

**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

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Makayla Johnson	Asst Volleyball Coach	Volleyball Trust	06/24/19 – 06/26/19	\$16.66/hr.
Brian Nelson	Video Production	Basic Skills	04/14/19 – 06/30/19	\$25.00/hr.

EMPLOYMENT 2019-2020

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Daniel Bridges	Interim Dean, Health Services & Kinesiology	8/1/2019
Damany Fisher	Director, Corrections & Reentry Services	7/1/2019
Amber Hengen	Transfer Center/Articulation Coordinator	8/5/2019

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Tina Abbate	From Admissions & Records Analyst (Range 15; Step 7) to Enterprise Resource Analyst (Range 17; Step 6)	08/01/2019
Fiorella Minchillo	From Student Services Assistant II (Range 13, Step 2) to Financial Aid Specialist (Range 15, Step 1)	07/01/2019
Nedra Park	From .5 FTE Administrative Assistant 1 to 1.0 FTE TRIO	07/01/19 – 08/31/19

Mary Jones
Human Resources

July 5, 2019

Date Submitted

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

July 17, 2019

Date Approved

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Tina Abbate	Enterprise Resource Analyst	07/01/19 – 07/31/19	\$277.33/mo \$277.33 total
Pete Zavala	Information Analyst/Database Administrator (Lead)	07/01/19 – 06/30/20	\$339.73/mo. \$4,076.76 total

Part-Time Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Raul Arambula	Adjunct Political Science Instructor (not to exceed 67%)	01/09/2020
Christina Gifford	Adjunct Counselor (not to exceed 67%)	08/08/2019
Robert Graf	Adjunct Biology Instructor (not to exceed 67%)	08/08/2019
Angel Iqueda	EMT Instructor (not to exceed 67%)	08/08/2019
Veronica Kennedy	EMT Instructor (not to exceed 67%)	08/08/2019
Ruth MacKechnie	Adjunct Counselor (not to exceed 67%)	08/08/2019

Release Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Maria Isip-Bautista	ASTC Coordinator (50% reassignment/release)	08/01/2019

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Richard Bryan	Box Office/House Manager	General Fund	07/18/19 – 06/20/20	\$13.50/hr.
Richard Bryan	Box Office Clerk	General Fund	07/18/19 – 06/20/20	\$12.00/hr.
Tabatha Butler	Box Office/House Manager	General Fund	07/18/19 – 06/20/20	\$13.50/hr.
Tabatha Butler	Box Office Clerk	General Fund	07/18/19 – 06/20/20	\$12.00/hr.
Amy Dauffenbach	STEM Counselor	NSF STEM Grant	07/01/19 – 06/30/20	\$69.05/hr.
Rebecca Ferrelli	Counselor	SSSP	08/01/19 – 06/30/20	\$50.53/hr.
Tania Gay	Campus Police Special Projects	Parking	07/01/19 – 06/30/20	\$25.00/hr.
Destiny Greenwood	Assistant Coach – Volleyball	Agency Trust – Volleyball	07/22/19 – 07/24/19	\$16.66/hr.
Paul Hidy	ATEC Coordinator	Strong Workforce	07/01/19 – 07/31/19	\$69.05/hr.
Makayla Johnson	Assistant Coach – Volleyball	Agency Trust – Volleyball	07/22/19 – 07/24/19	\$16.66/hr.

Makali Mates	Box Office/House Manager	General Fund	07/18/19 – 06/20/20	\$13.50/hr.
Makali Mates	Box Office Clerk	General Fund	07/18/19 – 06/20/20	\$12.00/hr.
Mia Pimentel	Assistant Coach – Volleyball	Agency Trust – Volleyball	07/22/19 – 07/24/19	\$16.66/hr.
Magdalena Ramirez	Box Office/House Manager	General Fund	07/18/19 – 06/20/20	\$13.50/hr.
Magdalena Ramirez	Box Office Clerk	General Fund	07/18/19 – 06/20/20	\$12.00/hr.
Genele Rhoads	STEM Coordinator	NSF STEM Grant	07/01/19 – 06/30/20	\$69.05/hr.
Gail Rulloda	Counselor	SSSP	08/01/19 – 06/30/20	\$54.55/hr.
Miguel Solano	Theater Event Technician	General Fund	07/18/19 – 06/20/20	\$15.50/hr.
Alison Sutherland	Box Office/House Manager	General Fund	07/18/19 – 06/20/20	\$13.50/hr.
Alison Sutherland	Box Office Clerk	General Fund	07/18/19 – 06/20/20	\$12.00/hr.
Rebecca Valentino	Theater Event Technician	General Fund	07/18/19 – 06/20/20	\$15.50/hr.
Rebecca Valentino	Box Office/House Manager	General Fund	07/18/19 – 06/20/20	\$13.50/hr.
Stephanie Whited	Box Office/House Manager	General Fund	07/18/19 – 06/20/20	\$13.50/hr.
Stephanie Whited	Box Office Clerk	General Fund	07/18/19 – 06/20/20	\$12.00/hr.
Stephanie Whited	Theater Event Technician	General Fund	07/18/19 – 06/20/20	\$15.50/hr.

Resignation

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Katherine Luce	FT Librarian – Tenure Track (2 years; 0 months service)	05/23/2019
George Olgin	Reading/Writing Lab Technician (18 years; 6 months service)	07/31/2019
Gabriela Torres	Student Services Generalist (2 months service)	06/27/2019
Barbara Villatoro	Tenured Math Instructor (7 years; 5 months service)	07/01/2019

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Effective</u>	<u>Assignment</u>
Caitlin Ashton	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Jamie Batto	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Blair Blossom	Athletics	07/24/19 – 08/14/20	Assistant Coach, Swimming/Diving
Britney Czelusniak	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Lexi Derf	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant

Hailey Enriquez	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Rachel Everett	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Vanessa Hughes	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Ja’Na Jenkins	Athletics	07/24/19 – 08/14/20	Assistant Coach, Women’s Basketball
John Lloyd	Liberal Arts	07/01/19 – 06/30/20	Art Lab Assistant (Ceramics)
Savanah Lopez	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Adriana Montuya	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Jada Scott	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Alaena Selden	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Kiarra Smith	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant
Ashmeen Sran	Athletics	07/24/19 – 08/14/20	Summer Camp Assistant

**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

**Finance and Administration
Robert Diamond, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jacob Williams	Update Student Learning Outcomes to Program Learning Outcomes for each piece of curriculum.	July 18, 2019 – June 30, 2020	Not to exceed \$2,000.00
Safety Training Zone	Conduct two-hour workshop on Driver Safety focusing on passenger vans and vehicle inspection.	August 16, 2019	Not to exceed \$500.00

**Human Resources
Sal Abbate, Manager**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Susan Christopher	Review and update Title IX procedures.	July 18, 2019 – June 30, 2020	Not to exceed \$25,000.00
SDR Consultants, LLC	Review of Student Services Processes. Conduct professional development activities. Propose new outreach activities.	July 29, 2019 – June 30, 2020	Not to exceed \$144,000.00

Robert V. Diamond
Vice President, Finance & Administration

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

July 5, 2019
Date Submitted

July 17, 2019
Date Approved

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

TO: **Members of the Governing Board**

SUBJECT: **WARRANTS**

REQUESTED ACTION:

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

SUMMARY:

6/4/2019	Vendor Payments	11093935-11094044	\$1,379.47
6/5/2019	Vendor Payments	11094045	\$354.38
6/5/2019	Vendor Payments	11094046-11094057	\$877,112.29
6/11/2019	Vendor Payments	11094058-11094128	\$214,966.04
6/12/2019	Vendor Payments	11094129-11094133	\$3,756.93
6/12/2019	Vendor Payments	11094134-11094139	\$102,298.48
6/17/2019	Vendor Payments	11094140-11094242	\$434,686.10

CONTINUED ON NEXT PAGE:

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: 70902 & 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$3,107,092.10</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

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 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:

6/20/2019	Vendor Payments	11094243-11094457	\$47,822.49
6/20/2019	Vendor Payments	11094458-11094460	\$18,976.86
6/20/2019	Vendor Payments	11094461	\$3,037.35
6/20/2019	Vendor Payments	11094462-11094480	\$371,219.87
6/24/2019	Vendor Payments	11094481-11094483	\$29,333.82
6/24/2019	Vendor Payments	11094484-11094597	\$863,801.06
6/24/2019	Vendor Payments	11094598-11094647	\$138,346.96
6/20/2019	Vendor Payments	11094243-11094457	\$47,822.49
6/20/2019	Vendor Payments	11094458-11094460	\$18,976.86
6/20/2019	Vendor Payments	11094461	\$3,037.35
6/20/2019	Vendor Payments	11094462-11094480	\$371,219.87
6/24/2019	Vendor Payments	11094481-11094483	\$29,333.82
6/24/2019	Vendor Payments	11094484-11094597	<u>\$863,801.06</u>
		TOTAL:	<u>\$ 3,107,092.10</u>

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

TO: **Members of the Governing Board**

SUBJECT: **NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR THE B300 CADAVER TABLE REMOVAL PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the B300 Cadaver Table Removal Project Notice of Completion. On June 4, 2019, a purchase order was awarded to Arthulia, Inc. for the B300 Cadaver Table Removal Project. The scope of work included the removal of (3) cadaver tables and miscellaneous repair at Building 300 at the Fairfield campus.

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

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

STUDENT SUCCESS IMPACT:

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

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

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

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

Notice of Completion

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

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

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

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 7/17/19
 7. The Project Name is: B300 Cadaver Table Removal Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is: Arthulia, Inc.
 10. The name of the contractor's Surety Co. is: N/A
 11. The date of contract between the contractor and the above owner is: 6/4/19
 12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 94534
 13. APN #: 0027-242-110
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Removal of cadaver tables and miscellaneous repairs at Building 300 on the District's Fairfield campus.

Date

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

Verification

I, undersigned, say:

I am Executive Bonds Manager _____ Lucky Lofton

("President," "Owner," "Manager," etc.)

Of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is correct and true.

Executed on _____, at Fairfield, California.
(City or Town where signed)

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

TO: **Members of the Governing Board**

SUBJECT: **NOTICE OF COMPLETION FOR CONSTRUCTION
SERVICES FOR THE B300 EXTERIOR SIGNAGE
PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the B300 Exterior Signage Project Notice of Completion. On April 8, 2019, a purchase order was awarded to Ellis & Ellis Sign Systems for the B300 Exterior Signage Project. The scope of work included fabrication and installation of exterior building signs for building 300 per the District Standards at the Fairfield campus.

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

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

STUDENT SUCCESS IMPACT:

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

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

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

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

Notice of Completion

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

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

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

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 7/17/19
 7. The Project Name is: B300 Exterior Signage Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is: Ellis & Ellis Sign Systems
 10. The name of the contractor's Surety Co. is: N/A
 11. The date of contract between the contractor and the above owner is: 4/8/19
 12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 94534
 13. APN #: 0027-242-110
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Fabrication and installation of exterior building signs for Building 300 on the District's Fairfield campus.

Date

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

Verification

I, undersigned, say:

I am Executive Bonds Manager _____ 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)

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: 7/17/19
 7. The Project Name is: B2700 Dedication Plaque Install Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is: Ellis & Ellis Sign Systems
 10. The name of the contractor's Surety Co. is: N/A
 11. The date of contract between the contractor and the above owner is: 6/12/19
 12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 94534
 13. APN #: 0027-242-110
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Installation dedication plaque on Building 2700 on the District's Fairfield campus.

Date

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

Verification

I, undersigned, say:

I am Executive Bonds Manager _____ 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)

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: 7/17/19
 7. The Project Name & Number are Classroom Technology Upgrades (IT Infrastructure Improvements)
 8. DSA Number (if applicable) Not Applicable
 9. The contractor for such work of modernization is Integrity Data & Fiber, Inc.
 10. The name of the contractor's Surety Co. is Not Applicable
 11. The date of contract between the contractor and the above owner is 4/19/19
 12. The street address of said property is 4000 Suisun Valley Road, Fairfield, CA 94534; 2001 North Village Parkway, Vacaville, CA 95688; and 545 Columbus Parkway, Vallejo, CA 94591
 13. APN # 0027-242-110; 0133-180-160; and 0081-800-340
 14. -The property on which said work of modernization was completed is in the Cities of Fairfield, Vacaville and Vallejo, County of Solano, State of California, and is described as follows:
Install technology components and upgrades to systems at various buildings at each of the noted sites; and in some areas remove existing equipment, components and wiring.

Date

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

Verification

I, undersigned, say:

I am Executive Bonds Manager

(“President,” “Owner,” “Manager,” etc.)

Of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is correct and true.

Executed on _____, at Fairfield, California.
(City or Town where signed)

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

TO: **Members of the Governing Board**

SUBJECT: **NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR THE PORTABLES IT NETWORK, LOW VOLTAGE REVISIONS PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Portables Low Voltage Project Notice of Completion. On October 3, 2018, Integrity Data & Fiber, Inc. was awarded a contract for the Portables Low Voltage Project. The scope of work included the installation of a new fiber and copper line to Portable 1102 and removal existing low voltage cabling from the portable buildings that will be removed.

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.

STUDENT SUCCESS IMPACT:

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

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

Lucky Lofton
Executive Bonds Manager

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

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

Notice of Completion

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

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

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

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 7/17/2019
 7. The Project Name is: Portables Low Voltage Project
 8. DSA Number (if applicable): Not Applicable
 9. The contractor for such work of modernization is: Integrity Data & Fiber, Inc.
 10. The name of the contractor's Surety Co. is: Not Applicable
 11. The date of contract between the contractor and the above owner is 10/3/2018
 12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 94534
 13. APN #: 0027-242-110
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Installation of new fiber/ copper lines to building 1102. Removal of existing low voltage cabling from portables being removed from site.

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: **NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR THE PORTABLES FIRE ALARM, LOW VOLTAGE REVISIONS PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Portables Low Voltage Project Notice of Completion. On October 3, 2018, Quality Sound was awarded a contract for the Portables Low Voltage Project. The scope of work included the relocation of the existing Fire Alarm Control Panel in Building 1101 to Building 1102 and the removal of fire alarm devices from portable buildings being removed from the campus.

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

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

STUDENT SUCCESS IMPACT:

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

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

Lucky Lofton
Executive Bonds Manager

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

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

Notice of Completion

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

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

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

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 7/17/2019
 7. The Project Name is: Portables Low Voltage Project
 8. DSA Number (if applicable): Not Applicable
 9. The contractor for such work of modernization is: Quality Sound
 10. The name of the contractor's Surety Co. is: Not Applicable
 11. The date of contract between the contractor and the above owner is 10/3/2018
 12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 94534
 13. APN #: 0027-242-110
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Relocation of existing Fire Alarm Control Panel in Portable 1101 to Portable 1102 and the removal of all fire alarm devices from portables to be removed.

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: SOLANO COMMUNITY COLLEGE DISTRICT BOARD
 AND CEO GOALS 2019-2020**

REQUESTED ACTION:

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

SUMMARY:

At the June 22, 2019 Board Retreat, goals were identified for the Solano Community College District Board of Trustees and the Superintendent-President. Approval is requested at this time.

Board of Trustees Goals

Advocacy – focus efforts on legislation that advances the California community college system and Solano Community College.

Outreach – focus efforts on being more present in the community and with legislators in order to better promote Solano Community College and its programs

Dialogue – identify ways for trustees to be involved in more meaningful dialogue on relevant topics; identify measures of progress related to improved dialogue.

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

A. Marie Young
 Board President

PRESENTER’S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT BOARD
AND CEO GOALS 2019-2020**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Chief Executive Officer (CEO) Goals

- Keep the Board informed of pressing litigation, and strategies and opportunities for engaging in advocacy.
- Identify opportunities for the Board to engage in outreach activities appropriate to trustees such as: meeting with local and state elected officials; providing letters of support; and working with elected officials' staff members on items affecting the College and all CCC students.
- Encourage trustees to pose questions during Board meetings and engage in dialogue on relevant matters related to the SCC community.
- Continue monitoring progress on Measure Q projects.

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

TO: **Members of the Governing Board**

SUBJECT: **RESOLUTION NO. 19/20-01 TO APPROVE
APPOINTMENT TO CITIZENS' BOND OVERSIGHT
COMMITTEE (CBOC) – ANDRE STEWART**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Resolution No. 19/20-01, to appoint one citizen to the Citizens' Bond Oversight Committee (CBOC) representing a member-at-large for Benicia.

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

The Board CBOC Subcommittee comprised of Trustees Thurston, Young and Martin, recommends the appointment of Andre Stewart, Member-At-Large, Benicia.

STUDENT SUCCESS IMPACT:

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

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

Celia Esposito-Noy, Ed.D
Superintendent-President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

July 17, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 19/20-01

WHEREAS, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 19/20-01 at its July 17, 2019, meeting establishing the Citizens' Bond Oversight Committee (CBOC);

WHEREAS, The CBOC is comprised of nine members representing several constituent groups from throughout the District's service region, and it is necessary at this time to appoint one new member to fill an existing member-at-large vacancy; and

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

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

PASSED AND ADOPTED, This 17th day of July 2019, by the Governing Board of the Solano Community College District.

A. MARIE YOUNG, PRESIDENT

CELIA ESPOSITO-NOY, ED.D., SECRETARY

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION NO. 19/20-02 TO APPROVE
 APPOINTMENT TO CITIZENS' BOND OVERSIGHT
 COMMITTEE (CBOC) – WARD STEWART

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for Resolution No. 19/20-01, to appoint one citizen to the Citizens' Bond Oversight Committee (CBOC) representing a member-at-large for Vallejo.

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

The Board CBOC Subcommittee comprised of Trustees Thurston, Young and Martin, recommends the appointment of Ward Stewart, Member-At-Large, Vallejo.

STUDENT SUCCESS IMPACT:

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

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 19/20-02

WHEREAS, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 19/20-01 at its July 17, 2019, meeting establishing the Citizens' Bond Oversight Committee (CBOC);

WHEREAS, The CBOC is comprised of nine members representing several constituent groups from throughout the District's service region, and it is necessary at this time to appoint one new member to fill an existing member-at-large vacancy; and

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

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

PASSED AND ADOPTED, This 17th day of July 2019, by the Governing Board of the Solano Community College District.

A. MARIE YOUNG, PRESIDENT

CELIA ESPOSITO-NOY, ED.D., SECRETARY

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

TO: Members of the Governing Board

**SUBJECT: NEW ALG POSITION DESCRIPTION: DIRECTOR,
ACADEMIC SUCCESS & TUTORING CENTER
(CLASSIFIED MANAGER)**

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 Director, Academic Success & Tutoring Center (Classified Manager) position. The ASTC Director oversees, implements, and directs the daily operations of the Center including: hiring and supervising tutors, setting hours of operation, and scheduling tutors and tutoring services at the three campuses. Develops and directs tutoring services for all student support cohorts; prepares and maintains records, reports and statistical data for tutoring services. Recommends and directs students to TAP and other programs for follow-up services. This position will be placed at Range 34 of the ALG Management 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: \$60,643.91 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

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Director, Academic Success & Tutoring Center (Classified Manager)

BASIC FUNCTION:

Under the direction of the Dean of Academic Support Services and in collaboration with the faculty coordinators assigned to the Academic Success and Tutoring Center (ASTC) and other related academic support services, for example the Math Activities Center (MAC). The ASTC Director oversees, implements, and directs the daily operations of the Center including: hiring and supervising tutors, setting hours of operation, and scheduling tutors and tutoring services at the three campuses. Develops and directs tutoring services for all student support cohorts; prepares and maintains records, reports and statistical data for tutoring services. Recommends and directs students to TAP and other programs for follow-up services.

DUTIES AND RESPONSIBILITIES

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

- In consultation with the Dean of Academic Support Services and the ASTC faculty coordinator, develop and implement the strategic direction of the ASTC that will meet the needs of the college and students;
- Supervise, advise and assess tutors, TAs, and staff assigned to the ASTC;
- Work collaboratively with tutoring and academic support services offered campus wide; for example the MAC;
- Identify and coordinate training and workshops for student tutors, TAs, and staff, utilizing best practices that honor equity, diverse learning styles, and Universal Design in Learning (UDL);
- Establish and maintain ASTC budget, monitor budget expenditures, collect data and produce annual budget reports;
- Plan, organize, and manage the daily activities of the ASTC; assign tutoring schedules, maintain student tutor and tutee attendance and work records and submit timesheets for monthly payroll.
- Plan, coordinate and facilitate academic support workshops each semester; schedule discipline-specific workshops to be facilitated by discipline faculty;
- Monitor and evaluate tutoring and academic success services in the Center;
- Collaborate with faculty assigned to the ASTC and other academic support services; eg the MAC to recruit, hire, and train peer tutors, ensuring that stated and reasonably anticipated student needs for tutorial support services are adequately met;
- Provide direction to individual and group tutors in both the ASTC and other academic support services; eg the MAC on academic skills and learning strategies; recommend appropriate interventions to improve tutoring performance and student outcomes;
- Follow up with tutors and tutees to implement suggested actions or strategies;
- Advise faculty assigned to teach the tutoring course of student tutor training needs;

- Create and implement workshops and programming to meet the needs of ASTC staff, student tutors and tutees;
- Develop and maintain program information and content (web page, brochures, etc.) for the ASTC and other identified Academic Support Services as directed by the Dean.
- Promote ASTC and academic support services through outreach efforts both on and off campus.

OTHER SKILLS & COMPETENCIES:

- Ability to supervise, direct, and work collaboratively with faculty, staff, and students;
- Ability to accurately complete paperwork, interpret and adhere to policies, regulations, and Education Code;
- Ability to collect data and generate reports from the attendance monitoring system; to track and code student tutoring in accordance with state attendance accounting regulations, and to compile data on student usage and outcomes.

QUALIFICATIONS:

Required: Bachelor’s degree from a regionally accredited institution; at least one year of experience supervising, developing, or implementing academic support services, or serving as a teaching or instructional assistant at the college level.

Preferred: Master's degree from a regionally accredited institution and experience with of learning centers, supplemental instruction, or teaching assistant programs, or applied knowledge of pedagogy/andragogy in a college setting.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: NEW ALG POSITION DESCRIPTION: PAYROLL
SUPERVISOR (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 Payroll Supervisor (Confidential) position. This position is the advanced journey level in the Payroll Series and supervises other payroll staff. This is a confidential position that supports the District with collective bargaining issues. The position will complete any duties of other payroll positions. 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

Ed. Code: 88009 Board Policy: 4010, 4720 Estimated Fiscal Impact: \$72,655.74 and Health and Welfare Benefits

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mary Jones
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: PAYROLL SUPERVISOR (Confidential)

BASIC FUNCTION:

Under direction of the Vice President of Finance and Administration, the Payroll Supervisor is the advanced journey level in the Payroll Series and supervises other payroll staff. This is a confidential position that supports the District with collective bargaining issues. The position will complete any duties of other payroll positions and perform the following additional duties as outlined below.

DUTIES AND RESPONSIBILITIES

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

- Provide leadership to other payroll staff including planning, organizing, leading, cross-training
- Supervise the work of the payroll staff, assign task, evaluate staff performance, etc.
- Support collective bargaining by developing or presenting management positions with respect to employer-employee relations
- Integrate an understanding of other Fiscal Services functions and make recommendation that improve the department and the college
- Serve as District liaison to the County Auditor and Treasurer, County Office of Education, PERS, STRS, banks, and other outside organizations
- Update ERP system for changes in Health & Welfare benefits and payroll taxes
- Provide supporting documentation for audits
- Provide Public Records Act payroll information to outside entities
- Supervise year-end processes
- Perform systems testing and analysis.
- Work with the IT Department and developers to implement new functions and resolve systems problems
- Analyze procedures and policies and make recommendations for improvements
- Assist the Payroll Assistants and Generalists with other payroll tasks
- Communicate effectively verbally and in writing
- Demonstrate strong customer service skills and exhibit professional behavior
- Perform other 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:

- A bachelor's degree from an accredited four-year college or university with major course work in accounting AND three years of increasingly responsible experience in payroll, including at least one year of public agency experience. Additional payroll and/or benefits experience may be substituted for education, with one year of experience counting as 30 semester units (one year of coursework), OR
- An earned Certified Payroll Professional (CPP) designation from the American Payroll Association, OR
- Any combination of education or work experience that will meet the professional requirements

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

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.

- 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).

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

TO: Members of the Governing Board

SUBJECT: GANN APPROPRIATION LIMIT

REQUESTED ACTION:

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

SUMMARY:

Pursuant to Article XIII-B of the Constitution and Government Code Section 7900, all community college districts are required to compute an annual appropriation limit. That appropriation limit is adjusted annually for changes in price index, population, and other applicable factors. As shown on the attached worksheet for fiscal year 2019-20, the appropriations limit is \$45,513,548 and the appropriations subject to the limit are \$43,990,624. The District is therefore operating within the appropriation limit established by Government Code Section 7900. Staff request Board approval of the appropriation limit.

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: 70902 & 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$3,107,092.10</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

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
Fiscal Year 2019-20

DISTRICT: **Solano Community College District**
DATE: **June 7, 2019**

I. 2019-20 Appropriations Limit:			
A. 2018-19 Appropriations Limit		\$	55,993,660
B. 2019-20 Price Factor:	<u>1.0385</u>		
C. Population factor:			
1 2017-18 Second Period Actual FTES	<u>7,887.4700</u>		
2 2018-19 Second Period Actual FTES	<u>6,173.7200</u>		
3 2019-20 Population change factor	<u>0.7827</u>		
	(line C.2. divided by line C.1.)		
D. 2018-19 Limit adjusted by inflation and population factors		\$	45,513,548
	(line A multiplied by line B and line C.3.)		
E. Adjustments to increase limit:			
1 Transfers in of financial responsibility			
2 Temporary voter approved increases	-		
3 Total adjustments - increase			-
F. Adjustments to decrease limit:			
1 Transfers out of financial responsibility	-		
2 Temporary voter approved increases	-		
3 Total adjustments - decrease			-
G. 2019-20 Appropriations Limit		\$	45,513,548
II. 2019-20 Appropriations Subject to Limit:			
A. State Aid ¹		\$	24,210,705
B. State Subventions ²			-
C. Local Property taxes			19,779,919
D. Estimated excess Debt Service taxes			-
E. Estimated Parcel taxes, Square Foot taxes, etc.			-
F. Interest on proceeds of taxes			-
G. Less: Costs for Unreimbursed Mandates ³			-
H. 2019-20 Appropriations Subject to Limit		\$	43,990,624

¹ General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue

² Home Owners Property Tax Relief, Timber Yield Tax, etc...

³ Local Appropriations for Unreimbursed State, Court, and Federal Mandates

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

TO: **Members of the Governing Board**

SUBJECT: **AGREEMENT WITH SOLANO TRANSPORTATION
AUTHORITY**

REQUESTED ACTION:

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

SUMMARY:

The District and Solano Transportation Authority (STA) desire to extend the contract for students to receive free public transportation within STA's service area in exchange for a student fee of \$1 per unit to a maximum of \$10 per semester. The current contract and student fee expire December 31, 2019. This contract will extend the contract and fee for ten years. The fee was approved by the Associated Students of Solano College in May of 2019, with changes effective January 1, 2020.

STUDENT SUCCESS IMPACT:

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

Government Code: 76361 Estimated Fiscal Impact: None

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

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

THIS AGREEMENT (“AGREEMENT”) is entered into this ____ day of ____, 2019 by and between SOLANO COMMUNITY COLLEGE DISTRICT (“SCC”), a community college district of the State of California and the SOLANO TRANSPORTATION AUTHORITY (“STA”), a joint powers authority consisting of the cities of BENICIA, DIXON, FAIRFIELD, RIO VISTA, SUISUN CITY, VACAVILLE, VALLEJO, and SOLANO COUNTY. Unless specifically identified, the public agencies may be commonly referred to individually as “Party” or collectively as “Parties,” as the context may require.

RECITALS

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

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

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

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

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

AGREEMENT

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

Part I

Roles and Responsibilities of the Parties

A. SCC Roles and Responsibilities

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

2. The transportation fee shall be as follows:
 - i. \$1 per credit unit to a maximum of \$10 per semester for fall, spring, and summer academic terms, for any students enrolled in credit classes.
 - ii. At the Discretion of the Superintendent/President or her designee the fee may be adjusted by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the United States Department of Commerce. The fees may be increased annually up to the next whole dollar increment above the existing fee limit that calculation produces.
3. The Student Transportation fee is refundable if all classes are dropped prior to the deadline for refund of the Enrollment Fee.
4. SCC will provide the collected fees to STA twice per year no later than sixty (60) days after the start of the fall school semester, with a final annual reconciled distribution upon the close of the fiscal year. Current estimate of collected fees to be distributed will be \$100,000 but actual amounts will be distributed based on actual fees collected.
5. SCC will provide students with a semester “sticker” to affix to their student I.D. card. An I.D. card with a sticker for the current academic term shall serve as the student’s right to utilize STA’s bus services.
6. SCC will provide a conduit or point person on staff for contacting registered students of SCC in order to help maintain and administer fare technologies and services provided by the Transit Providers.

B. STA Roles and Responsibilities

1. STA shall distribute the collected fees to the Transit Providers in accordance with a Transit Provider-agreed upon distribution formula.
2. As consideration for the Transportation Fee, STA will ensure that the Transit Providers allow SCC students unlimited usage within and between the three Transit Providers’ service areas (Vacaville City Coach, Fairfield and Suisun transit, SolTrans, and SolanoExpress) at no additional cost.
3. STA will work the Transit Providers to develop marketing strategies, such as the development of a mobile application, to facilitate students’ use of the transportation system.

C. Mutual Roles and Responsibilities

1. The Parties shall work cooperatively in efforts toward seeking grants that may be needed in the future to extend the pilot or any additional services to support the SCC Transportation Fee Program.

2. The Parties will implement media and public outreach elements such as framed messages and flyers that will be developed by the STA, in conjunction with the Transit Providers, and SCC to promote the new semester fare

Part II

General Terms and Conditions

A. Term of Agreement

This Agreement shall be for a period of ten years beginning January 1, 2020, and will automatically renew each year until December 31, 2029 unless either party gives 90 days' notice of their intent to terminate or renegotiate for the following calendar year.

B. Indemnification

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

C. No Waiver

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

D. Assignability

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

E. Governing Law and Venue

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

F. Force Majeure

No Party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or for any interruption of services, directly or indirectly, from acts of god, civil or

military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of the Party.

G. Notices

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

AGENCY:

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

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

H. Prior Agreements and Amendments

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

I. Severability

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

J. Compliance with all Laws

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

K. Non-Discrimination Clause

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

race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation. Each Party shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

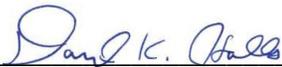
2. The Parties shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated pursuant to it (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3,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

L. Access to Records and Retention

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

SOLANO TRANSPORTATION AUTHORITY

APPROVED AS TO FORM

By: 
Daryl Halls, Executive Director

By: 
STA Legal Counsel

SOLANO COMMUNITY COLLEGE

APPROVED AS TO FORM

By: _____
Dr. Celia Esposito-Noy, Superintendent

By: _____
SCC Legal Counsel

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO ARTHULIA INC. FOR
 CONSTRUCTION SERVICES FOR THE SCOREBOARDS
 REPLACEMENT PROJECT**

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a contract to Arthulia Inc., for the Scoreboards Replacement Project. The scope of work includes replacement of two existing scoreboards for the softball field and baseball field located at the District’s main Fairfield campus. This project is subject to Division of State Architect oversight and approval.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$115,500 Redevelopment Funds</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Lucky Lofton
 Executive Bonds Manager

PRESENTER’S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 863-7260

TELEPHONE NUMBER

Robert V. Diamond
 V.P., Finance & Administration

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO ARTHULIA INC. FOR
CONSTRUCTION SERVICES FOR THE SCOREBOARDS
REPLACEMENT PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A public bid was held July 3, 2019. The following bids were received:

	<u>BASE BID</u>
Arthulia Inc.	\$115,500
RBH Construction	\$134,372

It was determined that Arthulia Inc. submitted the lowest responsible and responsive bid. It is recommended the Board award a contract to Arthulia Inc. in the amount of \$115,500.

The Board is asked to approve a contract to Arthulia Inc. in the amount of \$115,500.

The contract is available online at

<http://www.solano.edu/measureq/2019/190717%20Contract%20Award%20Arthulia%20BOT.pdf>

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AWARD TO OPTIMA INSPECTIONS INC.
FOR INSPECTION SERVICES FOR THE SCOREBOARDS
REPLACEMENT PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a contract with Optima Inspections Inc. for inspection services for the Scoreboards Replacement Project. The project consists replacement of two existing scoreboards for the softball field and baseball field located at the District’s main Fairfield campus. The scope of services for this contract includes providing onsite inspection of all construction and all other items required by the Division of State Architect (DSA).

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$3,850 Redevelopment Funds</i>
SUPERINTENDENT’S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input 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 V.P., Finance & Administration		July 17, 2019
VICE PRESIDENT APPROVAL		DATE APPROVED BY SUPERINTENDENT-PRESIDENT
July 5, 2019		
DATE SUBMITTED TO		
SUPERINTENDENT-PRESIDENT		

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS INC.
FOR INSPECTION SERVICES FOR THE SCOREBOARDS
REPLACEMENT PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A Request for Proposals was solicited to the District's pre-qualified pool of inspection firms and proposals were due on, or before, July 3, 2019. One proposal was received from Optima Inspections Inc. in the amount of \$3,850.

The proposal was evaluated, and based on qualifications and price, Optima Inspections Inc. is recommended for award of contract.

The Board is asked to approve a professional services contract to Optima Inspections Inc., in the amount not to exceed \$3,850.

The contract is available online at

<http://www.solano.edu/measureq/2019/190717%20Optima%20Inspections%20BOT%20Agenda.pdf>

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AWARD TO TERRACON CONSULTANTS, INC. FOR PROJECT SPECIAL INSPECTION AND MATERIALS TESTING SERVICES FOR THE SCOREBOARDS REPLACEMENT PROJECT

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

Board approval is requested to award a professional services contract to Terracon Consultants, Inc. for project special inspection and testing services for the Scoreboards Replacement Project. The scope of work of this contract includes providing all offsite and onsite special inspections and materials testing as required by the Division of State Architect (DSA).

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: \$7,942 Redevelopment 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
V.P., Finance & Administration

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO TERRACON CONSULTANTS,
INC. FOR PROJECT SPECIAL INSPECTION AND
MATERIALS TESTING SERVICES FOR THE
SCOREBOARDS REPLACEMENT PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Proposals were solicited from firms in the Board approved pool of project special inspection and testing firms. Proposals were received from Consolidated Engineering Laboratories, Construction Testing Services, Ninyo & Moore, Terracon Consultants, Inc., and Wallace Kuhl & Associates. Based on qualifications, proposed scope of work, and price, Terracon Consultants, Inc. is the best value for this project.

The Governing Board is asked to approve a contract to Terracon Consultants, Inc. in an amount not to exceed \$7,942.

The contract is available online at:

<http://www.solano.edu/measureq/2019/190717%20Contract%20Award%20to%20Terracon%20BOT%20Agenda.pdf>

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AWARD TO NINYO AND MOORE FOR
GEOTECHNICAL MONITORING SERVICES FOR THE
LIBRARY/LEARNING RESOURCE CENTER PROJECT
(BUILDING 100 REPLACEMENT)**

REQUESTED ACTION:

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

SUMMARY:

Board Approval is requested for contract award to Ninyo & Moore for construction phase geotechnical monitoring services for the Library/Learning Resource Center Project (Building 100 Replacement).

Ninyo & Moore prepared the original Geotechnical Report for the Library/ Learning Resource Center Project.

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: Renovate and provide new instructional space and equipment.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$36,137.00 Measure Q Funds</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Lucky Lofton
Executive Bonds Manager

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
V.P. Finance and Administration

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO NINYO AND MOORE FOR
GEOTECHNICAL MONITORING SERVICES FOR THE
LIBRARY/LEARNING RESOURCE CENTER PROJECT
(BUILDING 100 REPLACEMENT)**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The Board is asked to approve a contract to Ninyo & Moore in the amount of \$36,137.

Final award of contract will be pending State approval of construction funds, approval is anticipated in September of 2019.

The Contract is available online at:

<http://www.solano.edu/measureq/2019/190717%20Contract%20Award%20Ninyo%20Moore%20for%20LLRC%20BOT%20Agenda.pdf>

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AWARD TO YOCHA DEHE WINTUN
NATION FOR TRIBAL MONITORING SERVICES FOR
THE LIBRARY/LEARNING RESOURCE CENTER
PROJECT (BUILDING 100 REPLACEMENT)

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board Approval is requested for contract award to Yocha Dehe Wintum Nation to provide cultural resources monitoring services to meet California Environmental Quality Act (CEQA) requirements for the Initial Study/Mitigated Negative Declaration for the Library/Learning Resource Center Project (Building 100 Replacement).

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: Renovate and provide new instructional space and equipment.

Ed. Code: Board Policy: Estimated Fiscal Impact: \$72,000.00 Measure Q/State 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
V.P. Finance and Administration

VICE PRESIDENT APPROVAL

July 5, 2019

DATE SUBMITTED TO

SUPERINTENDENT-PRESIDENT

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

July 17, 2019

DATE APPROVED BY

SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO YOCHA DEHE WINTUN
NATION FOR TRIBAL MONITORING SERVICES FOR
THE LIBRARY/LEARNING RESOURCE CENTER
PROJECT (BUILDING 100 REPLACEMENT)**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Due to the potential for undiscovered cultural resources within the project area, the California Environmental Quality Act (CEQA) requires monitoring of ground disturbing construction activities by a Tribal Cultural Monitor.

Yocha Dehe Wintun Nation can trace its historical ties to land in the Project Area, and is considered the Most Likely Descendent tribe. The contract amount has been established to allow up to 960 hours of monitoring. However, consultant will bill only actual hours of monitoring required by construction ground disturbing activities.

The Board is asked to approve a contract to Yocha Dehe Wintun Nation in the amount of \$72,000.

Final award of contract will be pending State approval of construction funds, approval is anticipated in September of 2019.

The Contract is available online at:

<http://www.solano.edu/measureq/2019/190717%20Contract%20Award%20Yocha%20Dehe%20for%20LLRC%20BOT%20Agenda.pdf>

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

TO: Members of the Governing Board

**SUBJECT: RENEWAL OF CLINICAL EXPERIENCE AGREEMENT
BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT
AND CRESTWOOD BEHAVIORAL HEALTH, INC., DBA
CRESTWOOD OUR HOUSE, VALLEJO, CALIFORNIA**

REQUESTED ACTION:

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

SUMMARY: A renewal clinical experience agreement between Solano Community College District and Crestwood Behavioral Health, Inc., dba Crestwood Our House, Vallejo, California, is being presented for review and approval by the Governing Board. The approval of this agreement benefits the nursing program at Solano Community College by providing students with a mental health care facility in which to practice. The CCR for the Board of Registered Nursing, Section 1427 requires “A program that utilizes agencies and/or facilities for clinical experience shall maintain written agreements with such facilities.” These agreements must be current, reviewed periodically, and revised, as indicated. A copy of the Agreement will be available in the Office of the Superintendent-President, in the Office of the Dean of the School of Health Sciences, and in the offices of Crestwood Behavioral Health, Inc., dba Crestwood Our House, 2201 Tuolumne Street, Vallejo, CA.

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: CCR 1427</i>	<i>Board Policy: 3520</i>	<i>Estimated Fiscal Impact: NONE</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

PRESENTER’S NAME
Daniel Bridges, Ph.D. Interim Dean, School of Health Sciences
4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS
707-864-7108

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

VICE PRESIDENT APPROVAL

July 5, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 17, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

CLINICAL EXPERIENCE AGREEMENT

This Agreement is between **Crestwood Behavioral Health, Inc., doing business as Crestwood Our House** (hereinafter known as *HOSPITAL*) located at **2201 Tuolumne Street, Vallejo, California 94589**, and **Solano Community College** (hereinafter known as *SCHOOL*) and located at **4000 Suisun Valley Road, Fairfield, California 94534-3197** and is effective as of July 18, 2019.

RECITALS

- A. *HOSPITAL* owns and operates a campus which includes a 58-bed, heavily supported Adult Rehabilitation Facility, a Day Treatment Program, and a Wellness and Recovery Center and Clinic (collectively referred to as "Facility").
- B. *SCHOOL* owns and operates **an Associate Degree Nursing Program (ADN)** which is accredited by the **California Board of Registered Nursing**. *SCHOOL* desires its students to obtain practical experience at *HOSPITAL*'s Facility through participation in a clinical program for its **Registered Nursing** students ("Program").
- C. It is to the mutual benefit of the parties to this Agreement that the students of *SCHOOL*'s *Program* use such Facility for their clinical experience.

Now, therefore, the parties agree as follows:

1. GENERAL INFORMATION

- A. Both parties before the beginning of the training shall agree upon the period of time for each student's clinical experience.
- B. The maximum number of students to receive training shall be mutually agreed upon by the parties at least 30 days prior to beginning of training based upon the availability of space and other considerations.
- C. Faculty and appropriate facility staff will arrange for faculty and student orientations, and identify a process for ongoing communication between the facility and the school at the beginning of each clinical experience.
- D. Faculty and appropriate facility staff will annually review the appropriateness of the learning environment in relation to the program's written objectives.

2. SCHOOL'S RESPONSIBILITIES

- A. Student Profile. *SCHOOL* shall complete and send to *HOSPITAL* a profile for each student enrolled in the Program which shall include the student's name, address and telephone number, driver's license number and social security number, prior to the beginning of the planned clinical experience.
- B. Schedule of Assignments. *SCHOOL* shall notify the *HOSPITAL* of its planned schedule of student assignments, including the name of the student, level of academic preparation and length and dates of clinical experience prior to the planned clinical experience.
- C. Program Coordinator. *SCHOOL* shall designate a faculty member to coordinate with a designee of *HOSPITAL* in the planning of the Program to be provided students.
- D. Records. *SCHOOL* shall maintain all personnel and academic records of the students.
- E. Rules and Regulations. *SCHOOL* shall enforce rules and regulations governing the students that are mutually agreed upon by *SCHOOL* and *HOSPITAL*.
- F. Supervision. *SCHOOL* shall supervise all instruction and clinical experiences for students assigned in groups at the *HOSPITAL*.
- G. Health Policy. *SCHOOL* shall provide *HOSPITAL*, prior to a student's arrival at the *HOSPITAL*, with proof of immunity consistent with *HOSPITAL* employee health policy and notify the *HOSPITAL* if student is a known carrier of an infectious or communicable disease. If such information indicates that patients of *HOSPITAL* would be placed at risk if treated by a particular student, *HOSPITAL* reserves the right to refuse to allow such student to participate in the clinical experience at *HOSPITAL*.
- H. Student Responsibilities. *SCHOOL* shall notify the students that they are responsible for:
 - 1) Following the clinical and administrative policies, procedures, rules and regulations of *HOSPITAL*.
 - 2) Arranging for their own transportation and living arrangements when not provided by *SCHOOL*.
 - 3) Arranging for and assuming the cost of their own health insurance.

- 4) Assuming responsibility for their personal illness, necessary immunizations, tuberculin test, and annual health examination.
 - 5) Maintaining confidentiality of patient information. No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the clinical experience. The discussion, transmission or narration in any form by students of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the Program is forbidden except as a necessary part of the practical experience.
 - 6) Following dress code of the *HOSPITAL* and wearing name badges identifying themselves as students.
 - 7) Attending an orientation of *HOSPITAL* Facility provided by their instructors. Precepted students shall receive an orientation from the *HOSPITAL*.
 - 8) Providing services to the Hospital's patients under the direct supervision of a faculty provided by *SCHOOL* or Hospital-provided staff/preceptors.
- I. Payroll Taxes and Withholdings. *SCHOOL* shall be solely responsible for any payroll taxes, withholdings, workers' compensation and any other insurance or benefits of any kind for students, employees, and agents of *SCHOOL* providing services under this Agreement. *SCHOOL* shall defend, indemnify, and hold *HOSPITAL* harmless from all liability and responsibilities therefore.

3. HOSPITAL'S RESPONSIBILITIES

- A. Clinical Experience. *HOSPITAL* shall accept from *SCHOOL* the mutually agreed upon number of students enrolled in the aforementioned Program and shall provide said students with supervised clinical experience.
- B. HOSPITAL Designee. *HOSPITAL* shall designate a member of *HOSPITAL*'s staff to participate with the designee of *SCHOOL* in planning, implementing and coordinating the training Program, including orientation.
- C. Access to Facility. *HOSPITAL* shall permit students enrolled in the Program access to *HOSPITAL* Facility as appropriate and necessary for their Program, provided that the presence of the students shall not interfere with the activities of *HOSPITAL*. Facility includes space for clinical conferences and access to *HOSPITAL*'s Medical Library.

- D. Withdrawal of Students. *HOSPITAL* may request *SCHOOL* to withdraw from the Program any student who *HOSPITAL* determines is not performing satisfactorily, or who refuses to follow *HOSPITAL*'s administrative policies, procedures, rules and regulation. Such request must be in writing and must include a statement as to the reason or reasons why *HOSPITAL* desires to have the student withdrawn. Said request shall be complied with within five (5) days of receipt of same. *HOSPITAL* reserves the right to suspend from participation immediately any student who poses an imminent danger of harm to patients or others.
- E. Emergency Health Care/First Aid. *HOSPITAL* shall, on any day when student is receiving training at its Facility, provide to students necessary emergency health care or first aid for accidents occurring in its Facility. Except as provided regarding such emergencies, *HOSPITAL* shall have no obligation to furnish medical or surgical care to any student. Students will be financially responsible for all such care rendered in the same manner as any other patient.
- F. Staffing. *HOSPITAL* shall provide staff adequate in number and quality to insure safe and continuous health care services to patients. Student shall perform in a training capacity only and shall not be utilized to treat patients in lieu of trained professionals employed by the hospital.
- G. Supervision. In situations of single preceptorships/internships, *HOSPITAL* shall assume daily supervision of student.

4. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all students receiving clinical training pursuant to the Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, sexual orientation, age, or veteran status.

5. STATUS OF SCHOOL AND HOSPITAL

It is expressly agreed and understood by *SCHOOL* and *HOSPITAL* that students under this Program are in attendance for educational purposes, and such students are not considered employees of *HOSPITAL* for any purpose, including, but not limited to, compensation for services, employee welfare and pension benefits, or workers' compensation insurance.

6. INDEMNIFICATION

- A. *SCHOOL* agrees to indemnify, defend and hold harmless, *HOSPITAL* and its affiliates, its directors, trustees, officers, agents, and employees from and against all claims, demands, damages, costs, expenses of whatever

nature, including court costs and attorney fees arising out of or resulting from negligent or intentional acts or omissions of the *SCHOOL*, its officers, employees, agents or its students.

- B. *HOSPITAL* agrees to indemnify, defend and hold harmless *SCHOOL*, its officers, agents, employees from and against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from negligent or intentional acts or omissions of the *HOSPITAL*, its agents or its employees.

7. INSURANCE

- A. The *SCHOOL* shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it and *HOSPITAL* against liability arising from or incident to the use and operation of the *HOSPITAL* by the *SCHOOL*'s students and naming *HOSPITAL* as an additional insured.
- B. Coverage under such insurance shall be not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) aggregate for each professional liability insurance and comprehensive general liability insurance.
- C. The *SCHOOL* shall also maintain and provide evidence of workers' compensation and disability coverage as required by law.
- D. The *SCHOOL* shall provide *HOSPITAL* with a certificate of insurance evidencing the insurance coverage required under this section and providing for not less than thirty (30) days written notice to the *HOSPITAL* of the cancellation of such insurance. The *SCHOOL* shall promptly notify the *HOSPITAL* of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

8. TERM AND TERMINATION

- A. Term. This Agreement shall be effective as of the date first written above, and shall remain in effect for three (3) years thereafter.
- B. Renewal. This Agreement may be renewed for subsequent three (3) year terms, by either party giving the other at least 30 days prior written notice of their desire to renew, and the other party's agreeing to such a renewal prior to the expiration of the then current term of the Agreement.
- C. Termination.

- 1) Mutual Agreement. This Agreement may be terminated at any time upon the written concurrence of the parties.
- 2) Without Cause. This Agreement may be terminated without cause with 30 days prior written notice by either party. Such termination shall not take effect, however, with regard to students already enrolled until such time as those students have completed their training for the school semester during which such termination notice is given.

9. GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties. Notwithstanding the foregoing, should any provision of this Agreement be in conflict with a governing State or federal law, it shall be deemed amended accordingly.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this Section shall be null and void.
- C. Attorney's Fees. In the event that any action, including arbitration, is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonable attorney's fees, in addition to such other relief as the court or arbitrator may deem appropriate.
- D. Captions. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.
- E. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- F. Entire Agreement. This Agreement, including all Attachments, is the entire Agreement between the parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- G. Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or

indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.

- H. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
- I. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

1. Notice to the *HOSPITAL*:

Helen Okeigwe
Interim Campus Administrator
Crestwood Behavioral Health, Inc., DBA Crestwood Our House
2201 Tuolumne Street
Vallejo, CA 94589

Telephone: (707)558-1777
Fax: (707) 558-1770
hokeigwe@cbhi.net

2. Notice to the *SCHOOL*

Daniel Bridges, Ph.D., Interim Dean
School of Health Sciences
Solano Community College
4000 Suisun Valley Road, Room 805A
Fairfield, CA 94534

Telephone: (707)864-7108
FAX: (707) 646-2062
daniel.bridges@solano.edu

- J. Remedies. The various rights, options, elections, powers, and remedies of the respective parties hereto contained in, granted, or reserved by this Agreement, are in addition to any others that said parties may be entitled to by law, shall be construed as cumulative, and no one of them is exclusive of any of the others, or of any right or priority allowed by law.
- K. Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.
- L. Waiver of Provisions. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.
- M. Compliance with Law and Regulatory Agencies. *HOSPITAL* and *SCHOOL* shall comply with all applicable provisions of law and other valid rules and regulations of all governmental agencies having jurisdiction over: (i) the operation of the *HOSPITAL*; (ii) the licensing of health care practitioners; and (iii) the delivery of services to patients of governmentally regulated third party payers whose members/beneficiaries receive care from Hospital. This shall specifically include compliance with applicable provisions of Title 22 of the California Code of Regulations. *SCHOOL* shall also comply with all applicable standards and recommendations of the Joint Commission on Accreditation of Healthcare Organizations, bylaws and rules and regulations, and policies and procedures of *HOSPITAL* its Medical Staff and Medical Staff departments.

10. EXECUTION

By their signatures below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

HOSPITAL

SCHOOL

**Crestwood Behavioral Health, Inc., DBA
Crestwood Our House**

Solano Community College

By: _____

By: _____
Celia Esposito-Noy, Ed.D.

Title: _____

Title: _____
Superintendent-President

Date: _____

Date: _____