

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

EMPLOYMENT 2017-2018

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Krystina Hockman	Administrative Assistant III – Vallejo (Range 13/Step 2)	01/18/18

Leave of Absence

<u>Name</u>	<u>Leave Status</u>	<u>Effective</u>
Joel Powell	Personal Leave of Absence	01/11/18 – 05/24/18 (Revised)

Out of Class

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Karen Mitchell	Human Resources Generalist	01/01/18 – 03/31/18	\$245.73/month \$737.19 Total

Mary Jones
Human Resources

January 26, 2018
Date Submitted

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

January 26, 2018
Date Approved

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Theresa Armstrong	Theatre Event Technician	General Fund	02/08/18 – 06/20/18	\$14.50 hr.
Bryan Ashford	Office Assistant	Student Equity	02/08/18 – 06/30/18	\$11.60 hr.
Chanratha Augustus	Teaching Apprentice-Math	Basic Skills-Transformation	02/08/18 – 06/30/18	\$21.00 hr.
Jan Tracy Camacho	Tutor	MESA-TRIO Program	01/16/18 – 06/30/18	\$13.50 hr.
Charles Connors	Teaching Apprentice-Math	Basic Skills-Transformation	02/08/18 – 06/30/18	\$21.00 hr.
Mary Cubbison	Tutor	MESA-TRIO Program	02/08/18 – 06/30/18	\$13.50 hr.
Victor Ferrante	Assistant Coach-Baseball	25% Baseball Trust and 75% General Fund	02/08/18 – 06/30/18	\$16.66 hr.
Jocelyn Hart	Theatre Event Technician	General Fund	02/08/18 – 06/20/18	\$14.50 hr.
Keith Hayes	Vehicle Equipment Mechanic	General Fund	01/24/18 – 06/30/18	\$20.16 hr.
John Hurley, Jr.	Journey Level Assistant – Special Projects	General Fund	02/08/18 – 06/30/18	\$25.00 hr.
Anthony Jones	CCPLS Coordinator	40% Student Equity and 60% General Fund	02/05/18 – 05/11/18	\$63.25 hr.
Derek Lan	Academic Senate	General Fund	01/11/18 – 05/14/18	\$66.67 hr.
Jocelyn Mouton	Counselor	Student Equity	01/01/18 – 06/30/18	\$69.05 hr.
Nigel Richardson	Registration Aide	Matriculation-Credit	02/08/18 – 06/30/18	\$12.00 hr.

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Assignment</u>
Anoopinder Brar	School of Math and Science	Embedded Tutor for Science Department.

**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>
Edith Dimaranan 5374 Chenin Blanc Place Vallejo, CA 94591	2008 Chevrolet Equinox Operational Vehicle \$5,000.00	Auto Technology
James Hager 66 Ratto Road Alameda, CA 94502	Electro-Air Electronic Ignition System \$2,800.00	Aeronautics

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: _____

<i>Government Code:</i>	<i>Board Policy: 3350</i>	<i>Estimated Fiscal Impact: \$ In Kind Gifts</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Robert V. Diamond
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

January 23, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 23, 2018
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

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

PERSONAL SERVICES AGREEMENTS

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

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jodi Adkins	Visual communications services for Solano Community College.	February 1, 2018 – June 30, 2018	Not to exceed \$4,000.00
Deborah J. Travis	Review, update and rewrite the Solano Community College Rental Facilities Procedures	January 1, 2018 – June 30, 2018	Not to exceed \$4,000.00

Academic Affairs
David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Liz Andrews	Choreographer for Nice Work If You Can Get It – Spring 2018 Musical	February 8, 2018 – May 6, 2018	Not to exceed \$2,000.00
Ken Hein	Lighting design for Nice Work If You Can Get It – Spring 2018 Musical	February 8, 2018 – April 20, 2018	Not to exceed \$2,000.00
Sarah Lambert	Stage manager for Nice Work If You Can Get It – Spring 2018 Musical	February 8, 2018 – May 6, 2018	Not to exceed \$1,500.00
Dave O'Brien	Sound design for Nice Work If You Can Get It – Spring 2018 Musical	February 8, 2018 – April 20, 2018	Not to exceed \$1,500.00

Robert V. Diamond

Vice President, Finance & Administration

Celia Esposito-Noy, Ed.D.

Superintendent-President

January 29, 2018

Date Submitted

January 29, 2018

Date Approved

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

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Chris Piazza	Musical director and musician for Nice Work If You Can Get It – Spring 2018 Musical	February 8, 2018 – May 6, 2018	Not to exceed \$3,125.00
Darcia Tipton	Set design for Nice Work If You Can Get It – Spring 2018 Musical	February 8, 2018 – April 20, 2018	Not to exceed \$2,000.00
Rebecca Valentino	Costume design for Nice Work If You Can Get It – Spring 2018 Musical	February 8, 2018 – April 20, 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>
George Adjabeng	Speaking engagement for MESA-TRIO students regarding STEM field.	February 8, 2018 – June 30, 2018	Not to exceed \$500.00
Annette Angus	Speaking engagement for MESA-TRIO students regarding STEM field	January 10, 2018 – June 30, 2018	Not to exceed \$500.00
Kelly Cone	Speaking engagement for MESA-TRIO students regarding STEM field	January 10, 2018 – June 30, 2018	Not to exceed \$500.00
Danielle Madrid	Video production services for Solano Volleyball team end of year DVD for 2017 and 2018 seasons.	December 1, 2017 – June 30, 2018 July 1, 2018 – January 31, 2019	Not to exceed \$500.00
Leah Whatley	Statistician services for the Women's Basketball home games for the 2017-18 season.	December 20, 2017 – March 3, 2018	Not to exceed \$280.00

**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:</i>	<i>\$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
Robert V. Diamond

Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RECORDING REQUESTED BY:

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: 2/7/2018
 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

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 SOFTBALL BLEACHER
REPLACEMENT PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Softball Bleacher Replacement Project Notice of Completion. On March 1, 2017, Landmark Construction was awarded a contract for the Softball Bleacher Replacement Project. The scope of work included demolition and removal of existing bleachers and press box, selective demolition of existing improvements, site improvements and installation of new bleachers and press box.

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
Robert V. Diamond

Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RECORDING REQUESTED BY:

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: 2/7/18
 7. The Project Name is: Softball Bleacher Replacement Project
 8. DSA Number (if applicable): 48-C1, 02-115580
 9. The contractor for such work of modernization is: Landmark Construction
 10. The name of the contractor's Surety Co. is: Fidelity and Deposit Company of Maryland
 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: Demolition and removal existing bleachers and press box, selective site improvements and installation of new bleachers and press box.

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. Change to the schedule include: addition of Seasonal and Periodic Tutor.

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

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE
Short-term, Seasonal, Periodic and Student Worker Salary Schedule
Effective 02/08/2018

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
Tutor	\$13.50

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION NO. 17/18-19: DESIGNATION AND DISPOSAL/DISPOSITION OF DISTRICT SURPLUS EQUIPMENT AND PROPERTY - VEHICLES

REQUESTED ACTION:

- Information OR Approval
Consent OR Non-Consent

SUMMARY:

In compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of the attached Resolution No. 17/18-19 authorizing the disposal of vehicles previously utilized by the Facilities Department, which are unsatisfactory for retention and not suitable for school use.

STUDENT SUCCESS IMPACT:

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

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
NOT REQUIRED TABLE

Myron Hord
Interim Facilities Director

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7154

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 24, 2018

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

January 24, 2018

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 17/18-19

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

WHEREAS, The Governing Board of the Solano Community College District has determined that the personal property, described as inoperable vehicles previously utilized by the Facilities Department, is unsatisfactory for retention and not suitable for school use; now therefore be it

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

PASSED AND ADOPTED, This 7th day of February 2018, by the Governing Board of the Solano Community College District.

SARAH E. CHAPMAN, Ph.D.
BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D.
SECRETARY



Solano Community College District Disposition, Transfer or Trade-In College Equipment

It is requested that the equipment inventory records for the listed equipment be adjusted as follows:
(Check only one)

If you have items that fall into more than one category, please prepare a separate sheet for items in each category.

- Returned to vendor (attach to yellow copy of approved form) Transfer to (Location) Bldg. No. _____, Room No. _____
- Lost or stolen (attach copy of theft report form)
- To be sold as surplus
- To be destroyed or broken up for parts
- Trade-in or sale in lieu of trade-in list P.O. number and vendor

Comment: All to be salvaged as reported to BAR.

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
CHEV(E)017669 - 16CCS19Z6M2242333		1900	
CHEV-041540-16B6C24K9KE161213		1900	
CHEV-1125563-16B6C24K6SE227099		1900	
CHEV(E)347691-CE230Z148955 Trucks		1900	
CHEV-1050979-16B6C34KANE227533		1900	
CHEV(E)017686-16NDM1520KB204511 Van		1900	

Note: If the item is too destroyed or broken-up for parts it will be taken to the recycle area and will not require pickup by the warehouse, unless so noted on this sheet.

Action Performed by: Jeff Lehtola Date 12-21-17

Division or Organizational Unit: Facilities

Approved by: [Signature] Date 1-11-2018
Unit Manager or Division Dean

For District Facilities Office Use

For Surplus Items:

Board authorization to sell _____

Invoice/receipt number and date _____

Distribution: District Director of Facilities, Duplicate for your files, Fixed Asset Disposition and Trade-in

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

TO: **Members of the Governing Board**

SUBJECT: **RESOLUTION NO. 17/18-20: TO APPOINT THE OFFICIAL
REPRESENTATIVE TO THE NORTHERN CALIFORNIA
COMMUNITY COLLEGES SELF-INSURANCE
AUTHORITY**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Resolution No. 17/18-20 for the District to appoint the official representative to the Northern California Community Colleges Self-Insurance Authority (NCCC-SIA). The NCCC-SIA is a joint powers authority and it is through the NCCC-SIA that the District has its workers' compensation and property and liability insurance coverage. According to its Bylaws, each member district has a representative who attends quarterly meetings and has voting privileges as a member of the board. The designated representative is Robert Diamond, Vice President of Finance and Administration.

The resolution is attached for approval.

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

Robert V. Diamond
Vice President, Finance & Administration

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

ADDRESS

(707) 864-7209

TELEPHONE NUMBER
Robert V. Diamond
Finance & Administration

VICE PRESIDENT APPROVAL

January 19, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 19, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION APPOINTING OFFICIAL REPRESENTATIVE
TO THE NORTHERN CALIFORNIA COMMUNITY COLLEGES
SELF-INSURANCE AUTHORITY**

RESOLUTION NO. 17/18-20

WHEREAS, Solano Community College District is a member of the Northern California Community Colleges Self-Insurance Authority;

WHEREAS, Northern California Community Colleges Self-Insurance Authority entitles each member district to have a representative attend all meetings of the Board of Directors;

WHEREAS, The Bylaws of the Northern California Community Colleges Self-Insurance Authority entitles each member district to appoint this representative; now therefore be it

RESOLVED, That Robert Diamond, Vice President of Finance and Administration, is hereby appointed as Official Representative for Solano Community College District to attend the Northern California Community Colleges Self-Insurance Authority meetings.

PASSED AND ADOPTED, This 7th day of February, 2018 by the Governing Board of the Solano Community College District.

SARAH E. CHAPMAN, Ph.D, BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D., SECRETARY

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

TO: **Members of the Governing Board**

SUBJECT: **RESOLUTION NO. 17/18-21: TO APPOINT THE OFFICIAL
REPRESENTATIVE TO THE NORTH BAY SCHOOLS
INSURANCE AUTHORITY**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Resolution No. 17/18-21 for the District to appoint the official representative to the North Bay Schools Insurance Authority (NBSIA). The NBSIA is a joint powers authority and it is through the NBSIA that the District has its dental and vision coverage. According to its Bylaws, each member district has a representative who attends meetings and has voting privileges as a member of the board. The designated representative is Robert Diamond, Vice President of Finance and Administration.

The resolution is attached for approval.

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

Robert V. Diamond
Vice President, Finance & Administration

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

ADDRESS

(707) 864-7209

TELEPHONE NUMBER
Robert V. Diamond
Finance & Administration

VICE PRESIDENT APPROVAL

January 19, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 19, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION APPOINTING OFFICIAL REPRESENTATIVE
TO THE NORTH BAY SCHOOLS INSURANCE AUTHORITY**

RESOLUTION NO. 17/18-21

WHEREAS, Solano Community College District is a member of the North Bay Schools Insurance Authority;

WHEREAS, North Bay Schools Insurance Authority entitles each member district to have a representative attend all meetings of the Board of Directors;

WHEREAS, The Bylaws of the North Bay Schools Insurance Authority entitles each member district to appoint this representative; now therefore be it

RESOLVED, That Robert Diamond, Vice President of Finance and Administration, is hereby appointed as Official Representative for Solano Community College District to attend the North Bay Schools Insurance Authority meetings.

PASSED AND ADOPTED, This 7th day of February, 2018 by the Governing Board of the Solano Community College District.

SARAH E. CHAPMAN, Ph.D, BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AWARD TO STRATA INFORMATION
GROUP (SIG) FOR UPGRADE OF OPERATIONAL DATA
STORE (ODS) 9.0

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested to award a professional services contract to Strata Information Group (SIG) to provide assistance with the upgrade/installation of ODS 9.0. This upgrade has been identified within our Technology Master Plan for Spring 18 and is one of many key pieces needed to be installed in order for the District to prepare itself for a Banner 9 upgrade.

A copy of the contract is attached.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i> N/A	<i>Board Policy:</i> 3225	<i>Estimated Fiscal Impact:</i> Not to exceed \$43,050
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SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jim Petromilli
Interim, Chief Technology Officer

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

ADDRESS

(707) 864-7275

TELEPHONE NUMBER
Robert V. Diamond
Finance & Administration

VICE PRESIDENT APPROVAL

January 23, 2018

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

January 23, 2018
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT



**Strata Information Group
Statement of Work
(SOLANO-SOW114-ODS9UPGD)
December 15, 2017 (replaces previous version dated December 12, 2017)**

Solano Community College District

ODS 9.0 Upgrade w/ODI

Under the terms of this Statement of Work, Strata Information Group (SIG) will provide consulting services for the staff of Solano Community College District (SCCD) as directed, to perform the following work.

Description of Work:

On December 4, 2017, Solano requested that SIG generate a proposal to provide SCCD with consulting services to upgrade their Ellucian Operational Data Store (ODS) environments to version 9.0, including ODI. Services will be provided both on-site and remotely.

Proposed Services:

Tasks	Hours
DBA consulting <ul style="list-style-type: none"> • ODS 9.0 install 	120 – 160
Functional consulting <ul style="list-style-type: none"> • Post installation ODS administration support 	60 – 90
Total Hours Range:	180 – 250

Summary of Estimated Costs:

Labor Range:	Travel Expenses:	Total Cost Range:
\$20,460 - \$33,660	\$1,800 (1 on-site visit)	\$31,500 - \$43,050

Notes:

- Rate: \$165/hour for on-site and remote delivered services through June 30, 2018; rates may increase by \$5/hour effective July 1, 2018, and on each subsequent year.
- SIG will invoice only for the consulting hours and travel expenses actually used.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip reports.
- Approximate hours and costs are based on the estimated tasks to complete this project. This may vary based on the assumptions listed and changes in SCCD's needs.
- Travel expenses, if applicable:
 - Travel time is capped at 8 hours per trip.
 - Travel expenses are estimated at \$1,700 per consultant, per trip.
 - SIG will make every attempt to reduce travel costs, including coach airfares and the use of the client's recommended lodging.
 - Actual travel expenses may be lower or higher than estimated. Labor costs may be adjusted to accommodate this as long as the total cost is not exceeded.
- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are generally based on GSA guidelines. Per diem rates are: \$51 per full on-site day \$38.25 per partial day.

For Solano Community College District:

For Strata Information Group:

James "Kimo" Calilan
Director of Technology Services and Support

Date

DocuSigned by:

5B8F9C55A1684B6...

Henry A. Eimstad
President

Date

Dec-15-2017

General Outline of Services

These services may change depending on SCCD's priorities, needs, and availability of staff, funding and other resources.

Detail tasks:

1. Project/engagement management (remote)

- Facilitate project planning kick-off conference call/initial introductions
- Review topics and facilitate preparation of agenda, if required
- Coordinate and test remote connectivity for SIG consultants
- Monitor budget and project tasks
- Monitor trip reports and escalate/resolve issues as needed
- Facilitate project update conference calls, as needed
- SIG will provide a weekly report showing the number of hours used with an explanation of how these hours were used
- No work, outside scope, will be conducted without approval from SCCD Director or CTO

2. ODS 9.0 install (migration from ODS 8.5) – TEST/PROD Environments (on-site & remote)

- Perform remote install of ODS 9.0 in TEST and PROD environments
 - NOTE:** SCCD to provide both environments installed with required operating system, Oracle database, and all other supporting software except Oracle Data Integrator (ODI)
- Provide on-site configuration and testing of loads for the TEST environment
- Provide remote upgrade and configuration of the PROD environment

3. Project wrap-up & follow-up (remote)

- Provide remote follow-up support (not to exceed the scope of this engagement)

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

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AWARD TO STRATA INFORMATION
GROUP (SIG) FOR DATABASE ADMINISTRATION (DBA)
CONSULTING SERVICES

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested to award a consulting services contract to Strata Information Group (SIG) to provide critical Database Administration Services for the District’s ERP (Banner) system. Due to departure of the District’s former DBA, this key position plays a critical part towards the ongoing maintenance and upkeep of our Banner system. The DBA skills required to understand and maintain a Banner system within the California Community College system is not easily acquired or readily available. Strata has played key roles for the District in the past including our most recent upgrade and the District has developed a good and trusting relationship with Strata DBA technicians.

A copy of the contract is attached.

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: N/A Board Policy: 3225 Estimated Fiscal Impact: Not to exceed \$115,500

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jim Petromilli
Interim, Chief Technology Officer

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

ADDRESS

(707) 864-7275

TELEPHONE NUMBER
Robert V. Diamond
Finance & Administration

VICE PRESIDENT APPROVAL

January 19, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 19, 2018
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

General Outline of Services

These services may change depending on SCCD's priorities, needs, and availability of staff, funding and other resources.

Detailed tasks:

Project/engagement management

- Facilitate project planning kick-off conference call/initial introductions
- Review topics and facilitate preparation of agenda, if required
- Coordinate and test remote connectivity for SIG consultants
- Monitor budget and project tasks
- Monitor trip reports and escalate/resolve issues as needed
- Facilitate project update conference calls, as needed
- SIG will provide a weekly report showing the number of hours used with an explanation of how these hours were used
- No work, outside scope, will be conducted without approval from SCCD Director or CTO

Note: *Emergency production-down requests should be made to all assigned SIG resources, including the Account Executive. SIG will escalate these requests accordingly. A SIG representative will acknowledge SCCD's emergency request by alerting SCCD, within 1 – 2 hours that SIG is working to address the issue.*

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

- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs
- Provide secure remote access to all required systems, software tools, or applications as required with the most current data available for SIG staff access
- Assist with installation and configuration of necessary hardware and software agreed upon prior to SIG beginning its work
- Provide existing documentation as determined in initial conference calls
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement
- Provide timely technical support to the SIG consultant(s) when needed; SIG's ability to perform requires timely support from the Solano staff
- Advise SIG of vacations, holidays, hardware maintenance, planned power outages, or other scheduled activities that would impact delivery of service

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

TO: Members of the Governing Board

SUBJECT: CONTRACT CHANGE ORDER #3 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. On December 20, the Board ratified Change Order #1.

Due to rainy weather and delay due to additional cultural monitoring of the earthwork, project completion will be delayed.

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: \$0 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

Robert V. Diamond
 Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

January 26, 2018

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT CHANGE ORDER #3 TO HM
CONSTRUCTION INC. FOR THE FAIRFIELD CAMPUS
ENTRY SIDEWALK IMPROVEMENTS PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The Board is requested to approve a no cost Change Order #3 to extend the completion date to be March 30, 2018.

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 Consulting and Management

Change Order # 3
 Project No.: 17-008
 Date: 02/07/18

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.

1.0 Extend contract final completion date to be March 30, 2018, due to weather and cultural monitoring requirements.

\$0.00

TOTAL COST OF CHANGE ORDER	ADD	\$0.00
	Deduct	
FINAL CHANGE ORDER AMOUNT	\$	-

Original Contract Sum:	\$	318,964.00
Total change By Previous Change Orders:	\$	44,943.45
Contract Sum Prior to This Change Order:	\$	363,907.45
Original Contract Sum will be Increased by This Change Order:	\$	-
The New Contract Sum Including This Change Order Will Be:	\$	363,907.45
Original Contract Completion Date:		11/10/2017
The New Contract Completion Date Will Be:		3/30/2018
Contract Time Will be Changed by This Change Order:		32 Days
The date of substantial completion as of the of this change order is		9-Mar-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: CONTRACT CHANGE ORDER #3 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 #3 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.

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: <i>None</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

Robert V. Diamond
Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT CHANGE ORDER #3 TO VACA VALLEY
EXCAVATING & TRUCKING, INC. FOR THE
VACAVILLE CENTER INTERSECTION IMPROVEMENTS
PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Construction for this project is in progress. On October 4, 2017 the Board approved Change Order #1 for additional work related to PGE facilities. On December 20, 2017 the Board approved Change Order #2 for a time extension due to weather conditions impacting ability to slurry coat.

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 #3, if approved, extends the completion date to be April 4, 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 (2)
\$ <u>0.00</u>	This Proposed Change Order #3
\$ 909,069.98	New Contract Sum Including This Change Order

The Board is asked to approve this no cost Change Order #3 to Vaca Valley Excavating & Trucking, Inc.



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.: 17-007
 Date: 7-Feb-18

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 April 4, 2018, to allow installation of asphalt slurry and roadway striping in appropriate weather conditions.

\$0.00

TOTAL COST OF CHANGE ORDER	ADD	\$0.00
	Deduct	\$0
FINAL CHANGE ORDER AMOUNT		\$0.00

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:	\$ 909,069.98
The Original Contract Completion Date:	12-Dec-18
Contract Time Will be Changed by This Change Order:	51 Calendar Days
The New Contract Completion Date Will Be:	4-Apr-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: CHANGE ORDER #1 (DEDUCTIVE) TO ELLIS & ELLIS
SIGN SYSTEMS FOR THE FAIRFIELD CAMPUS
DIRECTORY SIGNS PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for deductive Change Order #1 in the amount of (\$4,304.80) to Ellis & Ellis Sign Systems contract for the Fairfield Campus Directory Sign Project. This project was funded by Measure Q and is now complete.

Attached is the proposed deductive Change Order for the portion of the Owner’s Allowance not used during construction.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: (\$4,304.80) 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

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CHANGE ORDER #1 (DEDUCTIVE) TO ELLIS & ELLIS
SIGN SYSTEMS FOR THE FAIRFIELD CAMPUS
DIRECTORY SIGNS PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

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

Original Contract Sum	\$ 47,353.58
Prior Change Orders	\$ 0.00
Change Order #1	<u>\$ (4,304.80)</u>
Revised Contract Amount	\$ 43,048.78

The Board is asked to approve deductive Change Order #1 to Landmark Construction in the amount of (\$4,304.80).

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



EXHIBIT A

Solano Community College District

4000 Suisun Valley Road
 Fairfield, CA 94534
 Tel: 707-864-7189

Change Order # 1
 Project No.:
 Date: 2/7/2018

DSA File No. : _____
 DSA Number: _____

Project: Fairfield Campus Directory Signs Project
 4000 Suisun Valley Road
 Fairfield CA 94534

To: Ellis & Ellis Sign Systems
 1111 Joellis Way
 Sacramento, CA 95815

The Contract is Changed as Follows:

CPE #	Description	Amount	Days Added
01	Credit back for remaining Owner Allowance	(\$4,304.80)	0
TOTAL COST OF CHANGE ORDER		\$ -	

Original Contract Sum: \$ 47,353.58
 Total change By Previous Change Orders: \$ -
 Contract Sum Prior to This Change Order: \$ 47,353.58
 Original Contract Sum will be Increased by This Change Order: \$ (4,304.80)
 The New Contract Sum Including This Change Order Will Be: \$ 43,048.78

The Original Contract Completion Date is: -
 Contract Time Will be Changed by This Change Order: 0
 The date of substantial completion as of the of this change order is: -

CONTRACTOR: _____ Date: _____
 Brad Mills
 Project Manager
 Ellis & Ellis Sign Systems

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: CONTRACT AMENDMENT #1 WITH NINYO & MOORE
FOR THE VACAVILLE CENTER INTERSECTION
IMPROVEMENTS PROJECT AND FAIRFIELD CAMPUS
ENTRY SIDEWALK PROJECT**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

On June 21, 2017 the Board approved a professional services agreement in the amount of \$9,086 with Ninyo & Moore to provide testing and special inspection services for the Vacaville Center Intersection Improvements Project and Fairfield Campus Entry Sidewalk Project.

Board approval is requested for the attached Amendment #1 to increase the original consulting services agreement with Ninyo & Moore for additional services on the Vacaville Center Intersection Improvements Project: structural steel welding inspection, testing of asphalt

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

<i>Ed. Code:</i>	<i>Board Policy: 3225;3520</i>	<i>Estimated Fiscal Impact: \$5,000 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

Robert V. Diamond
Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT #1 WITH NINYO & MOORE
FOR THE VACAVILLE CENTER INTERSECTION
IMPROVEMENTS PROJECT AND FAIRFIELD CAMPUS
ENTRY SIDEWALK PROJECT**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

CONTINUED FROM THE PREVIOUS PAGE

paving, proof load testing of anchors, concrete sampling and testing and compaction of soils that is deemed necessary per the results from the original testing program.

\$	9,086	Original Contract Amount
\$	<u>5,000</u>	Proposed Amendment #1
\$	14,086	New Contract Amount

The Board is asked to approve this contract amendment to Ninyo & Moore in an amount not to exceed \$5,000. Ninyo & Moore's new contract amount will be \$14,086.

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 YOCHA DEHE
WINTUN NATION FOR CULTURAL RESOURCES
MONITORING SERVICES FOR THE CAMPUS ENTRY
SIDEWALK PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested to ratify a professional services agreement to Yocha Dehe Wintun Nation to provide cultural resources monitoring services to meet California Environmental Quality Act (CEQA) requirements for the Fairfield Campus Entry Sidewalk Project.

Because of the potential for undiscovered cultural resources within the project area, monitoring of ground disturbing construction activities by a Tribal Cultural Monitor is required. The scope of

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: \$5,000 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

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: RATIFICATION OF CONTRACT TO YOCHA DEHE
WINTUN NATION FOR CULTURAL RESOURCES
MONITORING SERVICES FOR THE CAMPUS ENTRY
SIDEWALK PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

work of this contract includes Tribal cultural monitoring of any excavation and examination of all displaced soils before trenches are infilled.

Yocha Dehe Wintun Nation can trace its historical ties to land in the Project Area, and is considered the Most Likely Descendent tribe. Execution of this contract was needed in a timely manner in order that the monitor could be on site for current and future ground disturbing activities during the project.

The contract amount has been established to allow up to 40 hours of monitoring. However, consultant will bill only actual hours of monitoring required by construction ground disturbing activities.

The Board is asked to ratify this contract to Yocha Dehe Wintun Nation in an amount not to exceed \$5,000.

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 TO FIRST CARBON SOLUTIONS FOR ENVIRONMENTAL CONSULTING SERVICES FOR CAMPUS ENTRY SIDEWALK PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested to ratify a professional services agreement to First Carbon Solutions to provide environmental services for the Campus Entry Sidewalk Project. The scope of services includes archaeologist evaluation and Tribal consultation for any discovered resources, and recordation of cultural resources for the Campus Entry Sidewalk 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: Enhance safety and security for students, faculty, and staff

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$3,200 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bond Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
VP, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

January 26, 2018

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: RATIFICATION OF CONTRACT TO FIRST CARBON
SOLUTIONS FOR ENVIRONMENTAL CONSULTING
SERVICES FOR CAMPUS ENTRY SIDEWALK PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

In trenching for the light poles, an unexpected discovery of a potential cultural resource occurred.

A Tribal cultural resources monitor will examine all displaced soils before trenches are infilled. An archaeologist is needed to evaluate the potential significance of any finds, and prepare and file a formal report.

Due to the immediate need for services, and that First Carbon Solutions is currently providing onsite services for the Science Building Project on the same campus and is in the Board approved pool of qualified firms, a proposal was sought from First Carbon Solutions. The proposal was evaluated and found to be reasonable for the services requested.

The Governing Board is asked to ratify a contract to First Carbon Solutions in the amount of \$3,200.

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 ARTHULIA, INC. FOR
CONSTRUCTION SERVICES FOR THE BUILDING 600,
ROOM 604 RENOVATION PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a construction contract to Arthulia, Inc. for the Building 600 Room 604 Renovation Project. The scope of work includes labor, materials, equipment and supplies necessary for renovation of an existing space in Building 600 to be converted into an office and administration area.

Proposals were solicited from Department of General Services (DGS) registered Small Businesses and Disabled Veteran Business Enterprises.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: Board Policy:3225; 3520 Estimated Fiscal Impact: \$83,000 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

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO ARTHULIA, INC. FOR
CONSTRUCTION SERVICES FOR THE BUILDING 600,
ROOM 604 RENOVATION PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Two proposals were received:

Arthulia, Inc.	\$83,000
TPA Construction, Inc.	NON-RESPONSIVE

At the time proposals were due, bidders were required to be registered by the Department of General Services (DGS) as a Small Business or Disabled Veteran Business Enterprise. Two proposals were received, but TPA Construction, Inc. possessed a Small Business Enterprise certification that had expired, therefore their proposal was deemed non-responsive. It was determined that Arthulia, Inc. was the lowest responsive and responsible bidder.

The Board is asked to approve a construction contract to Arthulia, Inc. in the amount of \$83,000.

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 EPPENDORF NORTH AMERICA
FOR PROFESSIONAL SERVICES FOR THE
BIOTECHNOLOGY AND SCIENCE BUILDING PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested to award a professional services contract to Eppendorf North America to provide start-up equipment training services for the Biotechnology and Science Building Project at the Vacaville Center Campus. The scope of work of this contract includes two start-up training sessions for the large bioreactors. This training could not be done when originally scheduled as the

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: \$33,520 Measure Q Funding

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

January 26, 2018

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO EPPENDORF NORTH AMERICA
FOR PROFESSIONAL SERVICES FOR THE
BIOTECHNOLOGY AND SCIENCE BUILDING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

equipment installation required further modification to meet new curricular requirements.

The Governing Board is asked to approve a contract to Eppendorf North America in an amount not to exceed \$33,520.

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

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS INC.
 FOR INSPECTION SERVICES FOR THE BUILDING 600,
 ROOM 604 RENOVATION PROJECT**

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a contract with Optima Inspections Inc. for inspection services for the Building 600 Room 604 Renovation Project. The project consists of renovating an existing space in Building 600 to be converted into an office and administration area. The scope of services for this contract includes providing onsite inspection of all construction and all other items required by the California Building Standards Code, Title 24, 2016 Edition.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy: 3225; 3520</i>	<i>Estimated Fiscal Impact: \$3,600 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

Robert V. Diamond
 Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

January 26, 2018

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS INC.
FOR INSPECTION SERVICES FOR THE BUILDING 600,
ROOM 604 RENOVATION PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were solicited to firms in the District's pre-qualified pool of inspection firms on, or before, January 18, 2018.

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

The Board is asked to approve a professional services contract to Optima Inspections Inc., in the amount not to exceed \$3,600.

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 HM CONSTRUCTION, INC. FOR
CONSTRUCTION SERVICES FOR THE HORTICULTURE
MODULAR BUILDING FOUNDATION AND SITE WORK
PROJECT

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a contract to HM Construction, Inc., for the Horticulture Modular Building Foundation and Site Work Project. The scope of work includes labor, materials, equipment, and supplies necessary for the construction of a concrete structural foundation system, utility connections, concrete hardscape and necessary preparatory work for the installation of a pre-manufactured modular restroom building for Building 1000 on the District's 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: Renovate instructional space and update equipment.

Ed. Code: Board Policy:3225; 3520 Estimated Fiscal Impact: \$149,399 Scheduled Maintenance 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) 863-7260

TELEPHONE NUMBER

Robert V. Diamond
Interim Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 26, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO HM CONSTRUCTION, INC. FOR
CONSTRUCTION SERVICES FOR THE HORTICULTURE
MODULAR BUILDING FOUNDATION AND SITE WORK
PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A public bid was held January 18, 2018. The following bids were received:

	<u>BASE BID</u>
HM Construction, Inc.	\$149,399
American River Construction	\$154,000
Lister Construction	\$168,789.50
BRCO Constructors	\$198,000
Saboo, Inc.	380,600

It was determined that HM Construction, Inc. submitted the lowest responsible and responsive bid. It is recommended the Board award a contract to HM Construction, Inc. in the amount of \$149,399.

The Board is asked to approve a contract to HM Construction, Inc. in the amount of \$149,399.

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: DISTRICT STANDARDS REVISIONS

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Log lists the revisions previously approved (1-58) and describes the items which are recommended to be revised for future projects, or incorporated as new standards not previously addressed in the original District Standards document. The proposed replacement text and images for the Irrigation and Landscape Standards sections are also attached.

The Board is asked to approve revisions 59 – 104 on the attached Design Standards Revision Log.

The District Standards Revision Log and the revised Irrigation and Landscape Planting sections are available online at: <http://www.solano.edu/measureq/planning.php>

SCCD Facilities	Landscape Standards, Design Standard for Irrigation	13	32 80 00	Revise to indicate that overhead sprinkler irrigation should only be used for turf areas.	Landscape Standards, Design Standard for Irrigation, Design Standard, add the following to the third bullet: "Overhead sprinkler irrigation should only be used for turf areas. Add the following bullet: "Note that Fairfield Campus and Vacaville Center use nonpotable water supplied by the Solano Irrigation District (SID) unfiltered. For the Fairfield Campus, there is a filtration system at the pump station. At the Vacaville Center there is an in-line filter. City water is utilized for irrigation at the Vallejo Center."
SCCD Facilities	Landscape Standards, Design Standard for Irrigation	14	32 80 00	Revise Irrigation Notes.	Landscape Standards, Design Standard for Irrigation, Design Standard, Irrigation Notes, revise item 8 to begin the sentence with "At Vacaville Center,". Revise item 12 to read "Sprinklers where low head drainage will cause erosion and excess water, use a pop-up body with integral check valve." Revise item 13 to replace "minimum" with "normal", and add the following sentence to the end of the text "Test using Maxicom central controls at each site." Add the following sentence to item 16: "Also call District staffperson Kelly Trujillo (707) 580-6598." Revise item 19 to read "Static pressure at point of connection is dependent upon location. Test and verify pressure."
SCCD Facilities	Landscape Standards, Design Standard for Irrigation	14	32 80 00	Replace Irrigation Legend.	Replace Irrigation Legend with attached Legend.
SCCD Facilities	Landscape Standards, Design Standard for Irrigation	16-19		Delete details 3, 4, 6, and 9.	Landscape Standards, delete details 3 and 4 on page 16, detail 6 on page 17, and detail 9 on page 19. Re-number details to be consecutive.
SCCD Facilities	Landscape Standards, Design Standard for Irrigation	17		Revise details 1, 5, 7 and 10.	Landscape Standards, Design Standard for Irrigation, revise Detail 1 to add "Pedestal mount also allowed" under the detail title. Revise detail 5 to add leader line and note Provide isolation bronze gate valve with cross handle on live side of remote control valve (not shown in detail)". Revise detail 7, note 7 to read: "Valve lid shall be permanently inscribed "control valve" and with the controller station number, and be purple in color where non-potable water is used." Revise detail 10 to relocate control wire bundle to be directly above main line.

SCCD Facilities & Horticulture	Landscape Standards, Design Standard for Planting	27	32 90 00	Revise design standards for planting.	<p>Landscape Standards, Design Standard for Planting, Purpose, revise text to read: "The purpose of this document is to standardize the plant materials used throughout the District. This design standard achieves the purpose of ensuring the quality of maintenance, reliability, and aesthetic value of the landscape on all the District's campuses." Under Design Standard, add a new first bullet: "In general, use ground covers, shrubs, and succulents with mature heights less than 3'. For safety and security, landscape plants should not present an opportunity to conceal people." Revise the fourth bullet to add: " Maintain 3' clearance from root crowns. Do not use weed fabric under bark mulch." Delete the fifth bullet, "Pruning". Move the last bullet "Landscape design..." to be the second bullet. Add the following bullets:</p> <ul style="list-style-type: none"> * Consider plant mature size when specifying location. Allow enough space for plant size at maturity. Trees typically reach mature size in 10-20+ years; shrubs at 5-7 years; perennials at 2-3 years. * Adhere to sun exposure needs when specifying plant location. Plants with shade/part-shade requirements should not be planted in full sun. Full/part-sun plants should not be planted in shade areas. Keep in mind south/west exposures are full/part sun; north/east exposures are shade/part-shade. * Group plants by sun exposure needs and water needs. Place taller plants in the background and shorter plants in the foreground. * When planting under trees, consider access for future tree maintenance. * Do not plant annuals because their life span is generally 6 months or less. * Irrigation for all plants should be drip irrigation, NOT spray. Spray irrigation is acceptable for turf areas only. * Note that Fairfield Campus and Vacaville Center use non-potable water supplied by the Solano Irrigation District (SID) unfiltered. This water can be high in boron; specify plants that are tolerant of boron."
SCCD Facilities & Horticulture	Landscape Standards, Maintenance Guidelines	27	32 90 00	Add Landscape Maintenance Guidelines.	<p>Add "Landscape Maintenance Guidelines", following Design Standard for Planting. Under this section, add the following bullet points:</p> <ul style="list-style-type: none"> * Trees and shrubs: annual pruning to direct growth and repair damage. Prune deciduous types during winter dormancy. Prune evergreen types spring through early fall. Under no circumstances will stripping of lower branches ("raising up") of young trees be permitted. Lower branches shall be retained in a "tipped back" or pinched condition with as much foliage as possible to promote caliper trunk growth (tapered trunk). All pruning shall be made flush to lateral branches, buds, or trunk. "Topping" will not be permitted. * Perennials: prune after bloom cycles. * Grasses: prune during winter dormancy. * Grasses and grass-like plants should be maintained by thinning foliage and NOT pruned like a shrub. When the leaves of these plants are sheared, they die back and never recover.

SCCD Facilities & Horticulture	Landscape Standards, Tree Palette	28-30	Revise Tree Palette	Revise existing Tree Palette listings per comments, delete Pyrus calleryana 'Capital', Calocedrus decurrens, and Thuja plicata. Add Acacia baileyana, Arbutus 'Marina', Cotinus coggygia 'Royal Purple', Feijoa sellowiana, Fraxinus angustifolia 'Raywood', Geijera parvifolia, Ginkgo biloba 'Autumn Gold', Rhus lancea, and Vitex agnus-castus.
SCCD Facilities & Horticulture	Landscape Standards, Planting Palette	30-35	Revise Planting Palette	Revise existing Planting Palette listings per comments. Delete the following: Campsis radicans, Myoporum parvifolium, Sedum rupestre, Teucrium fruticans, Westringia fruticosa 'Snow Flurry', Arbutus unedo 'Compacta', Abelia grandiflora 'Kaleidoscope', Cistus purpureas, Coleonema puchellum, Dietes vegata 'Variegata', Juncus Patens, Nassella tenuisima, Senecio cineraria, and Acanthus mollis. Add the following trees: Acacia baileyana, Arbutus 'Marina', Cotinus coggygia 'Royal Purple', Feijoa ellowiana, Fraxinus augustifolia 'Raywood', Geijera parvifolia, Ginkgo biloba 'Autumn Gold', Rhus lancea, Vitex agnus-castus. Add the following shrubs: Cistus salviifolius 'Prostratus', Cistis x pulverulentus 'Sunset', Cistis x skanbergii, Correa pulchella 'Mission Bells', Euonymus fortunei 'Ivory Jade', Euonymus fortunei 'Emerald n Gold', Leptospermum scoparium 'Pink Cascade', Mahonia aquifolium 'Compacta', Phlomis russeliana, Punica granatum 'Nana', Salvia clevelandii 'Winnifred Gilman', Salvi greggii 'Furman's Red', Salvia greggii 'Wild Thing', Santolina chamaecyparissus cvc., and Sacrococca hookeriana humilis. Add the following perennials: Achillea millefolium 'Island Pink', Bergenia crassifolia, Euphorbia amygdaloides 'Purpurea', Euphorbia x martini, Geranium 'Rozanne', Helleborus argutifolius, Hesperaloe parvifolia, Penstemon herterophyllus, Salvia 'Bee's Bliss', Salvia sonomensis, Teucrium x lucidrys, and Veronica prostrata. Add the following succulents: Aloe arborescens, Aloe 'Johnson's Hybrid', Aloe saponaria, Echeveria secunda, Sedum 'Autumn Joy', Sempervivum tectorum, and Senecio mandraliscae.
SCCD Facilities	Architectural Standards, Design Standard for Acoustical Panel Ceilings	40	Revise thickness of ceiling panel #78780.	Design Standard for Acoustical Panel Ceilings, Design Standard, 2. Highest Grade of Acoustic Ceiling Panel, revise first bullet to read "Size: 2' x 4' x 3/4" Flat Panel".

SCCD Bond Manager	Architectural Standards, Design Standard for Building, Floor, Room, Stairway, Elevator Equipment, and Outlet Designations	45	Revise room numbering standards.	Architectural Standards, Design Standard for Building, Floor, Room, Stairway, Elevator Equipment, and Outlet Designations, Design Standard, 5. Room Designations: revise '5. Room Designations' to read "5. Room Numbering"; revise second bullet to read "First floor room numbers will be the 1000 series; second floor rooms will be the 2000 series, etc." Revise third bullet to read "Millennium numbers such as 1000, 2000, etc. should be used for main lobbies/main circulation only." Revise fourth bullet point to read: "Begin numbering of spaces at the entry to the building or floor, turning to the right and sequencing counterclockwise." Revise fifth bullet point to read: "Century or decade numbers may be assigned to departments or functional areas if it is logical to facilitate wayfinding." Revise sixth bullet point to read; "Assign alpha suffixes to rooms whose sole access is from within a room (e.g., if there are rooms within room 1010m the inner rooms shall be designated room 1010a, 1010b, etc. Skip letters l and o." Add the following bullet point: "For rooms accessed <u>only</u> from the building exterior, once all interior first floor rooms have been assigned a number, and starting from the building main entry door, move counterclockwise about the exterior of the building and continue the first floor numbering sequence to designate numbers for any rooms which are accessed only from the exterior of the building." Delete last bullet point.
SCCD Facilities	Architectural Standards, Design Standard for Exterior Paint	70-73	Clarify exterior paint. Add "Solano Blue" color and desired fade resistant product.	Design Standards for Exterior Paint, Design Standard, 2. Exterior Color Palette, add to bullets for Accent Colors for BOTH Fairfield and Vacaville, and for Vallejo: "Neverfade Solano Blue P-6726, semi-gloss". Also, under Approved Manufacturers, add "Solano Blue paint: Neverfade". Add Solano Blue color to color palettes on pages 71, 72, and 73.
SCCD Facilities	Architectural Standards, Flagpoles	74	Revisions regarding pole height and lighting.	Architectural Standards, Flagpoles, Design Standard, revise second bullet point to read: "Flagpole heights shall be appropriate to the site." Revise first sentence in fourth bullet to read: "Flagpoles shall have LED light fixtures at the base, for night time illumination."
	Architectural Standards, Interior Paint	78	Revise interior paint standard for whiteboard paint.	Architectural Standards, Interior Paint, 2. Whiteboard paint for teaching walls, revise first bullet point to read: "While whiteboards are the District Standard for teaching walls, walls painted with high-performance dry erase formula paint may be approved by the District for special locations. If approved, provide per the following:" Retain all the sub-bullet points.
SCCD Bond Manager	Architectural Standards, Design Standard for Interior Paint	78	Allow limited walls of accent color paint upon District approval; colors to be from Exterior Paint palette.	Design Standard for Interior Paint, Design Standard, 1. Typical Interior Paint, add a third bullet "A very limited quantity of interior accent color walls may be permitted upon District approval, and color must be from the palette of approved exterior colors."

SCCD Facilities	Architectural Standards, Design Standards for Restrooms	81	Revise standard from one continuous mirror over multi-lav sink area in restrooms to be an individual mirror over each sink.	Design Standard for Restrooms, Design Standard, H. Accessories, c. Mirrors, Shelves, and Hooks, i. Multi-Stall Restrooms, revise first bullet point to read: "Individual mirror over each sink. Avoid one continuous mirror over multi-sink area."
SCCD Facilities	Architectural Standards, Design Standards for Restrooms	81	Provide space for District vendor's paper towel dispensers.	Architectural Standards, Design Standards for Restrooms, H. Accessories, b. Towel Dispensers and Waste Containers, revise iii) to read: "In layout of interior wall elevations, provide space for District's vendor paper towel dispenser. Dispensers shall be mechanically fastened, however, tape mounting is allowable on ceramic tile or mirror surfaces."
SCCD Facilities	Architectural Standards, Design Standards for Restrooms	82	Wall mounted soap dispensers in restrooms	Architectural Standards, Design Standards for Restrooms, H. Accessories, d. Soap Dispensers, add the following: "iv. Dispensers to be foam soap type, District vendor provided, contractor installed."
SCCD Facilities	Architectural Standards, Restrooms	82	Clarify standard for urinals.	Design Standards for Restrooms, Design Standard, F. Plumbing Fixtures, 1): delete last sentence "Note District is considering Waterless Urinals to reduce water consumption."
SCCD Facilities	Architectural Standards, Restrooms	82	Delete requirement for sanitary napkin/tampon dispensing machines.	Design Standards for Restrooms, Design Standard, H. Accessories, delete 2.e Sanitary Napkin/Tampon Vendor. Re-number 2.f Diaper Changing Stations to be 2.e.

			10 11 00	84	Architectural Standards	Add standard for whiteboards	<p>Add the following section after Wall and Corner Protection: "Design Standard for White Boards. Purpose: The purpose of this document is to standardize whiteboards used throughout the District's facilities. This design standard achieves the purpose of consistency, maintenance, and aesthetic qualities of this equipment throughout the District.</p> <p>Design Standard:</p> <ul style="list-style-type: none"> * Provide and install in each classroom, lab or teaching space. Install as needed in other offices or spaces in District facilities. * Size: Standard dimensions of whiteboards: 8'0" w x 4'0" h. Other dimensions may be allowed for special conditions if and as approved by the District. * Color: white * Material: * Whiteboards to be provided with anodized aluminum frames, continuous anodized aluminum marker/eraser tray at bottom edge, cork strip, map clips, and flag holder at top edge * Location: teaching walls - minimum 16 lineal feet, other areas as needed * Whiteboards to be mechanically anchored to the wall; adhesive not allowed * Special Considerations: do not locate any wall-mounted items such as strobes, fire alarm pull-stations, phones, on the area of the white boards. <p>Approved Manufacturers:</p> <ul style="list-style-type: none"> * Claridge <p>Substitutions Allowed:</p> <p>Yes, if performance and quality equivalency can be evidenced.</p> <p>Associated Design Standards and Construction Specifications:</p> <p>Install per manufacturer's specifications.</p>
			10 52 00	89	Fire Protection Standards	Add requirement for fire extinguisher type in IT equipment and server rooms.	<p>Fire Protection Standards, Design Standard, add the following just before Approved Manufacturers: "Fire Extinguisher Equipment in Sensitive Areas:</p> <ul style="list-style-type: none"> * Where fire extinguishers required in rooms primarily housing electronic equipment such as MDF, IDF, server rooms, and computer labs, use Ansul Cleanguard clean agent fire extinguishers that are corrosion-resistant with a clean agent that is electronically nonconductive and will not cause thermal shock damage, leaves no residue and requires no cleanup after discharge. * Minimum UL and ULC rated. Code compliant. * Rechargeable. * May also be appropriate for other sensitive areas." <p>Add the following to Approved Manufacturers: "Ansul"</p>
SCCD Facilities			22 30 00	104	Plumbing Standards: Plumbing Fixtures	Change standard for water heaters from gas to electric.	<p>Plumbing Standards, Design Standard for Plumbing Systems, Design Standard, revise second bullet point to read: "Water Heaters: Electric, commercial type, with minimum 5 year commercial warranty."</p>

SCCD Facilities	Plumbing Standards: Plumbing Fixtures	106	22 40 00	Clarify floor mount toilets as standard.	Design Standards for Plumbing Fixtures, Design Standard, Preferred plumbing fixtures, Water Closets (Public) AND Water Closets (Staff) to be revised to read "White, vitreous china, floor mount, 1.28 gpf, automatic flush valve (hardwired). Consider dual flush or ultra-low flow and coordinate with Solano Community College District."
SCCD Facilities	Plumbing Standards, Plumbing Fixtures	106	22 40 00	Revise standard for urinals to be hybrid waterless urinals.	Design Standards for Plumbing Fixtures, Design Standard, revise Urinals (Public) to read: "White vitreous china, wall hung, water free flush cycle with automatic drain rinse every 72 hours, switch for manual rinse activation, minimum 8 year battery life." Revise Urinals (Staff) to read: "White vitreous china, wall hung, water free flush cycle with automatic drain rinse every 72 hours, switch for manual rinse activation, minimum 8 year battery life." Design Standards for Plumbing Fixtures, Approved Manufacturers: revise Urinals to read: "Sloan"
SCCD Facilities	Plumbing Standards, Plumbing Fixtures	106	22 47 00	Add requirement for water bottle filling stations at each set of drinking fountains.	Design Standards for Plumbing Fixtures, Design Standard, under Preferred plumbing fixtures, add: "Water Bottle Filling Stations: no cooling, stainless steel construction, ADA compliant, provide at each set of drinking fountains. Under Approved Manufacturers, following Drinking Fountains, add "Water Bottle Filling Stations: Elkay"
SCCD Facilities	Plumbing Standards, Plumbing Fixtures	107	22 47 00	Add water bottle filling station to Plumbing Fixture table.	Design Standards for Plumbing Fixtures, Design Standard, Plumbing Fixtures table on page 107, add WBF-1 to read: "Water Bottle Filling Station & Bi-Level Drinking Fountain: Elkay model LZSTLDDWSSK, light gray granite finish, filter certified to NSF 42 and 53 for lead, Class 1 particulate, chlorine, taste and odor reduction, Green Ticker, hands free, laminar flow for minimal splash, real drain, ADA compliant."
SCCD Facilities	Plumbing Standards, Plumbing Fixtures	107	22 40 00	Revise urinal in Plumbing Fixtures Table.	Design Standards for Plumbing Fixtures, Design Standard, Plumbing Fixtures table on page 107, revise UR-1 to read: "Urinal: Sloan Hybrid (HYB-1000), white vitreous china, wall mount, automatic drain rinse, ADA compliant."
SCCD Facilities	Plumbing Standards: Plumbing Fixtures	107, 108, 109	22 40 00	Clarification to lavatory faucets approved products.	Design Standards for Plumbing Fixtures, Approved Manufacturers, Faucets to be revised to be "Lav faucets: Speakman" and "Sink faucets: Chicago".
SCCD Facilities	Plumbing Standards, Plumbing Fixtures	112	22 40 00	Revise urinal cut-sheet.	Replace Falcon urinal cut sheet on page 112 with cut sheet for Sloan Hybrid Urinal (HYB-1000).
SCCD Facilities	Mechanical Standards: Basic HVAC Design	121	23 00 00	Delta Controls	Design Standard for Basic HVAC System Design, Design Standard, Temperature Control and Zoning, first item to be revised to read "All buildings shall be connected to the campus wide DDC control network (Delta Controls system). See DDC Controls....."
SCCD Facilities	Electrical Standards: Boxes	176	26 05 34	If floor boxes must be used, carpet flooring is preferred.	Design Standards for Boxes, Design Standard, to the third paragraph beginning with "In general, avoid floor boxes.", add the following sentence: "If floor boxes must be used, carpet flooring is preferred."

SCCD Facilities	Mechanical Standards, Facility Natural Gas Systems	237	23 11 23	Add requirement to provide gas meter at each new building and at existing buildings when any major renovation project is done.	Add requirement to provide gas meter at each new building and at existing buildings when any major renovation project is done.	Design Standard for Facility Natural Gas Systems, Work Included, add first bullet point to read "Gas meter to be installed at each new building, and at each existing building with first major renovation. This is to allow District to monitor gas flow/consumption per building."
SCCD IT	Audio Visual Standards	275-279	27 00 00	Update standards and specifications for AV.	Update standards and specifications for AV.	Replace existing section with new section dated 2/24/17 (10 pages) with revised section dated 1/17/18.
SCCD Facilities	Architectural Standards, Clocks		27 53 20	Add section for Clock System	Add section for Clock System	Add the following section after Audio Visual Standards: "Design Standard for Clocks. Purpose: The purpose of this document is to standardize the clocks and clock systems used throughout the District's facilities. This design standard achieves the purpose of ensuring consistent synchronized time, reliability, maintenance, and aesthetic qualities of this equipment throughout the District. Design Standard: * Provide and install in each classroom, lab or teaching space. Install as needed in other offices or spaces in District facilities. * Clocks to be battery model with remote antenna, wireless, draw time from GPS satellite, automatically adjust for Daylight Savings Time. * Clocks to be 12.5" diameter, easy to read white clock face, with durable black frame and clear lens. * Transmitters to be 1-watt, 5-watt, or 30-watt with internal or external antenna as needed; utilize 72MHz frequency: preferably installed indoors. Approved Manufacturers: Primex; clock model 14244 Substitutions Allowed: None Associated Design Standards and Construction Specifications: Install per manufacturer's specifications.
SCCD Bond Manager	Security Standards, Electronic Safety and Security	279	28 00 00	Update Table of Contents page numbers in Electronic Safety & Security Standards section.	Update Table of Contents page numbers in Electronic Safety & Security Standards section.	Revise page numbers in Table of Contents to be the appropriate pages of the District Standards document.
Not Used						

SCCD IT	Security Standards, Electronic Safety and Security Standards, Video Management System (VMS)	282-285	28 20 30	Security camera system updates.	<p>Electronic Safety & Security Standards, Design Standard - Security Systems Ownership, Security Systems Contractor/Integrator, revise item 1 to add the following to the end of the sentence: ", unless otherwise specified in the Standards." In the section Design Standard - Video Management System (VMS), System Criteria, revise the following: revise 2. to read "System will consist of cameras, cabling, Power-Over-Ethernet (PoE) data network switches, and Video Management System video recorder/software."; revise 4. to read "Cameras shall be primarily homerun hardwired with cabling. Cabling shall be completed by the data cabling vendor for the project and follow Design Standard, Division 27 00 00 (Design Standard for Telecommunications), using a single CAT6 cable for each camera."; add "5. The Video Management System that records the camera images is used for system management, comand and control, and incident investigation purposes. The District Standard for the Video Management System is Genetec. All cameras and system components shall be fully compatible with the Genetec software."; add item "6. All models of cameras shall be Axis, each camera type to be appropriate for the specific location and functionality needed (indoor/outdoor, fixed view, PTZ, etc.) and vandal resistant."; add item "7. Security camera locations and type must be approved by SCC Campus Security, Facilities, and IT departments. Camera Locations: * Entries and exits of buildings * Corridors in buildings * Not in classrooms * Parking lots *Entry/exit driveways to parking lots (license plate views) *Other locations as may be recommended or requested if approved by SCC."; add item "8. Cameras are to be procured, installed, and software configured by SCC ITand/or IT's security camera contractor, unless otherwise specified in project contract documents."; add item "9. SCC will purchase all security camera software and licenses"; add item "10. Storage shall have capacity to store the video images for 30 days. Servers and storage will be purchased and installed by SCC IT department." Under Approved Manufacturers, delete Luxriot Video Management System (VMS) and replace with "Genetec Video Management System (VMS); add "Axis Security Cameras"</p>
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SCCD Bond Manager	Electronic Safety & Security Standards	284-285	Revise Design Standard - Emergency Mass Notification System.	Electronic Safety & Security Standards, Design Standard - Emergency Mass Notification Systems (EMNS), title of the section to be revised to read "Emergency Mass Notification System". Delete the last sentence in the first paragraph. Replace second paragraph and sub-points with the following: "The District utilizes an electronic automated notification message broadcasting service over SMS text/email/phone call trees. Secondary announcements may be made over indoor public address or outdoor public address systems if they exist, but adding these types of systems to buildings is not a District Standard." Delete the third paragraph and sub-points, beginning with "These individual system" and ending with "process, and priority." Delete paragraphs on "Indoor Public Address" and "Outdoor Public Address". Under Approved Manufacturers, replace "Luxriot Video Management System (VMS)" with "Genetec Video Management System (VMS)", delete "AlertU (EMS)" and "School Outfitters AmpliVox Sound Systems (EMNS)".
SCCD Bond Manager	Program Level FF&E Guideline for External Design Consultants		Clarify office door type to be swing.	Interior Space Guidelines, replace "Sliding or pivot door with Side Light" with "Swing door with hinge side within 6" of room's perpendicular wall. Side Light to be provided where feasible." on the following sheets: Faculty (Full Time) Office Space Narrative, Staff (Full Time) Office Space Narrative, Management & Professional Office Space Narrative, Administrator Office Space Narrative, Vice President Space Narrative. In the General Concern for All Office Spaces section, delete the sixth paragraph beginning with "The Design Guidelines....".
SCCD Bond Manager	Program Level FF&E Guideline for External Design Consultants		Clarify electrical and data in offices.	Interior Space Guidelines, in all Office Space Narratives, under Building Requirements: revise bullet point about power and data receptacles to read "Power and Data Receptacles: for flexibility in accommodating alternate furniture configurations over time, one 4-plex power outlet beside a two port data receptacle on each of two opposite walls." Modify all office plan and isometric view sheets to reflect the correct power and data receptacle locations. Also, under General Concerns for All Office Spaces, paragraph seven, revise 5th sentence to read "It is the District's desire that at least two of the four office walls receive power and data receptacles."
SCCD Bond Manager	Program Level FF&E Guideline for External Design Consultants		Clarify light switch locations.	Interior Space Guidelines, in General Concerns for All Office Spaces section, modify the first sentence in paragraph eight to read: "In order to effectively support the furniture and equipment requirements of these spaces, the Design Guidelines Planning Group requests that project architects specify that light switches be located immediately adjacent to the doorway on the same wall as the door within 12 inches of the latch side frame, or within 12 inches of the side light."

SCCD Bond Manager	Program Level FF&E Guideline for External Design Consultants			Clarify process for requests for revisions or variances.	Interior Space Guidelines, in General Concerns for All Office Spaces section, paragraph nine to be revised to read "Should a project architect find that they can not accommodate one of these minimum requirements, all proposed variations must be presented to the college's Executive Bonds Manager for approval of a revision..." . Add the following sentence: "The Executive Bonds Manager may convene the FF&E Committee and consult with the Facilities Director, Chief Technology Officer and Dovetail as needed." Paragraph ten to be revised to read: "...to be directed to both the Executive Bonds Manager and the Chief Technology Officer for resolution or approval prior to implementation of any variations."
SCCD Bond Manager	Program Level FF&E Guideline for External Design Consultants			Address scope of work of project architects.	Interior Space Guidelines, in General Concerns for All Office Spaces section, last paragraph: delete last sentence starting with "The planning for FF&E is not within..." The scope of work of project architects will be defined in the architectural contracts and not in this document. The responsibility for planning FF&E may reside with different entities on different projects.
SCCD Bond Manager	Program Level FF&E Guideline for External Design Consultants			Address process for product revisions and other changes.	In Furniture Standards Program, delete Program Maintenance section. District will conduct process for changes through the Measure Q Bond Program, following the product criteria established in the guidelines, and the District Standards revisions process. A separate process is not needed.
SCCD Bond Manager	Program Level FF&E Guideline for External Design Consultants			Revise student desk/chair leg terminations	In Furniture Standards Program, Dynamic Student Desk product sheet, Details description: roller leg terminations in carpeted rooms; leg terminations where vinyl tile or sheet goods: Provide glides on front legs and rollers on back legs.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ITEMS AS
SUBMITTED BY THE CURRICULUM COMMITTEE, A
SUBCOMMITTEE OF THE ACADEMIC SENATE

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

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

STUDENT SUCCESS IMPACT:

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

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

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ADDRESS

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TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

January 26, 2018

DATE SUBMITTED TO

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

January 26, 2018

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

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

ACTION ITEM

a. None

COURSE MODIFICATIONS

Course	Modifications
(CP17F-17F-84) ATHL 001A Off-season Intercollegiate Volleyball	Objectives, units, hours, Methods of Evaluation, Content, Textbook
(CP17F-85) ATHL 003A Off-season Intercollegiate Softball	Title, Description, Objectives, Units, hours, Methods of Evaluation, Textbooks
(CP17F-132) ATHL 022 Intercollegiate Tennis	Units, Hours, Prerequisite
CP17F-145) KINE 002B Intermediate Swimming	Objectives, units, hours, class size, textbooks 1. Action
(CP17F-146) KINE 002D Swim for Fitness	Department, TOP code, Units, Hours, Class size, Methods of Evaluation, Assignments, Textbooks
(CP17F-91) KINE 003A Beginning Self Defense	TOP code, SAM code, Description, Units, Hours Methods of Instruction
(CP17F-92) KINE 003D Beginning Judo	TOP Code, SAM code, Units, Hours, Methods of Evaluation, Methods of Instruction
(CP17F-93) KINE 003E Intermediate Judo	TOP Code, SAM code, Units, Hours, Methods of Evaluation, Methods of Instruction
(CP17F-149) KINE 004A Beginning Contemporary Modern Dance	SAM Code, Units, Hours, Methods of Evaluation, Assignments, Textbooks
(CP17F-150) KINE 004B Beginning Tap Dance	Units, Hours, Methods of Evaluation, Assignments, Textbooks
(CP17F-151) KINE 004C Intermediate Tab Dance	SAM Code, Units, Hours, Methods of Evaluation, Assignments, Textbooks
(CP17F-152) KINE 004D Intermediate/Advanced Jazz Dance Technique	Title, SAM code, Units, Hours, Requisite, Methods of Evaluation, Assignments, Content, textbooks
(CP17F-154) KINE 004F Beginning Hip-Hop Dance	Units, Hours, Methods of Evaluation, Assignments, Textbooks, class size
(CP17F-155) KINE 004G Dance Choreography	TOP code, Description, Methods of Evaluation, Assignments, Content, Textbooks, Class size
(CP17F-156) KINE 004H Beginning Jazz Dance	SAM Code, Units, Hours, Methods of Evaluation, Assignments, Textbooks
(CP17F-157) KINE 004J Beginning Ballroom Dance	SAM Code, Units, Hours, Methods of Evaluation, Assignments, Textbooks, Class Size

Course	Modifications
(CP17F-158) KINE 004K Beginning Ballet	SAM Code, Units, Hours, Methods of Evaluation, Assignments, Textbooks
(CP17F-159) KINE 004M Intermediate Ballet	Units, Hours, Methods of Evaluation, Assignments, Content Textbooks
(CP17F-160) KINE 004N Beginning Swing Dance	Department, TOP code, SAM code, Description, Units, hours, Methods of evaluation, Assignments, Content, textbooks
(CP17F-161) KINE 004P Intermediate Jazz Dance	Units, Hours, Methods of Evaluation, Assignments, Content Textbooks
(CP17F-162) KINE 004S Intermediate Swing Dance:	SAM code, Objectives, Units, hours, Requisite, Methods of Evaluation, Assignments, Content, textbooks
(CP17F-163) KINE 004T Intermediate Ballroom Dance	SAM Code, Units, hours, Methods of Instruction, Assignments, Class size
(CP17F-164) KINE 005C Fitness For Life	Department, TOP code, SAM code, objectives, units, hours, repeatability, DE, Methods of Evaluation, Assignments, textbooks
(CP17F-165) KINE 005D Circuit Training	Description, units, hours, Methods of instruction, content
(CP17F-166) KINE 005E Cardio Conditioning	TOP code, Description, hours, methods of instruction, methods of evaluation, Assignments, content, textbooks
(CP17F-94) KINE 005J Beginning Body Conditioning	TOP Code, Course Description, Units, Hours, Methods of Evaluation, textbooks
(CP17F-95) KINE 005K Intermediate Body Conditioning	TOP Code, Description, Units, Hours, Methods of Instruction, textbooks
(CP17F-96) KINE 005M Beginning Weight Training	OP Code, Description, Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments, Textbooks
(CP17F-97) KINE 005N Intermediate Weight Training	TOP Code, Description, Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments, Textbooks
(CP17F-98) KINE 005P Step Aerobics	SAM Code, Description, Units, Hours, Methods of Instruction, Textbooks
(CP17F-121) KINE 005Q Elite Fitness Training	TOP Code, Description, Units, Hours, Methods of Instruction, Methods of Evaluation, Textbooks
(CP17F-99) KINE 005R Functional & Core Training	Title, TOP Code, Description, Objectives, Units, Hours, Methods of Instruction, Methods of Evaluation, Assignments, Textbooks
(CP17F-100) KINE 006A Cardio Kickboxing	SAM Code, Units, Hours, Methods of Evaluation, Textbooks
(CP17F-101) KINE 006C Pilates for Fitness	SAM Code, Units, Hours, Methods of Evaluation, Assignments, Content, Textbooks
(CP17F-172) KINE 007F Beginning Archery	Units, hours, Methods of Instruction, Textbooks 1. Action

Course	Modifications
(CP17F-168) KINE 008E Beginning Badminton	SAM Code, Units, Hours, Methods of Evaluation, Assignments, Textbooks
(CP17F-174) KINE 009A Beginning Basketball	Department, TOP code, SAM code, Description, course objectives, units, hours, repeatability, assignments, content, textbooks 1. Action
(CP17F-102) KINE 009H Beginning Volleyball	TOP Code, SAM Code, Description, Objectives, Units, Hours, Methods of Instruction, Repeatability, Class Max, Methods of Evaluation, Assignments, Content, Textbooks
(CP17F-122) NURS 073 Issues and Leadership in Health Care Today	Number, Transferability, SAM Code, Other Catalog Information, Objectives, Class Max, Requisites, Methods of Evaluation, Assignments
(CP17F-104) NURS 071A Foundations of Nursing I	Number, Title, Description, Objectives, Units, Hours, Transferability, GE, Requisites, Methods of Evaluation, Assignments, Textbooks
(CP17F-105) NURS 101B Foundations of Nursing II	Number, Title, Description, Objectives, Transferability, GE, Requisites, Methods of Evaluation, Assignments, Textbooks
(CP17F-110) NURS 073A Medical/Surgical II:	Number, Title
(CP17F-111) NURS 073B Psychiatric and Mental Health Nursing	Number, SAM code, Description, objectives, Class Max 30 to 48, SLOs, Requisites, Content, textbooks
(CP17F-123) SPMD 054 Care and Prevention of Athletic Injuries	Department, TOP Code, Description, Objectives, Methods of Evaluation, Assignments, Content, Textbooks
(CP17F-124) SPMD 055A Sports Medicine-Athletic Training Practicum Fall Sports	Department, Textbooks
(CP17F-125) SPMD 055B Sports Medicine-Athletic Training Practicum Spring Sports	Department, Textbooks
(CP17F-126) SPMD 071 Back Care and Injury Management	Department, TOP Code, SAM Code, Units, Hours, Repeatability, Methods of Evaluation, Content, Textbooks
(CP17F-141) ENGL 001 College Composition	Requisites
(CP17F-141) ENGL 310D Advanced English Skills Lab	Requisites
CP17F-141) ENGL 360 Focused English Fundamentals	Requisites
(CP17F-86) ATHL 003B Pre-season Intercollegiate Softball	Department, Number, Title, Description, objectives, Units, Hours, Methods of Evaluation, Assignments, Textbooks
(CP17F-144) KINE 002A Beginning Swimming	SAM code, objectives, Units, Hours, class size, Assignments, content, Textbooks
(CP17F-167) KINE 005S Advanced Elite Fitness	Number, Title, TOP code, Description, Transferability, units, hours, methods of instruction, methods of evaluation, assignments, content, textbooks

Course	Modifications
(CP17F-170) KINE 006E Fundamentals of Yoga	TOP code, units, hours, DE, Methods of Evaluation, Textbooks
(CP17F-171) KINE 006F Intermediate Yoga	TOP code, units, hours, DE, Methods of Instruction, Textbooks
(CP17F-173) KINE 008B Intermediate Tennis	SAM code, Description, Units, hours, Methods of instruction, Methods of evaluation
(CP17F-176) KINE 008F Intermediate Badminton	SAM code, description, units, hours, Repeatable, methods of evaluation, Assignments, content, textbooks
(CP17F-175) KINE 009E Intermediate Basketball	TOP code, SAM code, Description, objective, units, hours, methods of instruction, methods of evaluation, assignments, description, textbooks
(CP17F-103) KINE 009P Intermediate Volleyball	SAM Code, Objectives, Units, Hours, Methods of Instruction, Methods of Evaluation, Class Max, Assignments, Textbooks
(CP17F-87) ATHL 022A Off-season Intercollegiate Tennis	Title, Objectives, Units, Hours, Methods of Evaluation, prerequisite
(CP17F-177) KINE 057 Introduction to Sports Psychology:	TOP code, Description, DE, Methods of instruction, assignments, content, textbooks
(CP17F-178) KINE 078 Fit Ball Training	Units, hours, methods of instruction, methods of evaluation, assignments
(CP17F-179) MATH 320 Pre-Algebra	Other Catalog Information, objectives, Requisites, textbooks
(CP17F-128) ATEC 140 Hybrid Vehicle Maintenance and Repair	Objectives, SLOs, methods of evaluation
(CP17F-133) CDFS 038 Child Growth and Development:	Methods of Evaluation, Assignments, Textbooks
(CP17F-134) CDFS 052 Children with Special Needs:	SAM code, Requisite, Methods of Evaluation
(CP17F-135) CDFS 075 Care of Infants and Toddlers: Social and Emotional Foundations	Title, Description, Textbooks
(CP17F-136) CDFS 076 Care of Infants and Toddlers: Curriculum and Environments:	Description, Assignments, textbooks
CP17F-18) ASTR 010 General Astronomy	Other Catalog Info, Objectives, Content, Textbooks
(CP17F-82) ASTR 020 Astronomy Laboratory:	Objectives, Assignments, Content, textbooks
(CP17F-83) ASTR 030 The Solar System	Objectives, Content, Textbooks
(CP17F-19) ASTR 040 Stars, Galaxies, and Cosmology	Objectives, Content, Textbooks
(CP17F-90) BIOT 052 Business, Regulatory, and Quality Practices in Biotechnology	Title, Description, Objectives, Content, Textbooks

NEW COURSES

Course
(CP17F-81) ART 030C Ceramics: History, Culture, Practice
(CP17F-20) ASTR 045: Introduction to Astrobiology and the Search for Life in the Universe
(CP17F-106) NURS 071S Nursing Simulation and Skills Lab I
(CP17F-107) NURS 072A Medical/Surgical I and Geriatrics
(CP17F-108) NURS 072B Maternal-Newborn Nursing
(CP17F-109) NURS 072S Nursing Simulation and Skills Lab III
(CP17F-112) NURS 073S Nursing Simulation and Skills Lab III
(CP17F-113) NURS 074B Pediatric Nursing
(CP17F-114) NURS 074A Medical/Surgical III
(CP17F-115) NURS 074S Nursing Simulation and Skills Lab IV
(CP17F-129) ATEC 148A Special Topics-Smog Check Level 1
(CP17F-130) ATEC 148B Special Topics-Smog Check Level 2
(CP17F-130) ATHL 015B Pre-Season Intercollegiate Baseball Conditioning
(CP17F-139) CHEM 020 Elements of Chemistry
(CP17F-140) CHEM 020L Elements of Chemistry Laboratory
(CP17F-147) KINE 004 Dance Appreciation
(CP17F-169) KINE 006D Intermediate Cardio Kickboxing
(CP17F-137) CDSF 077 Art and Scientific Inquiry for ECE
(CP17F-138) CDSF 078 Literacy and Music for ECE
(CP17F-169) KINE 006D Intermediate Cardio Kickboxing

COURSE DELETIONS

Course
(CP17F-67) CJ 090 Vocational Work Experience – Law Enforcement
(CP17F-68) CJ 091 Vocational Work Experience – Corrections

PROGRAM MODIFICATIONS

Program	Modification
(CP17F-180) Early Childhood Education A.S.	Courses, units
(CP17F-181) Early Childhood Education Certificate of Achievement	Courses, units
(CP17F-182) Kinesiology A.A.-T	Courses, units
(CP17F-183) Sports Medicine/Athletic Training A.S.	Courses, units
(CP17F-184) Welding Technician A.S.	Courses, units
(CP17F-185) Welding Technician Certificate of Achievement	Courses, units

NEW PROGRAMS

Program
None

PROGRAM DELETIONS

Program
(CP17F-49) Automotive Body and Repair A.S.
(CP17F-49) Automotive Body and Repair Certificate of Achievement
(CP17F-116) Interdisciplinary Studies-Science and Quantitative Reasoning - A.S.
(CP17F-117) University Studies-Science and Quantitative Reasoning - A.S.

CONSENT ITEMS

1. (CP17F-194) BIO 005 Human Physiology: Change in Requisite from CHEM 051-012 to reflect course number change
2. **The Following Experimental Course will be made inactive as it has not been submitted for full Chancellor's Office Approval: (CP17F-195) PLSC 048G Human Rights: A Global Perspective**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: COUNSELING SERVICES AGREEMENT BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND JOHN
F. KENNEDY UNIVERSITY COMMUNITY COUNSELING
CENTER

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for the Counseling Services Agreement between Solano Community College District and John F. Kennedy University Community Counseling Center in Concord (JFKU CCC). JFKU CCC agrees to provide school based therapeutic counseling services to District students as an independent contractor. The scope of work is outlined in Exhibit A. JFKU CCC will make best efforts to fulfill all requests for units of service listed in Exhibit B.

STUDENT SUCCESS IMPACT:

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

Ed. Code: *Board Policy:* *Estimated Fiscal Impact: \$16,000.00*

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Gregory S. Brown
Vice President, Student Services

PRESENTER’S NAME

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Fairfield, CA 94534

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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**



JFKU COMMUNITY COUNSELING CENTERS

TRANSFORMING LIVES, CHANGING THE WORLD

An Affiliate of the National University System

This Agreement (“Agreement”) is entered into on December 7, 2017 by and between **Solano Community College District** (“District”) and John F. Kennedy University Community Counseling Center in Concord (“JFKU CCC”). The term of this Agreement will be from January 1, 2018 to May 30, 2018.

1. Performance of Services

(a) JFKU CCC agrees to provide school based therapeutic counseling services to District students as an independent contractor. The scope of services is outlined in **Exhibit A**. JFKU CCC will make best efforts to fulfill all requests for units of service listed in Exhibit B. District will only pay for service requests that are fulfilled. JFKU CCC will determine the means, manner, method and details of performing the services. JFKU CCC shall be responsible for providing the materials, tools and transportation necessary for the performance of the services under this Agreement.

(b) JFKU CCC represents that JFKU CCC has the qualifications and ability to perform the services in a professional manner, without the advice, control or supervision of District. JFKU CCC will be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. JFKU CCC shall have sole discretion and control of JFKU CCC’s services and the manner in which they are performed.

2. Compensation. District shall pay for services performed in accordance with this contract according to the payment and fee schedule contained in **Exhibit B**.

An addendum to this contract will be made to reflect resulting additional costs if additional units of service or other types of service are purchased after finalization of this contract.

3. Termination. This Agreement will terminate upon the completion of the services or when terminated as set forth below.

Either party may terminate this Agreement at any time by giving thirty days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate the Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of said notice.

4. Relationship of the parties. JFKU CCC enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall JFKU CCC be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers’ compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall JFKU CCC look to District as his/her employer, or as a partner, agent, or principal. JFKU CCC shall not be entitled to any benefits accorded to District’s employees, including, without limitation, workers’ compensation, disability insurance, vacation, or sick pay.

JFKU CCC shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of JFKU CCC’s compensation hereunder, included estimated taxes, and shall provide District with proof of said payment.

JFKU CCC will provide District with a completed W-9 form.

5. Fingerprinting and Criminal Records Check of JFKU CCC's Employees. JFKU CCC shall comply with the provisions of California Education code 45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of JFKU CCC and/or its employees. To the extent Education Code 45125.1 is applicable; JFKU CCC shall not permit any employee to have any contact with DISTRICT pupils until such time as JFKU CCC has verified in writing to the governing board of DISTRICT that such employee has not been convicted of a felony, as defined in Education Code 45125.1. JFKU CCC shall provide the certification document attached hereto as **Exhibit C** prior to commencing work under this Agreement.

6. Rules and Regulations. All rules, policies, and regulations of District and all federal, state and local laws, ordinances and regulations are to be observed strictly by JFKU CCC pursuant to this Agreement.

7. Insurance. Each party shall procure and maintain its respective Certificate of Liability Insurance against claims for injuries to persons or damages to property which may arise from or in the connection with the performance of the work hereunder consistent with the coverage requirements noted below. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII.

Additionally, each Party shall hold harmless, and indemnify the other Party and its directors, officers, agents and employees against any and all loss, liability, damage, or expense, including any direct, indirect or consequential loss, liability, damage, or expense, but not including attorneys' fees unless awarded by a court of competent jurisdiction, for injury or death to persons, including employees of either Party, and damage to property, including property of either Party, arising out of or in connection with intentional, willful, wanton, reckless or negligent conduct regarding (a) the engineering, design, construction, maintenance, repair, operation, supervision, inspection, testing, protection or ownership of the Party's facilities, or (b) the making of replacements, additions, or improvements to, or reconstruction of, the Party's facilities. However, neither Party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole negligence or willful misconduct. Notwithstanding the indemnity provisions contained herein, except for a Party's willful misconduct or sole negligence, each Party shall be responsible for damage to its own facilities resulting from electrical disturbances or faults.

Coverage should be at least as broad as:

- Commercial General liability (CGL): Insurance services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than 2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be three times the required occurrence limit. EXCEPTION: Contracts of less than \$5,000 need only provide general liability insurance of \$1,000,000 per occurrence.
- Workers' Compensation: as required by the State of California, with Statutory Limits, and Employers' Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- Professional Liability/Errors & omissions Liability, if applicable: \$1,000,000 per occurrence.
- If the JFKU CCC maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the JFKU CCC.

Insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The District, its officers, officials, employees, and volunteers are to be named as additional insured by endorsement to the Commercial General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the JFKU CCC including materials, parts or equipment furnished in connection with such work or operations.

Primary Coverage

For any claims related to this contract, the JFKU CCC’s insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the JFKU CCC’s insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

- 8. Ownership of Designs and Plans. All designs, plans, reports, specifications, drawings, schematics, prototypes, models, inventions and all other information and items made during the course of this Agreement and arising from the Services shall be owned by JFKU CCC as its sole and exclusive property.
- 9. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by telegram, overnight delivery service, or facsimile transmission, addressed as follows:

DISTRICT

JFKU CCC

Contra Costa Community College District
500 Court St, Martinez, CA 94553
Attn: David Wetmore, Director of Purchasing & Contracts

Name:	<u>John F. Kennedy University</u>
Attn:	<u>Debra Bean, President</u>
Address:	<u>100 Ellinwood Way</u> <u>Pleasant Hill, CA 94523</u>
Phone:	<u>(925) 798-9240, Ext. 7985</u>
Fax:	<u>(925) 798-0297</u>
Tax ID #	<u>94-1610694</u>

Any notice personally given or sent by telegram or facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 10. California Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.

11. Attorneys' Fees. If either party files any action or brings any proceedings against the other arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit as awarded by a court of competent jurisdiction, whether or not suit proceeds to final judgment. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.

12. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

13. Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.

The parties hereto have executed this Agreement on the date first above written.

Solano Community College District

John F. Kennedy University Community Counseling Center

BY: _____
Signature of District Representative Date

BY:  12/12/17
Signature of JFKU Representative Date

Title: _____
Print Name and Title

Title: Debra Bean, President
Print Name and Title

EXHIBIT A

Description of Services and Responsibilities of Each Party

Definitions

Counselor, for the purposes of this contract, is defined as a volunteer trainee or intern who is currently in or has graduated from one of the following graduate programs, Marriage and Family Therapy (Standard or Holistic) (MFT), Counseling Psychology (MFT/PCC), or Psychology Doctorate (Psy D). Trainees are students who are currently in their program working on completing their required hours for graduation, and interns have already graduated and are registered with their Board, completing their required hours to become licensed.

Counseling services include classroom observations, consultations/collateral meetings with school staff and/or other helping professionals, and group and individual sessions. Group and individual sessions will typically last 40-50 minutes. Counselors will carry a minimum caseload of five client hours per week. This includes individual sessions and group sessions. The maximum number of client hours varies between each counselor. It is dependent upon their commitments in other JFKU CCC programs and amount of supervision they are able to receive.

Point of Contact (POC) is the person at the school site that will be available to JFKU CCC staff and counselors for questions and concerns regarding the School Based Program (SBP) placement.

Unit of service is defined as 6 hours of counseling services at the school site each week for the duration of the contract.

Responsibilities of JFKU CCC and District

Both Parties agree that:

- Best efforts will be made to place counselors within a reasonable time after the start date of this Agreement as stated on page 1.
- JFKU CCC will not be liable for any damages resulting from the District's failure to ensure placement of counselors within a reasonable time after the start date of this Agreement.
- JFKU CCC will pro-rate its fee for services if counselors are not placed within a reasonable time after the start date of this Agreement due to any delay caused by JFKU CCC.

JFKU CCC:

- Will provide a SBP Coordinator who will be available to the District liaison and School Sites' POCs for coordination purposes and questions regarding the SBP and the counselors assigned to their schools.
- Will provide specialized training orienting JFKU CCC counselors to the school culture and the roles and responsibilities of school personnel at the school site.
- Will provide an end-of-contract term utilization summary including number of students referred for counseling, number of students who participated in more than three sessions, number of students seen for one session, number of students for whom consent for counseling was not obtained, the top four reasons for referral for counseling, ethnicity and gender of student population referred for and participated in counseling, and relevant information related to the delivery of services.

JFKU CCC Counselors:

- Will obtain a minimum of 5 client hours per week contingent upon the school sites' ability to refer a reasonable amount of clients.
- Will not miss more than three days of service per contract term. If more than three days are missed, the counselor(s) will make best efforts to make up the day. District holidays will not be considered missed days.
- Will learn school and District policies and practices (promotion and retention, delivery of service for special needs students, etc.).
- Will learn the school profile, background of student population, and student needs.
- Will give each counselor an orientation to the school culture and the roles and responsibilities of school personnel at the school site.
- Will become familiar with school and community-based programs and resources for students.
- Will demonstrate sensitivity and cross-cultural competence when working with students and families from diverse ethnic, economic, and cultural backgrounds.
- Will work collaboratively with professionals from various disciplines (e.g. teachers, school administrators, psychologists, social workers, etc.) to support students' overall school success.
- Will assist students and families to access health, mental health, and/or support services available at school, in the District, and in the community when clinically appropriate.
- Will obtain written permission to provide services for any and all student's served. JFKU CCC counselors will only be permitted to provide therapy to students under the age of 18 after they have obtained written parental/guardian or minor consent to treatment.
- Will follow professional and ethical guidelines, District policies and procedures, and State and Federal law. This includes maintaining the confidentiality of students served.
- Will immediately notify the POC, the counselor's supervisor and SBP Coordinator in the event that an urgent or emergency circumstance is encountered by a JFKU CCC Counselor, (i.e. required CPS report, call to Police, hospitalization evaluation, safety concerns, etc.).

District:

- Will provide the JFKU CCC counselor with a POC that they can refer to for questions and in case of emergency. The POC will also be available to coordinate with the SBP Coordinator in order to ensure needs for both the school and JFKU CCC SBP are being met.
- Will provide the JFKU CCC counselor with a room that will be uninterrupted while a client is in session to protect client confidentiality. The school will inform JFKU of the days of the week they will have room on campus for counselors to conduct therapy.
- Will make best efforts to refer a reasonable amount of clients to JFKU CCC maintain a minimum caseload of 5 clients per unit of service.
- Will hire JFKU CCC counselors as volunteer contract employees in order to provide them access to the college network and SARs.
- Will provide JFKU CCC counselor with a JFKU CCC Referral Form for each student referred to therapy.
- POC will complete an end-of-contract term evaluation of the SBP.

EXHIBIT B

Compensation Terms:

District agrees to compensate JFKU CCC for performance of services on the following basis. JFKU CCC will make best efforts to provide services to the following college sites at a rate of \$4,000.00 per unit of service. District will pay for units of service that were fulfilled according to the payment schedule below.

Year 1: January 1, 2018 to May 30, 2018

Itemization of Cost per Unit of Service Requested 2017-18

School Site	Units of Service	Total Cost
Solano Community College, Fairfield	4	\$16,000.000
Total Annual Year 1	4	\$16,000.00

Contract total, not to exceed: \$16,000.00

Payment Schedule

Payment Order	Service Dates	Invoice Sent By	Payment Due By
Initial Payment	January 2018 – May 2018	April 1 st , 2018	May 15 th , 2018
Second Payment	January 2018 – June 2018	May 1 st , 2018	June 15 th , 2018

EXHIBIT C
JFKU CCC REQUIRED to Complete
CRIMINAL BACKGROUND CHECK CERTIFICATION

Consultant/Independent JFKU CCC Agreement - Criminal Background Check

Name of Independent Consultant/JFKU CCC:		John F. Kennedy University
Services to be performed under the Agreement:		Field Work Placement, Graduate School Psychology Trainees / Interns
Schools/Locations where services will be performed:		See list of schools, attached in Exhibit B
<i>Check the applicable box(es) and fill in any blanks.</i>		
1	<input type="checkbox"/>	I certify that none of my employees, nor myself, will have more than limited contact with District students during the term of the Agreement. Therefore, we have not been fingerprinted.
2A	<input type="checkbox"/>	If this box is checked, then Box 2B also applies and must be checked to indicate these employees have been fingerprinted. The following employees will have more than limited contact with District students during the term of the Agreement (attach and sign additional pages, as needed):
2B	<input checked="" type="checkbox"/>	I certify that the employees noted in 2A above have been fingerprinted under procedures established by the California Department of Justice, and the results of those fingerprints reveal that none of these employees have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Certification by JFKU CCC

"I certify that the information provided herein is true and accurate. I further acknowledge that during the term of my Agreement with the District, if I learn of additional information which differs from the responses provided above, I promise to forward this additional information to the District immediately."

 12/12/17
 JFKU CCC Representative's Signature Date

 District Representative's Signature Date

Debra Bean, President

 Print Name
 JFKU CCC Representative

 Print Name
 District Representative's Signature



SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: MEASURE Q QUARTERLY PROGRESS UPDATE
REPORT TO THE GOVERNING BOARD

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Solano CCD Measure Q Quarterly Update Report is presented for Board information. This report includes an overview of program and project activities for the Measure Q Bond Program for the period of October 1, 2017 – December 31, 2017.

Measure Q expenditures during this reporting period were \$8,185,202. Status of primary projects:

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: Quarterly Reports provided to the Board of Trustees and the public regarding the use of bond funds.

Ed. Code:	Board Policy:	Estimated Fiscal Impact:	\$0
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SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond

Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

January 26, 2018

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

January 26, 2018

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q QUARTERLY PROGRESS UPDATE
REPORT TO THE GOVERNING BOARD**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Fairfield Campus:

- Performing Arts Building Renovation: Corridor flooring was redone over Winter break and a Notice of Completion was issued to the Contractor in January. The District also received a \$12,400 check from PG&E Savings By Design Program for this project.
- Science Building Phase 1: Construction in progress; installation of building foundations and trenching for underslab utilities.
- Fairfield Substation #1 and #2 Replacement Project: Power shutdown/equipment installation occurred during Winter Break. Yet to be completed is minor work at Substation #1 and repair from minor construction damage at Substation #2.
- Campus Directories: installation of 4 new campus directory maps has been completed.
- Campus Entry Sidewalk Improvements: Construction is in progress and nearing completion.
- Softball Bleacher Replacement: New bleachers and press box have been completed. A contract was awarded for the DSA required sidewalk from softball field to restrooms.
- Horticulture Phase 2: A contract was awarded for a modular restroom building and the sitework was issued for bid.

Vacaville Center:

- Biotechnology and Science Building at Vacaville Center: Final installation and commissioning of the large bioreactors was completed and Notice of Completion issued to the Design Builder in December. This project is now completed and in its 2 year Warranty period.
- Vacaville Intersection Improvements Project: completion is pending continuous dry and warm weather, required to place the final asphalt slurry and roadway striping.
- Vacaville Classroom (Annex) Building Renovation: Construction contract was awarded in December and construction is in progress.
- Vacaville Center HVAC Upgrade: Plans were approved by DSA, construction manager retained, and the project is currently out for bid. Construction will occur over summer break.

Vallejo Center:

- Autotechnology Building: A Notice of Completion was issued to the Design Builder in November. This project is now completed and in its 2 year Warranty period.
- Vallejo HVAC Upgrade Project: A Notice of Completion was issued to the Contractor in September. This project is now completed and in its 1 year Warranty period.