

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2018-2019

Part-Time Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Chor Thao	Adjunct Instructor – Political Science (not to exceed 67%)	1/15/2019

Change in Assignment

<u>Name</u>	<u>Old Assignment</u>	<u>New Assignment</u>	<u>Effective</u>
Edith Sanchez	Accounting Specialist 1 (Range 12; Step 1)	Accountant (Range 19; Step 1)	02/07/2019
Andrea Uhl	Police Services Technician (Range 13; Step 7)	Student Services Generalist (Range 13; Step 7)	01/09/2019

Out of Class

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Susan Beavers	A&R Analyst	01/01/19 – 06/30/19	\$218.40/mo. \$1310.40 Total

Mary Jones
Human Resources

January 25, 2019

Date Submitted

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

February 6, 2019

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 February 6, 2019
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Out of Class (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jenny Gonzalez	A&R Analyst	01/01/19 – 03/31/19	\$242.66/mo. \$727.98 Total
Antoinette Troupe-Gardener	Financial Aid Specialist	01/01/19 – 06/30/19	\$218.40/mo. \$1310.40 Total

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Darryl Allen	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Joseph Almeida	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Dustin Aubert	Athletic Academic Instructional Lab Asst	Equity	01/01/19 – 06/30/19	\$15.21/hr.
Dustin Aubert	Asst Coach – Tennis	General Fund	02/07/19 – 05/31/19	\$16.66/hr.
Alison Bolton	Teaching for Equity	Student Equity	02/07/19 – 06/30/19	\$69.05/hr.
Kevin Brewer	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Richard Bryan	House Manager	General Fund	02/07/19 – 06/30/19	\$13.50/hr.
Richard Bryan	House Manager	General Fund	02/07/19 – 06/30/19	\$12.00/hr.
Joe Conrad	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Sepideh Daroogheha	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Sarah Donovan	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Gwen Gallagher	Teaching for Equity	Student Equity	02/07/19 – 06/30/19	\$69.05/hr.
Eric Gentry	Support Center Coordinator-Special Project	Student Equity	02/07/19 – 06/30/19	\$25.00/hr.
Sarah Ghannadan	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$1200
Susanna Gunther	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Thomas Grube	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$1200
Carlos Esteve	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Nicole Gentile	Athletic Academic Instructional Lab Asst	Equity	01/01/19 – 06/30/19	\$15.21/hr.
Winifred Hunton-Chan	Teaching 4 Equity	Student Equity	02/07/19 – 06/30/19	\$64.87/hr.
Alan Jian	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Tonmar Johnson	Umoja	Student Equity	02/07/19 – 06/30/19	\$64.87/hr.
Laura Klein	Office Assistant	General Fund	02/07/19 – 06/30/19	\$12.00/hr.
Tavita Lasike	Intermediate Interpreter Level 2	General Fund	01/11/19 – 06/30/19	\$16.00/hr.

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 February 6, 2019
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Short-term/Temporary/Substitute (continued)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Chris Luminglas	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Kevin Marks	Asst Coach – Soccer	Soccer Trust	02/07/19 – 05/31/19	\$69.05/hr.
Will Martinelli	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$1600
Shaw Matthews	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Gegham Melkonyan	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Quinton Mendoza	Asst Coach – M/W Swimming	Swim Trust Fund	02/07/19 – 06/30/19	\$16.66/hr.
Leslie Minor	Teaching for Equity	Student Equity	02/07/19 – 06/30/19	\$71.72/hr.
Marion Mircheva	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Sandra Moore	Umoja	Student Equity	02/07/19 – 06/30/19	\$64.87/hr.
Douglas Mungin	Teaching for Equity	Student Equity	02/07/19 – 06/30/19	\$69.05/hr.
Nikolas Perrone	Teaching for Equity	Student Equity	02/07/19 – 06/30/19	\$69.05/hr.
Altia Picott	Instructional Asst	Basic Skills	02/07/19 – 06/30/19	\$16.56/hr.
Vanessa Pimentel	Athletic Academic Instructional Lab Asst	Equity	02/07/19 – 06/30/19	\$15.21/hr.
Svetlana Podkolzina	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Joel Powell	Umoja	Student Equity	02/07/19 – 06/30/19	\$61.17/hr.
Rachel Purdie	Teaching 4 Equity	Student Equity	02/07/19 – 06/30/19	\$60.69/hr.
Parul Purohit	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Michael Reilly	Teaching 4 Equity	Student Equity	02/07/19 – 06/30/19	\$56.58/hr.
Genele Rhoads	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Randy Robertson	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Hector Rodriguez	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Kristieen Rodriguez	Counseling	SSSP	01/17/19 – 06/30/19	\$58.59/hr.
Thomas Rutaganira	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Kheck Sengmany	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Taryn Sigl	Athletic Academic Instructional Lab Asst	Equity	01/01/19 – 06/30/19	\$15.21/hr.
Dawn Trujillo	Counseling	SSSP	01/17/19 – 06/30/19	\$58.59/hr.
Mary Valch	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800
Maritza Valdez	Registration Aide	SSSP	01/03/19 – 06/30/19	\$15.00/hr.
Deraan Washington	Umoja	Student Equity	02/07/19 – 06/30/19	\$50.53/hr.
Esther Whamond	Counseling	SSSP	01/17/19 – 06/30/19	\$54.55/hr.
Larisa Wiggins	Teaching for Equity	Student Equity	02/07/19 – 06/30/19	\$71.72/hr.
Kasey Willes	Beginning Interpreter, Level 2	General Fund	01/11/19 – 06/30/19	\$13.00/hr.
Banglun Zheng	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$400
Dmitriy Zhin	Basic Skills Instructor	Basic Skills	02/07/19 – 06/30/19	Up to \$800

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

Governing Board Meeting

February 6, 2019

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GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Effective</u>	<u>Assignment</u>
Jana Jorgens	Counseling/DSP	2/7/2019	Note-taker for disabled students
Dustin Robinson	Student Services	2/7/2019	Tutor

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

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

PERSONAL SERVICES AGREEMENTS

Academic Affairs
David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jan Tracy Q. Camacho	Provide mentorship to STEM Scholar Student.	February 1, 2019 – June 30, 2019	Not to exceed \$500.00
Suceril Grace Caniaveral	Provide mentorship to STEM Scholar Student.	February 1, 2019 – June 30, 2019	Not to exceed \$500.00
Robert Ireland	Provide mentorship to STEM Scholar Student.	February 1, 2019 – June 30, 2019	Not to exceed \$500.00
Dagmar Kuta	Promotional and scene by scene photography for SCC Theatre for Curious Incident of the Dog in the Night-Time and My Fair Lady.	January 17, 2019 – April 28, 2019	Not to exceed \$600.00
Eila Saarni	Stage manager for SCC spring musical My Fair Lady.	January 17, 2019 – April 28, 2019	Not to exceed \$1,000.00
Camille Tucker	Provide mentorship to STEM Scholar Student.	February 1, 2019 – June 30, 2019	Not to exceed \$500.00
Rebecca Valentino	Provide costume design for SCC spring musical My Fair Lady.	January 17, 2019 – April 3, 2019	Not to exceed \$2,500.00

Robert V. Diamond
Vice President, Finance & Administration

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

January 25, 2019
Date Submitted

February 6, 2019
Date Approved

Academic Affairs Cont.'d
David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Alejandra Wilson	Provide mentorship to STEM Scholar Student.	February 1, 2019 – June 30, 2019	Not to exceed \$500.00
Emily Wong	Provide mentorship to STEM Scholar Student.	February 1, 2019 – June 20, 2019	Not to exceed \$500.00

Student Services
Gregory Brown, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Maisha T. Winn	Lecture and book signing.	February 12, 2019	Not to exceed \$5,000.00

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

TO: **Members of the Governing Board**

SUBJECT: **NOTICE OF COMPLETION FOR CONSTRUCTION
SERVICES FOR THE VALLEJO CENTER DATA SERVER
ROOM HVAC PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Vallejo Center Data Server Room HVAC Project Notice of Completion. On December 19, 2018, the Board awarded Bel Air Mechanical, Inc. a contract for the Vallejo Center Data Server Room HVAC Project. The scope of work included demolition of existing HVAC equipment and installation of new HVAC equipment, including select demolition and repair of building finishes, to service the data server room located at the Vallejo Center.

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

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

STUDENT SUCCESS IMPACT:

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

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

Lucky Lofton
Executive Bonds Manager

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

ADDRESS

(707) 863-7855

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

VICE PRESIDENT APPROVAL

January 18, 2019
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 6, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RECORDING REQUESTED BY:

When recorded mail to:

Lucky Lofton, Executive Bonds Manager
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

Notice of Completion

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

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

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

NAMES

ADDRESSES

- 6. Work of modernization on the property hereinafter described was completed on 2/6/2019
7. The Project Name is: Vallejo Center Data Server Room HVAC Project
8. DSA Number (if applicable): N/A
9. The contractor for such work of modernization is: Bel Air Mechanical, Inc.
10. The name of the contractor's Surety Co. is: Developers Surety and Indemnity Company
11. The date of contract between the contractor and the above owner is: 12/19/18
12. The street address of said property is: 545 Columbus Parkway, Vallejo, California 94591
13. APN #: 0081-800-340
14. The property on which said work of modernization was completed is in the City of Vallejo, County of Solano, State of California, and is described as follows: Demolition of existing HVAC system and installation of new HVAC system serving the data server room located at the Vallejo Center.

Date

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

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: NEW ALG POSITION DESCRIPTION, ASSISTANT
CONTROLLER (CONFIDENTIAL)

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 Assistant Controller (Confidential) position. This position will perform professional accounting, prepare financial and cost accounting reports, prepare, analyze, maintain, reconcile, and audit various funds, accounts, and reports; train and supervise assigned fiscal services staff; assist the Controller and Vice President of Finance and Administration in support of collective bargaining. This position will be placed at Range 38 of the Confidential 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

<i>Ed. Code: 88009</i>	<i>Board Policy: 4010, 4720</i>	<i>Estimated Fiscal Impact: \$72,655.74 and Health and Welfare Benefits</i>
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SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mary Jones
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

February 6, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

January 24, 2019
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT CONTROLLER (Confidential)

BASIC FUNCTION:

Under direction of the Controller, perform professional accounting, prepare financial and cost accounting reports, prepare, analyze, maintain, reconcile, and audit various funds, accounts, and reports; train and supervise assigned fiscal services staff; assist the Controller and Vice President of Finance and Administration in support of collective bargaining

DUTIES AND RESPONSIBILITIES

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

- Prepare cost information for various scenarios in support of collective bargaining. Exercise discretion in the restricted distribution of information that may affect collective bargaining.
- Train and supervise fiscal services staff. Provide technical support and assistance to subordinate staff.
- Evaluate subordinate fiscal services staff with assistance from Controller
- Support the annual audit by coordinating the preparation of “prepared by client” audit work papers; assist the auditors as needed to ensure a constructive and efficient audit.
- Interpret financial data and provide the campus community with useful written and verbal information, reports, and presentations.
- Assist the Controller with annual reports to state and federal agencies
- Support the campus community with financial information, providing written reports and presentations as appropriate
- Assist in preparation of the District budget; monitor budgets and prepare budget adjustment requests for Board approval.
- Perform, with minimum supervision and using independent judgment and discretion, complex professional accounting work in accordance with legal requirements, District policies, and generally accepted accounting principles.
- Supervise and approve the reconciliation of District accounts; act as liaison between the District and outside organizations, including banks and Solano County; resolve problems and maintain required authority over all accounts and appropriate documentation.
- Respond to federal, state and local agencies in reference to questions and requests related to grant management and other categorical and non-categorical accounts as assigned.

- Assist the Controller with software conversions, including testing and technical problem solving; identify software problems and work with the District's Information Technology department, the software vendor, and consultants to correct problems.
- Utilize an Accounting ERP system for complicated accounting requirements.
- Employ computerized spreadsheets and other office software.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited four year college or university with major course work in accounting.
- Three years of increasingly responsible experience in accounting, auditing, budget preparation and contract interpretation, including at least one year of public agency experience.
- Any combination of training, experience and/or education that provides the required knowledge, skills, and abilities

LANGUAGE and COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret contracts, budgets, professional journals, technical procedures, or governmental regulations.
- Ability to write accounting reports, business correspondence, and procedure manuals. Ability to effectively present complex and technical information and respond to questions from groups of administrators and other employees, students, governmental agencies and the general public.
- Excellent customer service skills when working with members of the community and outside agencies

MATHEMATICAL SKILLS

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to reconcile District bank statements and balance general ledgers.
- Ability to prepare clear, concise and complete financial statements and reports

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract variables.
- Analyze financial data and to read, analyze and interpret laws, regulations, contracts, and accounting principles in order to resolve complex accounting issues and problems.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Leadership principles in a financial environment
- Governmental accounting and auditing principles, standards, and practices.
- Fund and cost accounting, financial analysis, research and projection techniques.
- Budget preparation and control.
- Professional level accounting and auditing work for a community college district.
- Laws, regulations and requirements applicable to contract and grant accounting and financial reporting.
- The importance of cooperative working relationships with others
- Supervision, and training, and providing technical work direction to others.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, and abilities and disabilities.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for 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.
- All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 20 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 frequently is exposed to the hazards of working with video display terminals. The employee in this classification handles cash and checks and is therefore exposed to the hazards of physical violence surrounding theft. The work environment is quiet.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION NO. 18/19-13 DESIGNATION AND DISPOSAL/DISPOSITION OF DISTRICT SURPLUS EQUIPMENT AND PROPERTY – AUTOMOTIVE REPAIR EQUIPMENT

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

In compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of the attached Resolution No. 18/19-13 authorizing the disposition of automotive repair equipment located in the old auto body instructional space in Building 1800B, including a vehicle lift, sand blasting equipment, spot welder, refrigerant management system, frame straightening equipment, metal stretcher and foot shear.

STUDENT SUCCESS IMPACT:

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

Ed. Code:	Board Policy:	Estimated Fiscal Impact: N/A
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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) 864-7154

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 18, 2019

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

February 6, 2019

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF
SURPLUS EQUIPMENT AND PROPERTY – AUTOMOTIVE
REPAIR EQUIPMENT**

RESOLUTION NO. 18/19-13

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

WHEREAS, The Governing Board of the Solano Community College District has determined that the personal property, described as automotive body repair equipment located in the old auto body space, is unsatisfactory for retention and no longer need for instructional use; now therefore be it

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

PASSED AND ADOPTED, This 6th day of February 2019, by the Governing Board of the Solano Community College District.

A. MARIE YOUNG
BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D.
SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RATIFICATION OF CONTRACT CHANGE ORDER #8 TO
DPR CONSTRUCTION FOR THE FAIRFIELD SCIENCE
BUILDING PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board ratification is requested for a no cost Change Order #8 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

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code:	Board Policy:	Estimated Fiscal Impact: None
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SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

January 25, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy Ed.D.
Superintendent-President

February 6, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: RATIFICATION OF CONTRACT CHANGE ORDER #8 TO
DPR CONSTRUCTION FOR THE FAIRFIELD SCIENCE
BUILDING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

distribution lines. 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. On May 16, the Board approved a CO#6 for replacement of 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. On June 20, 2018, the Board approved CO#7 for repair of a leaking underground hydronic line near the northwest corner of Building 300 and for adding a gas line to the new Library site to the gas line replacement work.

This proposed no cost Change Order #8 is to revise the Substantial Completion date from January 8, 2019 to be February 1, 2019. The Final Completion date of April 10, 2019 does not change.

Following is a summary of the Contract:

\$29,200,000.00 Original Contract Amount
\$ 897,703.25 Previously Approved Net Change Orders (1-7)
\$ _____ 0 Proposed Change Order #8 (no cost)
\$30,097,703.25 New Contract Amount, including this Change Order #8

The Board is asked to ratify approval of this no cost Change Order #8 to DPR Construction.

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 # 8
 Project No.: 16-004
 Date: 02/06/19

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 Extend substantial completion date from 1/8/2019 to be 2/1/2019.
 Contract Final Completion date does not change.

Extend substantial completion date per terms agreed to by both parties on January 18, 2019. See attached document.

\$0.00

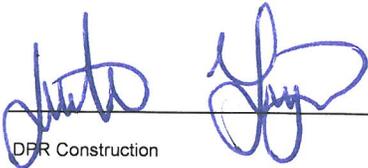
TOTAL COST OF CHANGE ORDER \$0.00

FINAL CHANGE ORDER AMOUNT \$ -

Original Contract Sum:	\$ 29,200,000.00
Total change By Previous Change Orders:	\$ 897,703.25
Contract Sum Prior to This Change Order:	\$ 30,097,703.25
Original Contract Sum will be Increased by This Change Order:	\$ -
The New Contract Sum Including This Change Order Will Be:	\$ 30,097,703.25

Contract Time Will be Changed by This Change Order: 0 Days

Note that Final Completion date is April 10, 2019.

CONTRACTOR: 
 DPR Construction

Date: 1/22/19

OWNER: 
 Lucky Lofton
 Executive Bonds Manager
 Solano Community College District

Date: 1/22/19



SWINERTON

January 18, 2019

Dan Runte

Project Executive

DPR Construction

2480 Natomas Park Dr, Suite 100

Sacramento, CA 95833

RE: Solano Community College Fairfield Science Building
Substantial Completion and Project Close-out

Dear Dan:

DPR's contract Substantial Completion date for the SCCD Fairfield Science project is January 08, 2019. Although DPR has been working diligently and collaboratively to expedite completion of the project, as you know this contract milestone has not been achieved.

The contractual requirements for Substantial Completion, Final Completion, and project close-out are stipulated in the following sections of the Contract Documents. Please review these sections, along with your team:

- 00500 Agreement, in particular sections 1.37, 6.11.2, 6.11.4 and 7.7
- 01 77 00 Cleaning and Close Out Procedures

SMC has reviewed the project schedule, look ahead schedules and previous recovery schedules and recognizes the absence of arguments or explanation of delays to critical activities leading to good cause for missing the substantial completion milestone.

However, in response to DPR's request for a time extension to the substantial completion milestone Solano Community College District can grant a non-compensable extension of 24 calendar days bringing the substantial completion milestone to February 1, 2019. Although the District is not anticipating any additional fees from entities providing project related services such as special inspections, IOR,

commissioning and others, should the District receive any costs directly caused by the time extension those costs will be deducted from DPR's contract. The Final Completion date of April 10, 2019 will not change. This extension can be granted recognizing only the following items may not be complete at substantial completion:

- Storefront Handicap Bollards
- Shadow Boxes at Windows
- Curtain Wall and Canopy Metal Panels
- 6' Hood in Room 1041C
- SS Hood in 1036B
- Room 1037 Casework on West Elevation
- 4 Flammable Storage Cabinets
- 2 Lab Sinks
- Missing Eye Wash Station
- Wall Covering Graphic
- Mechoshades
- Landscaping
- Air & Water Balance

DPR must provide immediate notification to the District of any other minor scopes that may not be complete. Those items as well as the items listed herein are to be included on DPR's punchlist required at substantial completion per the contract documents section 01 77 00.

Please submit an updated schedule so that we can formally grant 24 non-compensable days and adjust the contract substantial milestone date appropriately. Please let me know if you have any questions or need additional information.

Sincerely,



Cary Talbott

Senior Project Manager

Swinerton Management & Consulting

Cc: Lucky Lofton, SCCD

Pam Kinzie, Kitchell

John Baker, SMC

File

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AMENDMENT #1 TO HAZARD
MANAGEMENT SERVICES INC. FOR ADDITIONAL
SERVICES FOR THE LIBRARY/ LEARNING RESOURCE
CENTER (BUILDING 100 REPLACEMENT) PROJECT

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

On September 5, 2018 the Board approved a professional services agreement in the amount of \$12,150 with Hazard Management Services, Inc. to provide hazardous material testing services for the Library / Learning Resource Center (Building 100 Replacement) Project.

Subsequently it was determined that testing was no longer required at the existing portable buildings; a previously completed study will be adequate. This resulted in a credit amount of

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: Board Policy: Estimated Fiscal Impact: \$6,275 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 25, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 6, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT #1 TO HAZARD
MANAGEMENT SERVICES INC. FOR ADDITIONAL
TESTING SERVICES FOR THE LIBRARY/ LEARNING
RESOURCE CENTER (BUILDING 100 REPLACEMENT)
PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

\$3,175.00. However, during the hazardous materials testing survey of Building 100, additional scope was identified that will require mitigation plans appropriate for the demolition of the library building that will happen after the new library is built. This study will result in an additional cost of \$9,450.00. The net of these changes results in a proposed Amendment #1 of \$6,275.00.

Contract Summary:

\$ 12,150.00	Original Contract Amount
\$ <u>6,275.00</u>	Proposed Amendment #1
\$ 18,425.00	New Contract Amount

The Board is asked to approve this contract Amendment #1 to Hazard Management Services, Inc. in the amount of \$6,275.00. Hazard Management Services' new contract amount will be \$18,425.00.

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

AMENDMENT TO AGREEMENT

PARTIES

This **FIRST** Amendment to Agreement ("Amendment") is entered into between Solano Community College District ("District") and **Hazard Management Services, Inc.** ("Consultant"), collectively the "Parties").

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated **September 5, 2018**, for services related to the **Library / Learning Resource Center (Building 100 Replacement) Project** ("Project"); and

WHEREAS, District and Consultant desire to amend the Agreement, in order to remove the hazardous materials testing services not performed on the District's portable buildings and to add Polychlorinated Biphenyl (PCB) testing at Building 100;

NOW THEREFORE, in consideration of the mutual promises and covenants set forth above and contained herein, District and Consultant agree as follows:

AGREEMENT

1. Section 1 of the Agreement is amended to read in its entirety:
Term. Consultant shall commence providing services under this Agreement on September 17th, 2018 and will diligently perform as required and complete performance by April 30th, 2019, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

2. Section 3 of the Agreement is amended to read in its entirety:
Compensation. District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed Eighteen Thousand Four Hundred Twenty Five Dollars (\$18,425.00), which is composed of the original contract amount of \$12,150 and Amendment #1 of \$6,275. 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.
 - 3.2. If the District approves by Contract Amendment any Additional Services, the Services shall be performed at the hourly billing rates and/or unit prices included in Exhibit "B." If hourly billing applies, the itemized invoice shall reflect the hours spent by the Consultant in performing its Services pursuant to this Agreement.
 - 3.3. If Consultant works at more than one site, Consultant shall invoice for each site separately.
 - 3.4. Consultant shall invoice for work completed on a Time & Materials basis, Not-To-Exceed Contract amount. Any savings will be returned to the District.

3. Except as set forth in this Amendment, all provisions of the Agreement and any

previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).

- 4. Consultant acknowledges and agrees that this Amendment shall not be binding on the Parties until and unless the Solano Community College District's Governing Board approves this Amendment.

IN WITNESS WHEREOF, the parties hereto have accepted and agreed to this Amendment on the dates indicated below.

Dated: _____, 2019

Dated: _____, 2019

SOLANO COMMUNITY COLLEGE DISTRICT

HAZARD MANAGEMENT SERVICES INC.

By: _____

By: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPROVAL OF ENVIRONMENTAL CONSULTING SERVICES POOL OF FIRMS

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

On February 19, 2013, the Board approved a pool of environmental consulting firms to provide environmental planning, CEQA services, and other related services for capital improvement projects. It is time to renew this pool, and Board approval is requested to approve the new pool of firms.

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 and provide new instructional space and equipment.

Ed. Code:	Board Policy:	Estimated Fiscal Impact: None
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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
V.P. Finance and Administration

VICE PRESIDENT APPROVAL

January 25, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 6, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF ENVIRONMENTAL CONSULTING
SERVICES POOL OF FIRMS**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A Request for Qualifications was issued in November 2018 and on December 13, 2018 the District received six responses. The Evaluation Committee reviewed, evaluated, and ranked each submittal. The Evaluation Committee recommends that the following firms be placed in a pool of prequalified environmental consulting firms (being placed in the pool is not a guarantee of work):

- Dudek (Oakland, Sacramento)
- First Carbon Solutions (Walnut Creek, Rocklin)
- Rincon Consultants, Inc. (Oakland, Sacramento)

The District's standard environmental consulting services contract was accepted by all four firms. Project specific agreements will be brought back to the Board for approval.

The Board is asked to approve the new pool of firms: Dudek, First Carbon Solutions, and Rincon Consultants, Inc.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPROVAL OF GEOTECHNICAL ENGINEERING SERVICES POOL OF FIRMS

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

On September 17, 2014, the Board approved a pool of geotechnical engineering firms to provide services for capital improvement projects. It is time to renew this pool, and Board approval is requested to approve the new pool of firms.

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 and provide new instructional space and equipment.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: None</i>
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SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bonds Manager
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

(707) 863-7855
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Robert V. Diamond
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January 25, 2019
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

February 6, 2019
DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF GEOTECHNICAL ENGINEERING
SERVICES POOL OF FIRMS**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A Request for Qualifications was issued in November 2018 and on December 13, 2018 the District received six responses. The Evaluation Committee reviewed, evaluated, and ranked each submittal. The Evaluation Committee recommends that the following three firms be placed in a pool of prequalified geotechnical engineering firms (being placed in the pool is not a guarantee of work):
A3GEO, Inc. (Berkeley)
Ninyo & Moore (Alameda, San Jose)
Wallace Kuhl & Associates (West Sacramento)

The District's standard geotechnical engineering services contract was accepted by all three firms. Project specific agreements will be brought back to the Board for approval.

The Board is asked to approve the new pool of geotechnical engineering services firms: A3GEO, Inc., Ninyo & Moore, Wallace Kuhl & Associates.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AWARD TO CLEAR BLUE ENERGY CORPORATION FOR CONSTRUCTION SERVICES FOR THE BUILDING LIGHTING UPGRADE PROJECT

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a contract to Clear Blue Energy Corporation, for the Building Lighting Upgrade Project. The scope of work includes replacement of the existing lighting system for Building 1700A, including fixtures, devices, equipment and control system to reduce energy consumption and improve maintenance cost and controls.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code:	Board Policy:	Estimated Fiscal Impact: \$228,607 Proposition 39 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
VP, Finance & Administration

VICE PRESIDENT APPROVAL

January 18, 2019

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

January 18, 2019

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO CLEAR BLUE ENERGY CORPORATION FOR CONSTRUCTION SERVICES FOR THE BUILDING LIGHTING UPGRADE PROJECT

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A public bid was held January 15, 2019. The following bids were received:

	<u>BASE BID</u>
Clear Blue Energy Corp.	\$228,607
ReGreen Corporation	\$306,598.55
Ample Electric	\$451,000
Arthulia, Inc.	\$550,000

It was determined that Clear Blue Energy Corporation submitted the lowest responsible and responsive bid. It is recommended the Board award a construction contract to Clear Blue energy Corporation in the amount of \$228,607.

The project's budget will be funded using the State's Proposition 39 California Clean Energy Jobs Act. The Board is asked to approve a contract to Clear Blue Energy Corporation in the amount of \$228,607.

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: FURNITURE ORDER TO KI FOR THE FAIRFIELD
SCIENCE BUILDING PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for a furniture order to KI for furniture for the Veterans Center area in the new Science Building at the Fairfield Campus. The furniture is per Solano CCD District FF&E Standards and KI’s pricing is based on the Foundation for California Community Colleges (FCCC) Agreement #SPA0016259.

The Board is asked to approve a furniture order to KI in the amount of \$105,438.80.

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

STUDENT SUCCESS IMPACT:

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

Ed. Code: Board Policy: Estimated Fiscal Impact: \$105,438.90 Measure Q Funds

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bonds Manager

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond

Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 25, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 6, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

KI Furniture Order for Science Building Project

QTY	DESCRIPTION
3	Sela Lounge Chair Wood Base,Non-Contrast - Model 323WB/NC
1	Flex Round Club Table,Laminate Top,24"Dia,18"H - Model 5515
2	Pillar Table,Post Leg,Square,36",29"H,74P Edge - Model PLSR36-74P
4	700 Series Files Cabinet-3 Shelves-36Wx18Dx65-9/32"H - Model S7L/36615HD
8	Strive High Density Sled Base Armless Chair,Poly - Model SWNA
9	Computer Table
1	700 Series Laminate Top for Side-by-Side Units,Self - Model S7L/4218T-SE
1	700 Series Files Cabinet-1 Shelf-42Wx18Dx33-1/8"H - Model #S7L/42300HD
18	Strive Task Armless Chair,Poly - Model SPDNAP
5	File Cabinet
2	700 Series Files Lat File,5H-42Wx18Dx65-9/32"H - Model S7L/426155D
20	Strive Nesting Armless Chair,Uphol Seat - Model SNNAU
8	Pirouette,Nesting Training,Rectangular,24x72",74P Edge - Model PINR2472T-74P
6	Sela Lounge Chair Wood Base,Tablet Arm,Non-Contrast - Model 1313TWB/NC
3	Sela Cube (Sides Enclosed) Square End Table - Model 1361C
6	Flat Screen System,12" Post,Dual Screen,Two 10" Arms,Silver - Model CFS05.SL
5	Custom-CZ Worksurface Privacy Screen,19"Hx72"W,Fabric,No Intersection - Model CZBPSF7219/1 S18214822
6	Custom-CZ Steel Credenza 24" H, Box/Lateral File Left, Open w/Adj Shelf Right, 60"Wx18"D, Model CZACS60180BFO S16107391
3	Impress Ultra Task,Ped Base,Mesh Mid Bk,Adj Arms,Uph St - Model KI74/JR39
1	Aristotle Wall-Mount Tackboard,70x3/4Dx24"H - Model KWMTK7224
3	700 Series Files 3H File-36Wx18Dx39-1/4"H-w/3 Fxd End Tab - Model S7L/363603E
6	700 Series Files Mobile Ped-Box/File-20" Nominal Depth
9	Strive Four-Leg Cantilever Arm Chair,Poly - Model SLCAP
1	Unite Frameless Modesty Panel,with Acrylic Insert,72x10" - Model UMODA72
5	Custom-Workup Rectangular Table,Counter Balance - Model WU3072CB-74P S18214823
1	Workup Rectangular Table,Counter Balance Base,74P,29-1/2 x 70-1/2" - Model WU3072CB-74P
15	P-Series Black Lock Core,2 Keys,Used in P-Series Lock - Model 2.KP20522
4	Affina Guest Chair,Open Arm,Non-Contrast - Model 1901/NC
1	Flex Round Club Table,Wood Veneer Top,24"Dia,22" - Model 5506
2	Impress Ultra Task,Ped Base,Mesh Mid Bk,Adj Arms,Uph St - Model KI74/JR39
3	Workstations + Reception

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

TO: **Members of the Governing Board**
SUBJECT: **MEASURE Q BOND SPENDING PLAN UPDATE #16**

REQUESTED ACTION:

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

SUMMARY:

The Board is requested to approve the latest revision to the Measure Q Bond Spending Plan (BSP). The BSP will require periodic adjustments to accommodate the changing needs of the District over time. The original document was approved on August 20, 2014. Previous updates have been approved by the Board on the following dates:

Update #1 March 4, 2015	Update #5 March 1, 2017	Update #9 January 17, 2018
Update #2 March 16, 2016	Update #6 April 19, 2017	Update #10 March 21, 2018
Update #3 October 19, 2016	Update #7 December 6, 2017	Update #11 June 6, 2018
Update #4 January 18, 2017	Update #8 December 20, 2017	Update #12 June 20, 2018
Update #13 July 18, 2018	Update #14 September 5, 2018	Update #15 December 5, 2018

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: N/A. Projects are part of the total Measure Q expenditure of \$348,000,000, plus net interest revenues.</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

January 25, 2018

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 6, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: MEASURE Q BOND SPENDING PLAN UPDATE #16

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Update #16 of the BSP includes adjustments for the following:

Net Interest Earned: post \$24,551 additional net interest earned from July 1, 2018 to September 30, 2018 to Program Reserve.

Vacaville HVAC Upgrade Project: final savings of \$3,251 is being returned to Program Reserve.

Adjustment	Amount	From	To
1	\$24,551	Add Net Interest Earned to 9/30/18	Program Reserve
2	\$3,251	Vacaville Center HVAC Upgrade	Program Reserve

The Board is asked to approve the proposed revisions as described above and indicated in the Bond Spending Plan Update #16 attached.



BOND SPENDING PLAN

		UPDATE 15	UPDATE 16	UPDATE 16
PROJECT NAME	08/20/14 BOT APPROVED	12/5/18 PROPOSED BSP	2/6/19 PROPOSED REVISION	2/6/19 PROPOSED BSP
FF CAMPUS	\$ 87,800,000	\$ 93,829,718		\$ 93,829,718
Performing Arts Building (Phase 1 B1200 Renov)	\$ 6,200,000	\$ 6,229,718		\$ 6,229,718
Science Building (Phase I)	\$ 33,100,000	\$ 36,600,000		\$ 36,600,000
Agriculture (Horticulture)	\$ 2,000,000	\$ 2,000,000		\$ 2,000,000
Library/Learning Resource Center	\$ 21,800,000	\$ 24,300,000		\$ 24,300,000
Science & Math Building (Phase 2)	\$ 8,000,000	\$ 8,000,000		\$ 8,000,000
Performing Arts Building (Phase 2)	\$ 13,700,000	\$ 13,700,000		\$ 13,700,000
Career Technology Building (CTE)	\$ 3,000,000	\$ 3,000,000		\$ 3,000,000
VV CAMPUS	\$ 80,200,000	\$ 80,486,992		\$ 80,483,741
VV Classroom Building Purchase & Renovation	\$ 8,200,000	\$ 8,200,000		\$ 8,200,000
Biotechnology & Science Building	\$ 28,000,000	\$ 33,383,435		\$ 33,383,435
Aeronautics & Workforce Development Building	\$ 15,000,000	\$ 15,000,000		\$ 15,000,000
Student Success Center/LRC	\$ 22,000,000	\$ 15,500,000		\$ 15,500,000
Fire Training	\$ 7,000,000	\$ 6,250,000		\$ 6,250,000
Vacaville Center HVAC Upgrade	\$ -	\$ 2,153,557	\$ (3,251)	\$ 2,150,306
VJ CAMPUS	\$ 80,200,000	\$ 82,161,953		\$ 82,161,953
Vallejo Prop Purchase Belvedere	\$ 4,800,000	\$ 4,794,343		\$ 4,794,343
Autotechnology Building	\$ 19,600,000	\$ 23,735,961		\$ 23,735,961
Site Improvements	\$ 5,100,000	\$ 2,825,000		\$ 2,825,000
Vallejo Prop Purchase Northgate	\$ 6,800,000	\$ 6,871,471		\$ 6,871,471
Student Success Center/LRC	\$ 22,000,000	\$ 22,000,000		\$ 22,000,000
Career Technology Building	\$ 21,900,000	\$ 19,800,000		\$ 19,800,000
Vallejo Center HVAC Upgrade	\$ -	\$ 2,135,178		\$ 2,135,178
INFRASTRUCTURE IMPROVEMENTS	\$ 37,800,000	\$ 38,871,331		\$ 38,871,331
IT Infrastructure Improvements	\$ 14,000,000	\$ 14,200,000		\$ 14,200,000
Utility Infrastructure Upgrade (Energy)	\$ 23,800,000	\$ 24,671,331		\$ 24,671,331
ADA & CLASSROOM IMPROVEMENTS	\$ 19,200,000	\$ 19,653,246		\$ 19,653,246
Small Capital Projects	\$ 8,300,000	\$ 8,753,246		\$ 8,753,246
ADA Improvements	\$ 10,900,000	\$ 10,900,000		\$ 10,900,000
PLANNING, ASSESSMENTS & PROGRAM MGMT	\$ 25,400,000	\$ 25,400,000		\$ 25,400,000
Program Management, District Support & Planning	\$ 25,400,000	\$ 25,400,000		\$ 25,400,000
RESERVE & INTEREST*	\$ 17,400,000	\$ 11,072,666		\$ 11,100,468
Program Reserve (5%)	\$ 17,400,000	\$ 11,072,666	\$ 27,802	\$ 11,100,468
TOTAL BOND SPENDING PLAN	\$ 348,000,000	\$ 351,475,906	\$ -	\$ 351,500,457
*Net Interest Earned & Unallocated (9/30/18)		\$ -	\$ -	\$ -

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

TO: Members of the Governing Board

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE
UMOJA COMMUNITY EDUCATION FOUNDATION AND
SOLANO COMMUNITY COLLEGE

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for the Memorandum of Understanding between the Umoja Community Education Foundation and Solano Community College. This Agreement will allow Umoja and the College to continue working together to provide a program for African American and other underrepresented 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: 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

January 28, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 6, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made effective this 6th day of **February, 2019**, (“Effective Date”) by and between Umoja Community Education Foundation, a California nonprofit public benefit corporation, also known as the Umoja Community Education Foundation (collectively referred to herein as “Umoja”), whose address is P.O. Box 188067, Sacramento, CA 95818, and **Solano Community College** (hereinafter called “College”), whose address is **4000 Suisun Valley Road, Fairfield, CA 94534**, and sets forth the relationship and obligations between Umoja and College. Umoja and College shall be referred to as the party or collectively as the parties.

WHEREAS, the mission of Umoja is to serve as a critical resource dedicated to enhancing the cultural and educational experiences of African American and other educationally underrepresented students. Umoja believes that when the voices and histories of students are deliberately recognized, the opportunity for self-efficacy emerges and a foundation is formed for academic success;

WHEREAS, minimum core requirements (Minimum Core Requirements), attached hereto and incorporated herein as Exhibit A, have been established for Umoja affiliated programs in California community colleges and which Umoja provides training for college personnel who are implementing those programs; and

WHEREAS, Umoja actively serves and promotes student success through a set of practices and a curriculum that is culturally relevant and responsive to the legacy of the African diaspora;

WHEREAS, the College desires to partner with the Umoja Community Education Foundation and enjoy the benefits related thereto as set forth in Exhibit B and to launch an affiliated program focused on the retention and academic success of African American and other underrepresented students by affiliating with Umoja;

NOW THEREFORE, the parties mutually agree as follows:

I. PERIOD OF PERFORMANCE

This MOU shall be in effect from the Effective Date until June 30, 2019 and shall automatically renew for subsequent one-year terms for no more than five years, unless earlier terminated. This MOU may be terminated by either party with thirty (30) days’ notice to the other party.

II. STATEMENT OF WORK

Umoja and the College shall work together to provide a program for African American and other underrepresented students in a manner consistent with and in furtherance of this MOU and the Minimum Core Requirements.

The current Umoja Minimum Core Requirements (Exhibit A) are incorporated into this Agreement and outline program responsibilities, roles, and expectations for Umoja, College, and their staff in detail. Umoja and College agree to follow these Minimum Core Requirements and the provisions set forth herein in conducting an Umoja affiliated program.

Umoja will provide continued support in the form of professional development and training as described in Exhibit C. College will comply with all terms set forth in this agreement.

III. RESPONSIBILITIES OF THE COLLEGE

It is hereby agreed that the College shall be responsible for the following, according to the terms stated below:

- A. **Minimum Core Requirements.** College shall adhere to all of the Minimum Core Requirements (see Exhibit A).
- B. **Data Reporting.** College must submit all program participant names to the California Community College Chancellor's Office (CCCCO) MIS Special Populations database (SG08) within 30 days of the end of each academic term as required by the CCCCCO.
- C. **MOU.** College shall adhere to all of the terms and conditions of this MOU.

IV. RESPONSIBILITIES OF UMOJA

It is hereby agreed that Umoja will provide the following staff development programs:

- A. **Summer Learning Institute (SLI).** A weeklong, intensive residential training in Umoja Practices and pedagogy for all Umoja program coordinators, instructors, counselors and staff working in the affiliated Umoja program (Team Members). SLI training is mandatory upon initial affiliation and at least every other year thereafter.
- B. **Ongoing Professional Development Trainings.** Additional training and professional development are available to College Team Members through the annual fall Umoja Conference, the Regional Symposia, Umoja Coordinators Winter Retreat, webinar trainings and regional meetings.

Ongoing Support. Ongoing technical support is provided by Umoja Regional Coordinators assigned to each College program. Umoja Regional Coordinators conduct site visitations, consultations and other program support as needed. NOTE: Changes in College Team Members must be reported to the Umoja Regional Coordinator. New team members will be required to attend the next scheduled SLI. Umoja Regional Coordinators also provide Umoja strategic support training sessions within each region to orient new team members.

V. AWARD AMOUNT

When funds are available, Umoja may provide funds to College upon submission of the Umoja Request for Application (RFA). Funds provided by Umoja may only be used for direct student support, registration and travel to Umoja events, or other activities noted in the RFA and cannot be used to supplant local College funds. Umoja will make the RFA available to College when funds are identified. Amount of funds allocated will be based on College need as documented by the term submission of data in the CCCC MIS Special Populations database.

If sufficient funds are not appropriated by the State of California for this program, or if funding for any fiscal year is reduced or deleted, this Agreement shall either be cancelled pursuant to the applicable Agreement termination provisions or amended to reflect a reduction in funds.

VI. FINANCIAL ACCOUNTING, RECORDS, AND REPORTS

- A.** Funds provided under this Agreement are to be used for direct student support such as field trips, book vouchers, bus tokens, marketing, and others noted in the RFA. Funds may not be used for office furniture (such as, file cabinets, desks, tables and chairs), salaries or overhead, or for office renovations or construction, or equipment (e.g., computers and printers).
- B.** Interest earned on funds provided through this Agreement may only be used for purposes of direct Umoja student support. All unexpended funds must be returned to the Umoja Office. The check, made out to the Umoja Community, shall be remitted to the Umoja Office by June 30th of each fiscal year.
- C.** Allowable costs for financial administration shall be governed by College's institutional standards and those set forth in this Agreement.
- D.** College shall maintain accounts, records, and other evidence pertaining to all costs incurred for the Umoja program, including those covered from other sources.
- E.** The Chancellor's Office and Umoja shall have access to and the right to examine and audit any directly pertinent books, documents, papers and records for three years after expiration or termination of this Agreement.
- F.** Financial reports and line item budgets may be periodically requested by Umoja for programmatic reasons.

VII. TRADEMARK USE POLICY

The phrase "Umoja Community" and the Umoja logo attached hereto and incorporated herein as Exhibit D (collectively referred to herein as "Marks") are the intellectual property of Umoja. These registered Marks are among Umoja's most valuable assets because they identify the publications, educational programs, and other services provided by Umoja and distinguish them from other programs and services. If the Marks are used improperly or without authorization, they will lose their impact, value,

and distinctiveness. Therefore, careful adherence to the Registered Trademark Use Policy (Exhibit D) is essential to preserve Umoja's rights in the Marks.

VIII. PROGRAMMATIC REPORTING REQUIREMENTS

The College shall participate in an assessment process, which includes the collection of quantitative and qualitative data. Umoja and the College will establish a data collection methodology and schedule. The data to be collected shall include, but is not limited to: student information forms, student activity surveys, official grades for each term, student update forms, and statistics regarding the College's ethnic breakdown, course completion rates, retention/persistence rates, graduation rates, and transfer rates. Students will also participate in interviews, complete questionnaires, and/or complete other assessments related to participation in Umoja programming with College. In no case will data be collected which identifies individual students without a release form signed by the student. In addition to the foregoing, College must submit data as required by the California Community College Chancellor's Office (CCCCO), to the MIS Special Populations database (SG08) within 30 days of the end of each academic term. The College will ensure that each Umoja student as described in Exhibit E is entered in the MIS Special Populations Database and confirm that the data is accurate via Datamart.

IX. GENERAL PROVISIONS

- A. Modification.** Modifications to this MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officers and directed by their respective organizations, prior to any changes being performed.
- B. Participation in Similar Activities.** This MOU in no way restricts Umoja or College from participating in similar activities with other public or private agencies, organizations, and individuals, except as roles and responsibilities have been outlined and agreed to in this MOU.
- C. Non-Fund Obligating Document.** This MOU is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this MOU will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by the appropriate authority. This MOU does not provide such authority. Each party shall be fiscally responsible for their own work to be performed under this MOU.
- D. Funding.** Should Umoja and College have sufficient funds to carry out this MOU, this MOU shall remain in effect until it is rescinded by both parties.
- E. Dissolution or Replacement of the Organizations.** In the event that either Umoja or College dissolves or is replaced by another entity, this MOU shall be terminated automatically.
- F. Notices.** Any notice required or permitted by this MOU shall be in writing and shall be deemed sufficient upon delivery, when delivered personally or by overnight courier or sent by

email or fax (upon customary confirmation of receipt), or forty-eight (48) hours after being deposited in the U.S. mail as certified or registered mail with postage prepaid, addressed to the party to be notified at such party's address or fax number as set forth in the introductory paragraph or as subsequently modified by written notice.

- G. Indemnification.** Each party shall indemnify, defend, and hold harmless the other party to this MOU, and their respective officers, directors, employees, and agents, from any and all losses, claims, actions, causes of action, demands, or liabilities of whatsoever kind and nature, including judgments, interest, attorneys' fees, and all other costs, fees, expenses, and charges which any such party, its officers, directors, employees, and agents may incur arising out of the negligence or willful misconduct of the indemnifying party, its officers, directors, employees, or agents, or any breach of their obligations hereunder. The terms of this provision shall survive the termination or expiration of this MOU.
- H. Affirmative Action/Non-Discrimination.** College agrees that when applicable, the following are incorporated herein as though set forth in full: the non-discrimination and affirmative action clauses contained in Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations contained in Title 41, part 60-1.4 of the Code of Federal Regulations, as amended; the non-discrimination and affirmative action clause contained in Section 503 of the Rehabilitation Act of 1973, as amended, relative to the employment and advancement in employment of qualified individual(s) with a disability without discrimination, and the implementing rules and regulations in Title 41, part 60-741.5 of the Code of Federal Regulations; the non-discrimination and affirmative action clause of the Vietnam Era Veterans Readjustment Assistance Act of 1974 relative to the employment and advancement in employment of qualified disabled veterans, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, and Armed Forces service medal veterans, without discrimination, and the implementing rules and regulations in Title 41, parts 60-250.5 and 60-300.5 of the Code of Federal Regulations; Title II of the Genetic Information Nondiscrimination Act of 2008 which prohibits employment discrimination based on genetic information (including family medical history); and the nondiscrimination clause required by California Government Code Section 12990(c) relative to equal employment opportunity for all persons without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition (cancer-related or genetic characteristics), marital status, sex (including but not limited to pregnancy and gender identity), age, or sexual orientation, and the implementing rules and regulations of Title 2, Division 4, Chapter 5, Section 8107 of the California Code of Regulations.
- I. Assignment.** This MOU may not be assigned or transferred by one party to a third party without the written consent of the other party to this MOU.
- J. Limitations.** The parties shall at all times comply with applicable federal, state, or local law. The terms of the MOU are not intended to alter, amend, or rescind any provisions of federal, state, or local law. Any part of this MOU that conflicts with federal, state, or local law shall be considered null and void. In the event that any provision of this MOU conflicts with federal, state, or local law, the provision of the law shall govern.

- K. Agreement.** The signatories to this MOU (the parties) agree to allow College to participate as an organizational representative of Umoja. The signatories agree to collectively pursue the positions of the organizations and to coordinate their efforts so as to ensure efficient and effective communications.

- L. Counterpart Execution.** This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

- M. Governing Law.** This MOU shall be governed by and construed in accordance with the laws of the State of California without regard to principles of conflict of laws.

- N. Effective Date.** This MOU will become effective upon signature by the authorized representatives.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first written above.

UMOJA:
UMOJA COMMUNITY EDUCATION
FOUNDATION, a CA Nonprofit Public
Benefit Corporation.

COLLEGE:
President or Designee

Sign: _____

Sign: _____

Print Name: _____

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

Print Title: Executive Director

Print Title: Superintendent-President

Date: _____

Date: _____

After College signs, submit MOU by *one* of following methods:

- 1. Mail hard copies to the attention of Umoja Community Education Foundation at
P.O. Box 188067, Sacramento, CA 95818**

- 2. Submit via email info@umojacommunity.org**

All copies will be countersigned and returned in the same method received.

EXHIBIT A

MINIMUM CORE REQUIREMENTS FOR UMOJA AFFILIATED COLLEGES

The following minimum requirements have been set by the Umoja Community Education Foundation for Colleges seeking to establish an Umoja program or affiliate an existing program designed to increase student success and retention of African ancestry and other students. Colleges wishing to affiliate a program with the Umoja Community Education Foundation must minimally satisfy all requirements below.

Upon initial affiliation with the Umoja Community Education Foundation, programs must:

- Maintain a program coordinator with dedicated reassigned time to plan and administer program activities and oversee program budget (see Exhibit F of MOU).
- Maintain a program counselor to provide academic, career, and personal counseling services to program participants. The counselor must be allotted dedicated counseling hours proportionate to the number of students active in the program (see Exhibit F of MOU). Note: The counselor may also serve as the program coordinator as long as reassigned time and dedicated counseling hours do not exceed 1.0 FTE.
- Upon the Colleges initial affiliation with Umoja Community Education Foundation, all program Team Members (i.e. coordinator, instructors, counselors and staff) must attend the Summer Learning Institute (SLI). After initial SLI training, Team Members are required to attend the SLI at least every other year. Changes in College Team Members must be reported to the assigned Umoja Regional Coordinator. New team members will be required to attend the next scheduled SLI.
- Provide a student orientation/welcoming ritual/rite of passage or other event at the onset of the program each year and at year-end.
- Enter names of program participants in the California Community College Chancellor's Office Special Populations MIS Database (SG08) within 30 days of the end of each term or ensure that other campus personnel complete this task.

By year four, along with the above requirements, Umoja affiliated programs must:

- Provide at minimum one "Umoja supported" class during each regular semester. An Umoja supported class is one in which the participating faculty member has attended the SLI and receives ongoing training and support from the program coordinator and other Umoja faculty/staff to ensure positive student outcomes.
- Maintain a dedicated space for Umoja students which can be a shared space with other support programs.
- Provide program participants with activities or events that expose them and the program to the larger campus environment (e.g., participation on committees, hosting breakfasts for staff and community members, sharing assessment data, presenting to boards, etc.).

EXHIBIT B

BENEFITS OF JOINING THE UMOJA COMMUNITY

The Umoja Community Education Foundation is a statewide organization dedicated to increasing retention and success rates of African American and other underrepresented students. Colleges with programs aimed toward this cause benefit from joining Umoja by becoming part of a statewide network. A major benefit of this network is access to professional development training on culturally relevant pedagogy specifically designed to enhance the lives and educational experience of African American and other students. This network also affords program staff access to professionally trained Umoja staff who are available to provide strategic support and guidance to assist Umoja faculty and staff in meeting their program objectives. Onsite visits by Umoja Regional Coordinators are conducted each semester. Site visits are designed to assess program strengths and weaknesses and include recommendations for strengthening program efficacy. Programs also benefit by having access to other professional development opportunities specially designed for Umoja practitioners including webinars offering training and information regarding changes to statewide policy and regulations.

How do students benefit?

Students benefit from Umoja programs in the following ways:

- Increased rates of course retention, completion and success.
- Opportunity to attend Umoja sponsored conferences and regional symposia.
- Access to Umoja scholarships.
- Curriculum and teaching practices designed to empower and increase self-efficacy.
- Opportunity to develop leadership skills in a supportive environment.
- Access to representatives from Historically Black Colleges and Universities (HBCUs) and opportunities for on-the-spot admission to an HBCU at the annual fall conference.
- Access to discounted rates for HBCU tours.

What are the benefits for your program?

- Inclusion in the California Community College Chancellor's Office MIS Special Populations data submission.
- Member of a professional network supportive of the needs and interests of programs designed to increase retention and success of African American and other underrepresented students.
- Representation as a collective voice at the state Chancellor's office supporting issues of equity for students of color particularly African American and other underrepresented students.
- Opportunities to discuss program challenges and issues with other Umoja programs during regional meetings and forums.
- Immediate intervention and support if sustaining your program becomes a challenge.

Fiscal benefits

- All Umoja programs are supported by funding received through grants and other funding streams, when funding is available.

EXHIBIT C

PROFESSIONAL DEVELOPMENT

Professional development offered through the Umoja Community Education Foundation is a fundamental component for the Umoja program. Generally, a series of specific activities are offered and Umoja programs are strongly recommended to attend:

- **Umoja Conference** (2 days in November)
Attendees: Students, Faculty/Staff
- **Umoja Coordinators Winter Retreat** (2 days in January)
Attendees: Faculty/Staff
- **Umoja Regional Symposia** (1 day each in Northern and Southern California March and/or April)
Attendees: Students, Faculty/Staff
- **Summer Learning Institute** (5 days in June)
Attendees: Faculty/Staff (Required training for program staff upon initial affiliation with Umoja and every other year thereafter)

The following information is provided for program planning purposes and includes estimated costs and payment deadlines for Umoja professional development activities. Programs are required to cover their own travel and registration costs unless otherwise indicated.

- Umoja Conference (2 days in November)
Payment deadline: October 1
Estimated registration costs per person: \$500 faculty/staff; \$300 students (includes conference materials and some meals)
- Umoja Coordinators Winter Retreat (2 days in January)
Payment deadline: December 1
Estimated travel costs per coordinator: \$200
- Regional Symposia (1 day each in Northern and Southern California March and/or April)
Payment Deadline: February 1
Estimated registration costs per person: \$25 faculty/staff; \$15 students (includes symposia materials and meals)
- Summer Learning Institute (5 days in June)
Payment Deadline: May 1
Estimated registration costs per person: \$2,000 faculty/staff (includes institute materials, lodging and meals)

EXHIBIT D

TRADE MARK POLICY

The Policy states the terms and conditions under which the College may use the Marks.

a. All Marks used in connection with Umoja activities or related to Umoja are protected under applicable trademark laws and are the exclusive property of Umoja. As a general rule, no person or entity may use or authorize the use of any of the Umoja Marks in any manner other than as expressly authorized by Umoja. Umoja reserves the right to revoke authorization to use the Marks at any time in its sole discretion.

b. College is authorized to use the Marks in accordance with this Policy during the term of this MOU. No other persons, organizations, or entities are permitted to use the Marks without express written authorization from Umoja. College is prohibited from authorizing the use of the Marks by third parties, except as authorized in advance by Umoja and pursuant to an approved license agreement.

c. College is permitted to use the Marks and to accurately and truthfully represent its affiliation with Umoja. College and other third parties are prohibited from using the Marks to expressly or implicitly suggest an affiliation or other relationship with Umoja that is untruthful or inaccurate.

d. To protect the effectiveness, value and distinctiveness of the Marks, a consistent look must be maintained. Accordingly, College must use the Marks as required by Umoja. The Marks may not be modified in any manner, except only as authorized by Umoja.

e. Trademarks and service marks are adjectives that modify nouns and verbs. Therefore, the Marks should not be used alone as nouns (except only when the name "Umoja" is used as a corporate name to refer to Umoja). Similarly, the Marks should not be used in a possessive form by adding an apostrophe "s" or used as a verb or in a plural form (except to refer to programs or services offered by Umoja). When using the Umoja Marks, do not add hyphens, vary the spelling or graphics, or combine any or all of the words. Where possible, the Marks should be used as adjectives immediately preceding nouns that describe the product or service in question.

f. College may use the Marks in connection with geographic modifiers, but any new graphics or other changes must be approved by Umoja.

g. Although not required, it is advisable to attribute ownership of the Marks to Umoja in order to gain the full benefit of the goodwill associated with the Marks. Therefore, it is encouraged to indicate in a footnote at the bottom of advertising copy that the Marks displayed in the advertisement are service marks of Umoja.

Example: "Umoja CommunitySM" is a Service Mark of Umoja Community Education Foundation.

Authorization for any uses of the Marks other than as stated herein should be requested of Umoja by contacting Umoja's Executive Director.

UMOJA MARKS

The Umoja Logos Trademarked have been completed in the fall of 2017.



EXHIBIT E

Definition of an Umoja Student

An Umoja student is someone who has a student ID number at the College and meets two or more of the following criteria:

- A. is enrolled in or has been enrolled in an Umoja class, whether that class be linked, learning community, Umoja cohort, Umoja-supported or a stand-alone Umoja class;
- B. is using or has used Umoja counseling and educational planning;
- C. is using or has used Umoja-sponsored resources, student services, or academic support services;
- D. is participating or has participated in at least two of the following Umoja-sponsored activities: workshops, events, leadership activities, club; or HBCU, UC, CSU and other college tours;

The Umoja Community Education Foundation recognizes and celebrates the fact that our programs share a core set of Umoja Practices and some fundamental minimum qualifications to be a member of Umoja, including affiliation with the Umoja. At the same time we recognize and celebrate that our programs have many varied expressions, components, supports and activities. We intend for the above criteria to reflect the range of resources, activities and services our programs currently offer.

Umoja programs must report all Umoja students from current and prior cohorts active on the campus for every term—summer, fall, and spring. Failure to report all students, will not provide accurate data on student's progress toward their educational goals and will result in a loss of credit for serving them. Colleges are advised to consult with local IT support regarding a process for rolling over students each term for those that are currently in the MIS Special Populations system.

EXHIBIT F

RECOMMENDED WORKLOAD ASSIGNMENT FOR UMOJA COORDINATORS AND COUNSELORS

Coordination

The Umoja Community Education Foundation advises that Umoja program coordinators, and other faculty who provide coordination duties, are given sufficient time to coordinate the Umoja program. In addition to performing typical coordination duties, Umoja coordinators are also tasked with communicating and collaborating with the statewide office as well as the Umoja Community network which includes participating in regional activities, arranging required site visits, interacting with faculty and staff in other affiliated programs and providing data and information upon request and according to the Scope of Work articulated with the California Community College Chancellor's Office. The coordination of an Umoja Program should always be performed by a faculty member; however, some programs have utilized a combination of both faculty and classified staff serving as co-coordinators.

It is highly recommended that program coordinators in the development phase of starting an Umoja program receive, at minimum, 0.5 FTE for the first year as the work required for establishing and then launching an Umoja Program is time intensive. Typical duties of coordinators in the development phase of establishing an Umoja Program include advertising the program to the college community and area high schools, recruiting students, creating program fliers, posters, etc., working with the instructional faculty in creating culturally relevant curriculum for Umoja courses, working with statewide representatives and making visits to other local programs, attending meetings and events, and other program related tasks.

Established Umoja programs that have been in existence for two or more years serve a combination of new and continuing students. Therefore, it is highly recommended that Umoja Program coordinators working with established programs that have been in existence for two or more years receive the equivalent of 0.5 and up to 1.0 FTE* to perform coordination duties depending on the number of new and continuing program participants. Typical duties of the Umoja coordinator include, but are not limited to: recruiting and enrolling new program participants; tracking the course progress of new program participants and progression toward goal completion for continuing students; tracking and recording utilization of program counseling services each semester; faculty recruitment and orientation, program planning and scheduling of events, field trips, workshops, etc.; sending weekly emails to program participants announcing important events or program news; chairing and attending meetings; submitting budget plans and requests for funds; program review, data collection and reporting; attending program events; other program related tasks.

Counseling

Counselors are a vital component of a successful Umoja program. Umoja counseling faculty provide academic, career and personal counseling services to students as described in the Standards of Practice for California Community College Counselors (ASCCC, 2012). Umoja counselors are responsible for keeping students on track toward reaching their educational goals by providing student follow-up and case management services as well as intrusive counseling and referral services. Umoja counselors are also responsible for conducting student workshops, and making classroom visits to program courses to make announcements or provide relevant information to program participants. Umoja program participants are required to have a minimum of two (2) counseling contacts each semester. Therefore, it is recommended that Umoja programs have at minimum 0.2 FTE in designated counseling hours for program participants and up to 1.0 FTE* depending on the number of new and continuing program

participants. One or multiple counselors may be designated to provide counseling services dedicated to Umoja program participants.

*The suggested faculty reassigned time for coordinators serving 150 to 200 students is 0.75 FTE; for programs serving more than 200 students, the suggested reassigned time is 1.0 FTE.

**The suggested dedicated counseling hours for Umoja programs serving 30 to 75 students is 0.2 FTE; for programs serving 75 to 125 students, 0.4 FTE, for programs serving 125 to 175 students, 0.6 FTE, for programs serving 175 to 225 students, 0.8 FTE, for programs serving 225 to 275, 1.0 FTE. For populations over 275 students, Umoja designated counseling hours should increase incrementally by 0.2 FTE for every additional 50 students active in a program.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: BOARD STUDY SESSION – LIBRARY/LEARNING
RESOURCE CENTER PROJECT UPDATE

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Greg Brown, Vice President of Student Services, will present an update on the Library/Learning Resource Center 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 Brown
PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7000

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

January 28, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 6, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Library/Learning Resource Center Building Project Update

Solano Community College Board of
Trustees, February 6, 2019

Work Done So Far

- Summer, 2017, Received funding notice from the State
- Defined the space and budget restrictions
- Participation by students, faculty, staff for concepts
- Core Team of Representatives
 - Librarian, Library CSEA, Film & TV faculty, Academic Support, Information Technology, Academic Affairs, Facilities/Bond, Administration
- Architect/Engineering firm selected
- Project Design, Site Due Diligence, and Agency Approvals

Work Done, Continued

- Construction Documents Created
- State Approvals in Process
- Detailed Design
- Site renderings and Elevations

ARCHITECTS SEAL
DRAFT
NOT FOR
CONSTRUCTION

APPROVALS: **MUNICIPAL SEAL**
306 (4) (1) ELEC. 401002*
APP # 18-110381
DATE: _____ BY: _____

PROJECT TITLE
SOLANO COMMUNITY COLLEGE LIBRARY / LEARNING RESOURCE CENTER PROJECT

4000 Solano Valley Road
Fairfax, CA 94534

ISSUE TITLE

ISSUE DATE: 10/25/18
ISSUE NO: 2100
DESIGNER: J. L. JONES
DRAWN BY: J. L. JONES

SHEET TITLE
FURNITURE PLAN - 2ND FLOOR

SHEET NUMBER

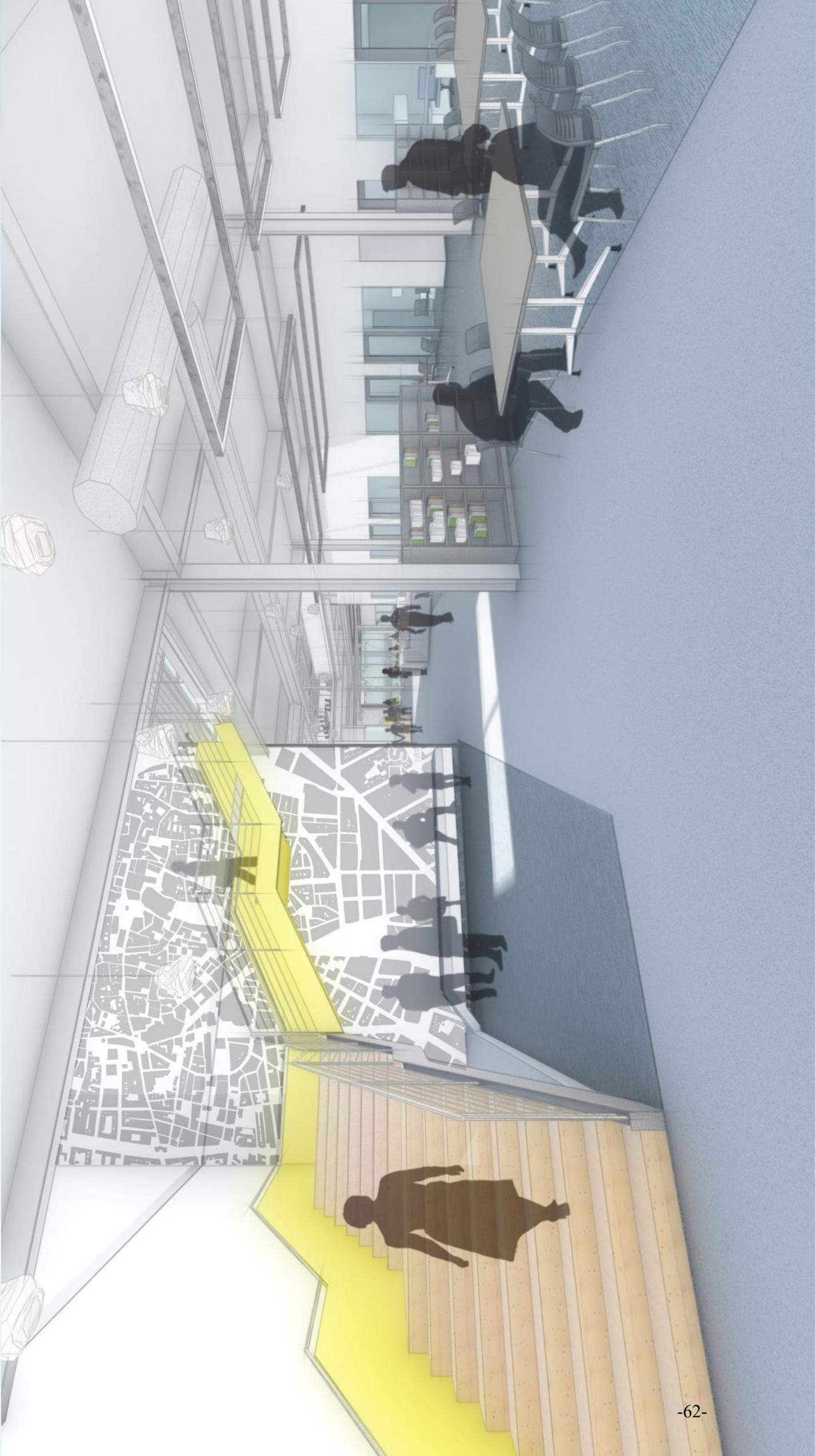
A9.52



1 SECOND FLOOR FURNITURE PLAN
1/8" = 1'-0"











Moving Forward

- DSA Plans Approval Expected Before May 1
- May 1 State Deadline for Approval for Bid and Release Construction Funding
- Applied for Savings By Design funds from PG&E
- Mid-July Expected State Funding Release, Approval for Issue to Bid
- November 2019, Start Construction
- Construction Process – Demo Portables, Build, Move, Demo Old Library, Site Improvement for Open Space, Complete Dec. 2021

You're Up to Date

Questions?



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

TO: Members of the Governing Board

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

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Solano CCD Measure Q Quarterly Update Report is presented for Board information. This report includes an overview of program and project activities for the Measure Q Bond Program for the period of October 1, 2018 – December 31, 2018.

Measure Q expenditures during this reporting period were \$17,981,905. This amount includes a large final payment for the Solar Project.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Quarterly Reports provided to the Board of Trustees and the public regarding the use of bond funds.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	\$0
SUPERINTENDENT'S RECOMMENDATION:		<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
		<input checked="" type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE
Lucky Lofton Executive Bonds Manager			
PRESENTER'S NAME			
4000 Suisun Valley Road Fairfield, CA 94534			
ADDRESS		Celia Esposito-Noy, Ed.D. Superintendent-President	
(707) 863-7855			
TELEPHONE NUMBER			
Robert V. Diamond Vice President, Finance and Administration		February 6, 2019	
VICE PRESIDENT APPROVAL		DATE APPROVED BY	
January 25, 2019		SUPERINTENDENT-PRESIDENT	
DATE SUBMITTED TO			
SUPERINTENDENT-PRESIDENT			

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

TO: Members of the Governing Board

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Status of primary projects:

Fairfield Campus:

- Science Building Phase 1: Construction nearing completion. Move-in will be phased, with the Vets Center moving at Spring Break and the Science program moving at the beginning of summer.
- Library/Learning Resource Center: Construction Documents submitted to DSA for plan check, sunscreen mock-up installed, meetings in progress to resolve final design issues, determination of what existing furniture to be moved to the new building in progress, planning in progress for relocation of Graphics operation.
- Horticulture Phase 2: Installed modular restroom building. Punch List work in progress.
- B1800 Exiting Corridor Project: Project completed and DSA certification received.
- Building 1200 Signage Project: new Building signage installed; some new interior signage installed
- Portables Low Voltage Revisions: conduit installed; rest of the work scheduled for June.

Vacaville Center:

- Vacaville Intersection Improvements Project: Signal lights activated. Completion of Punch List work in progress.
- Vacaville Classroom (Annex) Building Renovation: Construction completed and DSA certification received. Classes started in January.
- Vacaville Center HVAC Upgrade: Construction completed and DSA certification received.
- Aeronautics Building at Nut Tree Airport: New building sign and entry awning installed.

Vallejo Center:

- Autotechnology Building: Acoustic Study completed.

District-wide Projects:

- Solar Project: Final payment made and project closed.
- IT Infrastructure Project – Phase 2: AV equipment installed in Vacaville Annex Building; computer and technology equipment purchases continue.

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

MEASURE Q ACTIVITY OCTOBER – DECEMBER 2018

- Program Overview:
 - \$8,995,217 expended this quarter on projects
 - \$8,986,688 expended to final pay Solar Project Loan
 - \$17,981,905 total expended this quarter
 - Total expended \$162,488,010 to date or 46.7% of total \$348M

MEASURE Q QUARTERLY PROJECT STATUS UPDATE SUMMARY

- Projects In Progress
- Library/Student Learning Center
- Science Building/Veteran's Affairs
- Information Technology Upgrades
- Horticulture Restroom

SCIENCE BUILDING & VETERANS CENTER

- Complete interior drywall installation.
 - Complete interior finishes.
 - Complete exterior finishes.
 - Install Rooftop Mechanical Equipment
 - Site Work/Exterior Concrete in progress
- Campus Path of Travel Improvements to Science Building
 - Exterior site work underway,
 - Student Plaza
 - Seat Wall
 - Sidewalk
 - Fire road
 - Occupancy Summer 2019





SCIENCE BUILDING



VETERAN'S CENTER



LIBRARY/LEARNING RESOURCE CENTER



- Complete construction documents and submit to DSA for plan review.
- Develop furniture, fixtures & equipment list.
- Final pre-bid cost estimate.



HORTICULTURE RESTROOM BUILDING

- Building set in place
- Utilities completed
- Final items in progress are fire alarm and punch list



QUESTIONS?

