

**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**

**Part-Time Adjunct Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Kelly Decker	Adjunct Instructor- Biology (not to exceed 67%)	06/11/18
Mackenzie Galindo	Adjunct Instructor- Counseling (not to exceed 67%)	05/17/18
Jared Romero	Adjunct Instructor- Counseling (not to exceed 67%)	05/17/18

**Change in Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Jill Crompton	From Executive Coordinator (Range 35/Step 3) to Administrative Assistant IV School of Applied Technology and Business (Y-Rated)	04/23/18

**Out of Class**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Vernon Cunningham	General Maintenance Worker (75%)/Custodian (25%)	01/01/18 – 02/14/18	\$109.20/Jan \$54.60/Feb \$163.80 Total

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

May 4, 2018

**Date Submitted**

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

May 4, 2018

**Date Approved**

**Out of Class (Cont.)**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Vernon Cunningham	Carpenter (75%)/Custodian (25%)	02/15/18 – 04/13/18	\$375.69/Feb \$751.39/Mar \$325.59 Apr Total \$1,452.68
Vernon Cunningham	General Maintenance Worker (75%)/Custodian (25%)	04/14/18 – 06/30/18	\$61.88/Apr \$109.20/May \$109.20/Jun Total \$280.28

**Ten/Eleven-month Classified Employees Working Summer Session**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Rashmi Bains	Learning Resources Technician	06/01/18 – 06/30/18	\$28.07 hr.
Joanna Cortez	Instructional Lab Assistant – Art and Photography	06/04/18 – 08/10/18	\$21.31 hr.
Barbara Gravely	Cosmetology Lab Assistant	06/11/18 – 08/03/18	\$24.27 hr.
Gema Leon	Reading/Writing Lab Technician	06/04/18 – 08/02/18	\$24.33 hr.
Carla Maguire	Learning Resources Technician II	07/01/18 – 07/31/18	\$29.28 hr.
Ritzdane Suriben	Automotive Lab Technician	06/11/18 – 08/03/18	\$22.79 hr.

**Short-term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant Name</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Patti Barnes	Cosmetology Instructor	General Fund	04/03/18 – 04/05/18	\$60.69 hr.
Nicholas Cary	Special Projects for CTE Multimedia Support	Strong Workforce	05/17/18 – 06/30/18	\$25.00 hr.
Shaunice Cole	Cosmetology Instructor	General Fund	03/06/18 – 04/05/18	\$58.59 hr.
James DeKloe	Bioreactor Training	NSF Grant	01/01/18 – 06/15/18	\$69.05 hr.
John Gaines	Lab Technician	General Fund	05/18/18 – 05/24/18	\$18.90 hr.

**Short-term/Temporary/Substitute (Cont.)**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant Name</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Gema Leon	Lab Technician	General Fund	05/18/18 – 05/24/18	\$18.90 hr.
Edward Re	Bioreactor Training	NSF Grant	01/01/18 – 06/30/18	\$71.72 hr.
Gulnur Sanden	Bioreactor Training	NSF Grant	01/01/18 – 06/15/18	\$71.72 hr.
Sara Simmons	Lab Technician	General Fund	05/18/18 – 05/24/18	\$18.90 hr.
Emily Wade	Academic Success Specialist	Equity	04/02/18 – 06/30/18 (Revised)	\$16.56 hr.

**GRATUITOUS SERVICE**

<b><u>Name</u></b>	<b><u>School/Department</u></b>	<b><u>Assignment</u></b>
Isaak McCoy	School of Math and Science	Lab Tech Assistant

**EMPLOYMENT 2018-2019**

**Released Time**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>% Released Time</u></b>	<b><u>Dates</u></b>
Darla Williams	School Coordinator – Health Sciences	20%	08/10/18-05/27/19

**Leave of Absence**

<b><u>Name</u></b>	<b><u>Leave Status</u></b>	<b><u>Effective</u></b>
Barbara Villatoro	Personal Leave of Absence (Unpaid)	08/01/18 – 06/30/19

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

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

**SUBJECT:** **WARRANTS**

**REQUESTED ACTION:**

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

**SUMMARY:**

04/02/18	Vendor Payments	2511085543-2511085642	\$673,804.52
04/04/18	Vendor Payments	2511085643-2511085644	\$3,112.20
04/04/18	Vendor Payments	2511085645-2511085655	\$512,489.69
04/09/18	Vendor Payments	2511085656	\$1,750.00
04/09/18	Vendor Payments	2511085657-2511085658	\$3,170.75
04/09/18	Vendor Payments	2511085659-2511085662	\$51,012.29
04/09/18	Vendor Payments	2511085663-2511085746	\$139,735.29

*CONTINUED ON NEXT PAGE:*

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code: 70902 &amp; 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$5,120,892.97</i>
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**SUPERINTENDENT'S RECOMMENDATION:**       **APPROVAL**       **DISAPPROVAL**  
 **NOT REQUIRED**       **TABLE**

Robert V. Diamond  
Vice President, Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7209

**TELEPHONE NUMBER**

Finance and Administration

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO**

**SUPERINTENDENT-PRESIDENT**

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

May 4, 2018

**DATE APPROVED BY**  
**SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: WARRANTS**

**REQUESTED ACTION:**

Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

*CONTINUED FROM PREVIOUS PAGE:*

04/10/18	Vendor Payments	2511085747-2511085767	\$4,298.50
04/16/18	Vendor Payments	2511085768	\$12,637.85
04/16/18	Vendor Payments	2511085769-2511085770	\$1,520.88
04/16/18	Vendor Payments	2511085771-2511085774	\$84,087.44
04/16/18	Vendor Payments	2511085775-2511085781	\$506,193.37
04/16/18	Vendor Payments	2511085782-2511085861	\$251,822.37
04/19/18	Vendor Payments	2511085862-2511085881	\$6,533.00
04/23/18	Vendor Payments	2511085882-2511085891	\$2,426.90
04/23/18	Vendor Payments	2511085892-2511085893	\$754,155.14
04/23/18	Vendor Payments	2511085894	\$170,745.72
04/23/18	Vendor Payments	2511085895-2511085899	\$23,520.15
04/23/18	Vendor Payments	2511085900-2511085906	\$216,633.66
04/23/18	Vendor Payments	2511085907-2511085998	\$1,146,619.21
04/25/18	Vendor Payments	2511085999-2511086058	\$199,505.40
04/30/18	Vendor Payments	2511086059-2511086060	\$59,678.41
04/30/18	Vendor Payments	2511086061-2511086065	\$44,257.33
04/30/18	Vendor Payments	2511086066-2511086155	<u>\$251,182.90</u>
<b>TOTAL:</b>			<b>\$ 5,120,892.97</b>

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

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

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**PERSONAL SERVICES AGREEMENTS**

**Academic Affairs**  
**David Williams, Vice President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Lisa Abraham	Stipend for guest poet reading, part of English Department’s Writers Series.	April 19, 2018	Not to exceed \$150.00
Abraham Alvarez	Mechanical press consultation and training.	May 3, 2018 – May 10, 2018	Not to exceed \$150.00
Stephanie Miller	Facilitating activities in support of the Vallejo Career Pathways Trust Grant.	April 5, 2018 – June 30, 2018	Not to exceed \$7,000.00
Alex Peters	Music to accompany Nice Work If You Can Get It.	April 14, 2018 – May 6, 2018	Not to exceed \$1,175.00
Akira Ross	Music to accompany Nice Work If You Can Get It.	April 14, 2018 – May 6, 2018	Not to exceed \$1,175.00

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**Robert V. Diamond**  
Vice President, Finance & Administration

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

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May 8, 2018  
**Date Submitted**

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May 8, 2018  
**Date Approved**

**Student Services**  
**Gregory Brown, Vice President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Erik Bauer	Presenter for Foster & Kinship Care Education (FKCE).	May 29, 2018	Not to exceed \$1,600.00
Dale Murray	Present on the California Community College Athletic Association Constitution and Bylaws for Athletic Department and Staff.	August 8, 2018 – August 9, 2018	Not to exceed \$300.00
Dorothea Mae Nicholson	Coordinate the foster Kinship Care Education program for Solano Community College.	July 1, 2018 – June 30, 2019	Not to exceed \$88,950.00
Benjamin Ofori	Drummer/Dancer for the Black Recognition Ceremony.	May 17, 2018	Not to exceed \$500.00
On Course Workshop	Facilitate three-day professional development workshop.	May 29, 2018 – May 31, 2018	Not to exceed \$10,000.00
Gregory C. Peterson	Presenter for Foster & Kinship Care Education (FKCE)	July 1, 2018 – June 30, 2019	Not to exceed \$1,500.00
Radha Richmond	Learning disability assessments.	June 4, 2018 – June 30, 2018	Not to exceed \$11,200.00
		July 1, 2018 – June 30, 2019	Not to exceed \$28,000.00
Troy Rondeau	Photography of athletics facilities for Presto website.	May 17, 2018 – June 30, 2018	Not to exceed \$250.00
Jesus Solorio (Danza Azteca Nanahuatzin)	Performance for Solano Community College Latino Recognition Ceremony	May 18, 2018	Not to exceed \$150.00
Elle Snow	Presenter for Foster & Kinship Care Education (FKCE)	May 29, 2018	Not to exceed \$1,200.00
Melody Stockwell	Update Solano College Athletics website using Presto Sports platform.	May 17, 2018 – June 30, 2018	Not to exceed \$1,800.00
Tyffany Wanberg	Assist with Foster Kinship Care Education Program.	July 1, 2018 – June 30, 2019	Not to exceed \$36,600.00

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

**TO: Members of the Governing Board**

**SUBJECT: NOTICE OF COMPLETION FOR CONSTRUCTION  
 SERVICES FOR THE PARKING LOT ISLAND  
 IMPROVEMENTS PROJECT**

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for the Softball Bleachers Path of Travel Project Notice of Completion. On January 17, 2018, Lister Construction Inc. was awarded a contract for the Parking Lot Island Improvements Project. The scope of work included select improvements to existing concrete parking lot islands located on the District’s main Fairfield campus.

The work on this project is complete, and at this time the District gives notice and certifies that:

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

**STUDENT SUCCESS IMPACT:**

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

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

- APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Myron Hord  
 Interim Facilities Director

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

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Robert V. Diamond  
 Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

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

May 4, 2018

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

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

### Notice of Completion

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

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

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

NAMES

ADDRESSES

- 
6. Work of modernization on the property hereinafter described was completed on: 5/16/2018
  7. The Project Name is: Parking Lot Island Improvements Project
  8. DSA Number (if applicable): N/A
  9. The contractor for such work of modernization is: Lister Construction Inc.
  10. The name of the contractor's Surety Co. is: N/A
  11. The date of contract between the contractor and the above owner is: 1/17/2018
  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: Select improvements to existing concrete parking lot islands located on the District's main Fairfield campus.

\_\_\_\_\_  
Date

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

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### Verification

I, undersigned, say:

I am Executive Bonds Manager Lucky Lofton  
("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 Fairfield, 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 BUILDING 1500 RE-ROOFING PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Building 1500 Re-Roofing Project Notice of Completion. On October 18, 2017, Andy’s Roofing Company Inc. was awarded a contract for the Building 1500 Re-Roofing Project. The scope of work included demolition and removal of an existing roofing system and installation of new TPO roofing system for Building 1500 on the District’s Fairfield campus.

The work on this project is complete, and at this time the District gives notice and certifies that:

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

**STUDENT SUCCESS IMPACT:**

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

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

Myron Hord  
Interim Director of Facilities

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

**ADDRESS**  
(707) 863-7855

**TELEPHONE NUMBER**  
Robert V. Diamond  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**  
May 4, 2018

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

May 4, 2018  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

## Notice of Completion

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

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

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

NAMES

ADDRESSES

- 
6. Work of modernization on the property hereinafter described was completed on: 5/16/2018
  7. The Project Name is: Building 1500 Re-Roofing Project
  8. DSA Number (if applicable): N/A
  9. The contractor for such work of modernization is: Andy's Roofing Company Inc.
  10. The name of the contractor's Surety Co. is: N/A
  11. The date of contract between the contractor and the above owner is: 10/18/2017
  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 existing roofing system and installation of new TPO roofing system.

\_\_\_\_\_  
Date

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

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## Verification

I, undersigned, say:

I am Executive Bonds Manager Lucky Lofton  
("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 Fairfield, California.  
(City or Town where signed)

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

**TO:** Members of the Governing Board

**SUBJECT:** RESOLUTION NO. 17/18—30: TO APPROVE  
 APPOINTMENT TO CITIZENS’ BOND OVERSIGHT  
 COMMITTEE (CBOC) – DANIOM-GHEBREMICHAEL

**REQUESTED ACTION:**

- Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

Board approval is requested for Resolution No. 17/18-30, to appoint one citizen to fill the vacancy in the Citizens’ Bond Oversight Committee (CBOC) representing the Solano College ASSC.

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

The Board CBOC Subcommittee comprised of Trustees Thurston, Young and Martin, reviewed an application submitted by an interested citizen. After consideration of the candidate’s qualifications, the Board Subcommittee recommends the appointment of Daniom-Ghebremichael, a Vacaville, California resident.

**STUDENT SUCCESS IMPACT:**

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

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

Celia Esposito-Noy, Ed.D  
 Superintendent-President

**PRESENTER’S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

(707) 864-7299

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

May 9, 2018

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

May 16, 2018

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

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

**RESOLUTION NO. 17/18-30**

**WHEREAS**, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 17/18-30 at its May 16, 2018 meeting establishing the Citizens' Bond Oversight Committee (CBOC) and approval of its Bylaws;

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

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

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

**PASSED AND ADOPTED**, This 16th day of May 2018, by the Governing Board of the Solano Community College District.

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SARAH CHAPMAN, Ph.D., PRESIDENT

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CELIA ESPOSITO-NOY, ED.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

<u>Name</u>	<u>Assignment &amp; Years of Service</u>	<u>Effective</u>
Howard "Tim" Boerner	Full-Time Reading Instructor 10 years and 9 months of service at SCC	05/24/18

**STUDENT SUCCESS IMPACT:**

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

<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

Mary Jones  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7263

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

May 16, 2018

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: NEW ADMINISTRATIVE LEADERSHIP GROUP (ALG)  
 CLASSIFIED MANAGEMENT JOB DESCRIPTION -  
 CONTROLLER**

**REQUESTED ACTION:**

- Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

The following job description is presented for Governing Board approval. The attached job description establishes a new Administrative Leadership Group (ALG) Classified Management position. This position will plan, organize, coordinate and direct the District’s accounting functions; and will train, supervise and evaluate the performance of assigned personnel. Position will be placed on Range 47 of Administrative Leadership Group (ALG) Salary Schedule.

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: 88009      Board Policy:4010      Estimated Fiscal Impact: \$91,466.90 and Health and Welfare Benefits*

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

Mary Jones.  
 Human Resources

**PRESENTER’S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

707-864-7263

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

May 4, 2018  
**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

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

May 4, 2018  
**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
CLASS SPECIFICATION**

**CLASS TITLE: Controller (Classified Manager)**

**BASIC FUNCTION:** Under the direction of the Vice President of Finance and Administration, plan, organize, coordinate and direct the District's accounting functions including budgeting, accounting, reporting, accounts payable, student accounts, cashiering and fiduciary accounting; provide technical expertise and guidance to College administrators concerning budget, accounting and financial matters; train, supervise and evaluate the performance of assigned personnel. Maintain positive working relationships with other departments on campus.

**REPRESENTATIVE DUTIES:**

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

- Supervise the District accounting, cashiering, and special funding operations.
- Maintain a record of all cash flow analyses.
- Supervise the maintenance of records of expenditures and revenue for all funds of the District.
- Ensure that financial record keeping is performed in accordance with federal, state, county, and District requirements and procedures.
- Prepare or supervise preparation of monthly reconciliations between District records and the records of the County Superintendent of Schools office.
- Prepare periodic financial statements and reports involving statistical research and analytical studies.
- Assist the Vice President, Finance and Administration in preparing District Budget and maintain budgetary controls for the general fund and other funds of the District.
- Establish and implement procedures for financial record retention and destruction of financial records as per government guidelines.
- Direct the District's fiscal operations including budgeting, cashiering, accounting, reporting and auditing the use of public funds.
- Develop and supervise preparation and publication of tentative and adopted budgets for all District funds pursuant to priorities assigned and authority provided through the District's budgetary decision-making process. This includes the District's General Fund, Capital Projects Fund, Bond Funds, Health Benefits Trust Fund, Bookstore Fund and all other District funds.
- Design and administer budgetary control systems, procedures, and transactions.
- Perform professional level accounting duties and serve as the District's primary advisor on technical accounting issues; analyze, evaluate and make recommendations concerning sources and amounts of revenue, expenditures and the District's financial position. Serve as consultant to a variety of District personnel on fiscal and accounting matters.
- Responsible for preparation, verification, authorization, and distribution of warrants, vouchers and other documents; maintenance and reconciliation of general ledger accounts; preparation of trial balances and year-end closings.
- Supervise the preparation of financial statements, records and reports for distribution to

County, State and federal agencies and offices; prepare financial reports for review by the Vice President of Finance and Administration prior to submitting for Governing Board approval.

- Supervise and evaluate the performance of accounting staff in accordance with District guidelines and collective bargaining contract; provide technical direction and guidance; select and train personnel; make transfer, promotion and salary recommendations.
- Assist staff in developing solutions to technical problems and with accounting procedural questions; review staff work for accuracy and compliance with District policies; plan, organize and coordinate staff assignments for maximum effectiveness and productivity.
- Coordinate with administrators in the development and control of various accounts; interact with administrators, governmental agencies and others in an independent manner to research, analyze and solve complex accounting issues.
- Responsible for reviewing and/or performing reconciliation of balance sheet accounts, including student accounts receivables, liabilities, and deferred revenues. Assist with reconciliation of all bank accounts.
- Compile data, prepare, obtain approval, and submit federal and state financial, statistical, and other regulatory compliance reports for review by Director prior to submitting to the Board and agencies. Reports include, but not limited to, CCFS-311, CCFS-311Q, and CCFS-323-Enrollment Fee Report.
- Verify budget to purchase items and verify budget for direct pay/pay voucher requests. When necessary, submit requests for warrant processing. Ensure that appropriate budget manager approves each request and that the appropriate account code is utilized. Provide required Business office approvals of purchase requisitions, budget transfers and Journal entries.
- Prepare records and reports including financial statements, reimbursement claims and reconciliations. Prepare necessary budget transfers, journal entries and cash transfers.
- Cross train on various desks in the business office to cover during absences and vacancies.
- Assure proper control of warrants, cash receipts and signatures; oversee appropriate internal controls.
- Perform annual accounting duties in the development, structure and control of the budgets and fiscal closing activities for various funds. Work with budget managers to reflect changes to budgets. Monitor budgets throughout year and propose budget adjustments as needed.
- Assist in coordination of annual audit and respond to audit findings, comments, and recommendations.
- Perform a variety of year-end general ledger closing activities; analyze financial data and prepare financial reports as needed.
- Research, analyze and interpret laws, regulations and contracts to assure the District's legal compliance; coordinate, oversee and participate in revising policies, procedures and practices to correct non-compliance.
- Communicate with District staff and administrators, vendors, financial institutions and others to represent the District in the exchange of information, correction of discrepancies and resolution of accounting compliance issues.
- Prepare, review and assure the accuracy of records, reports, lists and summaries related to assigned accounting functions.
- Research, investigate and use independent judgment to resolve problems related to

incomplete or incorrect financial data; resolve discrepancies, obtain required authorizations and assure accurate recording of financial transactions.

- Train and provide work direction to student assistants and other personnel as assigned.
- Coordinate, oversee and participate in software conversions, including testing and technical problem solving; identify software problems and work with the District's Technology Services department and the software support company to correct problems.
- Respond to requests from independent auditors; provide information and assistance as requested.
- Work with and provide leadership in set up and maintaining a complex, integrated Enterprise Resource Planning (ERP) systems.

### **MINIMUM QUALIFICATIONS:**

A Bachelor's degree or equivalent in Accounting—or related field from a regionally accredited college or university AND

At least five years progressively responsible experience in the area of accounting, business administration, or related field.

#### **Preferred Qualifications**

- Experience in California Community College accounting and/or finance.
- Possession of an active and clear license as a Certified Public Accountant, with no disciplinary actions or license restrictions
- Leadership experience in an educational setting; supervisory experience

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Demonstrate knowledge of:**

- Fund accounting and generally accepted accounting principles.
- Financial and statistical recordkeeping techniques.
- District organization, operations, policies and objectives.
- Modern office practices and procedures.
- Perform complex and difficult accounting duties.
- Plan and organize work to meet multiple demanding schedules and timelines.
- Train and provide work direction to others.
- Operate microcomputers, peripheral equipment and software.
- Use word processing and spreadsheet software to develop spreadsheets, letters, forms and reports.
- Operate office equipment including printers, copier, calculator and facsimile machine.
- Work effectively with varied and multiple schedules and timelines.
- Establish and maintain effective and cooperative working relationships with others.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.
- Work independently with minimal supervision.

- Perform assigned work with speed and accuracy.

**Language Skills:**

- Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations.
- Ability to read, interpret, apply and explain fiscal policies, procedures, rules and regulations.
- Ability to write complex reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to effectively present technical information in person or on the telephone to students, staff or the public.

**Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Make arithmetic calculations quickly and accurately.
- Identify and correct numerical discrepancies.

**Reasoning Ability:**

- Ability to solve complex and technical problems and deal with a variety of individuals and variables in non-standard situations.
- Ability to apply technical knowledge to the interpretation of a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to learn quickly and apply specific rules, policies and procedures of the program and function to which assigned.
- Ability to exercise good judgment and discretion in handling confidential and sensitive matters.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification routinely performs work duties and attends work-related meetings at other campus locations
- Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds.
- Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee must be able to handle difficult people in a tactful and professional manner. The employee in this classification handles and transports cash, coin and signed and unsigned checks and must exercise sound judgment. The work environment is usually quiet but is sometimes moderately noisy.

## Current & Proposed Salary Ranges

Classification	Salary Range
<b>Current – Accounting Manager</b>	42
<b>Current – Director of Fiscal Services</b>	49
<b>Proposed – Controller</b>	47

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

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

**SUBJECT:** **SUMMER WORK SCHEDULE**

**REQUESTED ACTION:**

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

**SUMMARY:**

The summer work schedule options are being presented to the Governing Board for approval. Solano Community College will be open for business Monday to Friday during the 2018 summer session. The District has approved for departments to have an alternate work schedule so long as the core needs of the District are met. The alternative work schedules are dependent on department needs and staff availability. The schedule will begin June 4, 2018 and end July 27, 2018. The following are the summer schedule options:

- 5/8 schedule (5 days a week, 8 hours a day) – CSEA/Local 39/ALG
- 4/10 schedule (4 days a week, 10 hours a day) – CSEA/Local 39/ALG
- 9/80 schedule (8 days at 9 hours, 9<sup>th</sup> day at 8 hours, and 10<sup>th</sup> day off) – CSEA/ALG

**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: 88040</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**

Mary Jones.  
Human Resources

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7263

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO**

**SUPERINTENDENT-PRESIDENT**

May 4, 2018

**DATE APPROVED BY**

**SUPERINTENDENT-PRESIDENT**

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

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

**SUBJECT:** **RENEWAL AGREEMENT WITH THE SOLANO COUNTY  
OFFICE OF EDUCATION FOR DUPLICATING AND  
COURIER SERVICES SCHOOL YEAR 2018/2019**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested to renew the agreement with Solano County Office of Education for duplicating and courier services. The term of the agreement is from July 1, 2018 through June 30, 2019. The total cost to the District shall not exceed \$96,519. This total includes 60% manager, courier services, as outlined in the original agreement dated February 5, 2013, including 9.93% indirect costs.

Exhibit “A-1” is attached for review.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i> N/A	<i>Board Policy:</i> 3225	<i>Estimated Fiscal Impact:</i> <b>\$96,519</b>
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<b>SUPERINTENDENT’S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b> <input type="checkbox"/> <b>DISAPPROVAL</b> <input type="checkbox"/> <b>NOT REQUIRED</b> <input type="checkbox"/> <b>TABLE</b>
---	---

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

---

**VICE PRESIDENT APPROVAL**

May 4, 2018

---

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

---

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

---

May 4, 2018

---

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**Exhibit "A-1"**

**2018/2019**

This Exhibit "A-1" is for the 2018/2019 school year and incorporates by reference the terms and conditions of the Services Agreement dated February 5, 2013, between Solano County Office of Education (County Office) and Solano Community College (College), for duplicating and courier services.

The estimated annual cost for services under this agreement for the 2018/2019 year is \$96,519.00. This total includes 60% manager, courier services, as outline in the original agreement, and 9.93% indirect costs.

All other terms and conditions outlined in the agreement shall remain in effect.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representative to execute this Exhibit "A-1".

SOLANO COUNTY OFFICE OF EDUCATION

SOLANO COMMUNITY COLLEGE

\_\_\_\_\_  
Tommy Welch  
Associated Superintendent, Administrative  
Services and Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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

**SUBJECT:** **RENEWAL AGREEMENT WITH STRATA  
INFORMATION GROUP (SIG) FOR INTERIM CHIEF  
TECHNOLOGY OFFICER CONSULTING SERVICES**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested to renew a contract with Strata Information Group, a company that specializes in IT consulting for Higher Education. An Interim “Chief Technology Officer” is required to backfill a vacant position while the District hiring process for the CTO position is carried out.

The agreement is from May 1, 2018 through April 30, 2019, or until the position is filled. Total contract amount not to exceed \$256,250.

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> \$256,250
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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  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

May 4, 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:**

As directed by the management team of SCCD, the assigned SIG CTO will assist with the following types of projects and IT initiatives.

- Assist with planning and IT infrastructure specifications related to construction projects from the Measure Q Bond
- Revise/maintain the IT Strategic Plan
- Improve communications with IT and the College community
- Participate actively as part of the College's management team
- Coordinate the installation new equipment and develop an equipment replacement schedule for campus technology
- Work with the IT staff to upgrade Banner® and Luminis®
- Evaluate and analyze the potential of migrating selected IT applications and services to a cloud environment
- Assist, as needed, with the accreditation self-study

### **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.
- 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 SDCCD staff.

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CONTRACT CHANGE ORDER #6 TO DPR  
CONSTRUCTION FOR THE FAIRFIELD SCIENCE  
BUILDING PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for Change Order #6 to the contract with DPR Construction for the Fairfield Science Building Project. On November 16, 2016 the Board approved a contract with DPR Construction for the Fairfield Science Building Project. On January 17, 2018 the Board approved Change Order #2 in the credit amount of <\$288,620> to remove the audio visual equipment from the DPR scope of work and assign it to the District IT Department. On December 6, 2017 the Board approved Change Order #3 in the amount of \$659,675 to replace the campus gas distribution lines.

CONTINUED ON THE NEXT PAGE

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals  
 Basic skills education  
 Workforce development and training  
 Transfer-level education  
 Other: Update infrastructure that supports classrooms or related College facilities

Ed. Code:	Board Policy:	Estimated Fiscal Impact: \$19,745 Measure Q Funds
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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**

May 4, 2018

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy Ed.D.  
Superintendent-President

May 4, 2018

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT CHANGE ORDER #6 TO DPR  
CONSTRUCTION FOR THE FAIRFIELD SCIENCE  
BUILDING PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

On March 21, the Board approved CO#4 for relocation of existing underground hydronic lines. On April 4, the Board approved CO#5 for conversion of HVAC controls to various buildings on campus from pneumatic to digital controls, and to extend the project completion date.

This proposed Change Order is to replace hydronic line shut-off valves in two buildings which were discovered to be leaking after tie-in of the new hydronic lines for the Science Building, and to add replacement of underground gas piping and meter for the Horticulture Greenhouse. This work is District requested additional scope of work to the base contract.

Following is a summary of the Contract:

\$29,200,000 Original Contract Amount  
\$ 735,139 Previously Approved Net Change Orders (1-5)  
\$ 19,745 Proposed Change Order #6  
\$29,954,884 New Contract Amount, including this Change Order #6

The Board is asked to approve this Change Order #6 to DPR Construction in the amount of \$19,745, resulting in a new contract amount of \$29,954,884.

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



# Change Order

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

**Kitchell CEM**

Change Order # 6  
 Project No.: 16-004  
 Date: 05/16/18

DSA File No.: 48-C1  
 DSA App. No.: 02-115585

Project: Solano Community College District  
 Fairfield Science Building

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

**The Contract is Changed as Follows:**

**CPE No.**

n/a	PCO # 40: Replace Bldg 600 and Bldg 1600 HHW/CHW building shutoff valves discovered to be leaking after tie-in of new hydronic lines.	\$10,852.00
n/a	PCO # 43: Replacement of underground gas piping and installation of meter for Horticulture Greenhouse.	\$8,893.00

<b>TOTAL COST OF CHANGE ORDER</b>	<b>ADD</b>	\$19,745.00
<b>FINAL CHANGE ORDER AMOUNT</b>	<b>Deduct</b>	<b>\$ 19,745.00</b>

Original Contract Sum:	\$ 29,200,000.00
Total change By Previous Change Orders:	\$ 735,139.00
Contract Sum Prior to This Change Order:	\$ 29,935,139.00
Original Contract Sum will be Increased by This Change Order:	\$ 19,745.00
The New Contract Sum Including This Change Order Will Be:	<b>\$ 29,954,884.00</b>

Contract Time Will be Changed by This Change Order: 0 Days  
 The date of substantial completion as of this change order is January 8, 2019.  
 Note that final completion date is April 10, 2019.

(Affix stamp here)

CONTRACTOR: \_\_\_\_\_ Date: \_\_\_\_\_  
 DPR Construction

(Affix stamp here)

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 AWARD TO RBH CONSTRUCTION INC.  
FOR CONSTRUCTION SERVICES FOR THE BUILDING  
1800B, ROOM 1855 ROBOTICS LAB RENOVATION  
PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for award of a contract to RBH Construction, Inc., for the Building 1800B Room 1855 Robotics Lab Renovation Project. The scope of work includes select demolition of existing finishes and installation of new finishes, installation of a new HVAC system, and minor electrical and plumbing improvements for the new Robotics Lab.

Proposals were solicited from Department of General Services (DGS) registered Small Businesses

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy: 3225; 3520</i>	<i>Estimated Fiscal Impact: \$335,216 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  
VP, Finance & Administration  


---

**VICE PRESIDENT APPROVAL**

May 4, 2018  


---

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

May 4, 2018  


---

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO RBH CONSTRUCTION INC.  
FOR CONSTRUCTION SERVICES FOR THE BUILDING  
1800B, ROOM 1855 ROBOTICS LAB RENOVATION  
PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

and Disabled Veteran Business Enterprises. Three proposals were received:

	<b><u>BASE BID</u></b>
RBH Construction Inc.	\$335,216
TPA Construction Inc.	\$405,000
HM Construction	BID WITHDRAWN

A proposal was submitted by HM Construction, but was requested to be withdrawn after a post-bid interview was conducted with the firm.

It was determined that RBH Construction Inc. submitted the lowest responsible and responsive bid. It is recommended the Board award a contract to RBH Construction Inc. in the amount of \$335,216.

The Board is asked to approve a contract to RBH Construction Inc. in the amount of \$335,216.

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  
 1800B, ROOM 1855 ROBOTICS LAB 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 1800B Room 1855 Robotics Lab Renovation Project. The project consists of renovating an existing space in Building 1800B to be converted into a new lab space for the mechatronics and robotics program. 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: \$4,000 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 & Administration

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

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

May 4, 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  
1800B, ROOM 1855 ROBOTICS LAB RENOVATION  
PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Proposals were solicited from the firms in the Board approved pool of project inspection firms and were due May 3, 2018. A proposal was received from Optima Inspections, Inc. The proposal was evaluated and the proposed fee in the amount of \$4,000 determined to be reasonable for the services requested.

The Board is asked to approve a professional services contract to Optima Inspections, Inc., in the amount not to exceed \$4,000.

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 RBH CONSTRUCTION INC.  
 FOR CONSTRUCTION SERVICES FOR THE BUILDING  
 1800B EXITING CORRIDOR RENOVATION PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for award of a contract to RBH Construction, Inc., for the Building 1800B Exiting Corridor Renovation Project. The scope of work includes select demolition and renovation of an existing classroom and hallway space located in Building 1800B to address issues with code compliance.

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 instructional space and update equipment

<i>Ed. Code:</i>	<i>Board Policy: 3225; 3520</i>	<i>Estimated Fiscal Impact: \$104,101 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  
 VP, Finance & Administration

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

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

May 4, 2018

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO RBH CONSTRUCTION INC.  
FOR CONSTRUCTION SERVICES FOR THE BUILDING  
1800B EXITING CORRIDOR RENOVATION PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Three proposals were received:

	<b><u>BASE BID</u></b>
RBH Construction Inc.	\$104,101
Arthulia, Inc.	\$106,220
TPA Construction Inc.	\$186,000

It was determined that RBH Construction Inc. submitted the lowest responsible and responsive bid. It is recommended the Board award a contract to RBH Construction, Inc. in the amount of \$104,101.

The Board is asked to approve a contract to RBH Construction, Inc. in the amount of \$104,101.

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS INC.  
FOR PROJECT INSPECTION SERVICES FOR THE  
BUILDING 1800B EXITING CORRIDOR RENOVATION  
PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested to award a professional services contract to Optima Inspections, Inc. for Division of State Architect (DSA) project construction inspection services for the Building 1800B Exiting Corridor Renovation Project on the Fairfield campus. The scope of work of this contract includes providing onsite inspection of all construction and all other items required by the Division of State Architect (DSA), including California Building 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: Enhance safety and security for students, faculty, and staff

Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: \$6,800 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) 863-7260

TELEPHONE NUMBER

Robert V. Diamond

Interim Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

May 4, 2018

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

May 4, 2018

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**AGENDA ITEM** 13.(k)  
**MEETING DATE** May 16, 2018

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS INC.  
FOR PROJECT INSPECTION SERVICES FOR THE  
BUILDING 1800B EXITING CORRIDOR RENOVATION  
PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Proposals were solicited from the firms in the Board approved pool of project inspection firms and were due May 3, 2018. A proposal was received from Optima Inspections, Inc. The proposal was evaluated and the proposed fee in the amount of \$6,800 determined to be reasonable for the services requested.

The Board is asked to approve a professional services contract to Optima Inspections, Inc., in the amount not to exceed \$6,800.

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CONTRACT AWARD TO QUALITY SOUND FOR FIRE  
ALARM PROGRAMMING AND CONSTRUCTION  
SERVICES FOR THE VACAVILLE CENTER HVAC  
UPGRADE PROJECT

**REQUESTED ACTION:**

- Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for award of a fire alarm programming and construction services contract to Quality Sound for the Vacaville Center HVAC Upgrade Project. The scope of work includes decommissioning the fire alarm system prior to construction, reprogramming of the fire alarm system and addition of monitor modules at each new HVAC unit.

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: \$20,000 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**

May 4, 2018

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

May 4, 2018

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO QUALITY SOUND FOR FIRE  
ALARM PROGRAMMING AND CONSTRUCTION  
SERVICES FOR THE VACAVILLE CENTER HVAC  
UPGRADE PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

A proposal was solicited from Quality Sound, who is the District's designated fire alarm programming, installation and monitoring contractor. Based on proposed scope of work and construction schedule restrictions, Quality Sound's proposal was determined to be fair for the services requested.

The Governing Board is asked to award a contract to Quality Sound in an amount not to exceed \$20,000.00.

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: RESOLUTION NO. 17/18-29 TO APPROVE CHANGE ORDER #01 TO SOLANO COUNTY ROOFING FOR BUILDING 1000 RE-ROOFING PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Due to the additional State Scheduled Maintenance Funds available, the Facility staff is requesting additional work be completed. This Change Order represents work requested by the District, including demolition and re-roofing an existing exterior canopy roof, located adjacent to Building 1000, that has deteriorated and exceeded its life expectancy. This Change Order also extends the contract completion date 56 days to be June 22, 2018 in order to complete this additional work.

This Resolution affirms that, based on project scope and schedule, it is more costly and time-consuming to bid this additional work to other contractors and it would not produce any advantage to the District.

Revised contract figures are as follows:

Contract Award Amount	\$ 98,747.00
Prior Change Orders	\$ 0.00
Change Order No. 01	<u>\$ 17,189.00</u>
Revised Contract Amount	\$ 115,936.00

This Change Order can be accomplished within the District's State Scheduled Maintenance Funding. The Board is asked to approve Resolution No. 17/18-29 Change Order #01 to Solano County Roofing in the amount of \$17,189.

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION TO APPROVE CHANGE ORDER #01  
TO SOLANO COUNTY ROOFING**

**RESOLUTION NO. 17/18-29**

**WHEREAS**, Solano Community College District (the “District”) previously competitively bid and awarded a contract for the Building 1000 Re-roofing Project (the “Project”) to Solano County Roofing;

**WHEREAS**, subsequent to the award of the Project, it was determined that additional work was necessary as part of the Project (the “Change Order”);

**WHEREAS**, the Change Order provides for the work set forth in Exhibit “A;”

**WHEREAS**, the total cost for the Change Order is \$17,189 and exceeds the limitations set forth in Public Contracts Code Section 20659;

**WHEREAS**, it will be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the Contractor;

**WHEREAS**, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project and result in coordination issues if another contractor is performing similar work at the Project site at the same time as Contractor;

**WHEREAS**, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to performed work more efficiently and effectively performed by one contractor;

**WHEREAS**, a change in contractors in the middle of the Project may cause an inability to enforce the warranty provisions of the Contract; and

**WHEREAS**, Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding to not apply when competitive bidding would work an incongruity or not produce any advantage; and

**WHEREAS**, while pursuant to Public Contract Code section 20659, a community college district is required to competitively bid any change or alteration to a contract that has a value over 10% of the original contract price, California law provides that, “[w]here competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage . . . the statute requiring competitive bidding does not apply.” Hiller v. City of Los Angeles, (1961) 197 Cal.App.2d 685, 694; now therefore be it

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION TO APPROVE CHANGE ORDER #01  
TO SOLANO COUNTY ROOFING**

**RESOLUTION NO. 17/18-29  
(Continuing Page 2)**

**RESOLVED** that the Governing Board of the Solano Community College District makes the following findings:

1. That the above recitals are true and correct.
2. That it would work an incongruity and not produce any advantage to the District to bid the completion of the work set forth in the Change Order under the competitive process.
3. That the District approves the immediate completion of the work stated in the Change Order without competitively bidding such work and approves the District's payment in the amount set forth in the Recitals to the Contractor upon the terms and conditions set forth in the Change Order.

**PASSED AND ADOPTED** by the Governing Board of the Solano Community College District, on May 16, 2018.

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

REQUESTED ACTION:

- Information OR  Approval  
 Consent OR  Non-Consent

SUMMARY:

During the Spring 2018 semester in the month of April, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

STUDENT SUCCESS IMPACT:

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

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

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

(707) 864-7102

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 4, 2018

DATE SUBMITTED TO

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

May 4, 2018

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF  
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the Spring 2018 semester in the month of April, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

**ACTION ITEM**

None
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**CONSENT ITEM**

None
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**NEW COURSE**

<b>Course</b>
(CP18S-36) MATH 055 Mathematical Concepts for Elementary School Teachers
(CP18S-60) ATHL 020 In-Season Intercollegiate Conditioning
(CP18S-73) ARTD 044 Introduction to Digital Design and Computer Technology
(CP18S-74) ARTD 144A Design Bootcamp
(CP18S-75) ARTD 047C Introduction to 3D Animation
(CP18S-104) ESL 534 Introductory Integrated ESL Skills: Reading, Writing, and Grammar
(CP18S-105) ESL 573 Oral Communication Skills

**COURSE MODIFICATION**

<b>Course</b>	<b>Modification</b>
(CP18S-63) KINE 007E Intermediate Golf	Top Code, Sam Code, Description, Objectives, Units, Repeatability, Class Max, Articulation Info, SLOs, Requisite, Methods of Instruction, Methods of Evaluation, Assignments, Content, Textbooks
(CP18S-64) KINE 007D Beginning Golf	Top Code, Sam Code, Description, Units, Repeatability, Articulation Info, SLOs, Methods of Instruction, Methods of Evaluation, Assignments, Content, Textbooks
(CP18S-65) KINE 009B Indoor/Outdoor Soccer	Units, hours, Articulation, SLO, Methods of Instruction, Assignments, textbooks
(CP18S-70) PSYC 0102 Gender	Title, Description, Objectives, SLOs, content, textbooks
(CP18S-71) SOC 002 Social Issues and Problems	Objectives, Articulation Information, content, textbooks
(CP18S-76) ATHL 001 Women's Intercollegiate Volleyball (Fall)	Sam Code, objectives, units, Articulation Information, SLOs,
(CP18S-77) ATHL 001B Pre-season Intercollegiate Volleyball	Objectives, hours, Articulation Information,
(CP18S-78) ATHL 002A Women's Fall Intercollegiate Basketball	Units, hours, Articulation Information, SLOs
(CP18S-79) ATHL 002B Women's Intercollegiate Basketball (Spring)	Sam Code, objectives, units, hours, Articulation Information, SLOs, textbooks
(CP18S-80) ATHL 003 Women's	Objectives, units, Articulation, Assignments,

Intercollegiate Softball	
(CP18S-82) ATHL 010 Men's and Women's Intercollegiate Swimming and Diving (Spring)	Division Planning, objectives, units, Articulation Information, SLOs,
(CP18S-83) ATHL 015 Men's Intercollegiate Baseball	Division Planning, objectives, units, Articulation Information,
(CP18S-84) ATHL 016A Men's Intercollegiate Basketball (Fall)	Division Planning, objectives, units, hours, Articulation Information, SLOs
(CP18S-85) ATHL 016B Men's Intercollegiate Basketball (Spring)	Sam Code, Division Planning, Objectives, Units, hours, Articulation Information, SLOs
(CP18S-87) BIOT 406 Supply Chain and Enterprise Resource Planning In Biomanufacturing	Requisites
(CP18S-88) BIOT 408 Six Sigma and Lean Manufacturing	Requisites
(CP18S-89) BUS 400 Project Management	Requisites
(CP18S-89) DANC 004 Dance Appreciation	Prefix
(CP18S-90) DANC 004A Beginning Contemporary Modern Dance	Prefix
(CP18S-91) DANC 004B Beginning Tap Dance	Prefix
(CP18S-92) DANC 004C Intermediate Tap Dance	Prefix
(CP18S-93) DANC 004D Advanced Jazz Dance	Prefix
(CP18S-94) DANC 004F Beginning Hip-Hop Dance	Prefix
(CP18S-95) DANC 004G Dance Choreography	Prefix
(CP18S-96) DANC 004H Beginning Jazz Dance	Prefix
(CP18S-97) DANC 004K Beginning Ballet	Prefix
(CP18S-98) DANC 004M Intermediate Ballet	Prefix
(CP18S-99) DANC 004N Beginning Swing Dance	Prefix
(CP18S-100) DANC 004P Intermediate Jazz Dance	Prefix
(CP18S-101) DANC 004S Intermediate Swing Dance	Prefix
(CP18S-102) DANC 004T Intermediate Ballroom Dance	Prefix
(CP18S-124) DANC 004J Beginning Ballroom Dance	Prefix
(CP18S-117) PHOT 045 DSLR	Requisite

Videography	
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### **COURSE INACTIVATION**

<b>Course</b>
(CP18S-62) DRFT 065 Architectural Drafting II
(CP18S-66) NURS 054 Maternal-Child Nursing
(CP18S-67) NURS 055 Nursing of Adults I
(CP18S-68) NURS 058A Skills Lab I
(CP18S-69) NURS 058B Skills Lab II
(CP18S-72) ANTH 049 Anthropology Honors
(CP18S-103) DRFT 057 Mechanical Drafting – Level II

### **CURRICULUM REVIEW**

<b>Course</b>	
(CP18S-55) CDFS 063 Introduction to Curriculum	SLOs, Methods of Evaluation, Assignments, Content, Textbooks

### **NEW PROGRAM**

<b>Program</b>
None

### **PROGRAM MODIFICATION**

<b>Program</b>	<b>Modification</b>
(CP18S-120) Kinesiology A.A.-T	Update dance courses prefix to DANC
(CP18S-122) Mechatronics A.S.	Courses
(CP18S-123) Mechatronics Certificate of Achievement	Courses

### **PROGRAM INACTIVATION**

<b>Program</b>
(CP18S-58) Ethnic Studies A.A. - Dependent on Social Justice Studies Chancellor's Office approval
(CP18S-59) Ethnic Studies Certificate of Achievement - Dependent on Social Justice Studies Chancellor's Office approval

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

**TO: Members of the Governing Board**

**SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT AND THE SCC EDUCATIONAL FOUNDATION FOR REIMBURSEMENT OF ALUMNI DATABASE RESEARCH FOR THE VALLEJO CAREER PATHWAY GRANT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for enhancement of the SCC Educational Foundation (SCCEF) Raiser’s Edge alumni database. The purpose is to locate SCC Alumni in the Vallejo area to assist with implementation of the Vallejo Career Pathways Grant. SCCEF will contract with AlumniSync to generate up to date alumni names, home address, phone(s), and emails. This data will be placed into Raiser’s Edge by Anamosa, Inc., also under contract to SCCEF. The database information will be cross referenced with academic majors to provide a communication network with alumni in specific career paths. The College will only be responsible for reimbursement to SCCEF of the direct cost of the AlumniSync data enhancement services, and Raiser’s Edge services directly related to the Vallejo Career Pathways Grant. (Scopes of Work 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>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$17,000 Funded by Vallejo Career Pathways Grant</i>
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**SUPERINTENDENT’S RECOMMENDATION:**                       **APPROVAL**                       **DISAPPROVAL**  
 **NOT REQUIRED**                       **TABLE**

David Williams, Ph.D., V.P., Academic Affairs

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7102

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO**

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

May 4, 2018

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**AGREEMENT BY AND BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT AND  
THE SCC EDUCATIONAL FOUNDATION FOR REIMBURSEMENT OF ALUMNI DATABASE  
RESEARCH FOR THE VALLEJO CAREER PATHWAY GRANT**

This Agreement ("Agreement") is made and entered into as of the 17th day of May, 2018 by and between the Solano Community College District, ("District") and the Solano Community College Educational Foundation ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant shall locate SCC Alumni in the Vallejo area to assist with implementation of the Vallejo Career Pathways Grant using its Raiser's Edge alumni database and enhancement services by AlumniSync and Anamosa, Inc. as further described in **Exhibits "A and B,"** attached hereto and incorporated herein by this reference ("Services").
2. **Term.** Consultant shall commence providing services under this Agreement on May 17, 2018 and will diligently perform as required and complete performance by June 30, 2018, unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Compensation.** District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed Seventeen Dollars (\$17,000). District shall pay Consultant according to the following terms and conditions:
  - 3.1. Payment for the Work shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made. The schedule of deliverable Services to be produced is as follows:

3.1.1. AlumniSync Data Appends	No later than May 28, 2018
3.1.2. Data Import into Raiser's Edge (RE)	No later than June 4, 2018
3.1.3. Generate RE Query Results	No later than June 11, 2018
3.1.4. RE Communications System Functional	No later than June 15, 2018
  - 3.2. **SCCEF will contract with AlumniSync** to generate up to date alumni names, home address, phone(s), and emails for up to 70,000 SCC alumni. The Services shall be performed at a not to exceed amount of \$12,000 in accordance with the AlumniSync Scope of Work in **Exhibit "A."**
  - 3.3. **SCCEF will contract with Anamosa, Inc.** to import the AlumniSync results into the SCCEF Raiser's Edge alumni database. The database information will be cross referenced with academic majors to provide a communication network with alumni in specific career paths in Vallejo and the surrounding area to support the Vallejo Career Pathways Grant, and on-going efforts. The Services shall be performed at a not to exceed amount of \$5,000 in accordance with the Anamosa, Inc. Scope of Work in **Exhibit "B."**
  - 3.4. The total for all work to be performed under this Agreement shall not exceed \$17,000. The District will only be responsible for reimbursement to SCCEF of the direct cost of the AlumniSync data enhancement services, and Raiser's Edge services provided by Anamosa, Inc. directly related to the Vallejo Career Pathways Grant. SCCEF will not charge any administrative fees or charges related to AlumniSync and Anamosa services
4. **Expenses.** District shall not be liable to Consultant for any other costs or expenses paid or

incurred by Consultant in performing services for District, except as identified in Section 3 above.

5. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. In the performance of the work herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.

6. **Performance of Services.**

6.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California community college districts.

Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

6.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

6.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

7. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

8. **Termination.**

8.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

- 8.2. **For Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
- 8.2.1. material violation of this Agreement by the Consultant; or
  - 8.2.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or
  - 8.2.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

9. **Assignment.** The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.
10. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.
11. **Certificates/Permits/Licenses.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.
12. **Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
13. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code

Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).

14. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
15. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
  - 15.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
  - 15.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
16. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
17. **Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
18. **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 overnight delivery service, or facsimile transmission, addressed as follows:

**District:**

**Solano Community College District**

4000 Suisun Valley Road  
Fairfield, California 94534

ATTN: David Williams, Ph.D.

**Consultant:**

Solano Community College Educational

Foundation  
4000 Suisun Valley Road  
Fairfield, CA 94534

ATTN: Curt Johnston, Executive Director

Any notice personally given or sent by 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.

19. **Integration/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.

20. **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 the county in which the District's administrative offices are located.
21. **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.
22. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
23. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
24. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
25. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
26. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
27. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
28. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.
29. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: \_\_\_\_\_, 20\_\_

Dated: \_\_\_\_\_, 20\_\_

**Solano Community College District**

**Solano Community College Educational Foundation**

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

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

Print Name: Celia Esposito-Noy, Ed.D.

Print Name: Jay Yerkes

Print Title: Superintendent-President

Print Title: President

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May 1, 2018

Solano Community College Educational Foundation  
Curt Johnston

Dear Curt,

Thank you for considering AlumniSync to provide a comprehensive data enhancement solution.

AlumniSync's approach is client-centered and leverages a dynamic understanding of the data landscape to deliver fast, cost effective, high quality data. Using proprietary software, we consistently deliver the highest match rates and accuracy in the industry, helping our clients track their highly mobile alumni populations. We've invested in making our service easy to use and charge only for the new results we deliver.

Our clients' satisfaction and our commitment to quality hinge on the following:

**Success Based Pricing:**

Leveraging multiple data sets along with increased algorithm functionality allows us to competitively price our services. Our Success Based Pricing model means you only pay for the data you need.

**File 1: File run in 2015 - Updated**

Record Count	Batch Service:	Price Per Match	Estimated Hit Rate	Cost
30,000	Address Verification	Included	85%	\$0
30,000	Locator Service	Included	80%	\$0
30,000	Landline Append	Included	70%	\$0
30,000	Last Name Change	Included	30%	\$0
30,000	Deceased Append	Included	5%	\$0
30,000	Birthdate Append	Included	70%	\$0
30,000	NCOA-48 Month	Included	2%	\$0
Estimated Project Cost				\$0

**File 2:**

**Address Verification, Locator Services**

Record Count	Batch Service:	Price Per Match	Estimated Hit Rate	Cost
70,000	Locator Service	\$0.20	80%	\$11,200
70,000	Landline Append	Included	70%	\$0
70,000	Last Name Change	Included	30%	\$0
70,000	Deceased Append	Included	5%	\$0
70,000	Birthdate Append	Included	70%	\$0
70,000	NCOA-48 Month	Included	2%	\$0
Estimated Project Cost				\$11,200

**Email Append**

Record Count	Batch Service:	Price Per Match	Estimated Hit Rate	Cost
70,000	Email Append	\$0.10	40%	\$2,800

**Project Budget Capped at \$12,000**

**AlumniSync Customer Support is included in our fee. Clients only pay for delivered data.**

- No minimum orders
- No processing fees
- No charge for processing multiple files
- No charge for flagging possible multiple records
- No charge for custom layout on returned files
- No charge for multiple customized files returned
- No charge for customized reports

**Project Timeline:**

Once a File has been received, standard processing takes 3-5 business days.

I have included the input specifications below for your review. If you have any questions regarding the information I have provided, please do not hesitate to give me a call.

Thank you for considering AlumniSync.

Best Regards,

Dave Manuel  
[Dave@alumniSync.com](mailto:Dave@alumniSync.com)  
843-518-8255

AlumniSync data experts will work with your data in any file layout you choose. We accept most exports from CRM systems and will return your file in the same format in which it was submitted, unless otherwise specified.

**1. File Name:** Please name each file after your school with something that's reasonably descriptive (example: University of America Lost Donors).

**2. File Format:** AlumniSync can accept almost all file formats available

- Comma Separated Value (CSV)
- Text
- Tab Delimited

**3. Record Layout:** We would much prefer one consistent layout for all files sent.

**4. Field Requirements:** Include as many of the following fields as you can with complete information. The sequence of the fields can be arranged as you wish.

- Record ID (must be unique for each record)
- First name
- Middle Name or initial
- Last Name
- Address 1
- Address 2
- City
- State
- Zip Code
- Age, birthdate, or year of graduation

Fields that will help in matching but are by no means required:

- Name Prefix
- Name Suffix
- Social security number
- Phone number
- Cell phone number
- Major (for employment append)

**5. Returned File** AlumniSync will always return your data in the format that it was received unless otherwise specified in the contract terms and conditions. Each file returned will always have the input data in the columns it was received. Appended data is then "added" to the data in subsequent "columns" and marked appropriately.

## EXHIBIT "B"

Advancement Research for Nonprofits  
Anamosa, Inc.

### **Raiser's Edge® Consulting**

Assessment Proposal to

**Solano Community College Educational Foundation**

Prepared by:

Frances Anamosa and Stacy Buslon

Anamosa, Inc.  
3379 Solano Avenue, #505  
Napa, CA 94558  
[www.anamosa-inc.com](http://www.anamosa-inc.com)

The mark Raiser's Edge® is a registered trademark of Blackbaud, Inc. Anamosa, Inc. is an independent consulting firm and as such is neither sponsored nor endorsed by Blackbaud, Inc.

## Overview

Anamosa, Inc. has worked with over 40 nonprofit clients since 2006. We have a personal approach to working with our clients and their use of Raiser's Edge® to meet their fundraising needs. The process we use is designed to listen to your needs, to review your data, and to devise a clear and strategic method for you to use your database at its highest efficiency. Our goal is to assist you in tuning the database into a powerful tool and resource to meet your fundraising needs. Our technical skills, personal approach, and over 30 combined years of experience in working with Raiser's Edge® and other Blackbaud® products makes our firm a unique boutique company that will work with you to make your Raiser's Edge® the best it has ever been. We want to assist you in making Raiser's Edge® into the most efficient place for the information about your organization and its fundraising efforts ensuring that all efforts are recorded and chronicled in an easily accessible manner. Raiser's Edge® is meant to be the historical "memory" for your nonprofit, and we want to make it as easy as possible for you to put information into the database and to be able to depend upon the data's integrity and your ability to view and report on the information.

## Your Team

**Frances Anamosa** is a donor prospect researcher and database consultant, and she is the Principal of Anamosa, Inc. Frances has a B.A. degree in Photography and Design from the California Institute of the Arts and a M.S. degree in Urban and Environmental Planning from the University of Virginia. Frances has a long history in research and grant-writing in the world of non-profit foundations and philanthropy. She was a Peace Corps Volunteer in Jamaica working with community health clinics coordinating resources from a global charity and the European Union. She worked for the International Union for the Conservation of Nature (IUCN) in Senegal, Africa conducting research and grant-writing for the Senegalese National Park Service. She returned to the United States in 1996 and joined the development office at Copia: The American Center for Wine, Food & the Arts, where she rose from Manager of Development Database and Research to the Grants and Research Administrator. Frances resigned her position in early 2006 to establish her own company, Anamosa Inc., where she specializes in donor prospect research for non-profit organizations in identifying individuals and organizations that may support their social causes and in database consulting for the Blackbaud database, Raiser's Edge®, for the Telosa database, Exceed Basic, and for Neon CRM. Frances met her husband, Paul Anamosa, Ph.D., while they were both in the Peace Corps. Paul is a soil scientist and works as a consultant in the vineyard industry. They have lived in Napa, California since 1997 and have a grown daughter who works in the San Francisco Bay Area.

**Stacy Buslon** is a non-profit consultant with over 13 years of experience helping non-profits to streamline their development operations and use their fundraising technology effectively to support their mission. Her development career began at Yerba Buena Center for the Arts in San Francisco where she was Development Associate and manager of the Raiser's Edge® database. Combining her passion for database work and non-profits, Stacy became a consultant at Heller Consulting where she consulted on the Raiser's Edge® for over 10 years. Consulting on dozens of projects while at Heller, ranging from small to complex national organizations, deepened Stacy's understanding of development operations and fundraising. After a wonderful career at Heller Consulting, Stacy became Database Operations Manager at Make-A-Wish Foundation of Colorado. Stacy is now enjoying consulting work once again as an Independent Consultant for Anamosa-Inc. She holds a B.A. degree in American Studies from the University of California at Davis.

## Scope of Work

### **Alumni Management**

- Update up to 100,000 records in Raiser's Edge® with new demographic data from Alumni screening. Including address, birth date, phone and email updates
- Create lists and reports of alumni
  - Targeted lists
  - Email and Mailing Lists
  - Lists for Review
- Reports
  - Setup reports on alumni giving
- Import annual Alumni records from the registrar

Estimated Cost:

Data Import – 4 to 6 hours at billable rate of \$60 an hour

Alumni lists, reports - Ongoing support at billable rate of \$60 an hour

### **Data Enrichment Services**

- Address Finder
- Phone Finder
- Email Finder
- Deceased Finder – Run Deceased Finder and update Deceased Date on constituent records
- Wealth Finder

Estimated Cost:

Address, Phone, Email and Deceased Finder – 3 hours each for a total of 12 hours at billable rate of \$60 an hour

Wealth Finder - Ongoing support at billable rate of \$60 an hour

### **Email Marketing**

- Generate Email newsletters, appeals and invitations through RE®
- Create reports to analyze effectiveness of appeals and progress towards fundraising goals

Estimated Cost:

Ongoing support at billable rate of \$60 an hour

### **Moves Management**

- Setup coding in Actions to track cultivation efforts with prospects
- Create process for tracking proposals (major gift asks, sponsor solicitations, grant submissions)
- Track constituent participation in cultivation events
- Setup reports to see outstanding expected gifts in proposal pipeline as well as donations generated from cultivation efforts

Estimated Cost:

Moves Management Set Up – 4 to 6 hours at billable rate of \$60 an hour  
Ongoing support at billable rate of \$60 an hour

### **Data Updates**

- Add Primary Addressee and Primary Salutation codes for use in emails and mailings.
- Update records with Constituency Codes. These are important for financial reporting and creating lists.
- Review the Type constituent attribute and move appropriate values to Constituency Code. Move remaining values to a new constituent attribute with a table for easier use in queries.
- Create and add a Source of Record constituent attribute.
- Verify the date in the Birthdate constituent attribute matches the date in the Birthdate field and delete from attributes.
- The constituent attribute Other Last Name appears to be the new married last name. Once this is verified, move the current Last Name to Maiden Name and then move Other Last Name to the Last Name field. These records should then be run through Address Finder using the new name to determine if a new address is found.

Estimated Cost:

Data Updates – 6 to 8 hours at billable rate of \$60 an hour  
Ongoing support at billable rate of \$60 an hour

### **Procedures and Documentation**

Create documentation for staff that is specific to key processes and coding used by SCCEF to ensure that data will be entered accurately and efficiently.

- Documentation
  - New Record Creation
    - Use of Constituency Codes, Attributes (Source of Record),
    - Create Default Sets to ensure required coding is being added to all new records.
  - Common Address Updates
    - Change of address
    - Return address with no forwarding address available
  - Selecting Addressees and Salutations
    - Standardize Primary Addressee and Primary Salutations
    - Add Recognition Name
  - Handling Deceased Records
    - Constituent does not have a spouse
    - Constituent has a spouse that will continue to be mailed to
  - Using Solicit Codes
  - Managing Relationships and Contacts
    - Contact Types
      - Understanding their role in mailings
      - Use of Contact Address Attributes to ensure the correct contact at a business receives the correct mailing
    - Reciprocal and Relationship fields
    - Linking a Contact to Existing Individual Record

- Use of Addressees and Salutations for contacts
  - Adding additional Addressees and Salutations when the contact has a linked record with a spouse

Estimated Cost:

Procedures – 2 to 46 hours at billable rate of \$60 an hour  
Ongoing support at billable rate of \$60 an hour

### **Ongoing Database Manager Support**

As your Database Manager we will uphold the critical role of maintaining your Raiser's Edge® database and ensuring its' integrity. We have an in-depth understanding of RE®, fundraising best practices and Solano Community College Educational Foundation's strategic fundraising plan. We can bridge the gap between staff and the database by providing our expertise in:

- Creating mailing lists for the mail house and queries for email blasts
- Auditing the database for inconsistencies
- Importing data as needed from third party databases (i.e. screenings, Constant Contact)
- Provide targeted training
- Generating reports
  - analyze appeal performance
  - monthly and YTD donation analysis
  - financial reconciliation reports
  - figures for board meetings
- Maintaining documentation
- Processing donations and acknowledgements

Estimated Cost:

Ongoing Database Management Support at billable rate of \$60 an hour

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

**TO: Members of the Governing Board**

**SUBJECT: 2017-2018 AMENDED LOCAL AGREEMENT FOR CHILD DEVELOPMENT TRAINING CONSORTIUM**

**REQUESTED ACTION:**

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

**SUMMARY:**

The Child Development Training Consortium (CDTC) administered through the Yosemite Community College District has approved an amended local agreement for stipends and a textbook loan program for Child Development & Family Studies classes at Solano Community College. The maximum reimbursable amount awarded to Solano Community College District has been increased from \$15,000 to \$16,700. SCC will provide students a stipend for courses completed with a “C” or above, excluding P.E. or work experience classes that are not related to child development. Sabrina Drake will serve as coordinator for this project.

**STUDENT SUCCESS IMPACT:**

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

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

Gregory S. Brown  
 Vice President, Student Services

**PRESENTER’S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

707-864-7159

**TELEPHONE NUMBER**

Gregory S. Brown, Student Services

**VICE PRESIDENT APPROVAL**

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

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

**Child Development Training Consortium**  
**2017 – 2018 Amendment # 1 to Instructional Agreement # 17-18- 2502**

Amendment to the Instructional Agreement for the period September 1, 2017, to June 30, 2018, between the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) and the Solano Community College District for Solano College (CONTRACTOR).

In consideration of the performance of the terms of the Instructional Agreement in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR a revised amount not to exceed \$16,700.00.

This amount includes Amended Instructional Units (A) and (if applicable) Contingent Instructional Units (B).

The 2017-2018 Approved Funding amount in (A) is accessible to contractor upon execution of Agreement.

**Summary of Instructional Units:**

	<b># of Units</b>	<b>Funding Amount</b>
Number of <u>initial</u> enrolled units to generate at \$25.00 per unit:	600	\$15,000.00
Number of <u>additional</u> enrolled units to generate at \$25.00 per unit:	68	\$1,700.00
<b>Total Amended Instructional Units and Approved Funding</b>	<b>668</b>	<b>\$16,700.00</b>
<b>A: Total 2017 – 2018 Approved Funding:</b>		<b>\$16,700.00</b>

**Summary of Contingent Units (Provision for additional funds, if applicable):**

The YCCD/CDTC agrees to activate Contingent Units with \_\_\_\_\_ (CONTRACTOR) to provide additional amended funds not to exceed \_\_\_\_\_, IN THE EVENT FUNDS BECOME AVAILABLE THROUGH CDTC. CDTC will contact contractor to activate the CONTINGENCY portion of this amendment upon availability of funds. If funds in Section B do not become available, Section A funds remain as amended above.

	<b># of Units</b>	<b>Funding Amount</b>
Number of <u>contingent units</u> to generate at \$25.00 per unit upon CDTC's notification to contractor:	_____	_____
<b>B: Total Contingent Instructional Funds:</b>		_____
<b>Total Amended Approved and Contingent Funding (if applicable):</b>		<b>\$16,700.00</b>

All final reports and invoices are due no later than June 30, 2018. Except as amended herein, all terms and conditions of the original Instructional Agreement shall remain unchanged and in full force and effect.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

For questions, call (209) 548-5721.

**AGREED TO BY:**

Contractor Authorizing Signature:	
Printed Name of Person Signing and Title:	Celia Esposito-Noy, Ed. A. Superintendent-President
Date:	

**Yosemite Community College District:**

Authorizing Signature:	
Printed Name of Person Signing and Title:	Susan C. Yeager, Vice Chancellor/Fiscal Services, YCCD
Date:	

Return **two** Amendments to Instructional Agreement with **original signatures** to:  
 Child Development Training Consortium, P.O. Box 3603, Modesto, CA 95352

For CDTC Use Only			
Date Received:	To D.O.:	From D.O.:	To Contractor:

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

**TO:** Members of the Governing Board

**SUBJECT:** TRANSFER OPPORTUNITY PROGRAM (TOP)  
 AGREEMENT BETWEEN THE REGENTS OF THE  
 UNIVERSITY OF CALIFORNIA AND SOLANO  
 COMMUNITY COLLEGE

**REQUESTED ACTION:**

Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

Board approval is requested for the Transfer Opportunity Program (TOP) Agreement between The Regents of the University of California and Solano Community College. By way of advising, academic preparation, and sharing best practices and school policies, the objective of TOP is to support Solano Community College in its efforts to increase the number of transfer ready students.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$7,000.00</i>
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**SUPERINTENDENT’S RECOMMENDATION:**       APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Gregory S. Brown  
 Vice President, Student Services

**PRESENTER’S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

707-864-7159

**TELEPHONE NUMBER**

Gregory S. Brown, Student Services

**VICE PRESIDENT APPROVAL**

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

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

**UNIVERSITY UNDERGRADUATE ADMISSIONS  
TRANSFER OPPORTUNITY PROGRAM AGREEMENT  
(SOLANO COMMUNITY COLLEGE)**

The **Transfer Opportunity Program (TOP)** is a collaborative effort between The Regents of the University of California, on behalf of its department of Undergraduate Admissions (University) and SOLANO COMMUNITY COLLEGE (College). The mission of TOP is to support and enhance a transfer culture for College students. By way of advising, academic preparation, and sharing of best practices and school policies, the objective of TOP is to support College in its efforts to increase the number of transfer ready students.

Facilitating the transfer process of underrepresented students to a four year institution, particularly to University, is a primary objective.

By entering into an agreement to jointly support TOP services, both institutions expect to:

1. Share operational costs of the services.
2. Work collaboratively to identify, attract and motivate potential transfer students to pursue their education through the bachelor's degree level.
3. Work collaboratively to strengthen the academic preparation, performance and retention of the College students who seek transfer admission into University.
4. Focus on increasing the transfer rate of College's underrepresented students as well as those who do not traditionally transfer to four-year institutions.

**TOP Services.**

University TOP advisers will serve as a resource to the College's faculty, staff and students. Services include the following:

1. In collaboration with the College's transfer center staff or appropriate designee, the University TOP adviser will establish mechanisms for the early identification of potential transfer students, particularly those interested in transfer to University. This may include academic prep programs in local high schools that promote College attendance and university transfer.
2. TOP advisers will conduct transfer information sessions and workshops for students, faculty and staff.
3. TOP advisers will meet with students individually and/or in group forums to discuss course preparation for transfer to University. This includes appointments scheduled in advance by the Transfer Center staff and walk-in advising, schedule permitting.
4. TOP advisers will provide information and training to students, faculty, and staff in areas including but not limited to:
  - a. UC Application process;
  - b. University admission process;
  - c. University Transfer Admission Guarantee (TAG) process;
  - d. University major availability and requirements;
  - e. University academic program preparation;
  - f. University Student housing; and
  - g. Financial Aid process and resources.
5. TOP advisers will take referrals from College counselors, as well as make referrals to University services and academic departments as appropriate.

6. TOP advisers will act as a liaison between academic and administrative departments in areas pertaining to transfer, which include but are not limited to:
  - a. Articulation
  - b. Academic preparation
  - c. Financial aid
  - d. Student support services and programs
  - e. Intersegmental cross enrollment
  - f. TAG evaluation
7. TOP advisers will conduct/arrange special programs that may facilitate the transfer process, which may include but are not limited to:
  - a. Tours of the University campus
  - b. Special seminars for targeted audiences
  - c. Discover University Programming
  - d. TOP Summit for counselors
8. TOP advisers will attend College's Counseling Department meetings as appropriate.
9. TOP advisers will continue to utilize tools to serve College students most effectively. This includes, but is not limited to:
  - a. The use of the UC Transfer Admission Planner (TAP);
  - b. The use of distance advising when convenient to the student; and
  - c. The use of data reports to measure successes and potential needs for improvement. These data reports will also be made available to College upon request.
10. Deliver critical and timely admissions information to students and counselors. Provide admissions materials and publications and develop e-mail messages that specify academic preparation and requirements for University and other relevant admissions and orientation information.

### **Program Responsibilities.**

It is understood that as a joint effort, each party will have a set of unique responsibilities to ensure the success of TOP and to serve the students at College most effectively.

#### **University will fulfill the following responsibilities:**

- 1) Assign dedicated TOP advisers that are knowledgeable in matters related to UC admission policy, University selection processes, and campus specific articulation.
- 2) In consultation with the College Transfer Center staff, or appropriate designee, will determine the frequency of visits to the Transfer Center and provide a schedule prior to the start of each academic term.
- 3) Provide College's articulation officer, transfer center staff and student services personnel with updates regarding changes in articulation or admission/selection requirements at University.
- 4) Encourage the mutual exchange of aggregate students' data between College's Office of Institutional Research (IR) and the University Office of Undergraduate Admissions for research purposes and service improvements.
- 5) Provide the lists of potential transfer students acquired from IR to various University recruitment offices upon request.
- 6) Participate in College's periodic review of the program and staffing needs.

#### **College will fulfill the following responsibilities:**

- 1) Provide appropriate space with internet access for University TOP advisers in order to advise students. Occasionally, will also provide space large enough to accommodate other transfer related events, workshops, and activities.
- 2) Provide administrative support for the TOP adviser in the following ways:
  - a. Appointment scheduling for walk-ins;

- b. Phone scheduling for calls; and
  - c. Publicizing TOP related events and services via College campus communication networks.
- 3) Update the TOP adviser on articulation and curriculum changes, as well as any administrative procedures that may affect the implementation of the program.
  - 4) Provide academic information for students meeting with the TOP advisers, preferably through direct electronic access to transcripts.
  - 5) Facilitate the collection of student data by encouraging students to utilize the TAP.
  - 6) Work in collaboration with University to periodically review the program and staffing needs.

**Term.** The term of this agreement shall be from the date of the last authorized signature below through 6/30/2019.

**Fees.** For services provided by University staff under this Agreement, College shall pay University \$7,000, due within 30 days following receipt of invoice. The parties to this agreement acknowledge that failure to pay the amount set forth will result in discontinuance of all TOP services.

**Notice.** Any notice, request, or inquiry regarding the provisions of this agreement, its termination, or similar matters shall be directed to the appropriate party at the following address:

1. **Regarding Agreement.** Correspondence or inquiries regarding contractual matters shall be directed to the appropriate party at the following addresses:

UNIVERSITY

Business & Revenue Contracts  
University of California, Davis  
One Shields Avenue  
Davis, CA 95616

COLLEGE

Solano Community College  
Attn: Kristin Conner, EdD, Dean  
4000 Suisun Valley Road  
Fairfield, CA 94534  
Phone: 707-864-7256  
E-Mail: Kristin.Conner@solano.edu

2. **Regarding Program.** College's correspondence or inquiries regarding the program or payment should be directed to the University contacts:

- Assoc. Director & TOP Manager: Pamela Blanco, [parueca@ucdavis.edu](mailto:parueca@ucdavis.edu), 530-219-0568
- Business Analyst: Jane Quiring, [jaquiring@ucdavis.edu](mailto:jaquiring@ucdavis.edu), 530-752-3261

**Priority of University Work.** University work always has priority over work to be performed for non-University users.

**Use of University's Name.** College shall not use the name or mark of University in any form or manner in advertisements, reports, or other information released to the public without the prior written approval of University. However, College may, without seeking such written approval, make true and accurate statements of its connection with the University regarding this Agreement and the terms hereof. Permission for use may be withdrawn at any time the authorizing official determines that further usage will not be in the best interests of the University.

**Indemnification.** Each party shall defend, indemnify, and hold the other party, its officers, agents, and employees harmless from and against any and all liability, loss, expense, attorneys'

fees, or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, or employees.

### **Non-Liability of University.**

1. **Consequential Damages.** University shall not be liable for any loss of profits, claims against College by any third party, or consequential damages.
2. **Delay/Desired Result.** University shall incur no liability to College or to any third party for any loss, cost, claim or damage, either direct or consequential, arising from University's delay in performance or failure to perform services, or failure to achieve a desired result.
3. **Property Damage.** University shall incur no liability to College or to any third party for loss or destruction of or damage to any materials to be sampled, assayed, or tested, data, equipment, or other property brought upon University premises by College or delivered to University by College in connection with this agreement. College accepts all liability for risk of loss to any and all such property.
4. **Liability Limitation.** University's liability for damages shall not exceed the total of all charges paid by College.

### **Protection of Confidential Data.**

1. University agrees to abide by the limitations on re-disclosure of personally identifiable information from educational records set forth in The Family Education Rights and Privacy Act [34 CFR § 99.33 (a)(2)] with the terms set below. 34 CFR § 99.33 (a)(2) states that the officers, employees and agents of a party that receives education record information from College may use the information, but only for the purposes for which the disclosure was made.
2. **Definition.** *Covered data and information (CDI)* includes paper and electronic student education record information supplied by College to University.
3. **Acknowledgment of Access to CDI.** University acknowledges that this agreement allows University access to CDI.
4. **Prohibition on Unauthorized Use or Disclosure of CDI.** University agrees to hold CDI in strict confidence. University shall not use or disclose CDI received from or on behalf of College except as permitted or required by this agreement, as required by law, or as otherwise authorized in writing by College. University agrees not to use CDI for any purpose other than the purpose for which the disclosure was made.
5. **Return or Destruction of CDI.** Upon termination, cancellation, expiration or other conclusion of this agreement, University shall return all CDI to College or, if return is not feasible, destroy any and all CDI. If University destroys the information, University provide College with a certificate confirming the date of destruction of the data.
6. **Remedies.** If College can reasonably determine in good faith that University has materially breached any of its obligations under this agreement, the College, in its sole discretion, shall have the right to require University to submit a plan of monitoring and reporting, provide University with a 15 day period to cure the breach, or terminate this agreement immediately if cure is not possible. Before exercising any of these option, College shall provide written notice to University describing the violation and the action it intends to take.

**Disclaimer of Warranty.** UNIVERSITY MAKES NO WARRANTY AS TO RESULTS TO BE OBTAINED BY COLLEGE FROM THE USE OF ANY SERVICES AND/OR FACILITIES PROVIDED BY UNIVERSITY UNDER THIS AGREEMENT. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**University's Right to Use Data.** University shall have the unrestricted right to use for its own purposes, including publication, any data or information which it may develop in connection with or as a result of performing the services described herein.

**Termination.** University may terminate this agreement at any time by giving College 30 calendar days' written notice of such action.

**Amendment.** No change in any term or condition of this agreement shall become effective unless by amendment in writing signed by both parties.

**Entire Agreement.** This agreement constitutes the entire understanding of the parties respecting the subject matter hereof and supersedes any prior understanding or agreement between them, written or oral, regarding the same subject matter.

AGREED:

SOLANO COMMUNITY COLLEGE

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

By: \_\_\_\_\_  
(authorized signature)

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

Print name: Dr. Celia Esposito-Noy

Kelly Gilmore  
Business & Revenue Contracts Manager  
Contracting Services  
UC Davis

Title: Superintendent-President

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

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

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. The term of this Agreement will be from June 1, 2018 to September 15, 2020.

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: \$45,600.00

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Gregory S. Brown  
Vice President, Student Services

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707-864-7159

TELEPHONE NUMBER

Gregory S. Brown, Student Services

VICE PRESIDENT APPROVAL

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

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

This Agreement (“Agreement”) is entered into on April 5, 2018 by and between **Solano Community College District** (“District”) and John F. Kennedy University (“JFKU”). The term of this Agreement will be from June 1, 2018 to September 15, 2020.

1. Performance of Services

(a) JFKU 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 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 will determine the means, manner, method and details of performing the services. JFKU shall be responsible for providing the materials, tools and transportation necessary for the performance of the services under this Agreement.

(b) JFKU represents that JFKU has the qualifications and ability to perform the services in a professional manner, without the advice, control or supervision of District. JFKU will be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. JFKU shall have sole discretion and control of JFKU’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 enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall JFKU 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 look to District as his/her employer, or as a partner, agent, or principal. JFKU shall not be entitled to any benefits accorded to District’s employees, including, without limitation, workers’ compensation, disability insurance, vacation, or sick pay.

JFKU shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of JFKU’s compensation hereunder, included estimated taxes, and shall provide District with proof of said payment. JFKU will provide District with a completed W-9 form.

5. Fingerprinting and Criminal Records Check of JFKU's Employees. JFKU 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 and/or its employees. To the extent Education Code 45125.1 is applicable; JFKU shall not permit any employee to have any contact with District pupils until such time as JFKU 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 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 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 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.

**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 including materials, parts or equipment furnished in connection with such work or operations.

Primary Coverage

For any claims related to this contract, the JFKU'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'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 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
Solano Community College	Name: <u>John F. Kennedy University</u>
Attn: Dr. Celia Esposito-Noy, Superintendent-President	Attn: <u>Debra Bean, President</u>
4000 Suisun Valley Rd, Fairfield, CA 94534	Address: <u>100 Ellinwood Way</u>
<a href="tel:7078647000">(707) 864-7000</a>	<u>Pleasant Hill, CA 94523</u>
	Phone: <u>(925) 969-3300</u>
	Fax: <u>(925) 969-3311</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 Univeristy

BY:

\_\_\_\_\_  
 Signature of District Representative      Date

BY:

\_\_\_\_\_  
 Signature of JFKU Representative      Date

Title: Dr. Celia Esposito-Noy, Superintendent-President  
 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 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 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 time frame set forth in Exhibit B.

### Responsibilities of JFKU 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 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 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.

#### **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 counselors to the school culture and the roles and responsibilities of school personnel at the school site.
- Will collaborate with the school(s) and district to coordinate care, and can share information about goals and progress made with clients verbally. However, no written documentation will be provided from JFKU that shows a specific client is working with a JFKU counselor without expressed written consent of the client or client's legal guardian.
- Upon request, 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 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 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 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 Counselor, (i.e. required CPS report, call to Police, hospitalization evaluation, safety concerns, etc.).

**District/College:**

- Will provide the JFKU 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 SBP are being met.
- Will provide the JFKU 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 maintain a minimum caseload of 5 clients per unit of service.
- Will enable JFKU counselors access to the college network and any necessary scheduling systems.
- Will provide JFKU counselor with a JFKU 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 for performance of services on the following basis. JFKU and District agree to pilot the program during the summer of 2018 at no cost.

From October 1<sup>st</sup>, 2018 through September 15<sup>th</sup>, 2020, JFKU will make best efforts to provide 4 units of service to District at a rate of \$1,900.00 per unit of service per quarter (JFKU’s academic quarter schedule). District will pay for units of service that were fulfilled according to the payment schedule below. District may, at any time during the duration of this contract, request additional units and/or summer quarters via written email. District will pay for any additional units of service that were fulfilled by JFKU at the same rate.

**Year 1:** June 1st, 2018 to September 15, 2019

**Itemization of Cost per Unit of Service Requested:** June 1, 2018 to September 15, 2018.

Site	Units of Service	Total Number of Quarters	Total Cost
Solano Community College District	2	1	\$0.00
<b>Total Annual Year 1</b>	<b>2</b>	<b>1</b>	<b>\$0.00</b>

**Itemization of Cost per Unit of Service Requested:** October 1, 2018- May 30th, 2019

Site	Units of Service	Total Number of Quarters	Total Cost
Solano Community College District	4	3 (Fall, Winter, Spring)	\$22,800.000
<b>Total Annual Year 1</b>	<b>4</b>	<b>3</b>	<b>\$22,800.00</b>

**Year 2:** October 1, 2019-September 15<sup>th</sup>, 2020

**Itemization of Cost per Unit of Service Requested:** October 1, 2019 – May 30<sup>th</sup>, 2020

Site	Units of Service	Total Number of Quarters	Total Cost
Solano Community College District	4	3 (Fall, Winter, Spring)	\$22,800.000
<b>Total Annual Year 1</b>	<b>4</b>	<b>3</b>	<b>\$22,800.00</b>

**Total Cost Year 1 and 2: \$45,600**

**Payment Schedules:**

**Year 1:** June 1st, 2018 to September 15, 2019

Payment Order	Service Dates	Invoice Sent By	Payment Due By
Initial Payment	October 2018 – December 2018	December 1st, 2018	January 15 <sup>th</sup> , 2019
Second Payment	January 2019 – June 2019	May 1 <sup>st</sup> , 2019	June 15 <sup>th</sup> , 2019
Final Payment	July 2019 – September 2019	August 1 <sup>st</sup> , 2019	September 30 <sup>th</sup> , 2019

**Year 2:** October 1, 2019-September 15<sup>th</sup>, 2020

Payment Order	Service Dates	Invoice Sent By	Payment Due By
Initial Payment	October 2019 – December 2019	December 1 <sup>st</sup> , 2019	January 15 <sup>th</sup> , 2020
Second Payment	January 2020 – June 2020	May 1 <sup>st</sup> , 2020	June 15 <sup>th</sup> , 2020
Final Payment	July 2020 – September 2020	August 1 <sup>st</sup> , 2020	September 30 <sup>th</sup> , 2020

**EXHIBIT C**  
***JFKU REQUIRED to Complete***  
**CRIMINAL BACKGROUND CHECK CERTIFICATION**

**Consultant/Independent JFKU Agreement - Criminal Background Check**

Name of Independent Consultant/JFKU:		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		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		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	X	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

"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."

JFKU Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

District Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

Debra Bean, President  
 Print Name  
 JFKU Representative

Dr. Celia Esposito-Noy, Superintendent-President  
 Print Name  
 District Representative's Signature

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

**TO:** Members of the Governing Board

**SUBJECT:** BASIC SKILLS AND STUDENT OUTCOMES  
 TRANSFORMATION PROGRAM GRANT AMENDMENT  
 #2

**REQUESTED ACTION:**

- Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

The Community Colleges Basic Skills and Student Outcomes Transformation Program Grant strives to improve the progression rate of basic skills students from remedial education to college level instruction. The Solano Community College District was a successful recipient of the California Community Colleges grant award process. Board approval is requested for the attached Grant Amendment #2 to extend the funding period and to change the name of the Grantee.

**STUDENT SUCCESS IMPACT:**

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

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

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

Gregory S. Brown  
 Vice President, Student Services

**PRESENTER’S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

707-864-7159

**TELEPHONE NUMBER**

Gregory S. Brown, Student Services

**VICE PRESIDENT APPROVAL**

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

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

**THIS FORM MAY NOT BE REPLICATED  
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

<b>Board of Governor's, California Community Colleges Chancellor's Office - 6870</b>	<b>DISTRICT USE ONLY</b>	
	District (Grantee): <b>Solano CCD</b>	
College: <b>Solano Community College</b>		

<b>Contract (Grant) Agreement-Amended</b>		<b>BOG-CCCCO USE ONLY</b>	
<b>AMENDMENT # 2</b>		Grant Agreement No.: <b>16 - 068 - 040</b>	
<b>Academic Affairs Community Colleges Basic Skills and Student Outcomes Transformation Program</b>	Funding Year (Enactment Year)		
	<b>2014-15</b>	Prior Amount Encumbered : \$	<b>1,163,239</b>
	Amount To Be _____ :		
RFA # <b>15 - 068</b>	Total Amount Encumbered : \$ <b>1,163,239</b>		

On this 2nd day of May 2018, the Board of Governor's, California Community Colleges Chancellor's Office and the aforementioned district hereby agree to amend this grant agreement as follows:

- \* Performance in the funding period of July 1, 2016 through June 30, 2018 shall be extended through June 30, 2019. The Final Report must be submitted within 30 days after the new end date.
- \* This agreement is being amended to change the name of the Grantee from Solano County CCD to Solano CCD. All future correspondence should reference Solano CCD.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

All other terms and conditions remain the same.

**GRANTEE**

Project Director: <b>Dwayne A Hunt</b>	Total Grant Funds: \$ <b>1,163,239</b>
Signature, Chief Executive Officer (or authorized Designee)	
Date:	

Print Name/Title of Person Signing: <b>Celia Esposito-Noy</b>	District Address: <b>4000 Suisun Valley Road Fairfield, CA 95530-4017</b>
--	---

**STATE OF CALIFORNIA**

Project Monitor: <b>Jo Glenn</b>	Agency Address: <b>1102 Q Street, Suite 4400 Sacramento, CA 95811-6539</b>
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Bus. Unit	Ref No	Fund	FI\$Cal Prgm	SubTask	Index	Object	Chapter	Statute	Funding Year (Enactment Year)	Amount
6870	- 620	- 0001	- 5675015	- 207	- 4238	- 5432000	- 22	2015	2014-15	\$ 1,163,239
6870	-	-	-	-	-	-	-	-	-	-
<b>Total Amount Encumbered : \$</b>										<b>1,163,239</b>

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.	Date:
--	-------

Signature, Deputy Chancellor (or authorized Designee)	Date:
---	-------

Print Name/Title of Person Signing: <b>Daisy Gonzales, Deputy Chancellor</b>
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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM**

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

**SUBJECT:** **CCFS-311Q FINANCIAL REPORT, THIRD QUARTER,  
FY 2017-2018**

**REQUESTED ACTION:**

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

**SUMMARY:**

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. The CCFS-311Q quarterly financial report for the third quarter of FY 2017-2018 is attached for the Board’s review and information.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy: 3020</i>	<i>Estimated Fiscal Impact:</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  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

May 4, 2018

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

May 4, 2018

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**CERTIFY QUARTERLY DATA**

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2017-2018**

**Quarter Ended: (Q3) Mar 31, 2018**

**District: (280) SOLANO**

Your Quarterly Data is Certified for this quarter.

**Chief Business Officer**

**CBO Name:** Robert V. Diamond

**CBO Phone:** 707-864-7209

**CBO Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Chief Executive Officer Name:** Celia Esposito-Noy

**CEO Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Electronic Cert Date:** 05/03/2018

**District Contact Person**

**Name:** Robert V. Diamond

**Title:** VP, Finance & Administration

**Telephone:** 707-864-7209

**Fax:** 707-646-2056

**E-Mail:** robert.diamond@solano.edu

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:  
Christine Atalig (916)327-5772 [catalig@ccccc.edu](mailto:catalig@ccccc.edu) or Tracy Britten (916)324-9794 [tbritten@ccccc.edu](mailto:tbritten@ccccc.edu)

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2017-2018**

**District: (280) SOLANO**

**Quarter Ended: (Q3) Mar 31, 2018**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	47,582,380	56,343,972	52,754,590	50,614,278
A.2	Other Financing Sources (Object 8900)	5,998	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>47,588,378</b>	<b>56,343,972</b>	<b>52,754,590</b>	<b>50,614,278</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	48,481,601	48,727,219	50,352,832	52,068,294
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	291,246	24,972	89,454	30,000
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>48,772,847</b>	<b>48,752,191</b>	<b>50,442,286</b>	<b>52,098,294</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-1,184,469</b>	<b>7,591,781</b>	<b>2,312,304</b>	<b>-1,484,016</b>
D.	<b>Fund Balance, Beginning</b>	<b>4,319,857</b>	<b>3,178,227</b>	<b>10,769,973</b>	<b>13,082,280</b>
D.1	Prior Year Adjustments + (-)	42,839	-35	3	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>4,362,696</b>	<b>3,178,192</b>	<b>10,769,976</b>	<b>13,082,280</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>3,178,227</b>	<b>10,769,973</b>	<b>13,082,280</b>	<b>11,598,264</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	6.5%	22.1%	25.9%	22.3%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	6,916	8,576	7,232	8,056
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		10,279,580	15,428,658	9,112,608
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>3,336,436</b>	<b>10,279,580</b>	<b>15,428,658</b>	<b>9,112,608</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	50,614,278	50,489,923	35,218,190	69.8%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>50,614,278</b>	<b>50,489,923</b>	<b>35,218,190</b>	<b>69.8%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	52,068,294	52,246,913	36,610,948	70.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	30,000	31,250	24,951	79.8%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>52,098,294</b>	<b>52,278,163</b>	<b>36,635,899</b>	<b>70.1%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-1,484,016</b>	<b>-1,788,240</b>	<b>-1,417,709</b>	
L.	Adjusted Fund Balance, Beginning	13,082,280	13,082,280	13,082,280	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>11,598,264</b>	<b>11,294,040</b>	<b>11,664,571</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	22.3%	21.6%		

**V. Has the district settled any employee contracts during this quarter?**

**YES**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *						
<b>a. SALARIES:</b>								
<b>Year 1:</b> 2017-18			1,156,031	8%	377,182	8%		
<b>Year 2:</b> 2018-19			1,167,591	1%	380,954	1%		
<b>Year 3:</b> 2019-20			1,190,943	2%	388,573	2%		
<b>b. BENEFITS:</b>								
<b>Year 1:</b> 2017-18			156,395	8%	59,896	8%		
<b>Year 2:</b> 2018-19			161,087	3%	61,693	3%		
<b>Year 3:</b> 2019-20			170,752	6%	65,395	6%		

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

District settled the CTA contract in January 2018; contractual structure change with an initial financial impact of 8%.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?  
Next year?

NO  
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



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

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

**Fairfield Campus:**

- Performing Arts Building Renovation: A Notice of Completion was issued to the Contractor in January. A few final minor equipment orders were processed.
- Science Building Phase 1: New electrical switchgear was installed, underground utilities and foundations were completed, and the floor slab was poured at the end of March. Replacement of campus gas distribution lines is in progress.
- Library/Learning Resource Center: The CEQA Initial Study/ Mitigated Negative Declaration was issued for public comment and approved by the Board in February. Design continues and is in the Design Development phase. Preliminary Plans were submitted to the Chancellor's Office with request for Working Drawings phase funding.
- Horticulture Phase 2: A contract was issued for Site Work and Foundation.
- Fairfield Substation #1 and #2 Replacement Project: Concrete pad extension and sidewalk were installed at Substation #1 and minor installation damage was repaired at Substation #2. Fencing enclosure at Substation #2 anticipated in April.
- Softball Bleacher Path of Travel Sidewalk: Completed sidewalk from the softball bleachers to restroom building near the tennis courts.
- Campus Entry Sidewalk Improvements: Construction was delayed due to weather and cultural resources monitoring. Installation of landscaping and street light at Suisun Valley Road in progress.
- B100 Generator for IT Center: underground work and equipment pad completed.
- B1800 Makers Space & Robotics Lab: Construction documents developed; issued for bid.
- B1800B Exiting Corridor: Construction documents developed; issued for bid.
- Room 604 Renovation Project: Construction completed.

**Vacaville Center:**

- Vacaville Intersection Improvements Project: completed street asphalt slurry and striping in April.
- Vacaville Classroom (Annex) Building Renovation: New roof trusses installed and structural steel completed. Exterior ADA ramp improvements in progress.
- Vacaville Center HVAC Upgrade: Construction contract awarded. Construction will occur during summer.

**Vallejo Center:**

- No project activity during this period.

The report is available online and can be found at <http://www.solano.edu/measureq/cboc.php>

**MEASURE Q PROGRESS  
UPDATE REPORT  
JANUARY – MARCH 2018**

MAY 16, 2018

## **PROGRAM OVERVIEW**

- \$5.8M expended this quarter; \$127M expended to date
- Series A funds spent out
- Revisions to District Standards and FF&E Guidelines approved
- Report on Two-Year Pilot Small, Local and Diverse Business Program
- FY 2016-2017 Financial & Performance Audit approved by Board
- Citizens Bond Oversight Committee:
  - Board appointed new CBOC members
  - CBOC completed FY 2015-2016 Annual Report
  - CBOC completed FY 2016-2017 Annual Report April 3

# SCIENCE BUILDING - PHASE 1

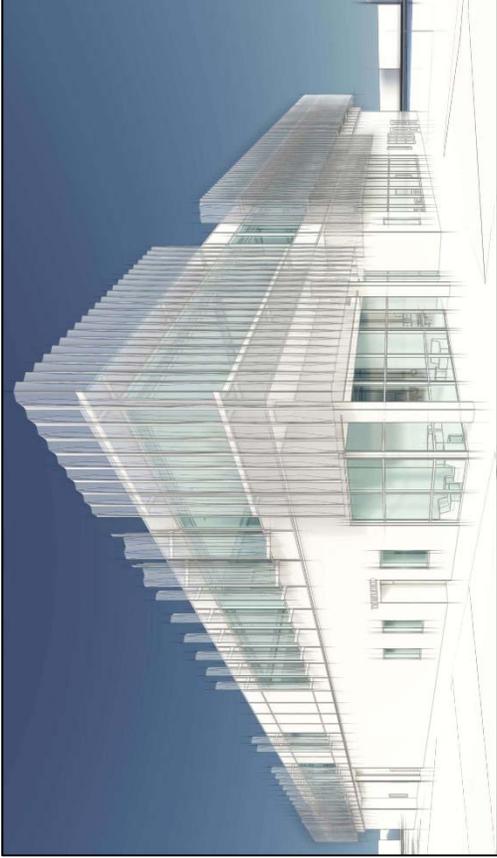


- Foundation and underslab utilities completed
- Floor slab poured
- Concrete tilt up walls to be poured in April
- Exterior tilt-up walls to be stood in place May 23-24
- Substantial Completion January 2019



PROPOSED MAIN ENTRY SCIENCE  
HA

# LIBRARY/LEARNING RESOURCE CENTER



- CEQA ISMND completed and approved by Board
- Schematic Design completed
- 50% Design Development submittal in April
- Submitted Preliminary Plans to Chancellor's Office for Working Drawing phase funding release

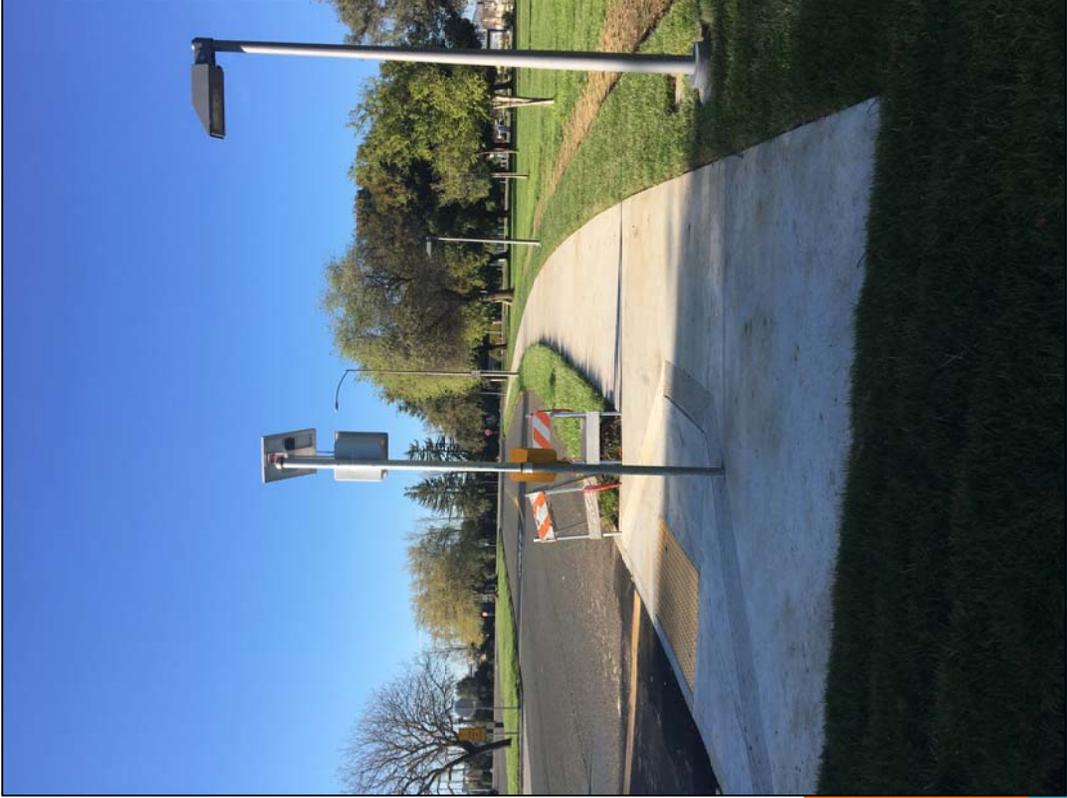


# HORTICULTURE RESTROOM BUILDING



- Sitework contract awarded
- Sitework and foundation started in April
- Modular restroom building fabrication in progress
- Completion target: June 2018

# FAIRFIELD CAMPUS ENTRY SIDEWALK

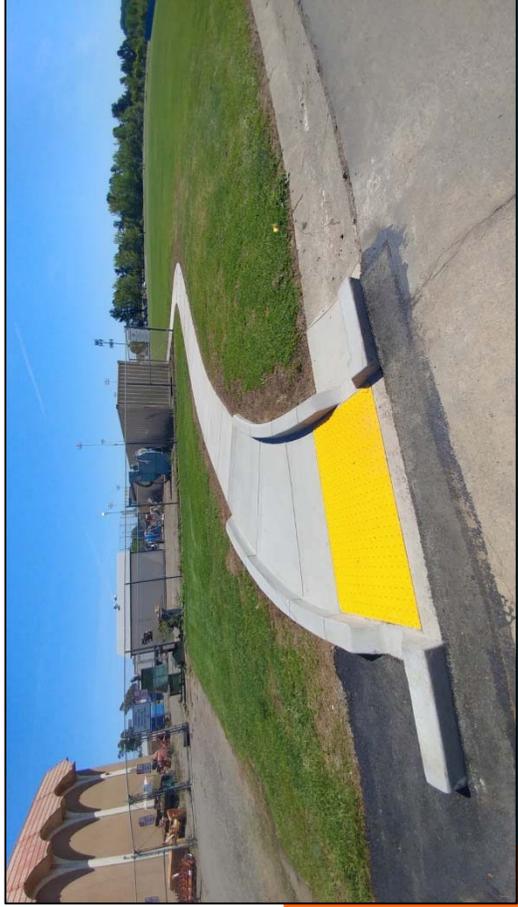


- Concrete sidewalk completed
- Landscaping completed
- City light pole installed
- Paving striping completed
- Completed April

# SOFTBALL BLEACHER PATH OF TRAVEL



- Constructed new ADA compliant sidewalk from softball field to restroom building near tennis courts
- Completed April



# FAIRFIELD INFRASTRUCTURE PROJECTS



## SUB-STATION REPLACEMENT

- Sidewalk infill completed
- Utility trench patch completed
- Fence enclosure in April

## B-100 DATA CENTER GENERATOR

- Underground utility work completed
- Concrete pad & fence posts installed
- Equipment being fabricated
- Equipment install target: May 26



## GAS LINE REPLACEMENT

- In progress - 45% complete

# VACAVILLE CLASSROOM BUILDING (ANNEX)



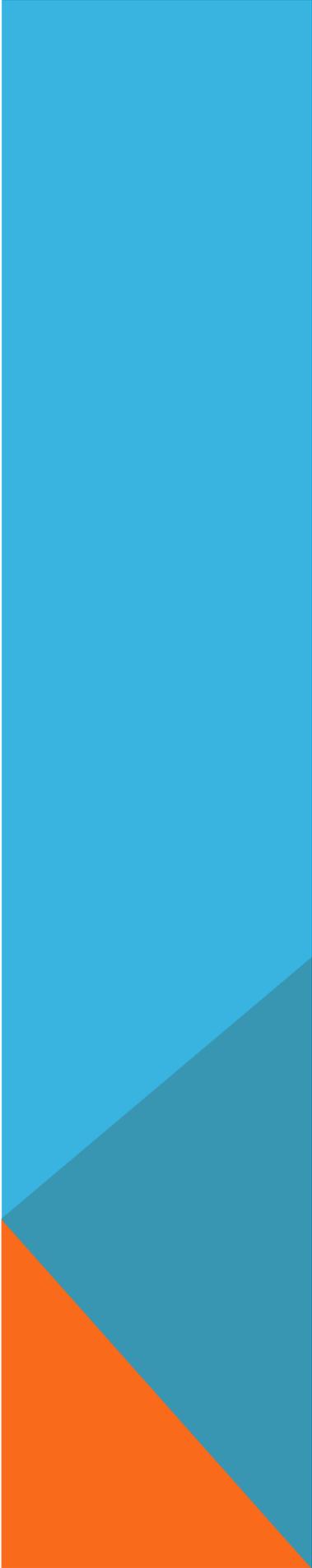
- Construction in progress
- New roof trusses installed
- Old concrete roof tiles removed
- ADA ramp improvements in progress
- Completion target: July 2018



# VACAVILLE CENTER HVAC UPGRADE



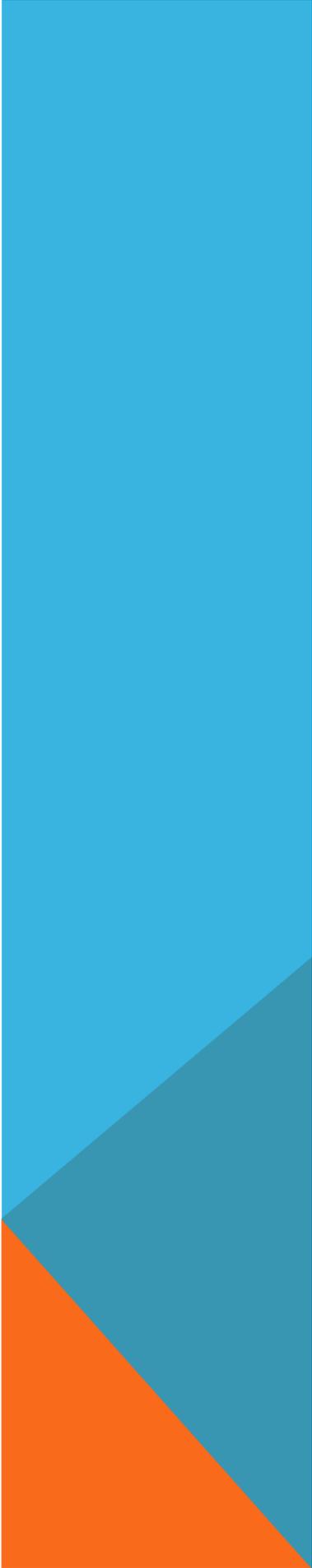
- Construction contract awarded
- Construction summer 2018



# VACAVILLE CENTER INTERSECTION IMPROVEMENTS PROJECT



- Construction nearly completed
- Must wait for continuous dry and warm weather to complete asphalt slurry and road striping
- Completion target April 2018



# QUESTIONS?

