

**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

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Leslie Minor	Reduction in assignment from 1.0 FTE to .6 FTE (60%)	03/01/2019

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Dustin Aubert	Assistant Tennis Coach	General Fund	01/30/19-05/31/19 (updated)	\$16.66 hr.
Diane Roszel	Student Services Assistant – DSP	Equity	03/21/19-06/30/19	\$14.58/hr.

Mary Jones
Human Resources

March 08, 2019

Date Submitted

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

March 20, 2019

Date Approved

**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>
Ray Beldner	Guest lecture on March 29, 2019 for photography students.	March 29, 2019	Not to exceed \$125.00
Micaela England	Guest lecture on March 29, 2019 for photography students.	March 29, 2019	Not to exceed \$125.00
Andrea Gutierrez	Musician (flute) for SCC spring musical My Fair Lady	March 7, 2019 – April 28, 2019	Not to exceed \$1,175.00
Carl Kittrell	Musician (drum) for SCC spring musical My Fair Lady	March 7, 2019 – April 28, 2019	Not to exceed \$1,250.00

**Student Services
Gregory Brown, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Mark Carmody	Officiate Bay Valley Conference Swim Championship.	April 18, 2019 – April 20, 2019	Not to exceed \$300.00
Greg Chapkis	Black History month dance performance.	February 20, 2019	Not to exceed \$600.00
Brian Davis	Officiate Bay Valley Conference Swim Championship.	April 18, 2019 – April 20, 2019	Not to exceed \$300.00

Robert V. Diamond

Vice President, Finance & Administration

Celia Esposito-Noy, Ed.D.

Superintendent-President

March 8, 2019

Date Submitted

March 20, 2019

Date Approved

Student Services Cont.'d
Gregory Brown, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Christopher Lam	Officiate Bay Valley Conference Swim Championship.	April 18, 2019 – April 20, 2019	Not to exceed \$300.00
Wayne McIntosh	Officiate Bay Valley Conference Swim Championship.	April 18, 2019 – April 20, 2019	Not to exceed \$300.00
Jorge Merodio	Officiate Bay Valley Conference Swim Championship.	April 18, 2019 – April 20, 2019	Not to exceed \$300.00
Steven Phillips	Speaker for Black History Program.	February 25, 2019	Not to exceed \$2,500.00
Elisa Reuter	Officiate Bay Valley Conference Swim Championship.	April 18, 2019 – April 20, 2019	Not to exceed \$300.00

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

TO: **Members of the Governing Board**

SUBJECT: **WARRANTS**

REQUESTED ACTION:

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

SUMMARY:

02/04/19	Vendor Payments	11091896 - 11091897	\$1,197.43
02/04/19	Vendor Payments	11091898 - 11091959	\$198,464.20
02/11/19	Vendor Payments	11091960 - 11091970	\$169,859.81
02/11/19	Vendor Payments	11091971 - 11092023	\$73,175.01
02/14/19	Vendor Payments	11092024 - 11092234	\$50,843.68
02/19/19	Vendor Payments	11092035 - 11092237	\$40,158.41
02/19/19	Vendor Payments	11092038 - 11092291	\$393,290.37

CONTINUED ON NEXT PAGE:

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 70902 & 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$3,532,265.79</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Robert V. Diamond
Vice President, Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

Robert V. Diamond
Finance and Administration

VICE PRESIDENT APPROVAL

March 8, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 20, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: WARRANTS

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

02/25/19	Vendor Payments	11092292	\$5,110.00
02/25/19	Vendor Payments	11092293 -11092363	\$94,632.93
02/25/19	Vendor Payments	11092364 -11092367	\$2,351,230.82
02/25/19	Vendor Payments	11092368 - 11092435	<u>\$154,303.13</u>
			TOTAL: \$ 3,532,265.79

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 18/19-17 ESTABLISHMENT OF THE
 NONRESIDENT AND INTERNATIONAL STUDENT FEE
 FOR 2019-2020**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for Resolution No. 18/19-XX, Establishment of the nonresident and international student fees for 2019-2020. The 2018-2019 current nonresident tuition fee is \$258.00 per unit and \$5 per semester unit for nonresidential capital outlay. Per Education Code Section 76140, the Governing Board must adopt a nonresident tuition fee before February 1 of each year.

The Board may adopt one of several rates: (A.1) District average cost; (A.2) District average cost with 10% or more noncredit FTES (B.1) Statewide average cost; (B.2) Highest statewide average cost; (C) No more than the rate of a contiguous district; (D) Between statewide average expense of education and District expense of education; (E) no more than 12 comparable states 2017-2018 average tuition.

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: 76140, 76141</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
SUPERINTENDENT’S RECOMMENDATION:	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE	
Robert V. Diamond Vice President, Finance & Administration		
PRESENTER’S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS (707) 864-7209		Celia Esposito-Noy, Ed.D. Superintendent-President
TELEPHONE NUMBER Robert V. Diamond Vice President, Finance & Administration		March 20, 2019
VICE PRESIDENT APPROVAL		DATE APPROVED BY SUPERINTENDENT-PRESIDENT
March 8, 2019		
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

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

TO: **Members of the Governing Board**

SUBJECT: **RESOLUTION NO. 18/19-17 ESTABLISHMENT OF THE
NONRESIDENT AND INTERNATIONAL STUDENT FEE
FOR 2019-2020**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE:

In addition, per Education Code Section 76141, a District may also charge to any nonresident student a capital outlay fee.

It is recommended that the District's 2019-2020 nonresident and international student fee be established at \$272.00 per unit, which is between statewide average expense of education and District expense of education and \$10 per semester unit for nonresidential capital outlay.

Resolution No. 18/19-XX is attached, along with the 2019-2020 Nonresident Fees Worksheet.

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**ESTABLISHMENT OF THE NONRESIDENT AND
INTERNATIONAL STUDENT FEE FOR THE 2019-2020 ACADEMIC YEAR**

RESOLUTION NO. 18/19-17

TO COMPLY WITH REQUIREMENTS OF EDUCATION CODE SECTION 76140

WHEREAS, Such tuition fee may be based upon (A.1) District average cost; (A.2) District average cost with 10% or more noncredit FTES (B.1) Statewide average cost; (B.2) Highest statewide average cost; (C) No more than the rate of a contiguous district; (D) Between statewide average expense of education and District expense of education; (E) No more than 12 comparable states 2017-2018 average tuition.

WHEREAS, Education Code Section 76140 mandates that the proposed tuition fee be increased by the United States Consumer Price Index (U.S.C.P.I.) for two fiscal years, as determined by the Department of Finance, State of California, which results in a factor of 1.047;

WHEREAS, Education Code Section 76141 authorizes each district to charge nonresident students a capital outlay fee; now therefore be it

RESOLVED, That the district nonresident and international student fee for the academic year 2019-2020, beginning with the summer session, be established at \$272.00 per unit, which is between the statewide average expense of education and District expense of education and \$10 per semester unit for nonresident capital outlay.

PASSED AND ADOPTED This 20th day of March 2019, by the Governing Board of Solano Community College District.

A. MARIE YOUNG, PRESIDENT

CELIA ESPOSITO-NOY, SECRETARY

Proposed 2019-20 Nonresident and International Student Fees

Background:

Each year the Board must adopt nonresident and international student fees for the following year. Methodology for the calculation is specified by the California Education Code. For 2019-20, the methodology results in the following alternatives:

Alternative	Fee
Solano CCD Cost	\$258
Statewide Average Cost, Current	\$265
Highest Statewide Cost in Five Years	\$265
Highest Contiguous District (Los Rios)	\$317
Between Statewide Average and Solano CCD Cost	variable
Comparable States Average	\$414

Contiguous Districts:

Districts contiguous to Solano CCD charge the following nonresident and international fees:

District	Enrollment Fee per Unit	Capital Outlay Fee per Unit	Total Fee per Unit
Los Rios	\$317	\$16	\$333
San Joaquin Delta	\$316		\$316
Napa Valley	\$304	\$3.30	\$307.30
Yuba	\$301		\$301
Contra Costa	\$272	\$26	\$298

Recommendation:

Staff is recommending the following fees for 2019-20:

Fee Type	Proposed 2019-20 Fee	Current 2018-19 Fee
Nonresident	\$272	\$258
International	\$272	\$258
Capital Outlay	\$10	\$5
Total fee for nonresident & international students	<u>\$282</u>	<u>\$263</u>

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

TO: **Members of the Governing Board**

SUBJECT: **APPROVAL OF THE FOOD SERVICE PROVIDER
AGREEMENT WITH PACIFIC DINING – FOOD SERVICE
MANAGEMENT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award to contract with Pacific Dining – Food Service Management as the District’s cafeteria service provider for a one-year term beginning March 25, 2019 with an additional four (4) one year annual terms.

On December 6, 2018, the request for proposals was solicited in accordance with state public bidding requirements. The District’s Food Services Committee, with support from the Finance and Administration office, sent eleven potential vendors a Request for Proposal (RFP).

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 food services

SUPERINTENDENT’S RECOMMENDATION:

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

Victoria L. Lamica, Director of Purchasing & Support Svcs

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7259

TELEPHONE NUMBER

Robert V. Diamond
VP, Finance & Administration

VICE PRESIDENT APPROVAL

March 01, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 20, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF THE FOOD SERVICE PROVIDER
AGREEMENT WITH PACIFIC DINING – FOOD SERVICE
MANAGEMENT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The mandatory bidder's conference held on January 7th was attended by three potential bidders. All three bidder's written proposals were received at the January 28th deadline. The Food Services Committee conducted an evaluation of the proposals and interviews on February 11th. The interviews included food presentations and an open house food tasting evaluation by 40 staff, faculty and students.

The financial terms and conditions of the agreement are 6% monthly commission to the District (gross sales less sales tax), two annual scholarships contribution of \$250 each, two annual in-kind contributions of goods and services of \$250 for the Associated Student Body Government, and \$500 for the Superintendent-President Administration. The food service provider will provide detailed monthly sales reports to the District.

The Food Services Committee recommends approval of the Food Service Provider agreement to Pacific Dining – Food Service Management. Attached is a copy of the agreement for the Board's review.

FOOD SERVICES AGREEMENT

This AGREEMENT was made this March 25 , 2019 between the SOLANO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and PACIFIC DINING – FOOD SERVICE MANAGEMENT, a private corporation, hereinafter referred to as "SERVICE PROVIDER".

WHEREAS, the DISTRICT desires to secure the services of the SERVICE PROVIDER in providing food, beverage, and related services for students, faculty, staff, and guests of Solano Community College at the cafeteria location in the Student Union Center, Building 1400 and elsewhere on the campus as may be agreed upon; and

WHEREAS, the SERVICE PROVIDER is willing to provide such food, beverage, and related services upon the terms and conditions hereafter set forth; and

NOW, THEREFORE, the parties do hereby agree as follows:

1. **Scope of Agreement:** The DISTRICT hereby retains the SERVICE PROVIDER to provide retail food operations. The SERVICE PROVIDER shall manage and operate food, dining, and hot coffee services, and produce, prepare and/or sell food, non-alcoholic beverages, and frozen confections to such persons at such locations within the Solano Community College Fairfield Campus. The SERVICE PROVIDER agrees to provide food services/catering to the Vallejo Center located at 545 Columbus Parkway, Vallejo, CA, with hours of operation to be mutually agreed upon with the DISTRICT. The DISTRICT and SERVICE PROVIDER will evaluate usage and determine if a similar food/catering services shall be provided at the Vacaville Center, 1951 N. Village Parkway, Vacaville, CA.
2. **Term:** The term of this Agreement shall commence on March 25, 2019 and shall continue for a period of one (1) year from said date, with four (4) one year terms, hereafter with the provision that either party upon not less than ninety (90) days written notice to the other may terminate this Agreement at any time. Immediately following the initial term, the Superintendent/President, with the Governing Board approval, may extend the term of the Agreement.

FOOD SERVICES AGREEMENT

3. **Furniture, Fixtures and Equipment:** The DISTRICT shall furnish, at its own expense, for the use of the SERVICE PROVIDER, all existing space, furniture, and fixtures necessary, in the opinion of the DISTRICT, to enable the SERVICE PROVIDER to perform its services under this Agreement. The DISTRICT shall, at its own expense, maintain and repair all plumbing, heating, air conditioning, and electrical systems necessary to enable the SERVICE PROVIDER to perform its services under this Agreement and shall maintain, repair all equipment and replace such furniture and fixtures, exclusive of vending machines, as it deems necessary. Ownership of such property shall remain with the DISTRICT and upon termination of this Agreement, the SERVICE PROVIDER shall return to the DISTRICT all furniture, fixtures, and equipment furnished to it at any time by the DISTRICT, in good condition, allowing for ordinary wear and damage by fire or the elements.
4. **Commission:** The SERVICE PROVIDER hereby agrees to pay to the DISTRICT at 4000 Suisun Valley Rd., Attn: A/R, Fairfield, CA 94534-3197 a monthly commission based upon gross sales. As used in this article, "gross sales" shall mean the total revenue from all sales made by the SERVICE PROVIDER under this Agreement, but shall not include that portion of gross income that represents California sales tax. The SERVICE PROVIDER shall pay the DISTRICT a monthly commission, in a sum equal to six percent (6%) of gross sales of food and beverages at the Fairfield campus in accordance with the proposal. Such sums shall be paid on a monthly basis, with the commission for the current month being due and payable to the DISTRICT by the 15th day of the following month. The SERVICE PROVIDER shall also provide, on a monthly basis, a detailed sales report to be furnished to the Director of Purchasing and Support Services, Finance & Administration Office.

FOOD SERVICES AGREEMENT

5. **Utilities and Refuse Disposal:** The DISTRICT shall furnish the SERVICE PROVIDER water, refuse disposal and any repair of major equipment owned by the DISTRICT. The SERVICE PROVIDER, in consultation with the DISTRICT Facilities Department shall pay for its own telephone services to the food service facilities.
6. **Cleaning and Maintenance of Premises:** The SERVICE PROVIDER shall clean and maintain the entire kitchen, the dishwashing area for pots and pans, the food loading dock area, the cafeteria serving lines area, the walls, windows and ceilings in all food service areas. The DISTRICT shall provide once, each workday, at its own expense, all cleaning, waxing and maintenance for the floor surfaces in the dining areas.

SERVICE PROVIDER will:
 - a) Shall bus tables in the dining areas, empty refuse receptacles and clean-up spills, when necessary; and
 - b) Will comply with all JCAHO regulations, federal, state and local health codes and regulations governing sanitation, infection control and the preparation, handling and serving of foods, and will procure and keep in effect all necessary licenses and permits required by law; and
 - c) Supply appropriate cleaning supplies and will be responsible for cleaning cafeteria work and indoor areas, including all catering clean-up and set-up, floors and all equipment necessary to perform duties; and
 - d) Will make sure that each piece of equipment is operating in a proper and safe manner, train personnel in the proper use and maintenance of equipment prior to its use; and
 - e) Agrees to dispose of all hazardous waste, in accordance with prescribed policies and procedures and all personnel have the proper training in the handling and disposal of said hazardous waste materials; and
 - f) Will comply with all campus recycling programs.
7. **Multiple Uses:** With reasonable notice to the SERVICE PROVIDER, the DISTRICT shall have the right to make such academic, administrative or recreational use of the dining room as, in the opinion of the DISTRICT, shall be appropriate and consistent with the SERVICE PROVIDER's food service obligations under this

FOOD SERVICES AGREEMENT

Agreement. The expense of preparation for and cleaning after such use and restoring dining room area furniture and equipment to its original location, shall be borne by the DISTRICT.

8. **Hours of Operation and Pricing:** The SERVICE PROVIDER shall provide services under this Agreement during the periods when the College is in session. Hours of operations and pricing of goods and services under this Agreement shall be determined by the SERVICE PROVIDER, subject to approval by the DISTRICT. (Attachment: Solano Community College, 2019-20 Academic Calendar) The SERVICE PROVIDER agrees to all pricing requirements, as mutually agreed upon and selling prices and portion size shall be firm for at least one (1) year after the commencement of the Agreement. All requests for any pricing and portion size increases/decreases will be presented to the District's Director of Purchasing and Support Services, in writing forty-five (45) days prior to the desired date of implementation of requested changes.
9. **Duties of the SERVICE PROVIDER:** The SERVICE PROVIDER agrees to perform the following:
 - a) To manage and operate food and dining services and to procure, prepare and sell food and beverages, to such persons at the following locations: Fairfield main campus; the Vallejo and Vacaville centers, and elsewhere as mutually agreed upon. Without limiting the generality of the foregoing, it is agreed that the services to be rendered by the SERVICE PROVIDER hereunder shall include the preparation, service, and sale of food for breakfast, luncheon, dinner, banquet, picnic and any other catered affairs and special occasions as the DISTRICT may direct and schedule upon the receipt of an official purchase order for said such events.
 - b) Employ, train and maintain a regular staff of employees for the proper operation of the food service program under this Agreement. All such regular staff shall be

FOOD SERVICES AGREEMENT

the employees of the SERVICE PROVIDER and all hiring, supervision, training, assigning of duties and termination of employment shall be at the direction of the SERVICE PROVIDER. To the fullest extent possible, the SERVICE PROVIDER shall utilize the services of college students for positions such as, but not limited to waiters, waitresses, kitchen and dining room custodial.

- c) The SERVICE PROVIDER will appoint the account manager to work with the DISTRICT's Food Services Committee chaired by the Director of Purchasing and Support Services.
- d) Prepare and file all reports and returns required by any governmental agency with respect to operations under this Agreement.
- e) Collect, retain and account for the proceeds of all sales made under this Agreement.
- f) Promptly pay and discharge the costs and expenses of management and operations under this Agreement.
- g) In consultation with the DISTRICT, prepare menus relating to operations under this Agreement.
- h) Provide complete administrative and on-site local supervision of all operations under this Agreement.
- i) Obtain and maintain in force, during the term of this Agreement, such insurance as required in Section 12 of this Agreement.
- j) Furnish accounting, statistical and dietetic services such as may be deemed necessary by the DISTRICT in connection with the operations under this Agreement.
- k) Procure all pest control, fire extinguishers, laundry, linen and any other services necessary for safe, healthy and clean operations under this Agreement.
- l) Replacement of all china, glassware, flatware, cooking utensils, pots and pans, either through wear, breakage, loss or theft, by the SERVICE PROVIDER as a cost of operation under this Agreement.
- m) Promptly report all malfunctioning equipment, for which the DISTRICT is responsible

FOOD SERVICES AGREEMENT

to the DISTRICT's Facilities Department.

- n) Promptly report the loss of and/or damage to DISTRICT property to the College Police Services Department and DISTRICT's Finance and Administration Office in accordance with written procedures.
 - o) Contribute two (2) - \$250 scholarships annually for full-time students enrolled in the DISTRICT.
 - p) Provide one (1) - \$500 value of in-kind catering annually to the Office of the Superintendent/President and one (1) - \$250 value of in-kind catering annually to the ASSC for use towards a campus-wide celebration or event.
10. **Bonding:** The SERVICE PROVIDER agrees to procure and maintain in force, during the term of this Agreement, a fidelity performance bond, or other form of security acceptable to the DISTRICT in the amount of \$20,000 to insure performance of all services to be provided under this Agreement. Such bond or other form of security must be current and paid during the term thereof. Such performance bond or other form of security shall be submitted to the Vice President, Finance & Administration upon award of this Agreement by the Governing Board, prior to the beginning of operations under this Agreement.
11. **Indemnity and Insurance Requirements:**
- a) **Hold Harmless.** The SERVICE PROVIDER agrees to indemnify, defend and hold harmless the DISTRICT, its Governing Board, officers, agents and employees, individually and collectively, from all claims, liabilities, damages, losses, costs and expenses arising out of alleged bodily and personal injury, mental anguish and/or suffering to or death of persons or damage resulting from the alleged negligent acts and/or performance of services rendered by the SERVICE PROVIDER, its employees or agents under this Agreement.
 - b) **Auto and Liability Insurance.** The SERVICE PROVIDER shall procure and maintain in force, during the term of this Agreement, insurance policies providing liability

FOOD SERVICES AGREEMENT

protection for owned and hired vehicles, personal injury, bodily injury, products, contractual and property damage liability. Such policy or policies shall have a combined single limit in a minimum of \$1 million per occurrence. An endorsement to such policy or policies shall provide for a written thirty (30) day notice to the DISTRICT of any intended substantial change in or cancellation of such policy or policies and naming the DISTRICT as an additional insured. Such endorsements shall be secured immediately upon the execution of this Agreement. The appropriate certificates shall be furnished to the DISTRICT's Vice President, Finance and Administration verifying such coverage and endorsement.

- c) Rating. The above named insurance coverage shall be carried with companies having an A.M. Best's rating acceptable to the DISTRICT.
- d) Workers' Compensation Insurance. The SERVICE PROVIDER shall provide Workers' Compensation insurance, as required by the State of California for all of its SERVICE PROVIDER's employees. Such insurance shall be maintained and in force during the term of this Agreement. The SERVICE PROVIDER shall provide proof in the form of a certificate to the DISTRICT verifying such coverage. Such policy or policies shall contain an endorsement providing for a thirty (3) written notice to the DISTRICT of any intended substantial changes in or cancellation of such policy or policies. Such endorsement shall be secured immediately upon execution of this Agreement.
- e) Notification of Claims. The SERVICE PROVIDER shall notify the DISTRICT's Vice President, Finance & Administration of any and all liability claims arising out of the SERVICE PROVIDER's performance of duties as required by this Agreement. Such notification shall be made within five (5) days of the receipt of such a claim by the SERVICE PROVIDER.

12. **Basis of Operations and Accounting**: The SERVICE PROVIDER agrees to maintain at its principal office located at PO Box 6789, San Mateo, Ca. 94403,

FOOD SERVICES AGREEMENT

complete and accurate records of all income receipts, disbursements and expenses of the business and operations carried on hereunder. Such records, together with all receipts, invoices, papers, bills, books of account and related data shall be retained by the SERVICE PROVIDER for the period required by applicable State and Federal laws or for seven (7) years after the close of a year's activity and shall be available, at reasonable times for inspection and/or audit by the DISTRICT or its Agent(s), at the DISTRICT's expense, with the assistance of the SERVICE PROVIDER, if requested by the DISTRICT.

The SERVICE PROVIDER agrees to operate hereunder on the basis of twelve (12) monthly accounting periods from July 1st to June 30th, each year inclusive. The SERVICE PROVIDER shall furnish the DISTRICT's Vice President, Finance & Administration with a complete and accurate accounting statement on a monthly basis showing at a minimum the food costs, labor and supply costs, as well as gross revenue figures. The DISTRICT shall have the right to review the sales for any given period of time (day, week, month, etc.).

13. **Gross Receipts:** The term "gross receipts" as used in this Agreement is hereby defined as the total cash receipts from all sales and other services made and performed under this Agreement, excluding the sales tax.
14. **Settlement of Accounts:** For the purposes of this Agreement, the first such year shall be defined as the period of time commencing on March 25, 2019 and ending June 30, 2020; thereafter each and every fiscal year commencing on July 1st and ending June 30th. Upon any termination of this Agreement, whether or not at the end of an accounting period, there shall be a full accounting between the parties as of the effective date of termination, in accordance with the provisions of the Agreement. All amounts determined to be from the SERVICE PROVIDER on the basis of such accounting shall be paid within fifteen (15) calendar days.
15. **Suspension of Operations:** The SERVICE PROVIDER's operation under this

FOOD SERVICES AGREEMENT

Agreement may, at the election of either party, be suspended during any period of time while it shall be impractical to conduct such operations by reason of labor disputes, natural disasters, emergencies, closure of campus, civil disorders or any other reasons beyond the control of either parties.

16. **Assignment:** This Agreement shall not be assignable by either party without the prior written consent of either party.
17. **Notices:** All written notices provided for the purposes of this Agreement shall be delivered by U.S. certified or registered mail, postage pre-paid to the following address: PACIFIC DINING – FOOD SERVICE MANAGEMENT, PO BOX 6789, SAN MATEO, CA 94403 and the DISTRICT's shall be delivered to the following address: Solano Community College District, Vice President, Finance & Administration, 4000 Suisun Valley Road, Fairfield, CA 94534-3197. Each party may change its notice address for the purpose of receipt of notices hereunder by giving written notice to the other party of such change.
18. **Merger:** This writing is intended both as the final expression of this Agreement between parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of this Agreement, pursuant to the Code of Civil Procedures, Section 1856. No modification is evidenced by a writing signed by both parties.
19. **Nondiscrimination:** The SERVICE PROVIDER shall comply with all applicable federal, state and local laws, rules, regulations in regard to nondiscrimination in employment because of race, creed, color, sex, sexual orientation, age, national origin, or disability (physical limitation).
20. **Severance:** In the event that one or more of the provisions of this Agreement shall be invalidated for any reason by a court of competent jurisdiction, any provision so invalidated shall be deemed to be separable from the other provisions hereof and the remaining provisions hereof shall continue to be valid and fully enforceable.

FOOD SERVICES AGREEMENT

- 21. **Conflict of Interest:** The SERVICE PROVIDER promises that it presently has no interest and shall not acquire any interest, direct or indirect which would conflict in any manner or degree with the performance of services described hereunder. The SERVICE PROVIDER further promises that in the performance of this Agreement no person having any such interest shall be employed.

- 22. **Status of the SERVICE PROVIDER and it's Personnel:** In the performance of its duties under this Agreement, the SERVICE PROVIDER shall serve as an Independent SERVICE PROVIDER and not otherwise. Any regular staff engaged in the operations and performance of services described hereunder shall be employees of the SERVICE PROVIDER and not the employees of the DISTRICT for the purpose, and all such regular staff shall be under the supervision, direction and control of the SERVICE PROVIDER. All employees shall be subject to the rules and regulations of the DISTRICT and shall comply with the health and sanitation and the handling and disposal of any hazardous waste product regulations of any applicable government agency. The SERVICE PROVIDER further agrees to comply with all applicable federal, state and local laws, rules and regulations.

- 23. Time is of the essence of this Agreement.

IN WITNESS WHEREOF, this Agreement is executed on the date below:

SOLANO COMMUNITY COLLEGE DISTRICT

PACIFIC DINING – FOOD SERVICE
MANAGEMENT

By: _____

By: _____

Date Executed: _____

Date Executed: _____



Solano Community College District 2019-20 Academic Calendar

SUMMER 2019

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FALL 2019

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	27	28	29	30	31

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SPRING 2020

JANUARY 2020						
S	M	T	W	Th	F	S
						1
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	Th	F	S
						1
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	Th	F	S
						1
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

LEGEND

SUMMER 2019	
June 3 – August 1	
Six-week Session -- June 10 – July 18	
Eight-week Session -- June 10 – August 1	
Nine-week Classes -- June 3 – August 1	
FALL 2019	
August 12 – December 15	
Eight-week Session I -- August 12 – October 7	
Eight-week Session II -- October 9 – December 8	
Flex Day (Optional)	August 8, October 8
Flex Day (Required)	August 9
Finals Week	December 9-15
SPRING 2020	
January 13 – May 21	
Eight-week Session I -- January 13 – March 13	
Eight-week Session II -- March 14 – May 14	
Flex Day (Optional)	January 9, February 13
Flex Day (Required)	January 10
Flex Days (Optional)	March 10
Evening Class Finals Begin	May 14
Finals Week	May 15-21
Commencement	May 21, 2020
Flex Day (Optional)	
Flex Day (Required)	
No Classes	
State Mandated Holiday	
District Holiday	

NUMBER OF INSTRUCTIONAL DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2019	15	16	16	16	16	79
Spring 2020	15	16	17	16	15	79

FINAL EXAMINATION DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2019	1	1	1	1	1	5
Spring 2020	1	1	1	1	1	5

FLEX DAYS

Fall 2019	3
Spring 2020	4
TOTAL	7

WEEKEND CLASS DAYS INCLUDING FINALS

	Sat
Fall 2019	16
Spring 2020	16

HOLIDAYS

HOLIDAYS	State Mandated	Declared by SCCD
Independence Day	July 4 (Th)	
Labor Day	September 2 (M)	August 31 - September 1 (S-Su)
Veterans Day (observance)	November 11 (M)	
Thanksgiving Day	November 21 (Th)	November 22-24 (F-Su)
Winter Break		December 19 - January 2 (Th-W)
Martin Luther King, Jr. Day	January 20 (M)	
Lincoln Day	February 14 (F)	February 15-16 (F-Su)
Washington Day	February 17 (M)	
Spring Break		April 6 (M) - 12 (Su)
Memorial Day	May 25 (M)	

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

TO: **Members of the Governing Board**
SUBJECT: **PROPOSED HEALTH CENTER FEE ADJUSTMENT**

REQUESTED ACTION:

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

SUMMARY:

Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of one dollar above the existing fee, the fee may be increased by \$1.00.

The District currently charges \$13.00 for fall and spring and \$5.00 for summer, which has remained the same since academic year 2010-2011.

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: 76355</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
SUPERINTENDENT’S RECOMMENDATION: Robert V. Diamond Vice President, Finance & Administration <hr/> PRESENTER’S NAME 4000 Suisun Valley Road Fairfield, CA 94534 <hr/> ADDRESS (707) 864-7209 <hr/> TELEPHONE NUMBER Robert V. Diamond Vice President, Finance & Administration <hr/> VICE PRESIDENT APPROVAL March 8, 2019 <hr/> DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE	<hr/> Celia Esposito-Noy, Ed.D. Superintendent-President <hr/> March 20, 2019 <hr/> DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: PROPOSED HEALTH CENTER FEE ADJUSTMENT

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE:

State regulations allow for inflationary adjustments to the Health Center Fee. The maximum fee allowed by regulation is \$20 per student, per semester. To address the financial needs of the Health Center, staff is proposing the following fee increases:

Year	Proposed Increase Fall/Spring	Proposed Increase Summer
2019-20	\$17	\$8
2020-21	\$20	\$10

Board approval is requested at this time.

Proposed Health Center Fee Adjustment

History and projections

The Health Center Fee is used to fund operation of the College Health Center at the Fairfield campus. The fee has remained at \$13 per student per semester since 2010-11. The revenues generated by this fee have declined as enrollments have fallen, while Health Center costs have increased. Costs have increased in part because the college has added summer service in the Health Center, but there have also been inflationary cost increases. The fund has experienced an operating deficit in 2017-18 of \$97,310 and is expected to experience increasing deficits in 2018-19 and beyond. The fee increases proposed will reduce the operating deficit.

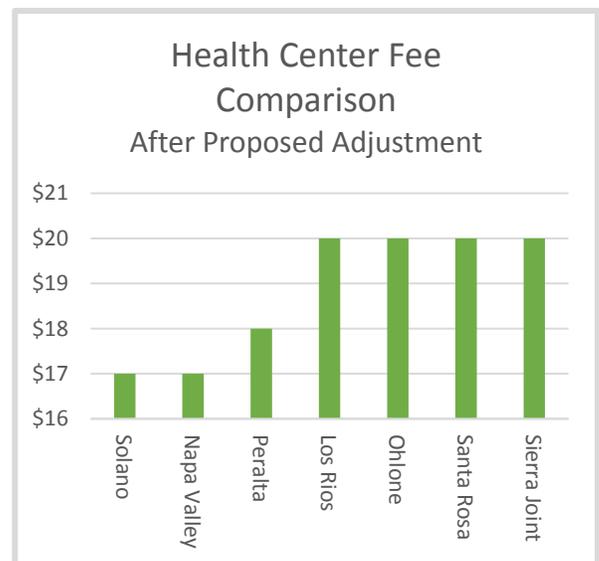
Students exempt from the Health Center Fee under AP 5415

- Students with CCPG part A fee waivers (CalWorks, TANF, SSI/SSP, and general assistance).
- Students who depend exclusively upon prayer for healing
- Students admitted as K-12 special part-time students
- Incarcerated students

Proposed Fee increases and Comparative Districts

State regulations allow for inflationary adjustments to the Health Center Fee. The maximum fee allowed by regulation is \$20 per student, per semester. To address the financial needs of the Health Center, staff is proposing the following fee increases:

Year	Proposed Increase Fall/Spring	Proposed Increase Summer
Current	\$13	\$5
2019-20	\$17	\$8
2020-21	\$20	\$10



Cost Reduction Efforts

Staff will work with the County Health Department and other local service providers to evaluate ideas that reduce costs and enhance services.

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

TO: **Members of the Governing Board**
SUBJECT: **PROPOSED PARKING AND SECURITY ENHANCEMENT**

REQUESTED ACTION:

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

SUMMARY:

Education Code Section 76360 provides the governing board of a community college district the option of increasing the parking services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of one dollar above the existing fee, the fee may be increased by \$1.00.

The District currently charges \$1.00 for daily permits, \$20.00 for fall and spring semester permits and \$6.00 for summer semester, which are currently the lowest fees in the region.

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: 76360</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
SUPERINTENDENT’S RECOMMENDATION:	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE	
Robert V. Diamond Vice President, Finance & Administration <hr/> PRESENTER’S NAME		
4000 Suisun Valley Road Fairfield, CA 94534 <hr/> ADDRESS		
(707) 864-7209 <hr/> TELEPHONE NUMBER		
Robert V. Diamond Vice President, Finance & Administration <hr/> VICE PRESIDENT APPROVAL		<hr/> Celia Esposito-Noy, Ed.D. Superintendent-President
March 8, 2019 <hr/> DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		<hr/> March 20, 2019 <hr/> DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: PROPOSED PARKING AND SECURITY ENHANCEMENT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE:

The maximum fee allowed by regulation is \$53.00 for fall and spring semesters, and \$26.00 for summer. Staff proposes that Solano’s parking rates and fines be adjusted to be the same as our lowest adjacent district – Napa Valley Community College District (NVCCD).

Fee/Fine Type	Current Rates	Proposed Rates
Fall/Spring Semester Permit	\$20	\$32 (\$20 for CCPG Part A Students)*
Summer Permit	\$6	\$16
Daily Permit	\$1	\$2
Citation: Parking without a permit	\$20 + \$0 State fees & costs = \$20	\$32 + \$15 State fees & costs = \$47
Other Citations	See Attachment	See Attachment

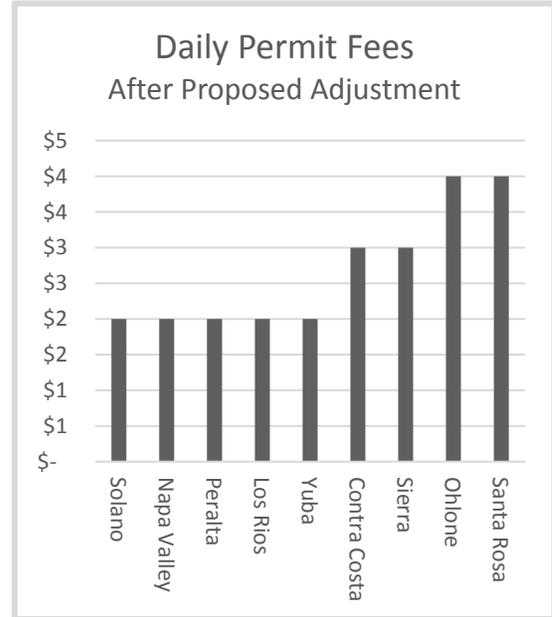
**Students with CCPG part A fee waivers (CalWorks, TANF, SSI/SSP, and general assistance) will have a reduced fee of \$20 for Fall and Spring, remaining at the current rate.*

The proposal is attached for review. Board approval is requested at this time.

Proposed Parking / Security Enhancement

Comparative Districts

Solano enforces parking only during hours when classes are in session, while several neighboring districts enforce parking 24 hours per day, seven days a week. The charts below graphically indicate that Solano and Napa Valley will have the lowest fees in the region after the fee adjustments.



Proposed changes to parking fees and fines

A survey of neighboring districts found that Solano Community College District (SCCD) has the lowest parking rates in the region. It is proposed that Solano's rates be adjusted to be the same as our lowest adjacent district – Napa Valley Community College District (NVCCD). A comparison of existing and proposed permit fees and parking fines is presented below:

Fee/Fine Type	Current Rates	Proposed Rates
Fall/Spring Semester Permit	\$20	\$32 (\$20 for CCPG Part A Students)*
Summer Permit	\$6	\$16
Daily Permit	\$1	\$2
Citation: Parking without a permit	\$20 + \$0 State fees & costs = \$20	\$32 + \$15 State fees & costs = \$47
Other Citations	See Attachment	See Attachment

*Students with CCPG part A fee waivers (CalWorks, TANF, SSI/SSP, and general assistance) will have a reduced fee of \$20 for Fall and Spring, remaining at the current rate.

Proposed Parking / Security Enhancement

Section	Existing Amount	Proposed				Description
		Amount	State Fees	Servicer Fee	Total Penalty	
21113 (A) 14 CVC	50.00	75.00	12.50	2.50	90.00	PKD ON WALKING/LANDSCAPED AREA
21114 (A) 21 CVC	75.00	75.00	12.50	2.50	90.00	CURRENT REG TAGS REQ-\$15 W/PRF
21115 (A) 4 CVC	50.00	75.00	12.50	2.50	90.00	PARKED IN SAFETY ZONE/RED ZONE
21116 (A) 17 CVC	20.00	32.00	12.50	2.50	47.00	PKD IN SPECIAL PERMIT PKG
21117 (A) 5 CVC	20.00	32.00	12.50	2.50	47.00	RESERVED COSMETOLOGY PARKING
21118 (A) 12 CVC	50.00	75.00	12.50	2.50	90.00	PARKED IN FIRE LANE
21119 (A) 6 CVC	20.00	32.00	12.50	2.50	47.00	PARKING FOR MOTORCYCLE ONLY
21120 (A) 15 CVC	50.00	75.00	12.50	2.50	90.00	PARKED IN A NO PARKING ZONE
21121 (A) 7 CVC	50.00	275.00	12.50	2.50	290.00	PARKED IN A BUS ZONE
21122 (A) 18 CVC	275.00	275.00	12.50	2.50	290.00	PKG IN DISABLED PERSONS ZONE
21122 (A) 10 CVC	20.00	32.00	12.50	2.50	47.00	STRADDLING PARKING SPACES
22511.1 CVC	20.00	25.00	12.50	2.50	40.00	ELECTRIC VEH-4 HR MAX-MUST CHRG
21122 (A) 8 CVC	20.00	25.00	12.50	2.50	40.00	RES 30 MIN VISITOR/15 MIN CHILD
21122 (A) 13 CVC	20.00	32.00	12.50	2.50	47.00	PARKED ON INNER CAMPUS
CORRECTABLE AMOUNT	15.00	15.00	12.50	2.50	30.00	CORRECTABLE AMOUNT
21122 (A) 1 CVC	20.00	32.00	12.50	2.50	47.00	NO VALID PKG PRMT CLEARLY DISP
21122 (A) 20 CVC	75.00	75.00	12.50	2.50	90.00	USE OF LOST/FORGED/STOLEN PRMT
BOUNDED CHECK	25.00	25.00	12.50	2.50	40.00	BAD CHECK FEE
COLLECTION FEE	-	15%			15%	COLLECTION FEE
21122 (A) 9 CVC	50.00	75.00	12.50	2.50	90.00	DOUBLE PARKED/BLOCKING TRAFFIC
21122 (A) 16 CVC	35.00	40.00	12.50	2.50	55.00	PARKED IN A LOADING ZONE
21122 (A) 2 CVC	20.00	25.00	12.50	2.50	40.00	EXP PKG METER TICKET/METER
21122 (A) 19 CVC	20.00	32.00	12.50	2.50	47.00	IMPROPERLY PARKED VEHICLE
21122 (A) 11 CVC	20.00	32.00	12.50	2.50	47.00	RES RIDE SHARE SPACE (3 PEOPLE)
21122 (A) 3 CVC	20.00	25.00	12.50	2.50	40.00	RESERVED FACULTY/STAFF ZONE

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the Spring 2019 semester in the month of February, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

CONSENT ITEM

None

ACTION ITEM

None

NEW COURSE

Course
None

COURSE MODIFICATION

Course	Modification
COUN 007 College Study Techniques	Class Max Update (40 to 30)
MATH 031 Business Calculus II	Title, Description, Objectives, Textbooks
PSYC 012 Introduction to Gender	Title, Description, Objectives, GE, SLOs, Content, Textbooks

COURSE INACTIVATION

Course
None

CURRICULUM REVIEW

Course	
None	

NEW PROGRAM

Program
Biomedical Sciences A.S.
Biomedical Sciences Certificate of Achievement
Stem Cells and Cell-Based Technologies Certificate of Achievement.

PROGRAM MODIFICATION

Program	Modification
Engineering A.S.	Course update
Foreign Languages, General	Courses, PLOs
Foreign Languages, Individual	Courses, PLOs

PROGRAM INACTIVATION

Program
None

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

TO: Members of the Governing Board

SUBJECT: DISTRICT STANDARDS REVISIONS

REQUESTED ACTION:

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

SUMMARY:

Approximately annually, revisions to the District Standards are brought forward to the Board for review and approval. At this time the Board is requested to review proposed revisions to the Solano Community College 2013 Facilities Master Plan, Book 2: District Standards, which was approved on April 2, 2014, with revisions approved on February 18, 2015 March 16, 2016, and February 21, 2018.

During the design and implementation of recent District projects, several revisions and/or additions to the District Standards have been recommended. The attached “Design Standards Revisions” (DSR)

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</i>
------------------	----------------------	-------------------------------------

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) 864-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

March 8, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 20, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: DISTRICT STANDARDS REVISIONS

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Log lists and describes the items (105-155) which are recommended to be revised for future projects, or incorporated as new standards not previously addressed in the original District Standards documents. The proposed replacement text for Door Electronic Access Control System (EACS) and Lock-Down, and the proposed new text for Assistive Listening System are also provided for your review.

The Board is asked to review the proposed revisions. The proposed revisions will be brought back to the Board for approval at a subsequent Board Meeting.

The District Standards Revision Log and the revised Door Electronic Access Control (EACS) and Lock-Down and Assistive Listening Systems sections are available online at:
<http://www.solano.edu/measureq/planning.php>

Bond Team		Cover		Add date Board of Trustees approves these revisions.
Bond Team	Table of Contents	4		Under Audio Visual Standards, following Clocks, add "Assistive Listening System", page 280. Under Security Standards, delete "Addendum 'A' " section.
SCCD Facilities	Design Standard for Irrigation	14		Irrigation Notes, revise Note 7 to read "Splicing of 24 volt wire will not be permitted except in valve boxes. Leave a 36 inch coil of excess wire at each splice and 100 feet on center along wire run."
SCCD Facilities	Design Standard for Irrigation	14		Irrigation Legend, revise last item Wire Connection to read "3M DBR/Y-6 Direct Bury Splice Kit."
SCCD Facilities	Design Standard for Irrigation	16		Detail 3, revise call-out note beginning with "Provide" to read "Brass gate valve" instead of "bronze gate valve." Revise call-out note beginning with "24 volt" to read: "24 volt wire - provide 3M DBR/Y-6 Splice Kit wire connectors at all splices and 36 inches of excess wire."
SCCD Facilities	Design Standard for Planting	26		Design Standard, add the following bullet points: "* Turf at Fairfield campus (except athletic fields) and Vallejo Center properties: 90% dwarf fescue, 10% Kentucky bluegrass.", "*Turf at Vacaville Center properties: Tifway 419 hybrid Bermuda grass.", * Turf at athletic fields: Mix of 29.74% sideways perennial rye, 29.34% SR4650 perennial rye grass, 19.88% SR 2100 Kentucky bluegrass, 19.77% Charismatic II perennial rye grass, 0% other crop seed, 0% other weeds, 1.27% inert matter; OR Tifway 419 hybrid Bermuda grass."
SCCD Facilities	Design Standard for Custodial Spaces	44		Design Standard, Section D Custodial Floor Finish, revise second bullet point to delete "No substitutions allowed."
SCCD Facilities	Design Standard for Building, Floor, Room, Stairway, Elevator Equipment and Outlet Designations	45		Revise section title to be "Design Standard for Building, Floor, Room, Stairway and Elevator Designations". Under Purpose, delete "and designations for equipment and outlets are important for maintenance and facilities staff."
SCCD Facilities	Design Standard for Building, Floor, Room, Stairway, Elevator Equipment and Outlet Designations	45 & 46		Design Standard, delete sections 2. Building Naming, 8. Equipment Designations, and 9. Outlet Designations. Renumber other sections sequentially.
SCCD Facilities	Design Standard for Building, Floor, Room, Stairway, Elevator Equipment and Outlet Designations	45		Design Standard, 2. Building Designations: Revise text to read "The buildings on the Fairfield Campus are identified by number and name. The building number is the most widely recognized identification and is used in class schedules. On all other District sites, the buildings are to be identified by name." Delete the rest of the text in this section, including sections a. New Building Designations, and section b. Existing Building Designations.

SCCD Facilities	Design Standard for Building, Floor, Room, Stairway, Elevator Equipment and Outlet Designations	45		Design Standard, 4. Room Numbering, revise the second bullet to read "In buildings identified by name (all sites except Fairfield Campus), first floor room numbers will be the 1000 series; second floor rooms will be the 2000 series, etc." Add a bullet immediately after this text to read "At the Fairfield campus, where buildings are identified by number, begin numbering of spaces at the entry to the building with the first space (or corridor) being the building number. Begin upper floor room numbering with a decade number. For example Building 100: second floor room numbers might start at 130, third floor numbers might start at 170." At 5th bullet starting with "Begin", replace "for" with "or" and add a comma after "floor".
SCCD Facilities	Design Standard for Door Hardware	48		Design Standard, D.1, add the following bullet "Full height metal hinges not allowed, including at storefront doors."
SCCD Facilities	Design Standard for Door Hardware	48		Design Standard, D.3, revise last bullet to read "Product: Exterior Doors - Stanley Door Closers D-4550/D-4551 Series selected as appropriate for specific application. Interior Doors - Stanley Door Closers D-3550/D-3551 Series selected as appropriate for specific application. No Substitutions allowed."
SCCD Facilities	Design Standard for Door Hardware	49		Design Standard, D. Other Hardware, add item "12. ADA Access Touch Panels and Bollard Posts: * Provide 36" ADA access wall-mounted touch panel where possible. * Touch panel: Security Door Controls, Model #482AA36 Touch panel 36", finish 628 Aluminum, blue infill, DPDT. * Bollard Post (where cannot use wall-mounted touch panel): Security Door Controls, Model #BRSG6 54" In-Ground, 6" square post, 628 Aluminum finish; with 36" touch panel. * Wireless transmitter and receiver if needed."
SCCD Facilities	Design Standard for Exterior Paint	70		Design Standard, Exterior Paint, 2nd bullet, All Campuses Field Colors, revise 2nd sub-bullet to read "Color similar to Sherwin Williams Eider White, SW 7014"
SCCD Facilities	Design Standard for Flooring	75		Design Standard, Section 2 Flooring Specifics, paragraph D: revise first sentence to read "...Carpets as the District..." Add bullet point "Peel and stick, or corner tabs."
SCCD Facilities	Design Standard for Plumbing Fixtures	106		Design Standard, Preferred plumbing fixtures, Water Closets (Staff): revise first sentence to read "White vitreous china, floor mount, 1.28 gpf, automatic flush valve." At Water Bottle Filling Stations: revise to read "No cooling, stainless steel construction, ADA compliant, provide at each set of drinking fountains."
SCCD Facilities	Design Standard for Plumbing Fixtures	113		Delete cut sheet for Haws drinking fountain model 1011MS. Replace with cut sheet for Elkay drinking fountain and water bottle filling station Model LZSTLDDWSSK.

SCCD Facilities	Design Standard for Vibration and Seismic Controls for HVAC Piping, Ductwork, and Equipment	131		Design Standard, Isolation Equipment, 3rd bullet, revise to read "Isolators, including springs, exposed to the weather shall be hot-dipped galvanized after fabrication. Hot dipped zinc coating shall comply with ASTM Method A-123 and shall not be less than 2 oz. per square foot." Delete the remaining sentences under this bullet.
SCCD Facilities	Design Standard for Hydronic Piping Systems	143		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Heating Water Systems	144		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Chilled Water Systems	146		Substitutes Allowed, revise to read "Air-Cooled Chiller and Water-Cooled Chiller: No substitutes allowed. Other items: Approved manufacturer or approved equal."
SCCD Facilities	Design Standard for Hydronic Pumps	147		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Ductwork	149		Approved Manufacturers, revise "In Line Pumps" to be "Gravity Gas Vents".
SCCD Facilities	Design Standard for Ductwork Accessories	150		Design Standard, Barometric Dampers (large), delete last sentence regarding Manufacturers. Backdraft Dampers (small), delete last sentence regarding manufacturers. Control Dampers, delete last sentence regarding Manufacturers.
SCCD Facilities	Design Standard for Ductwork Accessories	150 & 151		Approved Manufacturers, Backdraft dampers, revise list to be Ruskin, Greenheck, Cesco, Louvers & Dampers, and Prefco. Control dampers, revise list to be Ruskin, Greenheck, Cesco, Louvers & Dampers, and Prefco. Add bullet: "Control damper actuators"; add sub-bullets "Belimo" and "Delta".
SCCD Facilities	Design Standard for Ductwork Accessories	151		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Air Terminal Units	154		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Heating Boilers and	156		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Refrigeration	157		Approved Manufacturers, Condensing Units, revise listed manufacturers to be "Carrier" and Trane".
SCCD Facilities	Design Standard for Refrigeration	157		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Packaged Air Conditioning Units	158		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Air Handling Units	160		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Hydronic Floor Heating and Cooling System	162		Substitutes Allowed, revise to read "Approved manufacturer or approved equal"
SCCD Facilities	Design Standard for Boxes	177		Approved Manufacturers, Floor Boxes, revise to list Wiremold/Walker and Hubbell.
SCCD Facilities	Design Standard for Electrical Identification	179		Just prior to paragraph beginning "All branch circuit schedules", add new paragraph to read "Label faceplates of electrical outlets and lighting switches with electrical panel number and breaker/circuit number. Label to be white vinyl cloth self adhesive or other if approved by District."

SCCD Facilities	Design Standard for Lighting	200		Design Standard, Exterior Lighting, add the following bullet point: "Upon written approval of the District, in areas where electrical power is not readily available, a solar LED fixture head may be provided. Solar panel and battery to be built into the head."
SCCD Facilities	Design Standard for Lighting	201		Approved Manufacturers, add bullet "Site Light Poles LED Solar Head (if approved by District) - Manufacturer: RemPhos, - Model: 1166022 or 1166027
SCCD Facilities	Design Standard for Lighting	201		Substitutions Allowed, revise to read "No substitutions allowed on parking lot, pedestrian and pathway, and roadway lighting fixtures."
SCCD IT & Facilities	Telecom Standards	271		Design Standard, 1. Telecom IDF/MDF Rooms, item H, add the following sentences: "Wall or floor mounted AC equipment preferred. In no case shall AC equipment be located above IT equipment racks. Roof mounted package units are also acceptable for single story buildings or IDF Rooms located on the top floor of a multi-storied building."
SCCD IT	Telecom Standards	272		Design Standard, II. Cabinets, H, revise to read "Two dedicated electrical outlets (30 amp w/L5-30R receptacles) to be installed inside the top of each rack, near the back."
SCCD Facilities	Design Standard for Clocks	280		Purpose, revise text in this section to be " The purpose of this design standard is to standardize the clocks and clock systems used through-out the District's facilities, ensuring synchronized time, reliability, and consistent maintenance requirements and aesthetic qualities through-out the District."
SCCD Facilities	Design Standard for Clocks	280		Design Standard, 3rd bullet, revise to read "Clocks to be 12.5" diameter, easy to read white clock face, with durable black frame and clear lens."
SCCD Facilities	Design Standard for Assistive Listening System	280		Add new section after the Design Standards for Clocks section. See attached text.
SCCD Facilities	Design Standard - Electronic Access Control System	282 & 283		Revise section title to be "Design Standard - Electronic Access Control System (EACS) and Door Lock-Down". Replace all text in this section with attached text.
SCCD Facilities	Addendum 'A' Electronic Control Access System Standard	286		Delete Addendum 'A' Electronic Access Control System Standard section.
Bond Team	Wayfinding Signage Standards	5		Add to the end of the first bullet: "Tree color to match MP 54906." In the second bullet, after "cabinet." add "Stain: Scofield Lithochrome Tintura 1406 Old Hickory."
Bond Team	Wayfinding Signage Standards	6		Add to the end of the first bullet: "Tree color to match MP 54906." In the second bullet, after "base." add "Stain: Scofield Lithochrome Tintura 1406 Old Hickory."
Bond Team	Wayfinding Signage Standards	7		Add to the end of the first bullet: "Tree color to match MP 54906."
Bond Team	Wayfinding Signage Standards	9		Add to the end of the second bullet: "Stain: Scofield Lithochrome Tintura 1406 Old Hickory."
Bond Team	Wayfinding Signage Standards	10		Add to the end of the third bullet: "Stain: Scofield Lithochrome Tintura 1406 Old Hickory."

DESIGN STANDARD FOR ASSISTIVE LISTENING SYSTEM

Purpose:

The purpose of this Standard is to ensure consistency in the provision of assistive listening devices through-out the District for convenience of users, and service/maintenance by the District.

Design Standard:

The assisted listening system shall be a Frequency Modulated Radio Transmission system assigned by the FCC exclusively for low power assistive listening systems. The system shall consist of rack-mounted transmitter, portable receivers, antenna and earphones. All equipment shall be standard catalogued products of a single manufacturer. System and components shall comply with CBC code requirements for same.

Stationary Transmitter

- Stationary FM transmitter capable of broadcasting on 57 channels
- SNR of 80 dB or greater
- Output power adjustable to quarter, half, or full
- Channel tuning capable of being locked
- Capable of broadcasting o both wide and narrow band channels
- Audio frequency responses of 50 Hz to 15k Hz, ± 3 dB at 72 MHz; or of 50 Hz to 10k Hz, \pm dB at 72 MHz
- Two mixing audio inputs. Audio processor that is capable of automatic gain control and limiting.
- Listen Technologies model LT-800-072-01; or Williams Sound model T45
- Rack mount kit: Listen Technologies model LA-326; or Williams Sound model RPK 005

Portable Receivers

- Capable of receiving on 57 wide band channels with a SNR of 80dB or greater
- Capable of being locked on a single channel
- Capable of seeking channels
- Adjustable squelch
- Audio frequency response of 50 Hz to 15 KHz, ± 3 dB
- Stereo headset jack that allows user to plug in either a mono or stereo headset
- LCD display that indicates channel, battery level, low battery, battery charging, and RF signal strength
- Function in both DX and Local mode
- Operate off of 2 AA batteries. Include automatic battery charging circuitry for recharging of NiMH batteries.
- Listen Technologies model LR-400-072; or Williams Sound model R38

Receiver Accessories

- Charging carrying case for up to 8 units: Listen Technologies model LA-324; or Williams Sound model CHG 3512 PRO
- Ear speakers (per receiver): Listen Technologies model LA-164; or Williams Sound model EAR 022
- Neck loop that wirelessly connects to hearing aids equipped with a “T” coil: Listen Technologies LA-166; or Williams Sound model NKL 001
- NiMH rechargeable batteries: Listen Technologies model LA-362; or Williams Sound model BAT 026-2

Remote Antenna

- Able to transmit signals at 72 Mhz
- Mounted to a BNC wall plate: Listen Technologies LA-123; or Williams Sound model ANT 028
- RG58 coax cables with BNC connectors, length as required

Wall Plaque

- Sign(s) indicating equipment available for the hearing impaired per ADA requirements. May be provided by signage Vendor or equipment Vendor.
- Listen Technologies LA-304 ADA Access Compliance signage kit; or Williams Sounds IDP 008

Approved Manufacturers:

Listen Technologies

Williams Sound

Substitutes Allowed:

No substitutions allowed. (Reviewers, confirm this is College DSTM standard).

Associated Design Standards and Construction Specifications:

End of Document

Design Standard – Electronic Access Control System (EACS) and Door Lock-Down

Design Standards ensure that Electronic Access Control System and Door Lock-Down installations, retrofits, replacements, and upgrades maintain system consistency and compatibility – regardless of project timing or funding source. These Standards also support a single system database to avoid redundancy, duplication, and error, facilitate system administrator training and back-up, facilitate service and maintenance, and act as a record document that can be periodically updated to reflect new developments and requirements.

The District has established Stanley WI-Q/Omni Wireless Access Control System as the District Standard for door access and lock-down, and utilizes it at all District campuses and facilities.

- Include electronic door control in the door hardware specification and procure under the door hardware trade. If separate control system sub-contractor, they should be under door hardware vendor/contractor.
 - Installers must be certified in the WI-Q/Omni System
- Provide an Omni wireless access controller installed to control a specific proximity device that will lock down all electronic locks in the building. Provide two of these proximity devices in each building. Locate the proximity devices:
 - One at each end of the building
 - In corridor where easily accessible
 - Within 10' – 20' from the exterior door, but not at the exterior door
- Provide electronically controlled door locks at the following locations:
 - Exterior doors, except emergency exit-only doors with no exterior trim
 - Doors to Smart Classrooms
 - Doors to computer labs
 - Doors to any rooms with wall mounted flat screens
 - Doors to conference rooms
 - Doors to suites of offices
 - Doors to MDF and IDF rooms
 - Doors to Lost & Found or other asset storage areas
 - Doors to common areas where people might congregate such as mail rooms and copy areas
 - Security sensitive areas, as may be approved by the Superintendent President
- Door locks to operate with key, keypad, and proximity device.
- Interior door locks to be Best Dorma Kaba.

- Exterior doors will be on the Omni programmable access system wireless access controller. Provide Precision MLR panic hardware with Best mortised IC lock.
- Portal Gateways:
 - Design should establish redundancy in signal strength
 - Each floor of a building to have its own signal system
 - Prior to installation, provide a survey by Dorma Kaba to confirm locations of portal gateways
 - Following installation, perform another test to verify signal strength to each device complies with design and is adequate
 - Each portal gateway to include two ceiling mount antennas
 - Install two spare drops of Cat6 cable with thirty feet coil above ceiling at each floor for potential future need
- Graphics to emulate format and characteristics of that of the rest of the buildings on campus, and utilize the same terminology.
- Attic Stock: provide two spares of the following:
 - WACs
 - Gateway portals
 - Door locks.

The following doors have access control considerations other than the electronic access control with electrified door hardware:

- Emergency exit only doors shall have no exterior trim (no exterior lockset knobs/lever handles or key cylinders) unless required by SCC or DSA. These doors shall be used for exiting only and should not be used as entry doors into the building.
 - These exit-only doors may be locally alarmed with door prop alarms to indicate that the door has been left open. These locations shall be determined on a project-specific case by case basis.
 - Where door prop alarms are used, hardwire for low-voltage power and support by appropriate signage.