\$2,923,192.00	\$133,026.00	\$3,056,218.00
American River Constr	\$2,995,000.00	\$74,000.00	\$3,069,000.00
Swank Construction	\$3,240,270.00	\$82,000.00	\$3,322,270.00
Bobo Construction	\$3,554,000.00	\$115,000.00	\$3,669,000.00

It was determined that McCuen Construction submitted the lowest responsible and responsive bid. It is recommended the District award a contract to McCuen Construction in the amount of \$2,412,000, which includes \$92,000 bid for the Additive Alternate No 1 and \$30,000 bid for Additive Alternate No. 2.

The Board is asked to approve a contract to McCuen Construction in the amount of \$2,412,000.

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 IMPACT CONSTRUCTION SERVICES, INC. FOR CONSTRUCTION SERVICES FOR THE HORTICULTURE MODULAR RESTROOM BUILDING

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for award of a construction contract to Impact Construction Services, Inc., for the Horticulture Modular Restroom Building. The scope of work includes labor, materials, equipment, and supplies necessary for fabrication and installation of a modular restroom building in the garden area adjacent to Horticulture Building 1000 on the District’s Fairfield campus.

Based on District’s DSA approved plans, Impact Construction Services, Inc. submitted a proposal

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 new instructional space and equipment.

*Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$215,885 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**

December 8, 2017

**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

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

December 8, 2017  
**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO IMPACT CONSTRUCTION SERVICES, INC. FOR CONSTRUCTION SERVICES FOR THE HORTICULTURE MODULAR RESTROOM BUILDING**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

under the terms of Fairfax School District's piggyback Contract Bid #130-00.

The Board is asked to approve a contract award to Impact Construction Services, Inc. in an amount not to exceed \$215,885.

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 FOR CONSTRUCTION SERVICES  
TO SCHETTER ELECTRIC, INC. FOR  
AUTOTECHNOLOGY BUILDING PARTS WASHER  
ELECTRICAL MODIFICATION PROJECT

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for award of a contract with Schetter Electric, Inc. for construction services to modify the electrical feed for the new Parts Washer equipment purchased by the District's Autotech Program at the new Autotechnology Building at the Vallejo Center. The scope of work includes revising the 20 amp breaker and feed to the Parts Washer to be a 70 amp breaker and feed.

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 educational equipment.

<i>Ed. Code: Board Policy:3225; 3520 Estimated Fiscal Impact: \$3,000 Measure Q Funds</i>	
<b>SUPERINTENDENT'S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Lucky Lofton Executive Bonds Manager	
<b>PRESENTER'S NAME</b>	
4000 Suisun Valley Road Fairfield, CA 94534	
<b>ADDRESS</b>	Celia Esposito-Noy, Ed.D. Superintendent-President
(707) 863-7855	
<b>TELEPHONE NUMBER</b>	
Vice President, Finance & Administration	December 8, 2017
<b>VICE PRESIDENT APPROVAL</b>	<b>DATE APPROVED BY</b>
December 8, 2017	<b>SUPERINTENDENT-PRESIDENT</b>
<b>DATE SUBMITTED TO</b>	
<b>SUPERINTENDENT-PRESIDENT</b>	

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD FOR CONSTRUCTION SERVICES  
TO SCHETTER ELECTRIC, INC. FOR  
AUTOTECHNOLOGY BUILDING PARTS WASHER  
ELECTRICAL MODIFICATION PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Included in the Autotech Program's purchase of the Parts Washer, was a start-up program to determine that the Parts Washer was working properly. It was determined during the start-up that the main breaker in the building service panel and the disconnect fuses were not sufficient for the Parts Washer equipment.

A quote for the required modification was solicited only from Schetter Electric, Inc. because Schetter was the Electrical Contractor for the original building that warrantee's the electrical work. This scope modifies their work still under warranty. Additionally, they know the electrical system, and can respond more quickly and at lower cost than other contractors. Their warranty will not come into question on the panel and connected systems.

The Board is asked to approve a contract to Schetter Electric, Inc., in the amount of \$3,000, which is under the \$15,000 bid limit that requires competitive bidding.

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: AGREEMENT BETWEEN SOLANO COMMUNITY COLLEGE (SCC) AND THE SOLANO TRANSPORTATION AUTHORITY (STA) FOR THE SOLANO COMMUNITY COLLEGE TRANSPORTATION PILOT PROGRAM

REQUESTED ACTION:

Information OR  Approval  
 Consent OR  Non-Consent

SUMMARY:

On March 2, 2016 the Board approved to include a Transportation Fee that was unanimously voted on by the Associated Students of Solano College (ASSC). As part of the two year contract, the fee would enable current students and future students to receive access to subsidized public transportation. Solano Transportation Authority (STA) worked closely with ASSC for this measure.

Board approval is requested to enter into an agreement with STA, a joint powers authority, for the Solano Community College (SCC) Transportation Pilot Program. This agreement is ongoing during the 2017-2018 school year and may be extended upon written approval of SCC continuing the Transportation Fee Program.

Attached is a copy of the agreement.

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: Section 76361 Board Policy: Estimated Fiscal Impact: \$120,000 from Transportation Fee

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Robert V. Diamond  
Interim Vice President, Finance & Administration

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

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

Robert V. Diamond

VICE PRESIDENT APPROVAL

December 8, 2017

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

December 8, 2017

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**AGREEMENT BETWEEN  
SOLANO COMMUNITY COLLEGE AND  
THE SOLANO TRANSPORTATION AUTHORITY  
FOR THE SOLANO COMMUNITY COLLEGE TRANSPORTATION  
PILOT PROGRAM**

**THIS AGREEMENT (“AGREEMENT”)** is entered into on the date last written below between SOLANO COMMUNITY COLLEGE DISTRICT (“SCC”), a community college district of the State of California and the SOLANO TRANSPORTATION AUTHORITY (“STA”), a joint powers authority consisting of the cities of BENICIA, DIXON, FAIRFIELD, RIO VISTA, SUISUN CITY, VACAVILLE, VALLEJO, and SOLANO COUNTY. Unless specifically identified, the public agencies may be commonly referred to individually as “Party” or collectively as “Parties,” as the context may require.

**RECITALS**

**WHEREAS**, SCC is a community college district serving its students at its main Fairfield campus and its three satellite campuses in Vacaville, Vallejo, and Travis Air Force Base; and

**WHEREAS**, the City of Fairfield, the City of Vacaville, and Solano County Transit (“SolTrans”), (collectively referred to as “Transit Providers”) provide public transit services for the benefit of the citizens of their respective service boundaries which include service to SCC’s campuses; and

**WHEREAS**, SCC’s student body has adopted a transportation fee to provide reduced fare access for registered students at all of its campuses; and

**WHEREAS**, the Parties share a desire to improve access to public transportation services for SCC students with the use of the student transportation fee; and

**WHEREAS**, all Parties desire to facilitate a student reduced fare program subsidized by the student transportation fee.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual promises, the Parties agree as follows:

**Part I**

**Roles and Responsibilities of the Parties**

**A. SCC Roles and Responsibilities**

1. SCC will collect the SCC Transportation Fee from each registered student.

2. SCC will provide the collected fees to STA bi-annually no later than sixty (60) days after the start of the school semester, with a final annual reconciled distribution upon the close of the fiscal year. Current estimate of collected fees to be distributed will be \$120,000 but actual amounts will be distributed based on actual fees collected.
3. SCC will make available student registry information as needed by STA to implement fare technologies to incorporate a student fare for active students paying at the beginning of each semester. This may include, but not be limited to, personal contact information such as names, email addresses, and student ID numbers, subject to FERPA regulations or other authorized release by the student. Fare collection and distribution will be addressed under a separate agreement to comply with the STA technology provider.
4. SCC will provide a conduit or point person on staff for contacting registered students of SCC in order to help maintain and administer fare technologies and services provided by the Transit Providers.

## **B. STA Roles and Responsibilities**

1. STA shall distribute the collected fees to the Transit Providers in accordance with a Transit Provider-agreed upon distribution formula.
2. In exchange for their share of the Transportation Fee, STA will ensure that the Transit Providers create a student semester fare for SCC students that would allow for unlimited usage within and between the three Transit Providers' service areas (Vacaville City Coach, Fairfield and Suisun transit, SolTrans, and SolanoExpress). STA will further ensure that the Transit Providers establish the student semester fare at 50% of the regular fare.
3. STA will work with the Transit Providers to identify the appropriate cost for the fare to recuperate any operational losses by the Transit Providers. During the Fall 2017 semester the fare will be \$50 per semester. This may adjust as needed upon review.
4. STA shall work with the Transit Providers to provide SCC a ridership report of transit usage for each semester as this program continues.
5. STA will work the Transit Providers to develop marketing strategies, such as the development of a mobile application, to facilitate students' use of the transportation system.

## **C. Mutual Roles and Responsibilities**

1. The Parties shall work cooperatively in efforts toward seeking grants that may be needed in the future to extend the pilot or any additional services to support the SCC Transportation Fee Program.
2. The Parties will implement media and public outreach elements such as framed messages and flyers that will be developed by the STA, in conjunction with the Transit Providers, and SCC to promote the new semester fare

## **Part II**

### **General Terms and Conditions**

#### **A. Term of Agreement**

This Agreement is ongoing during the 2017-2018 school year and \_may be extended upon written approval of SCC continuing the Transportation Fee Program the following year and beyond.

#### **B. Indemnification**

Each Party shall indemnify, defend, protect, hold harmless, and release the other Parties, their elected bodies, officers, agents, and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liabilities, costs, or expenses (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of such indemnifying Party in the performance of its obligations under this Agreement. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

#### **C. No Waiver**

The waiver by any Party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

#### **D. Assignability**

No Party to this Agreement shall assign or transfer any interest herein nor the performance of any duties or obligations hereunder, without the prior written consent of the other Parties, and any attempt by a Party to so assign or transfer this Agreement or any rights, duties or obligations arising here under shall be void and of no effect.

#### **E. Governing Law and Venue**

The construction and interpretation of this Agreement and the rights and duties of the Parties shall be governed by the laws of the State of California with venue residing in Solano County.

#### **F. Force Majeure**

No Party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or for any interruption of services, directly or indirectly, from acts of god, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of the Party.

#### **G. Notices**

All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, postage prepaid. Any mailed notice, demand, request, consent, approval or communication that a Party desires to give to the other Parties shall be addressed to the other Parties at the addresses set forth below. A Party may change its address by notifying the other Parties of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received five days following the date of deposit.

**AGENCY:**

SOLANO COMMUNITY COLLEGE  
Dr. Celia Esposito-Noy, Superintendent  
4000 Suisun Valley Road  
Fairfield, CA 94534

SOLANO TRANSPORTATION  
AUTHORITY  
Daryl K. Halls, Executive Director  
One Harbor Center, Suite 130  
Suisun City, CA 94585

**H. Prior Agreements and Amendments**

This Agreement represents the entire agreement of the Parties with respect to the subject matter described herein, and no representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth in this Agreement. This Agreement may only be modified by a written amendment duly executed by the Parties.

**I. Severability**

If any provision or portion of this Agreement is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

**J. Compliance with all Laws**

The Parties shall observe and comply with all applicable federal, state and local laws, ordinances, and codes including those of the Federal Highway Administration (FHWA).

**K. Non-Discrimination Clause**

1. During the performance of this Agreement, the Parties and their subcontractors shall not deny any benefits or privileges to any person on the basis of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation. Each Party shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. The Parties shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated pursuant to it (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time.

**L. Access to Records and Retention**

All Parties, acting through their duly authorized representative, as well as any federal or state transit agency, the State Controller, the Comptroller General of the United States, and the duly authorized representatives of any of the Parties, shall have access to any books, documents, papers and records of any Party which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, the Parties shall maintain all required records for three years after final payment for any work associated with this Agreement, or after all pending matters are closed, whichever is later.

The Parties have executed this Agreement on the day and year last written below.

SOLANO TRANSPORTATION AUTHORITY      APPROVED AS TO FORM

By: \_\_\_\_\_  
Daryl Halls, Executive Director

By: \_\_\_\_\_  
STA Legal Counsel

SOLANO COMMUNITY COLLEGE      APPROVED AS TO FORM

By: \_\_\_\_\_  
Dr. Celia Esposito-Noy, Superintendent

By: \_\_\_\_\_  
SCC Legal Counsel

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

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

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

**SUBJECT:** **2017-2019 INTEGRATED PLAN: BASIC SKILLS  
INITIATIVE, STUDENT EQUITY, AND STUDENT  
SUCCESS AND SUPPORT PROGRAM**

**REQUESTED ACTION:**

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

**SUMMARY:**

The Integrated Plan combines Basic Skills Initiative (BSI), Student Equity (SE), and the Student Success and Support Program (SSSP). The Chancellor’s Office selected these three programs as a starting point for integrative efforts because they all have the same ultimate goal of increasing student success while closing achievement gaps, in addition to, a strong potential for overlap between and/or among programs. Project proposals were solicited from the college community and some of these initiatives will be supported over the next two years. The plan has been recommended by the Academic Senate and has received the endorsement of the College Governance Council and the Student Success and Equity Council. The submission deadline has been extended to January 28, 2018.

At this time, the plan is being submitted for Information Only. Board approval will be requested at the January 17, 2018 Governing Board Meeting.

**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:</i>
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**SUPERINTENDENT’S RECOMMENDATION:**       **APPROVAL**             **DISAPPROVAL**  
 **NOT REQUIRED**         **TABLE**

Gregory S. Brown  
Vice President, Student Services

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7159

**TELEPHONE NUMBER**

Gregory S. Brown, Student Services

**VICE PRESIDENT APPROVAL**

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

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

## 2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

### Part I – Deadlines and Important Information

- Submission deadline: **December 1, 2017**
- The 2017-19 Integrated Plan will cover two years. The budget plan will reflect the 2017- 18 allocations.
- Integrated fiscal reports will be required on an annual basis.
- All programmatic and student outcome data will be collected via existing MIS reporting. No additional data submissions are required.
- Colleges are encouraged to align integrated program plans with their college and district strategic plans/education master plans.
- Identify one individual and an alternate to serve as the point of contact for your college.
- **PROGRAM INTEGRATION**
- The integrated SSSP/Student Equity/BSI program model promotes integrated planning and program coordination at the district and college levels. The three programs retain separate requirements as specified in Education Code and title 5 regulations; these requirements are built into the Integrated Plan to ensure compliance with applicable law and regulations. In coming years, the Chancellor’s Office intends to pursue changes in Education Code and title 5 regulations to achieve even greater integration and alignment of the three programs in subsequent planning cycles.
- Plans are to be developed in consultation with students, staff, administrators, faculty, Academic Senate, and members of the community as appropriate. Your plan must be adopted by the governing board of the community college district and submitted to the Chancellor’s Office by December 1, 2017. A separate plan must be submitted for each college in the district.
- **DATA-DRIVEN PLANNING**
- An effective plan is grounded in data. In developing your integrated plan, refer to existing data from your previous plans, additional statewide data, and/or data collected at your colleges.

The Chancellor’s Office will explore and develop mechanisms and tools over the coming months to assist and support colleges in their data analysis effort, although colleges should proceed with existing resources to complete the 2017-19 plan. Areas of focus for these new tools will include access and completion for basic skills, workforce and CTE, and transfer level courses.

## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Although you are not required under this plan to submit your data, analysis, and each goal you set, Education Code requires that you analyze data and develop goals to address the following and to retain that information as part of your institutional records:

- Goals for the general population and for identified student groups, disaggregated by gender, as well as activities designed to address disproportionate impact using one of the Chancellor's Office-approved methodologies. Education Code requires that colleges analyze data for the following student groups and, if appropriate, develop subgroup-specific goals: current or former foster youth, students with disabilities, low-income students, veterans, American Indian or Alaskan Native, Asian students, black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, white, some other race, and more than one race.
- Success rates for students with basic skills needs using Basic Skills Cohort Tracker data that show (1) the number of students successfully transitioning to college-level mathematics and English courses, and (2) the time it takes students to successfully transition to college-level mathematics and English courses.
- In addition, the following data should inform your planning:  
Trends for incoming students related to engagement in the following activities: (1) orientation, (2) assessment, and/or (3) education planning.
- The number of students on academic or progress probation, referred to follow-up interventions or services, and successfully moved from probation—disaggregated into the student groups that must be included in your disproportionate impact analysis.
- The number of noncredit CDCP certificates awarded, if applicable.
- Noncredit course success data, such as the percentage of students earning a grade of pass (P) or satisfactory progress (SP), if applicable.
- The number of students who transition from noncredit to credit.

# 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

## Part II – Program Goals and Planning

### PREVIOUS ACCOMPLISHMENTS

Questions 1 & 2 focus on what you **have accomplished during the 2015-16 planning cycle.**

1. Assess your college’s previous program efforts:

1. In the table below, list progress made toward achieving the goals outlined in your 2015- 16 SSSP, Student Equity, and BSI plans. Expand the table as needed so that all of your goals are included.

<b>Plan</b>	<b>GOAL</b>	<b>Progress</b>
<b>Equity</b>	To provide opportunities for increasing diversity and equity for all students at SCC.	<p>The alignment of initiatives has shown to be impactful: introduction of multiple measure assessment, reduction of writing courses and the addition of English 001 corequisite 310D. Adjustments in course offerings has shown to reduce or eliminate remedial track completion showing an increase of diversity and equity in course completion for all students as the result.</p> <p>Solano use of categorical support from the State has shown to be impactful on closing gaps. Although none of the gaps has been eliminated entirely, they have been reduced as a result of services rendered (i.e., -10% gap is now a -5 gap).</p> <p>The ACCESS gap that exists among men has decreased from -10% to -5%. Math Basic skills gap for Black students has been reduction in the gap from -11% to -</p>

		<p>6%. Black students also saw a decrease in the gap from -12% to -6% in course completion. With Native Hawaiian Pacific Islanders closing this gap by -5 % points the gains have wiped out the deficit for course completion for this group. Another gain in reducing the completion gaps has shown amongst Native Hawaiian Pacific Islanders applied to Transfer with a 2% gain, reduction of -5% to -3%.</p>
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<p>Equity</p>	<p>To close performance gaps for targeted groups, thereby improving the overall success of</p>	<p>Although most of the target groups show an improvement, none of the 2014 SEP targets are on track to being met. With only course completion for foster youth and basic skills completion for individuals with disabilities within 85% of achieving the target, an evaluation of the initiatives indicates a need to structure our efforts with linkable learning outcomes that have measurable results.</p>
<p>BSI</p>	<p>The number of students moving from testing into basic skills math through successful completion of a transfer level math (within 2 years) and/or successfully completing an Associate's degree within 3 years will statistically significantly increase.</p>	<p>Success rates in mathematics have increased from 47% to 48% during this period. However, persistence rates have lowered slightly.</p> <p>Possible explanations for the persistence rate decreases could include issues related to scheduling, class cancellations, or an improvement in the economy. The increases in pass rates may be attributed, at least in part, to the use of embedded tutors.</p>

BSI	By AY 2016-17, the proportion of students with intake placements below transfer in English who pass the transfer-level course within three years will increase by 10% over the proportion of students achieving this result in the Fall 2009- Spring 2012 cohort.	With the implementation of multiple measures and the addition of 310D, the college has surpassed this goal. Currently 85% of students enrolling at Solano are placed into college level English. This is a 67% increase from the 2009- 2012 cohort.
BSI	By AY 2016-2017, 100 students (unduplicated headcount) from our local communities will be enrolled in at least 3 units of for-credit ESL courses each semester, a 50% increase over Fall 2012.	We had 137 ESL students in 2016-17 successfully earned at least 3 units but we did not have a 50% increase over Fall 2012 (101 students).
SSSP	Initial Orientation	In the first year of SSSP, many outreach efforts were made to introduce the 3SP core services to the surrounding high schools and community which boosted the amount of orientation services provided in 2014-15. In addition, all students who used the orientation service were counted under the counting formula of <b>“once during time student is served by the college”</b> . The subsequent years, only students who received their initial orientation were counted, as a result there is

		a greater count in 2014-15 and lesser count in 2015-16 and 2016-17. The overall % of initial orientation services provided was at 14.6% for the last 3 years.37% New Student orientation participation
SSSP	Initial Assessment	Outreach efforts usually occur in Spring and Summer therefore Fall semester showed a lower % of services provided. The overall % of initial assessment services provided was at 10.9% for the last 3 years.
SSSP	Abbreviated and Comprehensive Student Education Plan	The overall % Abbreviated and Comprehensive education plan services provided was at 23.9% for the last 3 years. 2015-2016 seen a 4.1% increase of students receiving the service from 2014-2015.
SSSP	Counseling/Advising	The average percent counseling and advisement services student received is about 30-35% each academic year except for Summer 2016. It is unclear if there was a technical glitch in data upload or if the counseling department reduced their service hours. Counseling and Advisement has provided the highest % service out of all the 3SP core services.
SSSP	At Risk Follow Up Services	Although there has been an increase of students served from 2014-2015(number of 40 to 2016-2017 number of

		180) the mid years made the bulk of that increase and 2016-2017 has seen a decrease in these services.
SSSP	Other Follow Up Services	2014-2015 4,187 Other orientation 913 Career, Sub. Placement 834 Follow-up Ed Plan 122 Other Credit Acad Progress  2016-2017 260 Other orientation 623 Career, Sub. Placement 1685 Follow-up Ed Plan 16 Other Credit Acad Progress

**at do you attribute your overall success or lack thereof? (This answer can be in narrative or bullet; 100 words maximum)**

Much can be attributed to the overall success at Solano Community College efforts to close the Equity Gaps. The collaboration between academic and academic support services has allowed for assistance to be embedded in the classroom. Other efforts to collaborate has been embodied in the Academic Senate Basic Skills Committee. Their biweekly discussions on student equity and success issues have routinely prompted a call to action from various constituencies.

However, the college was without a Student Services Vice President for several years. The absence of this position significantly impacted the coordination between programs designed for recruitment, retention, and transition of students. Now that an administration team is in place, it is believed that we will see improvement in the areas of access, follow up and transfer services. The creation of the Dean of Enrollment Services and the Dean of Academic Support services positions will allow for focus persistence and execution of services that will impact Equity and SSSP gaps.

Although the college had started impactful initiatives, i.e., First Year Experience, Foster Youth Program, they were not outcomes driven and lack administrative support to sustain them during times of adversity. The college commitment to reestablishing the Student

Success and Equity Council has led to a process of review, evaluation, support, and integration of student success and equity related programs.

**In the table below, identify one goal from your 2015-16 plans that intersects SSSP, Student Equity, and BSI and describe the integration activities. (Note: For the 2017-19 plan, integrated goals are required.)**

Goal	Activities in each program that serve the goal listed		
To close performance gaps for targeted groups, thereby improving the overall success of all students at Solano Community College.	SSSP	Student Equity	BSI
	Assessment services supported the Multiple Measures Project and worked with English Faculty, IT and Institutional research to advance implementation of MMP. Also, the Basic Skills committee collaborated with Counseling faculty to ensure students would be positively impacted.	Solano’s Puente program was one of the first in the state to adapt English corequisite, 310D after the use Multiple Measures to enroll students in college level writing.	The establishment of English 310D course, as a result of using Multiple Measures resulted in this this class is designed to help students further hone their craft as writers and readers.

<p><b>To close performance gaps for targeted groups, thereby improving the overall success of all students at Solano Community College.</b></p>	<p>Assessment services supported the Multiple Measures Project and worked with English Faculty, IT and Institutional research to advance implementation of MMP. Also, the Basic Skills committee collaborated with Counseling faculty to ensure students would be positively impacted.</p>	<p>Solano’s Puente program was one of the first in the state to adapt English corequisite, 310D after the use Multiple Measures to enroll students in college level writing.</p>	<p>The establishment of English 310D course, as a result of using Multiple Measures resulted in this this class is designed to help students further hone their craft as writers and readers.</p>
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**Describe one strategy or activity that your college has implemented that is resulting in significant gains in student completion or closing of achievement gaps. The Chancellor’s Office will use this information to assist in dissemination of effective practices to other colleges.**

In spring 2016 SCC introduced an English 1 co-req as an alternate for students placed 1-level below (which had a 31% persistence rate over a one year period). This co-req is a 3-hour, 1-unit lab taught by the English 1 instructor of record and supported by an embedded Teaching Apprentice. The first-attempt co-req students pass English 1 at a rate of 68%, which is comparable to the pass rate of “regular” sections of English 1 in the same semester (70%). SCC is using Transformation Grant funds to both support faculty teaching the co-req and accelerated class, and to embed graduate students (Teaching Apprentices) in the class and lab to further support just-in-time remediation. Thanks to the introduction of the co-req class and the institutionalization of multiple measures, 85% of incoming fall 2017 students had immediate access to English 1 (contrasted with 18% of incoming students in fall 2015). Most impressively, this dramatic increase in access has not decreased the pass rates of English SCC has an MOU to pilot the co-req course for the Fall 2016 and Fall 2017 cohorts of Puente students, and we are offering a section of the co-req/1 course for multilingual writers.

## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

### FUTURE PLANS

*Questions 3-8 address the 2017-19 planning cycle.*

3. Establish integrated student success goals to be completed/achieved by June 30, 2019, along with corresponding activities designed to achieve those goals. Goals must be outcomes-based, using system-wide outcomes metrics.

- Increase the transfer and completion rates of students associated with retention programs such as Umoja, First Year Experience, and Puente.
- Close performance gaps for targeted groups, thereby improving the overall success of all students at Solano Community College.
- Increase the integration of student success initiatives within learning pathways
- Improved identification of and support for programs where students consistently struggle.
- Increase the percentage of incoming students who have access to and succeed in college-level math courses.
- Increase the percentage of incoming students who have access to and succeed in college-level English.

Select five integrated goals for the period covering this plan and complete the following table, showing how each goal connects across programs as well as the activities/steps you will implement to achieve each goal (Note: not all cells are required to be completed for each goal, but goals should cross at least two programs). Include at least one goal for each of three programs: Student Success and Support Program (core services), Student Equity, and Basic Skills. Complete the table on the next page. Add rows as needed to list all five goals.

## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Goal	Activities in each program that serve the goal listed			Goal Area
	SSSP	Student Equity	BSI	
Increase the percentage of incoming students who have access to and succeed in college-level English.	Provided student success workshops through the ASTC that focus on writing strategies	Allow for tutoring and support for College-level English for student populations impacted by course completion gaps. Umoja and Puente will also offer English 310D coreq.	Pilot prep courses through the first year experience programs Redesign the dev. Ed. sequence	*Access *Retention Transfer *ESL/Basic Skills *Completion Degree & Certificate Completion
Goal	SSSP	Student Equity	BSI	Goal Area
Improved identification of and support for programs where students consistently struggle.	Implementation of the targeted academic persistence initiative will allow for follow up services who are identified by the college community as needing assistance.	Students in the Umoja program Will be monitored through the Early Alert system supported by targeted academic persistence.	Math Basic Skills students will be considered an at-risk populations and will be targeted for follow up services supported by SSSP and Equity.	*Access *Retention *Transfer ESL/Basic Skills *Completion Degree & Certificate Completion
Goal	SSP	Student Equity	BSI	Goal Area
Increase the integration of student success initiatives within learning pathways	There will be a focus admissions process that included One Stop Enrollment events that support faculty efforts to enroll students in an academic pathway program. Counseling will also tailor sessions when needed to support these pathways		Basic Skills Committee will continue to host sessions that discuss Integration and pathways to reduce time to completion.	*Access *Retention Transfer *ESL/Basic Skills Completion Degree & Certificate Completion
Goal	SSSP	Equity	BSI	Goal Area

<p>Increase the percentage of incoming students who have access to and succeed in college-level math courses.</p>	<p>Follow up services for students in math developmental sequencing using an early alert tracking system.</p>	<p>Provide summer math enrichment programs taught by faculty or experienced professional tutor to assist with math placement readiness.</p> <p>*Assigned embedded tutors and/or instructional assistants to work with math faculty to support students in and out of the classroom.</p> <p>*Enroll math student in a designed math corequisite or when lack thereof, utilize unincorporated supplemental course through academic support area.</p>		<p>*Access *Retention Transfer *ESL/Basic Skills Completion Degree &amp; Certificate Completion</p>
<p><b>Goal</b></p>	<p><b>SSSP</b></p>	<p><b>Student Equity</b></p>	<p><b>BSI</b></p>	<p><b>Goal Area</b></p>
<p>To close performance gaps for targeted groups, thereby improving the overall success of all students at Solano Community College.</p>	<p>Follow up Services for targeted groups through an early alert system.</p>	<p>Focused academic support services to include embedded tutors. Tutors through MESA, Umoja. Counseling, Academic Support Specialist, and cohort schedules.</p>	<p>Basic Skills Committee will continue to host Optional Flex, providing professional development for the college community. There will continue to be thematic meetings used to address issues pertaining to</p>	<p>*Access *Retention Transfer *ESL/Basic Skills *Completion Degree &amp; Certificate Completion</p>

			Access and Completion.	
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**How will your college accomplish integration of matriculation, instruction, and student support to accomplish you student success goals? Include in your answer how your college will ensure coordination across student equity-related categorical programs or campus- based programs. (500 words max)**

*Academic Support Services is a new department of the college. The hiring of a Dean who will follow through on Equity Goals: Access and Completion, will use follow up services through the activities included in equity, retention, and matriculation programming will meet these goals. Academic Support Services will coordinate action-oriented programs that have the purpose of breaking down silos through the integration processes.*

*Solano continues to create initiatives to close gaps. In the pursuit of the projects, a number of them were unsuccessful. Some faltered during the implementation stage, while others lost its effectiveness at some other point. The college recognizes that there needs to be embedded institutional knowledge of a body of college employees that invest in the success of initiatives that are closing the completion gap.*

*The Integration of instruction: Allowing for integration of instructions include programs associated with the categorical funding areas. Umoja and Puente will both expand cohort offerings. Umoja will offer a cohort sections that include English and Counseling. Puente will continue to provide English II during the second semester, extending involvement in the Puente program for at least one full year. Also, Puente will offer English with a co-req course (310D) to provide academic support as part of the curriculum, thereby allowing "basic skills" students immediate access to English 1. The impact has been significant, increasing those who were college ready to 67%.*

*The integration of student support: The use of an early alert system, targeted academic persistence initiatives, the Academic Success and Tutoring Center will provide support services for students who may or may not be considered at risk. These systems also support faculty who need a method to notify college officials that students are in need of assistance. The hiring of Academic Success Specialist will assist students in their attainment of success goals. As part of College's retention, persistence, and matriculation agenda, categorical funding allows for outcomes based programing. The college invests in inclusivity of staff and systems, so that an appropriate method of follow up, case management and direction for students are layered.*

*The Student Success and Equity Council was formed to support faculty and staff in their organization and execution of projects and programs. The Student Success and Equity Council will evaluate projects by helping to establish a process for integration. The evaluations of projects and programs implemented at the college are the missing components for institutionalizing various success initiatives and meeting success goals.*

**If your college has noncredit offerings, describe how you are including these offerings in moving students through to their goals, including post-secondary transitions and employment (250 words max)**

Solano Community College does not offer noncredit options.

**Describe your professional development plans to achieve your student success goals. (100 words max)**

*For each initiative submitted the college required professional development (PD) as a condition of the project or program. Each project included in the plan would allow for professional development (PD) of staff and faculty associated with the initiative. PD will be inclusive of but not limited to conferences, workshops, and webinars.*

*Hosting during Flex to provide professional development for the college community would also be a requirement. Sharing of the knowledge and purpose of the initiative; training members of the college community to use certain systems, communicating the purpose of the program will also be required. The expectation that project managers commit to the receiving and sharing of professional development allows for the achievement of student success goals.*

**How and how often will you evaluate progress toward meeting your student success goals for both credit and noncredit students? You could analyze milestones, momentum points, leading indicators, or any other metric you find appropriate for your college. (100 words max)**

Student Success and Equity Council (SSEC) will focus on the evaluation of student success initiatives submitted for integrated planning. The SSEC will establish the process for submission of a project or program, reviewing, evaluation, onboarding, off boarding and integration of successful efforts. This integration process will be continuous and allows for the institutional flexibility to allow for adjustments to changing trends and advancing

opportunities. Once a program is accepted, the council will follow a process that comes with suggestions for improvement, support of those initiatives, review, and development of outcomes, and evaluation of the initiative using those same measures inspired by the overarching goals and the shared expectations directed by the educational and strategic plan of the college.

A collaboration between Student Success and Equity Council, Shared Governance, the Academic Senate, Institutional Research and Administration will utilize Institutional Set Standards to set and analyze milestones:

- Successful Course Completion
- Degrees and Certificates (Degrees, Certificates, Total Awards)
- Number of Students Transferring to 4 Year Institution
- Licensure Pass Rate
- Job Placement Rate

Student Success Council:

- Annual evaluation of projects and programs
- Annual onboarding of initiatives.
- Milestones will be established for each program accepted.

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## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

**For multi-college districts, how will you coordinate your efforts for SSSP, Student Equity, and BSI, with other colleges in your district to achieve your student success goals? (100 words max)**

*Solano Community College is a single college district.*

**Using the document “BSI SE SSSP Integrated Budget Plan 2017-2018” and your 2017-2018 annual allocation amounts, provide a budget plan specifying how you will utilize your BSI, SE, and SSSP funds to help achieve your student success goals.**

*The below budget is only an estimate based on the Student Success and Equity Council estimates. Administration will meet to affirm expenses to categories. This information will be communicated to the Academic Senate, Shared Governance and the SSEC.*

Select district	Solano		
Select college	Solano Community College		
Planned Expenditures			
<b>BSI, SE, &amp; SSSP Budget Total</b>	<b>\$2,853,112</b>		

<b>Category</b>	<b>Basic Skills Initiative</b>	<b>Student Equity</b>	<b>Credit SSSP</b>
Academic Salaries	\$87,532	\$239,200	\$747,742
Classified and Other Nonacademic Salaries		\$300,640	\$371,280
Employee Benefits	\$21,467	\$202,660	\$305,041
Supplies & Materials		\$58,500	\$75,250
Other Operating Expenses and Services		\$130,600	\$219,800
Capital Outlay		\$50,000	\$ -
Other Outgo		\$43,400	\$ -
<b>Program Totals</b>	\$108,999	\$1,025,00.00	\$1,719,130

*Each college must create an executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities. The executive summary for this plan must also include an accounting of how Student Equity funding for 2014-15, 2015-16, and 2016-17 was expended and an assessment of the progress made in achieving the identified goals from prior year plans. The summary must also include the name of the college or district official to contact for further information. The executive summary must be posted to the college website. Provide a link to your college's executive summary below:*

### **EXECUTIVE SUMMARY**

Solano Community College is committed to assuring student equity in all educational programs and College services (SCCD Policy 5355). We define student equity simply as that condition where, *"all students enjoy the same right and access to education."*

The College serves 9799 student headcount (fall 2017 census) at campuses in Fairfield, Vacaville, and Vallejo and in the surrounding communities including Travis Air Force Base, Winters, Dixon, and Benicia. The College provides programs and services to ensure that all students have the opportunity to succeed academically. The overarching equity goal at Solano Community College is to provide a teaching and learning environment that is welcoming, supportive, and accessible to all participants, regardless of ethnicity, culture, nationality, language, disability, gender, sexual orientation, or religion, and to ensure that all students have an equal opportunity for academic success.

The specific goals of the Student Success and Equity Plan are:

1. Increase the transfer and completion rates of students associated with retention programs such as Umoja, MESA, and Puente.
2. Close performance gaps for targeted groups, thereby improving the overall success of all students at Solano Community College.
3. Increase the integration of student success initiatives within learning pathways
4. Improved identification of and support for programs where students consistently struggle.
5. Increase the percentage of incoming students who have access to and succeed in college-level math courses.

6. Increase the percentage of incoming students who have access to and succeed in college-level English.

This 2017-2019 Student Success and Equity Plan is guided by the College's Mission Statement wherein the commitment to student equity is inherent:

*Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.*

The plan is also guided by the overarching student success and equity goals:

- Integrate initiatives and programs funded through Basic Skills, Student Equity and Student Support and Success resources
- Support initiatives and programs that are based on validated research, are model programs with evidence supporting their success, are scalable, and align with Solano Community College priorities
- Support initiatives and programs which specifically address student equity achievement gaps
- Support initiatives and programs which specifically address student access, success, persistence and timely completion in meeting student objectives of certificates, degrees, transfer and employment
- Support initiatives and programs which establish academic and/or social pathways.

The SSEP was written with contributions from faculty, staff, students, managers, and students. This 2017-2019 plan for Solano Community College's is part of an ongoing institutional effort underway at Solano Community College to improve proportional student academic outcomes and to more carefully and formally assess and evaluate student equity planning. The College recognizes that equity planning and assessment, as well as expansion of its data collection to further examine the academic needs of an increasingly diverse student population, is critical to the achievement of student equity and the fostering of academic excellence for all in our educational programs.

The Solano Community College Student Success and Equity Committee has oversight for the development and implementation of this Student Success and Equity Plan. This Committee is composed of faculty, staff, and administration. The Committee made recommendations to appropriate bodies regarding the College's Student Success Equity Plan, along with a host of new student equity recommendations. The 2015-2019 Student Equity Plan was approved by the SCC Board of Trustees on November 18, 2015 in compliance with Title 5 guidelines in Section 54220.

#### A. Student Equity Indicators and Target Groups

We examined student equity at SCC in the context of the following Student Equity Indicators, as required by the CA Code of Regulations, Title 5, Section 54220 and the template provided by the California Community College Chancellor's Office:

1. Access
2. Course Completion
3. Basic Skills Completion, English Progression
4. Basic Skills Completion, Math Progression
4. Degree and Certificate Completion
5. Transfer

#### **Activity Dictionary:**

**A1:** Focus Delivery of SSSP Services to Target Groups: Campus community will develop and test new methods of delivering core Student Success and Support Program (SSSP) services— assessment, orientation, student education planning, and follow-up to students while increasing access.

**A2:** Increase High School and Community Outreach to Target Groups: Annually, Enrollment services will collaborate with Counseling services to conduct visits to our] local high school and community fairs/events with the specific goal of providing early outreach to identified student groups and disseminating materials on assessment, enrollment, support services, student educational planning, and financial aid.

**A3:** Tailored first year experience for students from various backgrounds.

**A4:** Specific outreach and course scheduling efforts to military students and prison populations: Efforts will include expanded marketing of programs, financial aid services, scholarships, veteran's benefits, and raising aspiration levels for attending and completing college programs.

**A5:** Develop and implement an Early Alert program: Identify an Early Alert tracking/intervention software and integrate the system with campus wide programs and services. Provide professional development for faculty and staff to use the system and develop time lines for reporting by instructors and other staff. Develop a broad referral process for appropriate intervention to support student successful behaviors and provide intrusive interventions for less than successful course completion behaviors. Initiate direct academic support, including tutoring, counseling, career planning, writing lab, math lab, and learning community involvement.

**A6:** Research course scheduling: Research the impacts of course availability, delivery, and sequencing and modify offerings to encourage completion to the next course toward program completion. This information will be shared with academic affairs for semester by semester tracking of class capacities and efficiency.

**A7:** Provide instruction/learning support resources: Through our library reserve process, textbooks will be available in the libraries at SCC College sites where courses are delivered. Provide students with licenses for supplemental instruction resources, including math lab. Provide a laptop computer or Chromebook loan program to support course completion.

**A8:** Utilize the UMOJA program as a safe place and access its resources (tutoring, mentoring, and counseling) to offset academic and social risk factors.

**A9:** Targeted Academic Persistence (TAP) will provide strategic interventions for students] and serve as a resource for helping them get back on their academic track

**A10:** Support a Learning Communities model: Provide support to the Umoja, Puente, First Year Experience, Athletics and Pre-law programs to assist with course completion, including the use of academic success coaches, tutoring, social and academic support services, peer support, role modeling, and community development.

**A11.**Support Learning Communities: Provide support to the Umoja, Puente, First Year Experience, and Pre-law programs to assist with course completion, including the use of academic success coaches, tutoring, social and academic support services, peer support, role modeling, and community development.

**A12:** Research course scheduling: Research the impact of course availability, delivery, and sequencing. Modify offerings to encourage completion to the next course toward academic program completion. This information will be shared with academic affairs for semester by semester tracking of class capacities and efficiency.

**A13:** Faculty training/mentoring program: Develop faculty mentors to assist with early intervention, referral to support programs and activities, role modeling for success, career information, and personal support for overcoming barriers to successful course completion.

**A14:** Perform additional research: on the population to determine more specific intervention strategies, or those strategies currently provided with targeting to this population.

**A15:** Research the needs of the local ESL population: Conduct surveys) of the local population to determine education and training needs, including course content, delivery times, days, locations, and staffing.

**A16:** Identify gatekeeper courses: Research the college's certificate and degree sequences to determine which courses impact the continued progress of students through the program of study. Identify what factors in each course or group of courses have the strongest impact on student success or lack of success.

**A17:** Develop academic sequencing alignment: In cooperation with academic affairs and college governance, review course sequencing for certificates and degrees, to ensure availability. Develop stackable local certificates to build into state recognized certificates, and then into degree programs for completion.

**A18:** Create networks and pipelines for transfer: Develop stronger program to program relationships with university partners, identifying key contact people for supporting the transfer process, as well as developing transfer agreements.

**A19:** Increase presence of transfer universities on campus: Bring universities on campus with greater frequency and link university visits to academic program activities, campus events, or target populations identified in the gap analysis.

**A20:** Assigned embedded tutors and/or instructional assistants to work with math faculty to support students in and out of the classroom.

**A21:** Enroll math student in a designed math corequisite or when lack thereof, utilize an unincorporated supplemental course through academic support area to support students in need of academic support. (\*Negotiating)

**A22:** Promote visits to universities: Have target populations visit regional universities to engage with like students at the university while addressing overcoming barriers to success and model importance of advanced education.

**A23:** Promote transfer options: Assist students with developing their admission and scholarship applications. Assist students with identifying transfer university choices early in their academic career to ensure enrollment in appropriate transferable courses. Share personal success stories.

**A24:** Create academic pathways for recruitment, retention and transfer.

**A25:** Establish social pathways to support transfer relationships to similar focused programs at transfer institutions.

**A26:** Enhance Services to Students with Disabilities: Initiate a Learning Disabilities program to test and identify students with learning disabilities. Provide appropriate services and equipment in response to the needs identified, and offer supportive academic courses, workshops, and outreach to students.

**A27:** Provide instruction/learning support resources: Provide students with licenses for supplemental instruction resources, including math lab. Provide a laptop computer or Chromebook loan program to support course completion. Use of academic success coaches, tutoring, social and academic support services, peer support, role modeling, and community development to support basic skills success.

**ACCESS.** Compare the percentage of each population group that is enrolled to the percentage of each group in the adult population within the community served.

Group ID	Target Population(s)	# of your college's total enrollment in Fall 2016 – Spring 2017	% of your college's total enrollment (proportion)	% of adult population within the community served (proportion)	Gain or loss in proportion
G1	American Indian / Alaska Native	137	1.12%	1.30%	-0.18%
G2	Asian	2580	21.09%	15.60%	5.49%
G3	Black or African American	2057	16.82%	14.80%	2.02%
G4	Hispanic or Latino	3547	29.00%	21.00%	8.00%
G5	Native Hawaiian or other Pacific Islander	137	1.12%	1.00%	0.12%
G6	White	3555	29.06%	39.60%	-10.54%
G7	Some other race	220	1.80%		1.80%
G8	More than one race		0.00%	6.70%	-6.70%
	Total	12233	100%	100%	
G9	Males	5191	42.43%	49.70%	-7.27%
G10	Females	6768	55.33%	50.30%	5.03%
G11	Unknown Gender	274	2.24%		2.24%

G12	Current or former foster youth	300	2.45%	0.06%	2.39%
G13	Individuals with disabilities	489	4.00%	11.20%	-7.20%
G14	Low-income students	4230	34.58%	12.90%	21.68%
G15	Veterans	695	5.68%	8.11%	-2.43%

Equity Gap	Student Group	Gap	The # of students in group	Number of Students "Lost"	Goal	Goal Year
Largest Gap	White (G6)	-10.54%	12233	-1289	Reduction 5%	2019
Second Largest	Males (G9)	-7.27%	12233	-889	Reduction 8%	2019
Third Largest	Individuals with Disabilities (G13)	-7.20%	12233	-881	Reduction 50%	2019

The goal is to improve access for the following target populations identified in the college research as experiencing a disproportionate impact:

**Actions to achieve access goals include:**

<b>Activity</b>	<b>Target Groups</b>	<b>Planned Start and End Date(s)</b>
A1	G: 6, 9, 13	Fall 2017
A2	G: 6,9, 13	Fall 2017
A3	G: 6,9,13	Fall 2018- Continuous
A4	G: 6,9,13	Fall 2017

**Activity Dictionary:**

**A1:** Focus Delivery of SSSP Services to Target Groups: Campus community will develop and test new methods of delivering core Student Success and Support Program (SSSP) services— assessment, orientation, student education planning, and follow-up to students while increasing access.

**A2:** Increase High School and Community Outreach to Target Groups: Annually, Enrollment services will collaborate with Counseling services to conduct visits to our] local high school and community fairs/events with the specific goal of providing early outreach to identified student groups and disseminating materials on assessment, enrollment, support services, student educational planning, and financial aid.

**A3:** Tailored first year experience for students from various backgrounds.

**A4:** Specific outreach and course scheduling efforts to military students and prison populations: Efforts will include expanded marketing of programs, financial aid services, scholarships, veteran’s benefits, and raising aspiration levels for attending and completing college programs.

**COURSE COMPLETION.** The ratio of the number of credit courses that students, by population group, complete compared to the number of courses in which students in that group are enrolled on the census day of the term.

Group ID	Target Population(s)	the # of courses students enrolled in & were present in on census day in 2015-2016	The # of courses in which students earned an Passing Grade	Success Rate	Comparison to the all student average
G1	American Indian / Alaska Native	601	414	68.89%	-1.96%
G2	Asian	11142	8324	74.71%	3.87%
G3	Black or African American	8154	5002	61.34%	-9.50%
G4	Hispanic or Latino	14826	1022	69.35%	-1.49%
G5	Native Hawaiian or other Pacific Islander	581	387	66.61%	-4.23%
G6	White	14353	10756	74.94%	4.10%
G7	Some other race	817	592	72.46%	1.62%
G8	More than one race				
	All Students	50474	35757	70.84%	
G9	Males	28128	20177	71.73%	0.89%
G10	Females	21293	14860	69.79%	-1.94%
G11	Unknown Gender	1045	714	68.33%	-1.46%

G12	Current or former foster youth	1299	750	57.74%	-10.59%
G13	Individuals with disabilities	2489	1758	70.63%	12.89%
G14	Low-income students	20776	14466	69.63%	-1.00%
G15	Veterans	3624	2645	72.99%	3.36%

Equity Gap	Student Group	Gap	The # of courses students census enrolled	Goal	Goal Year
Largest Gap	Current or former foster youth (G12)	-10.59%	1299	Reduction 50%	2019
Second Largest	Black or African American (G3)	-9.50%	8154	Reduction 10%	2019
Third Largest	Native Hawaiian or other Pacific Islander(G5)	-4.23%	581	Reduction 10%	2019

\*The goal is to improve course completion for the following target populations identified in the college research as experiencing a disproportionate impact:

Actions to achieve completion goals include:

Black or African American (G3)  
 Native Hawaiian or other Pacific Islander (G5)  
 Current or former foster youth (G12)

Activity	Target Groups	Planned Start and End Date(s)
A3	G: 3,5,12	Spring 2019- Continuous
A5	G: 3,5,12	Fall 2018-Continuous
A7,	G: 3,5,12	Spring 2018- Continuous
A8	G:3	Spring 2018
A9, 10,12,14, 16 ,17	G 3, 5, 12	Spring 2018

**A3:** Tailored first year experience for students from various Backgrounds.

**A5:** Develop and implement an Early Alert program: Identify an Early Alert tracking/intervention software and integrate the system with campus wide programs and services. Provide professional development for faculty and staff to use the system and develop time lines for reporting by instructors and other staff. Develop a broad referral process for appropriate intervention to support student successful behaviors and provide intrusive interventions for less than successful course completion behaviors. Initiate direct academic support, including tutoring, counseling, career planning, writing lab, math lab, and learning community involvement.

**A7:** Provide instruction/learning support resources: Through our library reserve process, textbooks will be available in the libraries at SCC College sites where courses are delivered. Provide students with licenses for supplemental instruction resources, including math lab. Provide a laptop computer or Chromebook loan program to support course completion.

**A8:** Utilize the UMOJA program as a safe place and access its resources (tutoring, mentoring, and counseling) to offset academic and social risk factors.

**A9:** Targeted Academic Persistence (TAP) will provide strategic interventions for students] and serve as a resource for helping them get back on their academic track

**A10:** Support a Learning Communities model: Provide support to the Umoja, Puente, First Year Experience, Athletics and Pre-law programs to assist with course completion, including the use of academic success coaches, tutoring, social and academic support services, peer support, role modeling, and community development.

**A12:** Research course scheduling: Research the impact of course availability, delivery, and sequencing. Modify offerings to encourage completion to the next course toward academic program completion. This information will be shared with academic affairs for semester by semester tracking of class capacities and efficiency.

**A14:** Perform additional research: on the population to determine more specific intervention strategies, or those strategies currently provided with targeting to this population.

**A16:** Identify gatekeeper courses: Research the college's certificate and degree sequences to determine which courses impact the continued progress of students through the program of study. Identify what factors in each course or group of courses have the strongest impact on student success or lack of success.

**A17:** Develop academic sequencing alignment: In cooperation with academic affairs and college governance, review course sequencing for certificates and degrees, to ensure availability. Develop stackable local certificates to build into state recognized certificates, and then into degree programs for completion.

## Basic Skills Progression and English

Group ID	Target Population(s)	The # of students who complete a below transfer English course with an A, B, C or credit	The number of students out of ß (the denominator) that complete a degree applicable course with an A,B, C, or credit	The rate of progress from Basic Skills to degree-applicable course completion	Comparison to the all student average
G1	American Indian / Alaska Native	14	7	50.00%	3.87%
G2	Asian	243	135	55.56%	9.43%
G3	Black or African American	296	98	33.11%	-13.02%
G4	Hispanic or Latino	323	148	45.82%	-0.31%
G5	Native Hawaiian or other Pacific Islander	16	4	25.00%	-21.13%
G6	White	361	193	53.46%	7.33%
G7	Some other race	258	112	43.41%	-2.72%
G8	More than one race				
	All Students	1511	697	46.13%	

G9	Males	655	276	42.14%	-3.99%
G10	Females	838	412	49.16%	3.04%
G11	Unknown Gender	18	9	50.00%	3.87%

Group ID	Target Population(s)	The # of students who complete a below transfer English course with an A, B, C or credit	The number of students out of ß (the denominator) that complete a degree applicable course with an A,B, C, or credit	The rate of progress from Basic Skills to degree-applicable course completion	Comparison to the all student average
G12	Current or former foster youth	20	7	35.00%	-11.13%
G13	Individuals with disabilities	131	37	28.24%	-17.88%
G14	Low-income students	543	234	43.09%	-3.03%
G15	Veterans	98	51	52.04%	5.91%

The goal is to improve ESL and basic skills completion for the following target populations identified in the college research as experiencing a disproportionate impact:

Equity Gap	Student Group	Gap	The # of students in group	Goal	Goal Year
Largest Gap	Native Hawaiian or other Pacific Islander	- 21.13 %	16	Reduction 50%	2019
Second Largest	Individuals with disabilities	- 17.88 %	131	Reduction 50%	2019
Third Largest	Black or African American	- 21.13 %	296	Reduction 50%	2019

Actions to achieve Basic Skills Progression and English goals include:

Black or African American (G3)  
 Native Hawaiian or other Pacific Islander (G5)  
 Individuals with disabilities (G13)

Activity	Target Groups	Planned Start and End Date(s)
A13	G3, 5, 13	Fall 2018
A15	G3, 5, 13	Spring 2018-Continuous
A26	G13	Fall 2018-
A27	G3, 5, 13	Spring 2018- 2018

**Activity Dictionary:**

**A13:** Faculty training/mentoring program: Develop faculty mentors to assist with early intervention, referral to support programs and activities, role modeling for success, career information, and personal support for overcoming barriers to successful course completion.

**A15:** Research the needs of the local ESL population: Conduct surveys) of the local population to determine education and training needs, including course content, delivery times, days, locations, and staffing.

**A26:** Enhance Services to Students with Disabilities: Initiate a Learning Disabilities program to test and identify students with learning disabilities. Provide appropriate services and equipment in response to the needs identified, and offer supportive academic courses, workshops, and outreach to students.

**A27:** Provide instruction/learning support resources: Provide students with licenses for supplemental instruction resources, including math lab. Provide a laptop computer or Chromebook loan program to support course completion. Use of academic success coaches, tutoring, social and academic support services, peer support, role modeling, and community development to support basic skills success.

**Basic Skills Progression, Math**

Group ID	Target Population(s)	The # of students who complete a below transfer English course with an A, B, C or credit	The number of students out of $\beta$ (the denominator) that complete a degree applicable course with an A,B, C, or credit	The rate of progress from Basic Skills to degree-applicable course completion	Comparison to the all student average
G1	American Indian / Alaska Native	21	6	28.57%	-2.99%

G2	Asian	164	55	33.54%	1.98%
G3	Black or African American	323	75	23.22%	-8.34%
G4	Hispanic or Latino	289	107	37.02%	5.47%
G5	Native Hawaiian or other Pacific Islander	10	4	40.00%	8.44%
G6	White	390	136	34.87%	3.31%
G7	Some other race	248	73	29.44%	-2.12%
G8	More than one race				
	All Students	1445	456	31.56%	
G9	Males	607	162	26.69%	-4.87%
G10	Females	819	285	34.80%	3.24%
G11	Unknown Gender	20	9	45.00%	13.44%

G12	Current or former foster youth	18	4	22.22%	-9.33%
G13	Individuals with disabilities	106	19	17.92%	-13.63%
G14	Low-income students	531	165	31.07%	-0.48%
G15	Veterans	99	38	38.38%	6.83%

Equity Gap	Student Group	Gap	the # of students in group	Goal	Goal Year
Largest Gap	Native Hawaiian or other Pacific Islander	- 21.13 %	16	Reduction 15%	2019
Second Largest	Individuals with disabilities	- 17.88 %	131	Reduction 5%	2019
Third Largest	Black or African American	- 21.13 %	296	Reduction 5%	2019

Actions to achieve Basic Skills Progression and Math goals include:

Black or African American (G3)  
 Native Hawaiian or other Pacific Islander (G5)  
 Individuals with disabilities (G13)

Activity	Target Groups	Planned Start and End Date(s)
A13	G3, 5, 13	Fall 2018
A15	G3, 5, 13	Spring 2018-Continuous
A26	G13	Fall 2018-

**Activity Dictionary:**

**A13:** Faculty training/mentoring program: Develop faculty mentors to assist with early intervention, referral to support programs and activities, role modeling for success, career information, and personal support for overcoming barriers to successful course completion.

**A15:** Research the needs of the local ESL population: Conduct surveys) of the local population to determine education and training needs, including course content, delivery times, days, locations, and staffing.

**A20:** Assigned embedded tutors and/or instructional assistants to work with math faculty to support students in and out of the classroom.

**A21:** Enroll math student in a designed math corequisite or when lack thereof, utilize an unincorporated supplemental course through academic support area to support students in need of academic support. (\*Negotiating)

**A26:** Enhance Services to Students with Disabilities: Initiate a Learning Disabilities program to test and identify students with learning disabilities. Provide appropriate services and equipment in response to the needs identified, and offer supportive academic courses, workshops, and outreach to students.

**A27:** Provide instruction/learning support resources: Provide students with licenses for supplemental instruction resources, including math lab. Provide a laptop computer or Chromebook loan program to support course completion. Use of academic success coaches, tutoring, social and academic support services, peer support, role modeling, and community development to support basic skills success.

**Completion: Degree and Certificate**

Group ID	Target Population(s)	The # of first-time students who enrolled in the 2010-2011 with the goal of obtaining a certificate or degree	The number of students who earned a degree or certificate within six years.	The rate of completion	Comparison to the all student average
G1	American Indian / Alaska Native	22	5	22.73%	0.22%
G2	Asian	290	82	28.28%	5.77%

G3	Black or African American	219	29	13.24%	-9.26%
G4	Hispanic or Latino	324	72	22.22%	-0.28%
G5	Native Hawaiian or other Pacific Islander	23	4	17.39%	-5.12%
G6	White	446	113	25.34%	2.83%
G7	Some other race	240	47	19.58%	-2.92%
G8	More than one race				
	All Students	1564	352	22.51%	
G9	Males	740	131	17.70%	-4.80%
G10	Females	810	220	27.16%	4.65%
G11	Unknown Gender	15	1	6.67%	-15.84%

G12	Current or former foster youth	18	1	5.56%	-16.95%
G13	Individuals with disabilities	74	11	14.86%	-7.64%
G14	Low-income students	405	91	22.47%	-0.04%
G15	Veterans	91	23	25.27%	2.77%

Equity Gap	Student Group	Gap	the # of students in group	Goal	Goal Year
Largest Gap	Current or former foster youth (G12)	-16.95%	18	Reduction 10%	2019
Second Largest	Unknown Gender (G11)	-15.84%	15	Reduction 5%	2019
Third Largest	Black or African American (G3)	-9.26%	219	Reduction 5%	2019

Actions to achieve degree and certificate completion goals include:

Black or African American (G3)  
 Unknown Gender (G11)  
 Current or Former Foster Youth (G12)

Activity	Target Groups	Planned Start and End Date(s)
A6	G3, 11, 12	Fall 2018-Continuous

A7	G3, 11, 12	Fall 2017-Continuous
A8	G3	Fall 2017-Continuous
A9	G3,11,12	Spring 2018-Continuous
A12	G3, 11, 12	Fall 2018
A13	G3, 11, 12	Fall 2018-Continuous
A14	G3,11,12	Spring 2018- Continuous
A16	G3,11,12	Fall 2018-Continuous
A17	G3, 11, 12	Fall 2018- Continuous
A24	G3, 11, 12	Fall 2018-Continuous

**A6:** Research course scheduling: Research the impacts of course availability, delivery, and sequencing and modify offerings to encourage completion to the next course toward program completion. This information will be shared with academic affairs for semester by semester tracking of class capacities and efficiency.

**A7:** Provide instruction/learning support resources: Through our library reserve process, textbooks will be available in the libraries at SCC College sites where courses are delivered. Provide students with licenses for supplemental instruction resources, including math lab. Provide a laptop computer or Chromebook loan program to support course completion.

**A8:** Utilize the UMOJA program as a safe place and access its resources (tutoring, mentoring, and counseling) to offset academic and social risk factors.

**A9:** Targeted Academic Persistence (TAP) will provide strategic interventions for students] and serve as a resource for helping them get back on their academic track

**A12:** Research course scheduling: Research the impact of course availability, delivery, and sequencing. Modify offerings to encourage completion to the next course toward academic program completion. This

information will be shared with academic affairs for semester by semester tracking of class capacities and efficiency.

**A13:** Faculty training/mentoring program: Develop faculty mentors to assist with early intervention, referral to support programs and activities, role modeling for success, career information, and personal support for overcoming barriers to successful course completion.

**A14:** Perform additional research: on the population to determine more specific intervention strategies, or those strategies currently provided with targeting to this population.

**A16:** Identify gatekeeper courses: Research the college’s certificate and degree sequences to determine which courses impact the continued progress of students through the program of study. Identify what factors in each course or group of courses have the strongest impact on student success or lack of success.

**A17:** Develop academic sequencing alignment: In cooperation with academic affairs and college governance, review course sequencing for certificates and degrees, to ensure availability. Develop stackable local certificates to build into state recognized certificates, and then into degree programs for completion.

**A24:** Create academic pathways for recruitment, retention and transfer.

**Transfer**

Group ID	Target Population(s)	The number of first time students in 2010-2011 who complete a minimum 6 units and have attempted a transfer level course in mathematics or English.	The number of students who actually transfer after one or more (up to six) years.	The rate of transfer	Comparison to the all student average
G1	American Indian / Alaska Native	22	6	27.27%	-3.35%

G2	Asian	290	111	38.28%	7.65%
G3	Black or African American	219	49	22.37%	-8.25%
G4	Hispanic or Latino	324	97	29.94%	-0.69%
G5	Native Hawaiian or other Pacific Islander	23	6	26.09%	-4.54%
G6	White	446	140	31.39%	0.76%
G7	Some other race	240	70	29.17%	-1.46%
G8	More than one race				
	All Students	1564	479	30.63%	
G9	Males	740	211	28.51%	-2.11%
G10	Females	810	265	32.72%	2.09%
G11	Unknown Gender	15	3	20.00%	-10.63%
G12	Current or former foster youth	18	2	11.11%	-19.52%

G13	Individuals with disabilities	74	7	9.46%	- 21.17%
G14	Low-income students	405	92	22.72%	-7.91%
G15	Veterans	91	38	41.76%	11.13%

Actions to achieve the Transfer goals include:

Equity Gap	Student Group	Gap	the # of students in group	Goal	Goal Year
Largest Gap	Individuals with disabilities (G13)	21.17%	74	Reduction 50%	2019
Second Largest	Current or former foster youth (G12)	- 19.52%	18	Reduction 50%	2019
Third Largest	Unknown Gender	- 10.63%	15	Reduction 50%	2019

Black or African American (G3)  
 Unknown Gender (G11)  
 Individuals with disabilities G13)

<b>Activity</b>	<b>Target Groups</b>	<b>Planned Start and End Date(s)</b>
A18	G3,11,13	Fall 2017- Continuous
A19	G3, 11, 13	Fall 2017- Continuous
A22	G3, 11, 13	Fall 2017- Continuous
A23	G3, 11, 13	Fall 2017- Continuous
A24	G3, 11, 13	Fall 2018-- Continuous
A25	G3, 11, 13	Fall 2018- Continuous
A26	G13	

**A18:** Create networks and pipelines for transfer: Develop stronger program to program relationships with university partners, identifying key contact people for supporting the transfer process, as well as developing transfer agreements.

**A19:** Increase presence of transfer universities on campus: Bring universities on campus with greater frequency and link university visits to academic program activities, campus events, or target populations identified in the gap analysis.

**A22:** Promote visits to universities: Have target populations visit regional universities to engage with like students at the university while addressing overcoming barriers to success and model importance of advanced education.

**A23:** Promote transfer options: Assist students with developing their admission and scholarship applications. Assist students with identifying transfer university choices early in their academic career to ensure enrollment in appropriate transferable courses. Share personal success stories.

**A24:** Create academic pathways for recruitment, retention and transfer.

**A25:** Establish social pathways to support transfer relationships to similar focused programs at transfer institutions.

**A26:** Enhance Services to Students with Disabilities: Initiate a Learning Disabilities program to test and identify students with learning disabilities. Provide appropriate services and equipment in response to the needs identified, and offer supportive academic courses, workshops, and outreach to students.