

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

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

EMPLOYMENT 2019-2020

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Ritzdane Suriben	Auto Technology Lab Assistant	Strong Workforce Program	06/15/20 – 06/30/20	\$25.67/hr.
Christine Zdunkiewicz	1-on-1 Music Tutor-Cello-Special Project	General Fund	04/20/20 – 05/15/20 (Updated)	\$50.00/hr.

EMPLOYMENT 2020-2021

District Redeployment

<u>Name</u>	<u>Assignment</u>	<u>Effective Dates</u>
Pat Ceja	80% Financial Aid/20% Lab technician Office Technology	08/10/20 - 05/24/21
Simerjeet Kaur	100% Administrative Assistant III Math and Science	07/01/20 - 06/30/21
Dagmar Kuta	90% IT/10% Instructional Lab Assistant II	08/10/20 - 06/30/21
Scott Ota	50% Alternate Media Specialist/50% Webmaster	07/01/20 - 06/30/21
Craig Scharfen	100% Athletics Assistant	06/23/20 - 06/30/21
Darcia Tipton	100% EOPS	08/03/20 - 06/30/21

Mary Jones
Human Resources

July 02, 2020
Date Submitted

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

July 15, 2020
Date Approved

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Chor Thao	Business Operations Coordinator, Finance & Administration	07/01/20 – 06/30/21

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
James Anderson	Counselor	SEA	07/01/20 - 06/30/21	\$69.05/hr.
Greg Begin	Workshop Presenter (Special Project)	Foster Kinship Care Education	07/16/20 – 06/31/21	\$40.00/hr.
Nicholas Cittadino	Counselor	SEA	07/01/20 - 06/30/21	\$69.05/hr.
Sherry Currie- Proctor	Workshop Presenter (Special Project)	Foster Kinship Care Education	07/16/20 – 06/31/21	\$40.00/hr.
Amy Dauffenbach	Counselor	SEA	07/01/20 - 06/30/21	\$69.05/hr.
Marianne Flatland	Counselor	SEA	07/01/20 - 06/30/21	\$69.05/hr.
Rebecca LaCount	Counselor	SEA	07/01/20 - 06/30/21	\$69.05/hr.
Marcie McDaniels	Counselor	SEA	07/01/20 - 06/30/21	\$69.05/hr.
Jocelyn Mouton	Counselor/TAP Coordinator	SEA	07/01/20 – 06/30/20	\$69.05/hr.
Dorothea Mae Nicholson	Special Project Coordinator	Foster Kinship Care Education	07/16/20 – 06/31/21	\$65.00/hr.
Ritzdane Suriben	Auto Technology Lab Assistant	Strong Workforce Program	07/01/20 – 07/30/20	\$25.67/hr.
Dawn Trujillo	Counselor	SEA	07/01/20 - 06/30/21	\$60.62/hr.
Tyffany Wanberg	Special Project Coordinator	Foster Kinship Care Education	07/16/20 – 06/31/21	\$55.00/hr.

REQUEST FOR REDUCED WORKLOAD

In accordance with section 10.2 of the CCA/CTA/NEA Collective bargaining agreement, the following instructors are requesting a reduced workload for the 2020-2021 academic year. The reduction is authorized under section 22713 of the California Education Code.

<u>Name</u>	<u>Position</u>	<u>FTE</u>	<u>Date</u>
Sarah Donovan	Mathematics Instructor	From 1.0 to .566	08/01/20 – 05/21/21

RENEWAL OF FACULTY CONTRACTS

The following faculty have completed the first contract year and are recommended for a second contract pursuant to Education Code Section 87608.

<u>Name</u>	<u>School/Division</u>	<u>Hire Date</u>
Kristina Ferree	School of Mathematics & Science	08/08/2019
Rachel Purdie	School of Social & Behavioral Sciences	08/08/2019

The following faculty have completed their second year, of their second contract, and are recommended for a third contract pursuant to Education Code Section 87609.

<u>Name</u>	<u>School/Division</u>	<u>Hire Date</u>
Debbie Dorrough	School of Health Sciences	01/12/2018

The following faculty have completed their third year of their 3rd contract and no recommendation is necessary per Education Code Section 87609

<u>Name</u>	<u>School/Division</u>	<u>Hire Date</u>
Brian Bower	School of Health Sciences	08/10/2017
Vahid Eskandari	School of Mathematics & Science	08/10/2017
Atticus Frey	Library Services	08/10/2017
Hui Hui (Gwen) Gallagher	School of Liberal Arts	08/10/2017
Douglas Green	School of Applied Technology & Business	08/10/2017
Andrew McGee	School of Applied Technology & Business	08/10/2017
Brian Preciado	School of Applied Technology & Business	08/10/2017
Gulnur Sanden	School of Mathematics & Science	08/10/2017
Michael Silva	School of Mathematics & Science	08/10/2017
Heather Watson-Perez	School of Liberal Arts	08/10/2017

The following faculty have completed their fourth year of their 3rd contract and are recommended for tenure.

<u>Name</u>	<u>School/Division</u>	<u>Hire Date</u>
Sarah Barsness	School of Liberal Arts	08/11/2016
Erica Beam	School of Applied Technology & Business	08/11/2016
Priscilla Jones-Foster	School of Counseling & DSP	01/05/2016
Oanh Lam	School of Mathematics & Science	01/08/2016
James Long	School of Mathematics & Science	08/11/2016
Douglas Mungin	School of Liberal Arts	08/11/2016
Christine Sendlakowski-Mani	School of Liberal Arts	08/11/2016
Mary Valch	School of Mathematics & Science	01/08/2016
Dmitry Zhiv	School of Mathematics & Science	01/08/2016

**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:

06/02/2020	Vendor Payments	11100788-11100790	\$ 380,852.14
06/02/2020	Vendor Payments	11100791-11100792	\$ 914.13
06/02/2020	Vendor Payments	11100793-11100850	\$ 232,246.78
06/08/2020	Vendor Payments	11100851-11100858	\$ 58,911.14
06/08/2020	Vendor Payments	11100859-11100862	\$ 2,984.93
06/08/2020	Vendor Payments	11100863-11100926	\$ 284,506.29
06/15/2020	Vendor Payments	11100927-11101567	\$ 50,095.50

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: \$3,784,427.03</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 06, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 15, 2020
**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:

06/16/2020	Vendor Payments	11101568-11101581	\$1,497,718.68
06/16/2020	Vendor Payments	11101582-11101587	\$ 68,391.25
06/16/2020	Vendor Payments	11101588-11101632	\$ 154,965.31
06/23/2020	Vendor Payments	11101633-11101645	\$ 320,304.06
06/23/2020	Vendor Payments	11101646-11101652	\$ 44,093.82
06/23/2020	Vendor Payments	11101653-11101740	\$ 469,856.44
06/23/2020	Vendor Payments	11101741-11101796	\$ 129,774.74
06/26/2020	Vendor Payments	11101797-11101823	<u>\$ 88,811.82</u>

TOTAL: \$3,784,427.03

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: 07/15/2020
 7. The Project Name is: Building 400 Lighting Replacement Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is: Matthews Electric
 10. The name of the contractor's Surety Co. is: Valley Surety
 11. The date of contract between the contractor and the above owner is: 04/15/2020
 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 and replacement of twenty four (24) existing light fixtures with new LED light fixtures.

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: RESIGNATION TO RETIRE

REQUESTED ACTION:

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

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Richard Crapuchettes	Science Lab Technician 33 years; 3 months service with SCC	06/29/2020
Christy Green	Chemistry Lab Technician 15 years; 10 months service with SCC	06/29/2020
Darsen Long	Theater Technology Instructor 6 years; 9 months service with SCC	05/21/2020

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: 24205</i>	<i>Board Policy: 4400</i>	<i>Estimated Fiscal Impact: N/A</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Mary Jones
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

July 2, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 15, 2020

**DATE APPROVED B/Y
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO CYPRESS RISK MANAGEMENT FOR
INTERCOLLEGIATE SPORTS & STUDENT ACCIDENT
INSURANCE POLICY FOR THE 2020-2021 ACADEMIC YEAR**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested to enter into contract with Cypress Risk Management for an insurance policy for the 2020-2021 academic year. The base policy covers intercollegiate sports and student accidents and catastrophic accident insurance.

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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: 5420</i>	<i>Estimated Fiscal Impact: \$40,650</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Robert V. Diamond
Vice President, Finance & Administration

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

ADDRESS

(707) 864-7209

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

VICE PRESIDENT APPROVAL

July 6, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 15, 2020
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 13.(b)
MEETING DATE July 15, 2020

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO CYPRESS RISK MANAGEMENT FOR
INTERCOLLEGIATE SPORTS & STUDENT ACCIDENT
INSURANCE POLICY FOR THE 2020-2021 ACADEMIC YEAR**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

Keenan & Associates has restructured their firm's holdings using their broker, Cypress Risk Management for the U.S. Fire Base Policy and Catastrophic line of coverages.

<u>Keenan & Associates'</u> <u>2019-2020 Academic Year</u>		<u>Cypress Risk Management's</u> <u>2020-2021 Academic Year</u>	
Base Policy	\$38,500	Base Policy	\$35,500
Catastrophic	\$ 5,150	Catastrophic	\$ 5,150
Total:	\$43,650	Total:	\$40,650

2020-2021

**Intercollegiate Sports and Student Accident
BASE Insurance Renewal Proposal**

Presented to:

**Solano Community College District
Solano College**

4000 Suisun Valley Road | Fairfield, CA 94534

Broker:

**Cypress Risk Management
Monique Palmieri-Wilson
Vice President of Sales**

**In California: Cypress of Nebraska Insurance Agency
License #0H94715**

Intercollegiate Sports and Student Accident Insurance Carrier & Claims Company Information

Entity Name	U.S. Fire Insurance Company
City, State	Morristown, NJ
A.M. Best Rating	A (Excellent) XIII
Carrier Description	Fairmont Specialty is a division of Crum & Forster, a national commercial property and casualty insurance group of insurance companies wholly owned by Fairfax Financial Holdings Limited. Crum & Forster Group (C&F) is a national commercial property and casualty insurance company with accident and health authority. For 2010, gross written premium was \$0.8B and surplus was \$1.3B. Fairmont Specialty is a division of Crum & Forster, which underwrites niche casualty lines and a wide range of accident and health insurance products. These products are written through United States Fire Insurance Company and The North River Insurance Company.
Claims Company Name	BMI Benefits, LLC. / Bob McCloskey Insurance
City, State	Matawan, New Jersey
Years of serving student insurance industry	35+
Claims Submission Information	
Nationwide Toll-Free Number	800-445-3126
Claim Form Required? Yes/No	Yes
Claim lookup online? Yes/No	Yes
Claim Submission Deadline	90 days or as soon as possible, or within 90 days of date of injury or first treatment for the injury. Medical bill, HCFA 1500 or UB92 should be used to submit expenses
Mailing address for claim submission	PO Box 511 76 Main Street, Matawan, NJ 07747
E-mail address for claim submission	Available
Website	www.bobmccloskey.com
Customer Service Hours (EST)	9:00a.m. - 5:00p.m.
Assigned Specific Claims Examiner? Yes/No	Yes
Claims Processing Time for a complete claim while maintaining a 98.9% financial accuracy (# of days/range)	10-15 business days
HIPAA Compliance with federal privacy and confidentiality requirements Yes/No	Yes

In California: Cypress of Nebraska Insurance Agency License #0H94715

U.S. Fire Insurance Company

**Intercollegiate Sports and Student Accident Insurance BASE Benefits Offered To:
Solano Community College District**

Sports Covered

Men's:	Baseball, Basketball, Swimming/Diving & Tennis.
Women's:	Basketball, Soccer, Softball, Swimming/Diving, Tennis & Volleyball.

Policy Period:	08/01/2020 – 07/31/2021
Plan:	Full Excess, 100% Usual & Customary
Benefit Period:	52 Weeks
Deductible:	\$0 (zero)

Accidental Death:	\$10,000
Accidental Dismemberment:	\$10,000
AD&D Aggregate Limit:	\$500,000
Accident Medical Expense (AME):	\$50,000 Students / \$25,000 Athletes
Dental Limit:	Included in the Medical Maximum
Physiotherapy Limit:	Included in the Medical Maximum
Prosthetic Devices:	Included in the Medical Maximum
Durable Medical Equipment:	Included in the Medical Maximum
Guest/Recruits:	Included
Expanded Medical:	Included in the Medical Maximum
Heart & Circulatory Benefit:	Included in the Medical Maximum
HMO/PPO Denial Benefit:	Included in the Medical Maximum
Pre-existing Conditions:	Included in the Medical Maximum

Activities: All Activities must be Supervised and Sponsored by the Policyholder.

Students: All enrolled and registered FTES students, and children who are in the CDC of FTES students of the Policyholder, excluding study abroad programs.

In California: Cypress of Nebraska Insurance Agency License #0H94715

2020-2021

**Intercollegiate Sports and Student Accident
Catastrophic Insurance Renewal Proposal**

Presented to:

**Solano Community College District
Solano College**

4000 Suisun Valley Road | Fairfield, CA 94534

Broker:

**Cypress Risk Management
Monique Palmieri-Wilson
Vice President of Sales**

**In California: Cypress of Nebraska Insurance Agency
License #0H94715**

Intercollegiate Sports / Student Accident Insurance Carrier & Company Information

Entity Name	U.S. Fire Insurance Company
City, State	Morristown, NJ
A.M. Best Rating	A (Excellent) XIII
Carrier Description	Fairmont Specialty is a division of Crum & Forster, a national commercial property and casualty insurance group of insurance companies wholly owned by Fairfax Financial Holdings Limited. Crum & Forster Group (C&F) is a national commercial property and casualty insurance company with accident and health authority. For 2010, gross written premium was \$0.8B and surplus was \$1.3B. Fairmont Specialty is a division of Crum & Forster, which underwrites niche casualty lines and a wide range of accident and health insurance products. These products are written through United States Fire Insurance Company and The North River Insurance Company.
Claims Company Name	BMI Benefits, LLC. / Bob McCloskey Insurance
City, State	Matawan, New Jersey
Years of serving student insurance industry	35+
Claims Submission Information	
Nationwide Toll-Free Number	800-445-3126
Claim Form Required? Yes/No	Yes
Claim lookup online? Yes/No	Yes
Claim Submission Deadline	90 days or as soon as possible, or within 90 days of date of injury or first treatment for the injury. Medical bill, HCFA 1500 or UB92 should be used to submit expenses
Mailing address for claim submission	PO Box 511 76 Main Street, Matawan, NJ 07747
E-mail address for claim submission	Available
Website	www.bobmcloskey.com
Customer Service Hours (EST)	9:00a.m. - 5:00p.m.
Assigned Specific Claims Examiner? Yes/No	Yes
Claims Processing Time for a complete claim while maintaining a 98.9% financial accuracy (# of days/range)	10-15 business days
HIPAA Compliance with federal privacy and confidentiality requirements Yes/No	Yes

In California: Cypress of Nebraska Insurance Agency License #0H94715

U.S. Fire Insurance Company

**Intercollegiate Sports and Student Accident Insurance CAT Benefits Offered To:
Solano Community College District**

Sports Covered

Men's: Baseball, Basketball, Swimming/Diving & Tennis.

Women's: Basketball, Soccer, Softball, Swimming/Diving, Tennis & Volleyball.

Policy Period: 08/01/2020 – 07/31/2021

Accident Medical Expense (AME): \$1,000,000

Proposed Plan: Full Excess, 100% Usual & Customary

Benefit Period: 520 weeks

Deductible: \$50,000 per Injury Students

\$25,000 per Injury Athletes

Accidental Death: \$10,000

Accidental Dismemberment: \$10,000

AD&D Aggregate Limit: \$500,000

HMO/PPO Denial Benefit: Included

Expanded Medical: Included

Re-Aggravation/Prior Sports Conditions: Included

Heart & Circulatory Benefit: Included

Activities: All Activities must be Supervised and Sponsored by the Policyholder.

Students: All enrolled and registered FTES students, and children who are in the CDC of FTES students of the Policyholder, excluding study abroad programs.

In California: Cypress of Nebraska Insurance Agency License #0H94715

U.S. Fire Insurance Company 2020–2021 Renewal Premium

**Intercollegiate Sports and Student Catastrophic Accident Insurance
\$1,000,000 per Injury Maximum Proposal**

Deductible – CAT	2020-2021 Premiums
Students \$50,000 / Athletes \$25,000	\$5,150.00

By signing below, the parties agree to bind coverage under this proposal offer.

On behalf of school:

Name: _____

School: Solano Community College District

Signature: _____

Date: _____

On behalf of the Company:

Name: _____

Agency: Cypress Risk Management

Signature: _____

Date: _____

NOTE: The information contained in this proposal is only an outline of the benefits offered. It is NOT a complete explanation of the policy provisions or specifics of the policy benefits. No coverage is extended via this proposal and no representations are made other than what is stated in the policy. To review a complete description of the program coverage, exclusions, and benefits, please contact us for a specimen copy of the policy.

In California: Cypress of Nebraska Insurance Agency License #0H94715

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
OUTREACH AND MARKETING**

REQUESTED ACTION:

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

SUMMARY:

The Board is being asked to approve a one-year agreement with James Thomas Media LLC for various outreach and marketing services. The annual cost for the 2020-2021 fiscal year is \$115,200, billed at \$9,600 per month. This contract provides services at 20% less than the previous year’s contract.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$115,200</i>
SUPERINTENDENT’S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Robert V. Diamond Vice President of Administration and Finance		Celia Esposito-Noy, Ed.D. Superintendent-President
PRESENTER’S NAME 4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS (707) 864-7259		
TELEPHONE NUMBER Robert V. Diamond Finance & Administration		July 15, 2020
VICE PRESIDENT APPROVAL July 8, 2020		DATE APPROVED BY SUPERINTENDENT-PRESIDENT
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
OUTREACH AND MARKETING**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

The services will include:

- Continuing to manage the Districts presence on social media
- Improving and hosting portions of the District website
- Responding to inquiries from the community, students and the media
- Producing marketing materials such as video, photography, and graphic design
- Managing advertising and marketing campaigns
- Search Engine Optimization to increase the District’s online visibility during web searches

The Staff recommends approval of this proposal.



JAMES THOMAS MEDIA LLC.

Outreach, Web, and Marketing Services

CLIENT

PROJECT NAME	Solano Community College - Outreach and Marketing Services
CLIENT NAME	Celia Esposito-Noy (Solano Community College, Superintendent - President)
BRAND	Solano Community College
PRODUCT	Marketing Management, Coordination, and Distribution
DATE: July 6, 2020	

OVERVIEW

PURPOSE | *What are we looking to do?*

JTM (James Thomas Media LLC.) will create, manage, and distribute outreach and marketing materials for SCC (Solano Community College). This content and management will support SCC front end services and Departments (Outreach, Counseling, Financial Aid, Orientation, Web Services, etc). JTM will support these departments by creating self service materials for staff and students to more easily find information relating to these departments and offerings from SCC. To further assist in creating more easily searchable and useable online information, JTM will manage and host the new SCC website by designing new online tools, pages, and processes. Additionally, JTM will support SCC by creating content and advertising campaigns that ensure a constant connection to the SCC community. JTM will also be responsible for all incoming and outgoing media requests and posts (Including responses to SCC messages on digital platforms). JTM will work jointly with SCC staff and third party contractors to organize existing media outlets and create/procure necessary materials, advertising buys, and content for SCC.

OBJECTIVE

What does the project work to achieve?

The goal of these services is to create efficient and up to date materials for SCC staff that can be easily distributed to current and prospective students. Additionally, through the management of the new SCC website, JTM can create easy to search self service areas, where students, faculty, and others can quickly find information they are looking for. JTM will also manage all platforms, as we have this past year, and ensure all necessary information is created and distributed to the SCC Community.

Continued...

DELIVERABLES

Detailed list of what we will make for you

- **Media Management and Distribution**

- ***Social Media Management and Distribution***

- Weekly posting of new and collected footage/material, unify digital outlets and target specific audiences. (Note: If supplied content is less, posting may slow. However, JTM will post all above mentioned content each month)
 - Create digital content and populate Facebook, Instagram, Twitter and YouTube for SCC
 - Edit client supplied photos, organize YouTube and populate social media platforms
 - Paid and organic social media postings
 - Maintain conformity within brand (Keep content within brand objective and remove conflicting brand presence)
 - Edit, target, and distribute content through social media (Direct to targeted demographic)
 - Manage digital media platforms (Scheduled posts, uniform posting between platforms)
 - Emergency posting and updates (Included within normal business hours, Additional if extended)

- ***Updated SCC Website and Management***

- Maintain, Host, Distribute, Design, and Create materials for new SCC website.
 - Hosts updated SCC webpage and resources (AWS Server with high traffic click through)
 - Manages team of developers and works with SCC to constantly update materials
 - Create department webpages, searchable FAQs, more intuitive registration and orientation, etc.
 - Post and create self service materials for students and staff
 - Emergency messaging through web services (campus lockdown, power out, etc)
 - Updated links, pictures, videos, and other materials for departments

- ***Response***

- Responds to all media inquiries and manages SCC needs for media distribution
 - Respond to all messages on behalf of SCC through all managed platforms (Facebook, Instagram, Twitter, Etc)
 - Lead and connect students and others enquiring information to the correct links, material, and/or department point of contact
 - Will respond for all internal and external media inquiries
 - Will establish necessary connections between departments and outside parties
 - Is a point of contact for media distribution, content creation, etc...

- ***Content creation, procurement (media buying) and Graphic Design***

- JTM will create digital and physical content through video, photo, graphic design, radio, etc. to support SCC in this campaign
 - In house graphic design and creation for SCC (Registration information, Grants and Financial Aid information, Transfer workshops, State College Partnerships, Online offerings, Deadlines, SCC Catalog, etc)
 - Video and photo elements for updated orientation, FAQ informational, How to register, etc (amount decided in campaign) Not to exceed previous campaign.
 - Reaches out to all SCC involved third parties for necessary content creation
 - Procures advertising spots on behalf of SCC. (Radio, Commercial Spots, Magazines, etc.)
 - Archive and Organize all content for SCC

Continued...

- **SCC Advertising campaign, media buying/procurement and organization of materials**

- Creates advertising campaign and plan to manage all SCC media platforms for ease of distribution
 - Create advertising campaign for SCC (create micro-campaigns for guided pathway, etc.)
 - Implements plan by creating/procuring all content and distributes content for SCC
 - Point of contact for media coverage and distribution
 - Proactively seeks information on upcoming deadlines (student registration/class information, etc)

- **Social Media - Search Engine Optimization (S.E.O.)**

- Aims to increase social media post ranking and visibility. Additionally, added backlinks to increase website traffic and google/other platform ranking on certain search criteria
 - JTM will optimize keywords, hashtags#, geotags and search terms for SCC to increase visibility in non-paid and paid search landscape
 - Provide backlinks through social media platforms
 - Ensure targeted posting to specific demographic
 - Higher ranked social media posts and user traffic on all digital platforms

- **Calendar**

- Creates online calendar of SCC media postings, Website, and creation of materials for self service information
 - Compiles long term and short term media calendar for SCC
 - Reaches out to content creators for supporting material
 - Involved in certain meetings to ensure all necessary outgoing information is accounted for

Continued...

Budget:

Solano Community College Media Coordinator - Billed Monthly at \$9,600

Term of Contract - One (1) year agreement beginning July 15, 2020 through June 30, 2021. Additional one (1) year agreement to be negotiated on July 1, 2021.

(General campaign delivered with calendar/schedule. Micro-campaigns and updated calendar created throughout year as needed. Media buying, content creation/procurement and placement will start at agreed upon campaign and calendar.

Costs associated with procurement of media (ex. flyer printing and materials, radio ad space, etc.) are billed to SCC.

JTM Policies

- 1. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.**
- 2. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and use of deliverables upon final payment of all compensation owed to JTM.
(JTM retains the right to use footage for promotional use)**
- 3. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute, contact not established with necessary parties or other cause beyond JTM's reasonable control.**
- 4. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee of Client. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.**
- 5. Employees and Additional Contractors. JTM's Employees and contractors on site and directed at sole discretion of JTM.**
- 6. Additional. Any additional bills or fees incurred by JTM will be the responsibility of the client. (Example. printing done on behalf of client, radio advertisement purchase, etc). Additional Filming will be charged at \$250 per hour. (Travel included up to 25 miles, Additional over 25 miles). Additional Edits outside of two revisions will be charged at \$150 per hour. Additional Music additions outside of house library will be charged at cost of licensing.**

CLIENT COMMENTS AND APPROVAL

COMMENTS

--	--

DATE:

CLIENT SIGNATURE:

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT NO. 01 TO AEDIS
 ARCHITECTS FOR ADDITIONAL PROFESSIONAL
 SERVICES FOR THE FAIRFIELD CAMPUS BUILDING
 EXTERIORS PROJECT**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

On January 15, 2020 the Board approved a professional services contract to Aedis Architects for architectural services for the Fairfield Campus Building Exteriors Project.

Board approval is requested for the attached Amendment No. 01, to increase the original professional services agreement with Aedis Architects for additional design services needed for the project.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$6,695 Measure Q 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 <hr/> PRESENTER'S NAME		
4000 Suisun Valley Road Fairfield, CA 94534 <hr/> ADDRESS		<hr/> Celia Esposito-Noy, Ed.D. Superintendent-President
(707) 863-7855 <hr/> TELEPHONE NUMBER		
Robert V. Diamond Vice President, Finance & Administration <hr/> VICE PRESIDENT APPROVAL		<hr/> July 15, 2020 DATE APPROVED BY SUPERINTENDENT-PRESIDENT
July 2, 2020 <hr/> DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT NO. 01 TO AEDIS
ARCHITECTS FOR ADDITIONAL PROFESSIONAL
SERVICES FOR THE FAIRFIELD CAMPUS BUILDING
EXTERIORS PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The scope of work for the Fairfield Campus Buildings Exteriors Project was expanded beyond the core of the campus to include all buildings on the campus. This required additional design, renderings, and revisions to presentations created by the Design Team.

\$ 34,510.00 Original Contract Amount
\$ 6,695.00 Proposed Amendment #1
\$ 41,205.00 New Contract Amount

The Board is asked to approve this contract Amendment No. 01 to Aedis Architects in an amount not to exceed \$6,695.

The contract amendment is available online at:

<http://www.solano.edu/measureq/2020/200715%20Amend%201%20Aedis%20Arch%20Scvs%20BOT%20Item.pdf>

AMENDMENT No. 01 TO AGREEMENT

PARTIES

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

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated January 15, 2020, for architectural services related to the District's Fairfield Campus Buildings Exteriors Project ("Project"); and

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

AGREEMENT

1. Section 3. Compensation of the Agreement is amended to read:
District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not-to-exceed **Forty One Thousand Two Hundred Five Dollars and 00/100 (\$41,205)**. This fee is a total of the January 15, 2020 Agreement in the amount of \$34,510 and Amendment No. 01 in the amount of \$6,695. District shall pay Consultant according to the following terms and conditions:
 - 3.1. Payment for the Work shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made.

2. Exhibit A description of the scope of work shall be amended to include the following:

Scope of work includes expanded design services beyond the core of the campus to encompass all buildings on the Fairfield Campus. Additional renderings and revisions to the presentation documents. Includes a final presentation to the Design Committee.

3. Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).

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

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

Dated: _____, 2020

Dated: _____, 2020

**SOLANO COMMUNITY COLLEGE
DISTRICT**

Aedis Architects

By: _____

By: _____

Print Name: Lucky Lofton
Print Title: Executive Bonds Manager

Print Name: _____
Print Title: _____

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL TO REJECT ALL INFORMAL BIDS OF
EARLY COLLEGE HIGH SCHOOL PORTABLES
PROJECT, 20-012**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

All informal bids received were over the \$200,000 bidding threshold. In accordance with the California Uniform Public Construction Cost Accounting Act Code Section 22032 (c) in which Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.

It is recommended that the Board exercise its discretion and reject all bids. The project will be re-advertised and re-bid as a Formal Bid following the Board approval to reject all bids.

The contract amendment is available online at:

<http://www.solano.edu/measureq/2020/200715%20%20BOT%20Approval%20for%20Rejection%20of%20Informal%20Bid%2020%20012.pdf>

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO HMR ARCHITECTS FOR THE
FAIRFIELD CAMPUS BASEBALL AND SOFTBALL
LOCKER ROOM PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The scope of work for the architectural team includes full architectural and engineering services for all phases of the project, including design, DSA submittal and construction administration.

A proposal was requested from HMR Architects directly due to their familiarity with the Fairfield Campus and their experience with similar projects with other public agencies, including Solano Community College. HMR Architects is part of the District's approved Architect Pool, which was Board approved at the April 17, 2019 Board Meeting. HMR Architect's proposal was reviewed and is appropriate for the scope of work requested.

The Board is asked to approve a professional services contract with HMR Architects, in the amount not to exceed \$31,500.

The contract is available online at:

<http://www.solano.edu/measureq/2020/200715%20Contract%20Award%20HMR%20Arch%20BOT.pdf>

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPROVAL OF CONTRACT CHANGE ORDER #7 TO
BHM CONSTRUCTION FOR THE FAIRFIELD
LIBRARY/LEARNING RESOURCE CENTER PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for Change Order #7 to the Contract with BHM Construction, the general contractor for the Fairfield Library/LRC Project. On October 16, 2019 the Board approved a contract with BHM Construction for the Fairfield Library/LRC Project.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
 Basic skills education
 Workforce development and training
 Transfer-level education
 Other: Provide complete functionality of new LLRC building

Ed. Code: Board Policy: Estimated Fiscal Impact: **-\$54,259.00 State and Measure Q**
Funds

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Vice President, Finance and Administration
VICE PRESIDENT APPROVAL

July 2, 2020

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

July 15, 2020
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF CONTRACT CHANGE ORDER #7 TO
BHM CONSTRUCTION FOR THE FAIRFIELD
LIBRARY/LEARNING RESOURCE CENTER PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

During the process of construction and RFI/Submittal review, the following changes were made:

- Alternate product used for vapor emission control on concrete slab resulting in credit
- Additional irrigation equipment and electrical required to allow for proper function of irrigation system
- Out of sequence work requires protection of concrete slab necessary to allow crane to move across slab
- Changes made to type of spring isolator for HVAC equipment
- Additional grading necessary at Substation #4 for emergency generator
- AV items removed from BHM scope of work resulting in credit
- Conflict drawings required notching of steel beams
- Skylight changes require hard pipe for air supply

BHM's Change Order Request includes the cost of the time and material of the previously listed changes.

Following is a summary of the Contract:

\$ 30,279,100 Original Contract Amount

\$ 374,484 Previously Approved Change Orders (6)

\$ -54,259 Proposed Change Order #7

\$ 30,599,325 New Contract Amount, including this Change Order #7

The Board is asked to approve this Change Order #7 to BHM Construction in the amount of -\$54,259.00 resulting in a new contract amount of \$30,599,325.00.

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



SOLANO SWINERTON
COMMUNITY COLLEGE MANAGEMENT & CONSULTING

Change Order

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

Change Order # 7
Project Number: 19-009
Date: 30-Jun-20

DSA File No.: 48-C1
DSA App. No.: 02-116761

Project: Solano Community College District
Library Learning Resource Center (LLRC) Project
Fairfield Campus

Construction Manager:
Swinerton Management and Consulting
260 Townsend Street
San Francisco, CA 94107

To: BHM Construction, Inc.
221 Gateway Road W, Ste. 405
Napa, CA 94558

The Contract is Changed as Follows:

PCO No.

25.1	SOG Vapor Emission Alternate Product Credit	(\$124,362.00)
36	Additional Irrigation and Electrical Below Slab	\$27,620.00
37b	Plate and Protect Concrete Slab For Steel Erection Crane	\$28,552.00
40	Spring Isolators for HVAC Units	\$24,223.00
41b	Extra Grading Costs for Substation #4	\$5,485.00
44	Credit for AV Items Removed From Scope	(\$21,477.00)
49	Conflict Requiring Notching of Structural Steel Beams	\$2,698.00
50	Hardpipe Skylight Air Supply	\$3,002.00
TOTAL COST OF CHANGE ORDER		Add \$91,580.00
FINAL CHANGE ORDER AMOUNT:		Deduct (\$145,839.00) -\$54,259.00

Original Contract Sum:	\$ 30,279,100.00
Total Change By Previous Change Order:	\$ 374,484.00
Contract Sum Prior to This Change Order:	\$ 30,653,584.00
Original Contract Sum will be Increased by This Change Order:	-\$54,259.00
The New Contract Sum Including This Change Order Will Be:	\$ 30,599,325.00
The New Contract Completion Date Will Be:	
Contract Time Will Be Unchanged by This Change Order:	X
The Date Of Substantial Completion As Of This Change Order Is:	4/30/2021

Construction Manager: _____
Swinerton Management and Consulting
260 Townsend Street
San Francisco, CA 94107

Date: _____

ARCHITECT: _____
Noll & Tam Architects
729 Heinz Avenue #7
Berkeley, CA 94710

Date: _____

CONTRACTOR: _____
BHM Construction, Inc.
221 Gateway Road W, Ste. 405
Napa, CA 94588

Date: _____

OWNER: _____
Lucky Lofton
Executive Bonds Manager
Solano Community College District

Date: _____

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT CHANGE ORDER NO. 01 TO WILLIAM SCOTSMAN, INC., FOR THE EARLY COLLEGE HIGH SCHOOL PORTABLES PROJECT AT THE FAIRFIELD CAMPUS**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Change Order No. 01 to the contract with William Scotsman, Inc. On April 1, 2020 the Board awarded a contract to William Scotsman, Inc. for the purchase of two (2) forty by thirty-six (40' x 36') Division of the State Architect (DSA) pre-approved modular classroom buildings.

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: \$20,799.08 Measure Q 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 <hr/> PRESENTER'S NAME			
4000 Suisun Valley Road Fairfield, CA 94534 <hr/> ADDRESS		<hr/> Celia Esposito-Noy, Ed.D. Superintendent-President	
(707) 863-7855 <hr/> TELEPHONE NUMBER			
Robert V. Diamond Vice President, Finance & Administration <hr/> VICE PRESIDENT APPROVAL		<hr/> July 15, 2020 DATE APPROVED BY SUPERINTENDENT-PRESIDENT	
July 2, 2020 <hr/> DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT			

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

TO: Members of the Governing Board

SUBJECT: CONTRACT CHANGE ORDER NO. 01 TO WILLIAM SCOTSMAN, INC., FOR THE EARLY COLLEGE HIGH SCHOOL PORTABLES PROJECT AT THE FAIRFIELD CAMPUS

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

During the Division of the State Architect (DSA) review of the Early College High School Portables Project, DSA ruled that the occupancy of the classroom buildings needed to be changed from “E Occupancy” to “A Occupancy”. The change in occupancy triggered changes in the floor framing and exiting door hardware required on the buildings. These additional costs are noted below as PCO (Potential Change Order) #001 and PCO (Potential Change Order) #002.

Lastly, when the original Purchase Order was issued to William Scotsman, an estimate was included to account for the sales tax for the purchase of the buildings. This estimate did not account for all associated taxes and needs to be adjusted now that the taxes have been clarified by William Scotsman. This cost is noted below as PCO (Potential Change Order) #003.

Each Potential Change Order (PCO), has been reviewed and evaluated for cost and validity. Board approval is now requested to award Change Order No.01 to William Scotsman, Inc. for the following items:

- PCO #001: Change floor load from 50 Pounds per Square Foot (psf) to 100 Pounds per Square Foot (psf). Change steel floor joists from 32 inches on-center to 16 inches on-center. – \$12,663.12 (DSA Change)
- PCO #002: Change door hardware from standard lever handles to panic push-bar hardware. New panic hardware will be per District Hardware Standards. – \$6,202.46 (DSA Change)
- PCO #003: Sales Tax Adjustment from Original Board Approved Amount. – \$1,933.50

\$ 402,458.96 Original Contract Amount
\$ 20,799.08 Change Order No. 01
\$ 423,258.04 New Contract Amount

The Board is asked to approve this contract Change Order No.1 to William Scotsman, Inc. in the amount not-to-exceed \$20,799.08.

The contract change order is available online at
<http://www.solano.edu/measureq/2020/200715%20CO001%20WilScot%20for%20FF%20ECHS%20Port%20BOT.pdf>



Change Order

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

Kitchell CEM
 4000 Suisun Valley Road, Building 1102
 Fairfield, CA 94534

Change Order No. 001
 Project No.: N/A
 Date: July 15, 2020

DSA File No.: 48-C1
 DSA App. No.: 02-118411

Project: **Solano Community College District
 Early College High School Portables Project**

HMR Architects
 2130 21st Street
 Sacramento, CA 95818

To: **William Scotsman, Inc.**
 21201 Cabot Blvd
 Hayward 94545

The Contract is Changed as Follows:

PCO No.

001	Change Floor Load from 50 PSF to 100 PSF. (Steel Floor Joists from 32" o/c to 16" o/c)	\$12,663.12
002	Change Door Hardware to District Standard Panic Hardware.	\$6,202.46
003	Sales Tax Adjustment from Original Board Approved Amount.	\$1,933.50

TOTAL COST OF CHANGE ORDER	ADD	\$20,799.08
	DEDUCT	\$0
FINAL CHANGE ORDER AMOUNT		\$20,799.08

Original Contract Sum:	\$	402,458.96
Total Change By Previous Change Orders:	\$	-
Contract Sum Prior to This Change Order:	\$	402,458.96
Original Contract Sum will be Increased by This Change Order:	\$	20,799.08
The New Contract Sum Including This Change Order Will Be:	\$	423,258.04
The Original Contract Completion Date:		- Not Applicable -
Contract Time Will be Changed by This Change Order:		- Not Applicable -
The Current Contract Completion Date is:		- Not Applicable -



Change Order

CONSTRUCTION MANAGER: _____ Date: _____
Kitchell CEM
4000 Suisun Valley Road, Building 1102
Fairfield, CA 94534

ARCHITECT _____ Date: _____
- Not Applicable -
HMR Architects
2130 21st Street
Sacramento, CA 95818

CONTRACTOR: _____ Date: _____
William Scotsman, Inc.
21201 Cabot Boulevard
Hayward, CA 94545

OWNER: _____ Date: _____
Lucky Lofton
Executive Bonds Manager
Solano Community College District

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT #1 TO NINYO & MOORE FOR
GEOTECHNICAL SERVICES FOR THE
LIBRARY/LEARNING RESOURCE CENTER PROJECT**

REQUESTED ACTION:

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

SUMMARY:

On July 17, 2019, the Board approved a contract to Ninyo & Moore for Geotechnical services on the Library/Learning Resource Center (LLRC) Project.

In an effort to maintain schedule, the installation of rammed aggregate piers was prioritized and resulted in extended hours for the geotechnical inspections. This, in turn, resulted in exceeding the original contract amount.

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: Ensure code and geotechnical compliance of new LLRC Building

Ed. Code: Board Policy: Estimated Fiscal Impact: \$7,578.00 State and Measure Q Funds

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

Lucky Lofton
Executive Bonds Manager

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

July 2, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 15, 2020

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT #1 TO NINYO & MOORE FOR
GEOTECHNICAL SERVICES FOR THE
LIBRARY/LEARNING RESOURCE CENTER PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Board approval is requested for Amendment #1 to the Ninyo & Moore contract to increase the total amount and cover the remaining required geotechnical inspections.

Contract Summary

\$ 36,137.00	Original Contract Amount
\$ 0	Previously Approved Amendments (0)
<u>\$ 7,578.00</u>	Proposed Amendment #1
\$ 43,715.00	New Contract Amount

The Board is asked to approve this contract Amendment #1 to Ninyo & Moore in the amount not to exceed \$7,578.00. Ninyo & Moore's new contract amount will be \$43,715.00.

The contract amendment is available online at
<http://www.solano.edu/measureq/2020/200715%20Contract%20Amend%201%20Ninyo%20Moore%20for%20LLRC%20BOT%20Item.pdf>

AMENDMENT TO AGREEMENT

PARTIES

This FIRST Amendment to Agreement ("Amendment") is entered into between Solano Community College District ("District") and **Ninyo & Moore** ("Consultant"), collectively the "Parties").

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated June 4, 2019, for services related to Fairfield Library/Learning Resource Center Project;

WHEREAS, District and Consultant desire to amend the Agreement to acknowledge additional efforts required to complete the remaining geotechnical inspections and testing;

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

AGREEMENT

1. Section 3 of the Agreement is amended to read in its entirety:
 - Compensation.** District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **Forty-three Thousand Seven Hundred and Fifteen Dollars (\$43,715.00)** which is composed of the original contract amount of \$36,137 and Amendment #1 of \$7,578. District shall pay Consultant according to the following terms and conditions:
 - 1.1. Payment for the Work shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made. The schedule of deliverable Services to be produced is as follows:
 - 1.1.1. Staff Engineer-Observation of Rammed Aggregate Piers Installation: \$18,400
 - 1.1.2. Field Technician-Compaction Testing for Soil & Aggregate Base: \$7,600
 - 1.1.3. Nuclear Gauge Charge-Equipment Charge: \$1,040
 - 1.1.4. Vehicle Charge-Vehicle Charge: \$2,952
 - 1.1.5. Field Technician-Sample Pickup (soil & Aggregate Base): \$570
 - 1.1.6. Proctor Density-For Soil Compaction Testing: \$520
 - 1.1.7. Gradation Testing-Aggregate for Rammed Aggregate Pier: \$375
 - 1.1.8. Principal Engineer-Consultation, Verified Report, & Project Oversight: \$1,480
 - 1.1.9. Project Engineer-Meeting, Submittal Review, Report Preparation, & Project Coordination: \$2,240
 - 1.1.10. Project Assistant-Data Compilation, Dispatch & Word Processing: \$960
 - 1.2. Consultant shall only be paid for the time and effort needed to complete the actual scope of services required for this project; which may be less than the total amount noted in section "4. Compensation". If the total amount noted is not needed to complete the scope of services, any remaining balance shall be retained by the District.
 - 1.3. Billing Rates are listed in Exhibit "A", in the case that additional services are requested by the District.
 2. Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full

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

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

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

Dated: _____, 2020

Dated: _____, 2020

**SOLANO COMMUNITY COLLEGE
DISTRICT**

NINYO & MOORE

By: _____

By: _____

Print Name: Lucky Lofton

Print Name: _____

Print Title: Executive Bonds Manager

Print Title: _____

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 20/21 – 01 ADOPTION OF
RESOLUTION OF INTENT TO CONVEY MAINTENANCE
EASEMENTS TO CITY OF VACAVILLE**

REQUESTED ACTION:

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

SUMMARY:

City of Vacaville (City) seeks an easement to maintain the sidewalk and traffic equipment located on portions of the District property at the intersection of North Village Parkway at the Solano Community College, Vacaville Center. Pursuant to Education Code 81310 et seq., the Board is authorized to convey an easement to the City with a two-meeting process: (1) the first meeting is to declare its intent to convey a proposed easement; and (2) the second meeting is to hold a public hearing on the proposed conveyance. *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: Student and community safety at campus.

<i>Ed. Code: 81310-81312</i>	<i>Board Policy: 3360</i>	<i>Estimated Fiscal Impact: \$0.00</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 Diamond
VP, Finance & Administration
VICE PRESIDENT APPROVAL

July 2, 2020
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

July 15, 2020
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 20/21 – 01 ADOPTION OF
RESOLUTION OF INTENT TO CONVEY MAINTENANCE
EASEMENTS TO CITY OF VACAVILLE**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The Board is asked to approve and adopt the attached Resolution of Intent (1) to declare its intent to convey an easement to the City for maintenance purposes and set a hearing date to consider and approve the easement, in accordance with statute, and (2) so staff can make the appropriate public notices in accordance with statute.

The agreement is available online at

<http://www.solano.edu/measureq/2020/200715%20BOT%20Agenda%20Resolution%20Intent%20to%20Convey%20Easement%20to%20City%20at%20Vacaville%20Center.pdf>

SOLANO COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 20/21-01

RESOLUTION OF INTENT TO CONVEY EASEMENTS TO THE CITY OF VACAVILLE

WHEREAS, Section 81310 et seq. of the California Education Code authorizes the Solano Community College District ("**District**"), by two-thirds (2/3) vote of its governing board ("**Board**"), to dedicate or convey to any political subdivision or municipal corporation for public street or highway purposes, including right of way purposes, any land belonging to the community college district either with or without consideration and without a vote of the electors of the district first being taken, upon such terms and conditions as the parties thereto may agree.

WHEREAS, the District owns real property commonly referred to as the Solano Community College, Vacaville Center, located at 2001 North Village Parkway in Vacaville, California ("**Property**").

WHEREAS, the City of Vacaville ("**City**") maintains the right of ways within city limits, including sidewalks and traffic equipment, portions of which are located on the Property at the intersection of North Village Parkway.

WHEREAS, the District agreed to convey the portions of the Property to the City, for public right of way maintenance purposes, so the City can maintain and operate the sidewalk and traffic equipment at the intersection in front of the Property.

WHEREAS, the proposed Easements to be conveyed from District to City is legally described in the attached **EXHIBITS A and B**, totaling six pages.

WHEREAS, the District desires to give notice of its intent to convey the Easements to the City, and to call a public hearing in connection therewith, in accordance with California Education Code section 81311.

NOW, THEREFORE, the Governing Board of the Solano Community College District does hereby resolve as follows:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Intent to Convey the Easement. The District declares its intent to convey the Easements to the City for public right of way maintenance purposes.

Section 3. Public Hearing. The Superintendent or designee is hereby directed to give notice that, on **Wednesday, August 5, 2020, at 6:30 p.m., or as soon thereafter as practicable**, in the **Administration Building, Denis Honeychurch Board Room 626** located at **4000 Suisun Valley Road in Fairfield**, the Board will hold a public hearing on the question of whether to convey the Easements to the City. The public hearing shall be held during the regularly scheduled public meeting of the Board. Notice of the public hearing shall be given by posting copies of this Resolution, signed by the Board members or a majority thereof, in three (3) public places within the District, at least ten (10) days prior to the hearing, and by publishing the notice of public hearing once in a newspaper of general circulation in the District, at least five (5) days prior to the hearing. At the time and place of the public hearing, if no legal protest is entered, the Board may adopt a resolution by a two-

thirds (2/3) vote of all of its members authorizing and directing the conveyance of the Easements to the City.

PASSED, ADOPTED, and APPROVED by a 2/3 vote of the members of the Governing Board of the Solano Community College District on July 15, 2020, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed: _____

Exhibit "A"
Traffic Signal Equipment Easement

That portion of Lot 1A as shown and delineated on that certain map entitled "Tract map for Mission Land and Development Company", recorded May 8, 1998, in Book 68 of Maps at Page 40, Solano County Records, lying in the City of Vacaville, County of Solano, State of California, described as follows:

COMMENCING at the southerly terminus of that certain course number "L31" of said map, said point being the beginning of a curve concave to the southwest, having a radius of 676.00 feet and radial bearing North70°45'33"East, said point also being on the easterly right of way line of North Village Parkway; thence along said easterly right of way, 281.75 feet along said curve, through a central angle of 23°52'48" to the **POINT OF BEGINNING**; thence leaving said easterly right of way, South82°09'47"East 31.33 feet; thence South7°50'13"West 24.00 feet; thence North82°09'47"West 30.42 feet to a point on the easterly right of way of North Village Parkway, said point being the beginning of a non-tangent curve, having a radius of 676.00 feet and a radial bearing South83°19'30"East; thence northeasterly along said right of way, 24.02 feet along said curve, through a central angle of 2°02'09" to the **POINT OF BEGINNING**.

Said description contains 739.4 square feet, more or less.

The Basis of Bearings of this Survey is the California Coordinate System, Zone 2, North American Datum of 1983 (NAD83), (Epoch 1991.35), as determined locally by a line between City of Vacaville G.P.S. Control Stations "B04II" and "C02III" being North36°22'35"East as derived from geodetic values published in that certain Record of Survey titled "City of Vacaville Record of Survey G.P.S. Control Network" filed for record January 15, 1997 in Book 22 of Surveys at Page 10, Solano County Records.

All distances and areas shown herein are "ground" distances. To obtain "grid" distances divide "ground" distances by the Combined Factor of 0.999987381.

 2-21-17

John C. Wunschel III PLS 8937 Date



EXHIBIT "B"

PORTION OF LOT 1A
68 S.D. 40

N70°45'33"E
(R)

P.O.C.
SOUTHERLY TERMINUS
OF COURSE "L31" (68 S.D. 40)

LEGEND

- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING
- (R) RADIAL BEARING
- o DIMENSION POINT
-  EASEMENT AREA: 739.4 SQ.FT.

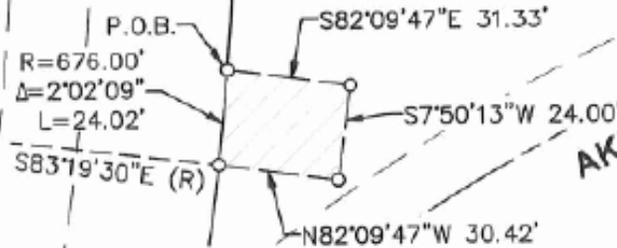


SCALE: 1"=40'

NORTH VILLAGE PKWY

MCKEVITT AVE

**SOLANO COMMUNITY
COLLEGE DISTRICT
APN 0133-180-150
LOT 1A
68 S.D. 40**



AKERLY DRIVE



VACAVILLE CENTER INTERSECTION IMPROVEMENTS 1 OF 1
TRAFFIC SIGNAL EQUIPEMENT EASEMENT

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Exhibit "A"
Traffic Signal Equipment Easement

That portion of Parcel "B" as described in the Grant Deed to Solano Community College District, recorded on July 15, 2014, in Document No. 201400052224, Solano County Official Records, lying in the City of Vacaville, County of Solano, State of California, described as follows:

COMMENCING at the southerly terminus of that certain course number "L63" as shown and delineated on that certain map entitled "Tract map for Mission Land and Development Company", recorded May 8, 1998, in Book 68 of Maps at Page 40, Solano County Records, said point being the beginning of a curve concave to the southwest, having a radius of 546.00 feet and radial bearing North70°45'33"East, said point also being on the westerly right of way line of North Village Parkway; thence along said westerly right of way, 234.85 feet along said curve, through a central angle of 24°38'42" to the **POINT OF BEGINNING**, said point being the beginning of a curve to the right having a radius of 546.00 feet; thence continuing along said westerly right of way, 53.84 feet along said curve, through a central angle of 5°39'00"; thence leaving said westerly right of way along the following five (5) courses:

- 1) North45°05'15"West 20.00 feet;
- 2) North7°05'00"East 7.54 feet;
- 3) North82°55'00"West 46.33 feet;
- 4) North7°05'00"East 34.00 feet;
- 5) South82°55'00"East 63.20 feet to the **POINT OF BEGINNING**.

Said description contains 2,381.0 square feet, more or less.

The Basis of Bearings of this Survey is the California Coordinate System, Zone 2, North American Datum of 1983 (NAD83), (Epoch 1991.35), as determined locally by a line between City of Vacaville G.P.S. Control Stations "B04II" and "C02III" being North36°22'35"East as derived from geodetic values published in that certain Record of Survey titled "City of Vacaville Record of Survey G.P.S. Control Network" filed for record January 15, 1997 in Book 22 of Surveys at Page 10, Solano County Records.

All distances and areas shown herein are "ground" distances. To obtain "grid" distances divide "ground" distances by the Combined Factor of 0.999987381.


John C. Wunschel III PLS 8937 Date 2-21-17



EXHIBIT "B"

PORTION OF PARCEL "B"
PER DOC. 201400052224 O.R.

APN 133-190-540
LOT 'D'
89 S.D. 19

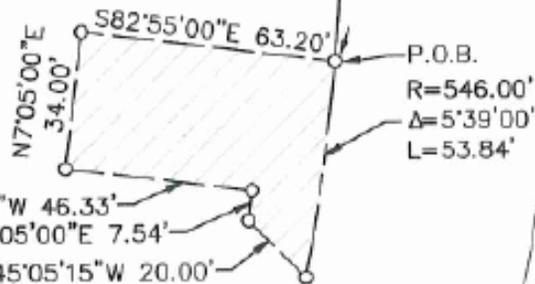
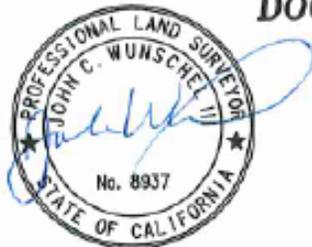
N70°45'33"E (R)
P.O.C.
SOUTHERLY TERMINUS
OF COURSE "L63"
(68 S.D. 40)

NORTH VILLAGE PKWY



SCALE: 1"=40'

**SOLANO COMMUNITY
COLLEGE DISTRICT
APN 133-190-520
PARCEL B
DOC. 201400052224**



LEGEND

- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING
- (R) RADIAL BEARING
- o DIMENSION POINT
- EASEMENT AREA: 2,381.0 SQ.FT.

VACAVILLE CENTER INTERSECTION IMPROVEMENTS 1 OF 1
TRAFFIC SIGNAL EQUIPEMENT EASEMENT

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Exhibit "A"
Public Sidewalk Easement

That portion of Parcel "B" as described in the Grant Deed to Solano Community College District, recorded on July 15, 2014, in Document No. 201400052224, Solano County Official Records, lying in the City of Vacaville, County of Solano, State of California, described as follows:

COMMENCING at the southerly terminus of that certain course number "L63" as shown and delineated on that certain map entitled "Tract map for Mission Land and Development Company", recorded May 8, 1998, in Book 68 of Maps at Page 40, Solano County Records, said point being the beginning of a curve concave to the southwest, having a radius of 546.00 feet and radial bearing North70°45'33"East, said point also being on the westerly right of way line of North Village Parkway; thence along said westerly right of way, 187.27 feet along said curve, through a central angle of 19°39'05" to the **POINT OF BEGINNING**, said point being the beginning of a curve to the right having a radius of 546.00 feet; thence continuing along said westerly right of way, 101.43 feet along said curve, through a central angle of 10°38'36"; thence leaving said westerly right of way along the following six (6) courses:

- 1) North45°05'15"West 20.00 feet;
- 2) North30°34'44"East 12.57 feet;
- 3) North6°13'37"East 44.58 feet;
- 4) North18°13'26"West 13.61 feet;
- 5) North57°28'46"East 15.04 feet;
- 6) North23°43'45"East 11.48 feet to the **POINT OF BEGINNING**.

Said description contains 1,114.6 square feet, more or less.

The Basis of Bearings of this Survey is the California Coordinate System, Zone 2, North American Datum of 1983 (NAD83), (Epoch 1991.35), as determined locally by a line between City of Vacaville G.P.S. Control Stations "B04II" and "C02III" being North36°22'35"East as derived from geodetic values published in that certain Record of Survey titled "City of Vacaville Record of Survey G.P.S. Control Network" filed for record January 15, 1997 in Book 22 of Surveys at Page 10, Solano County Records.

All distances and areas shown herein are "ground" distances. To obtain "grid" distances divide "ground" distances by the Combined Factor of 0.999987381.


John C. Wunschel III PLS 8937 Date



EXHIBIT "B"

PORTION OF PARCEL "B"
PER DOC. 201400052224 O.R.

APN 133-190-540
LOT 'D'
89 S.D. 19

N70°45'33"E (R)
P.O.C.
SOUTHERLY TERMINUS
OF COURSE "L63"
(68 S.D. 40)

**SOLANO COMMUNITY
COLLEGE DISTRICT
APN 133-190-520
PARCEL B
DOC. 201400052224**

NORTH VILLAGE PKWY



N23°43'45"E 11.48'
N57°28'46"E 15.04'
N18°13'26"W 13.61'
N6°13'37"E 44.58'
N30°34'44"E 12.57'
N45°05'15"W 20.00'

P.O.B.

R=546.00' Δ=19°39'05" L=187.27'
R=546.00' Δ=10°38'36" L=101.43'

LEGEND

- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING
- (R) RADIAL BEARING
- o DIMENSION POINT
-  EASEMENT AREA: 1,114.6 SQ.FT.

**VACAVILLE CENTER INTERSECTION IMPROVEMENTS
PUBLIC SIDEWALK EASEMENT**

1 OF 1

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT FOR REDESIGN OF THE BUSINESS AND
ENTREPRENEURSHIP SECTOR WEBSITE**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for an agreement with Interact Communications to redesign the statewide Business and Entrepreneurship Sector website. The Chancellor’s Office discontinued its relationship with Full Capacity Marketing that had originally designed the Business and Entrepreneurship Sector website.

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:

Ed. Code: 81655 Board Policy: 3520 Estimated Fiscal Impact: \$35,000 Grant Expense

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

Charles D. Eason
Statewide Director, Business and Entrepreneurship

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

ADDRESS

(707) 863-7846

TELEPHONE NUMBER
David Williams, Ph.D.

Vice President, Academic Affairs

VICE PRESIDENT APPROVAL

July 2, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 15, 2020

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 13.(k)
MEETING DATE July 15, 2020

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT FOR REDESIGN OF THE BUSINESS AND
ENTREPRENEURSHIP SECTOR WEBSITE**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

Furthermore, the Chancellor’s Office Economic and Workforce Development Program dropped the “Doing What Matters” branding and is now using the “Powered by California Community Colleges” branding. An RFP was issued for a website designer and Interact Communications was selected to redesign the Business and Entrepreneurship Sector website. The contract is for \$35,000 to be paid out of the Statewide Business and Entrepreneurship Sector grant. The term of the agreement is July 16, 2020 to September 30, 2021.

Solano College Business and Entrepreneurship Sector Website

Proposed by Cheryl Broom, President
June 10, 2020

INTERACT'S COMMITMENT

Interact is committed to providing the highest-quality work. We listen. We work. We perform.

Nothing excites us more than assisting a community college organization in realizing its goals.

We know everyone is watching all your messages all the time, so we are strategic, elegant, and focused on moving the hearts and minds of your community.

You will find that our greatest capability is the ability to work with you and your team to create success. Working as a full-service communications company, Interact provides a comprehensive, integrated approach. Thus, Interact can guarantee both our pricing and our quality, having complete control over all aspects of the project.

In addition to fulfilling the scope of work in this RFP Interact Communications will also provide:

- Weekly phone or web meetings with Interact's account executive and your lead.
- Access to Interact senior leadership by phone-email, and in-person meetings.
- Two rounds of revisions to our work, including designs.

In order to ensure coordination between the Sector and Interact, we take the time during the project kickoff to share our plan in detail, identify roles and responsibilities, cover date-specific timelines, and identify communication timing and mechanisms between our team and yours.

Throughout the life of the contract, we maintain constant communication and leverage the capabilities of our project management software so that nothing falls between the cracks. If you need our services at any time, our team is always available and when surprise needs occur, our team responds immediately to deliver mission-critical work to your office.

OUR APPROACH TO YOUR PROJECT

The primary objective of this project is to develop a Business and Entrepreneurship Sector website that will serve as a resource that the Statewide Director and Regional Directors can refer people to for additional information about the sector and resources relevant to the sector. In addition, the website will highlight the accomplishments of the Sector.

To meet the objectives of this project, Interact Communications will take a three-step approach:

01

Discovery
& Strategy

02

Code
& Deploy

03

Training
& Support

01

Discovery & Strategy

Project Kick Off & Sector Research

During discovery, we take the time to understand your objectives, vision, and goals as for the website. By leaning into your expertise early on, our team is then empowered to lean into our own creative expertise to craft a well-designed website to represent the Sector and meet user expectations.

Immediately following contract approval we will hold a virtual listening session to occur with your key stakeholders. During this time we will simultaneously perform a deep dive into your current site, as well as the other sites that will be integrated into the new build (either as links or as part of the new site).

Following the meeting and our discovery process, we will develop a creative/project brief for your review and approval.

One area we wish to spend time exploring is the **EshipEducator.com** platform. As part of this project, we are setting aside a block of development time to formulate a plan on how this site can be integrated into the website. Until we can access that site, we are unable to guarantee that all work on that site will be addressed during Year 1 of this project. If the code is complex or inaccessible, we will need more time to evaluate and will provide a proposal for costs. However, if it is within our ability to address it as part of this project, within the 20 hours we have allotted, we will do so.

01

Discovery & Strategy

Information Architecture (IA)

The Information Architecture (IA) work will help determine how your users will navigate the website and access information. IA will be delivered as a site map, a visual flowchart that indicates the homepage, internal pages and subpages.

The major outcome of this phase is determining the specific pages of the website, their hierarchy and user navigation. It will also guide our content development.

Content Development

TEXT – Provided copy will be proofread and refined, if necessary. Recommendations will be made so that text is concise and fits within the allocated space.

IMAGERY – A collection of images will be produced to meet the creative requirements of the website design. Interact Communications has a database of California community colleges career education photography that we can utilize for this project, and caption with college information. Curated stock photography will be sourced when authentic imagery is not available or possible to capture.

BRAND DEVELOPMENT – Interact Communications has substantial experience working within the California Community Colleges brand and is familiar with and will comply with all “Powered by California Community Colleges” branding guidelines.

Following the meeting and our discovery process, we will develop a creative/project brief for your review and approval.

01

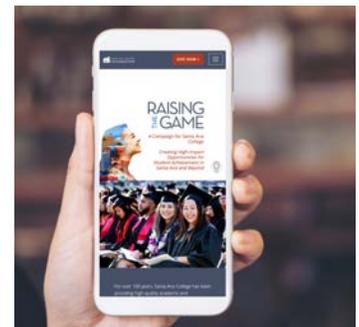
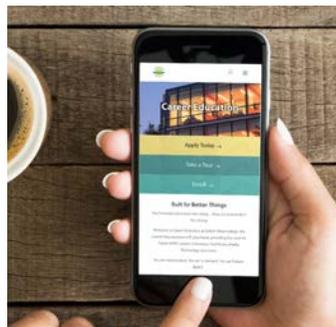
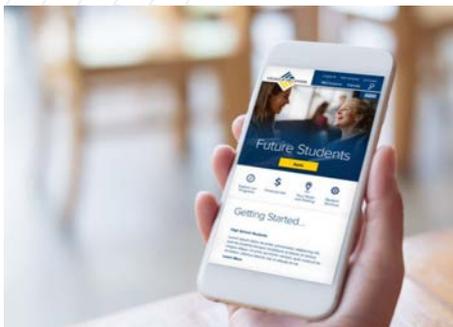
Discovery & Strategy

Homepage and Main Subpage Designs

Following the discovery phase, the approval of the Information Architecture, and the collection of all text and imagery, we will present our primary page designs for the website. These designs will support the approved project brief and creative direction. Designs for both a desktop and mobile version will be produced for approval. In addition, we all designs will be ADA compliant.

ADA Compliance & Mobile

Interact Communications designs all our websites for both desktop and mobile use. Because we only work with community colleges, we are experts in ADA compliance and ensure that all elements of the website are designed and developed to meet at least WCAG 2.0/AA ADA compliance standards.



02

Code & Deploy

Code, Test & Launch

We develop websites according to the approved designs in a way that allows you to easily and reliably manage their content. Our preferred content management system is WordPress, which powers almost 27% of all websites and 60% of all content management systems. In fact, it is said that WordPress runs **“35% of the entire Internet.”**

Site Presentation

Before going live for general consumption, we launch the website on a test server. Here, we ensure that the website works across all modern devices and web browsers. After all of this is complete, we invite you to review the test site. Once approved, we deploy the website for public consumption.

03

Training & Support

At this point of the project, we will provide instruction for how the content on the website may be edited/updated through Wordpress admin. We will provide written instructions as well as a virtual training session. We will continue to provide this support as part of our contract for one-month after the site goes live. Beyond that, we can continue to provide ongoing support on an hourly basis.

As part of this contract, we will provide hosting services for a one-year (12-month period). Following that 12-month period, the Sector will either pay a retainer for hosting services or will need to pay for these services directly.

WORKPLAN & TIMELINE

OVERVIEW OF SERVICES

TIMELINE

Project Kick Off/Listening Session	1 Week
Discovery: Site Analysis and Usability	1 Week
Creative/Project Brief Developed and Approved	1 Week
Information Architecture Developed and Approved	2 Weeks
Photography Database Created	3 Weeks
All Text Collected from Client and from Existing Pages	3 Weeks
First Round of Designs Presented for Feedback	1 Week
Design Revisions	1 Week
Site Development	3 Weeks
Site Testing	1 Week
Sector Testing and Training	1 Week
Site Live	Sep. 30
Ongoing Support	1 Month
Hosting Services	1 Year

This proposed timeline is based on an anticipated contract award of July 2 and in the Sector's assistance in providing any necessary text, access to current resources, and approvals. Delays in approvals or delays on behalf of the Sector will result in the timeline needing to be adjusted. Due to the aggressive nature of this project, we ask that the Sector commit to following the timeline to the best of its ability.

COSTING BREAKDOWN

01

DISCOVERY AND STRATEGY

- Project Kick Off & Discovery
- Information Architecture
- Content Development
- 20 Development Hours for eshipeducator.com (valued at \$150/hour)
- Website Designs: Desktop and Mobile

TOTAL: \$15,000

02

CODE & DEPLOY

- Website Coding and Deployment

TOTAL: \$17,500

03

TRAINING & SUPPORT

- Written Instructions and Virtual Training Session (Value Add, No Charge)
- One Month of Tech Support (up to 10 hours, valued at \$150/hour)
- One Year of Website Hosting

TOTAL: \$2,500

=

PROJECT TOTAL: \$35,000

TERMS

1. Appointment of Agency. Upon contract signature, client will appoint Agency as Client's creative services agency in connection with the events, products, and/or services of Client described in Scope of Work document.
2. Scope of Services. Agency will provide Client with the services provided in the Scope of Work which is incorporated into this Agreement. Should Client request Agency to perform additional services beyond the scope of those identified in the Scope of Work, Agency and Client will negotiate in good faith with respect to the terms, conditions, and compensation for such additional services. Any agreement for such additional services will be set forth in writing executed by both parties and considered an Addendum to this Agreement.
3. Intellectual Property Ownership.
 - a. Subject to the limitations set forth in Section 3(b) of this Agreement, all campaigns, trademarks, service marks, slogans, artwork, written materials, drawings, photographs, graphic materials, film, music, transcriptions, computer programs, or other materials that are subject to copyright, trademark, patent, or similar protection (collectively, the "Work Product") produced by Agency shall be the property of the Client provided: (1) such Work Product is accepted by the Client within two (2) months of being proposed by Agency; and (2) Client has paid all fees and costs associated with creating, or, where applicable, producing such Work Product. Work Product that does not meet the two foregoing conditions shall remain the Agency's property. Subject to and upon fulfillment of the foregoing conditions, all title and interest to Work Product shall vest in Client as "works made for hire" within the meaning of the United States copyright laws. To the extent that the title to any such Work shall not be considered a work made for hire pursuant to law, Agency transfers and assigns its rights in such Work to Client upon the fulfillment of conditions 1 and 2 set forth in this Section 3(a).

TERMS

b. It is understood that Agency may, on occasion, license materials from third parties for inclusion in Work Product. In such circumstances, ownership of such licensed materials remains with the third-party licensor at the conclusion of the term of such third-party license. In those instances, Client agrees that it remains bound by the terms of such third-party licenses. Agency will keep client informed of any such limitations.

c. Agency shall be permitted to display all completed Work Product, after such Work Product is accepted and implemented by Client, in Agency's work portfolio in print, digital, and online formats for Agency's promotional purposes, including the submission of any completed and published Work Product in any relevant award competitions. Client grants to Agency a limited license to display the completed, accepted, and implemented Work Product for such purpose.

4. Compensation and Billing Procedure. Agency will be compensated, and Client will be billed a flat fee of 50% upon contract signing and 50% upon completion of each deliverable, on a monthly basis.

5. Client Approvals and Authority. Client shall provide timely approvals of Agency work and timely responses to Agency inquiries related to all aspects of the Work. Client shall designate in writing the individual or individuals with whom the Agency will communicate regarding all aspects of the Work or this Agreement. In the event of a delay by Client in granting any necessary authority or approval to Agency, which delay causes an increase in fees or costs associated with the Work, or a delay in the completion date of the Work, Client shall be solely responsible for such increased costs and delayed completion dates.

Memorandum of Understanding.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

Agreed to on behalf of:

Solano Community College

Dr. Celia Esposito-Noy,
Superintendent/President

Name/Title

Signature

Date

Agreed to on behalf of:

Interact Communications, Inc.

Cheryl Broom, President



June 29, 2020

REQUEST FOR PROPOSALS (RFP)
FOR
Redesign of Business and Entrepreneurship Sector Website

INTRODUCTION

Solano Community College as host for the California Community Colleges Statewide Director of Business and Entrepreneurship Sector grant is seeking proposals for the redesign of the Business and Entrepreneurship Sector Website.

NOTICE IS GIVEN:

That SOLANO COLLEGE, will receive proposals as outlined in this RFP at the address listed below or via email to charles.eason@solano.edu:

SUBMITTAL DUE: 5:00 P.M. Pacific Standard Time, June 12, 2020

Charles Eason
California Community Colleges Statewide Director Business and Entrepreneurship
Solano Community College
4000 Suisun Valley Road, Room 151
Fairfield, CA 94534
(707) 863-7846
charles.eason@solano.edu

Background

The California Community Colleges invests funding and resources in industry sectors that are key to California's economic growth. Entrepreneurs and business operators are critical to California's economic development as contributors to innovation and new job growth. The Business & Entrepreneurship Sector collaborates with industry and education to improve and expand business and entrepreneurial curriculum. The result is a job-ready workforce and entrepreneurial leaders to ensure California's economic growth and global competitiveness. The California Community Colleges Chancellor's Office selected Solano Community College to host the Statewide Director Business and Entrepreneurship grant that works with the business and entrepreneurship programs of all 115 community colleges across the state. Working with nine Regional Directors for Business Engagement across the state, the Statewide Director provides technical assistance to colleges developing credit, non-credit, and not-for-credit programs in the area of business and entrepreneurship.

Redesigned Website Objectives:

Primary Objective: The Business and Entrepreneurship Sector website will serve as a resource that the Statewide Director and Regional Directors can refer people to for additional information about the sector and resources relevant to the Sector.

Additional Objectives: Website will highlight accomplishments of the Sector.

Audiences:

1. Faculty: Business, Accounting, HR, Entrepreneurship (Students via faculty)
2. Industry Partners
3. College Administrator - Deans/VPs
4. Cross-Sector Collaborators
5. News and Media
6. The CCCCCO
7. Incumbent employees, those seeking employment/reskilling/students across sectors
8. K-12 and University Partners
9. Businesses and Public Partners (e.g., Chambers of Commerce, United Way(s), etc.)

Recommended website examples for reference:

<https://ictdmsector.org/>

<https://globaltradeworkforce.com/education/> and <https://cainternationaltrade.org/>

Current Website

URL: www.businessandentrepreneurship.net

Launch: Original Sector Website was launched in 2014 on an Adobe Contribute Platform, but was recently converted to a self-maintained Weebly website February 2020.

Platform: Weebly.com current Sector website and AWS for EshipEducator.com

Host: Weebly.com for current Sector website and AWS for EshipEducator.com

Code repository: Weebly.com for Sector Website

Current Pain Points

- Need a professional and easy to navigate website
- Need to combine different websites into one go to resource for our sector
- Needs logical organization
- New logo for statewide branding, with regional options.

Project Scope and Functionality Requirements

- Develop Sector Website that is compliant with “Powered by California Community Colleges” branding guidelines <https://brand.cccco.edu/resources>
- Include mobile capability and accessibility
- Communities of Practice Resource Pages (e.g. COP for Student Internships)
- Sector Media Page
 - Event Videos
 - Testimonial Videos, various types
 - Podcasts (the Micah Model)
 - Sector News
 - Newsletter Articles (+ archive of past newsletters)
 - Success Stories
 - Ability to link with Social Media (Linkedin, Facebook, Twitter, etc.)
- Resource Page for Industry and Entrepreneurs
 - Legislative/government information
 - Networking opportunities
 - Sector-offered events/opportunities
 - Community college promo blurb/link
 - Grant opportunities
 - Business Support
 - Webinars
 - Trainings
 - Networking Opportunities
 - Additional Resources: SBA/SBDC/Others
 - Don't see what you are looking for? Email us at _____.

- Resource Page for Faculty and Students
 - About Careers
 - Internship Opportunities
 - Community College Promo
 - Curriculum Sharing Page
 - www.EshipEducator.com
 - www.entrepreneurshipcurriculum.com
 - Open source curriculum, etc
 - Grant Opportunities
 - Events/opportunities
 - Faculty Professional Development
 - Webinars
 - Training Opportunities (sector-offered and otherwise)
 - Special events
 - Sector Spotlight/Contact
 - Don't see what you are looking for? Email us at _____.
- Calendar or Upcoming Events Page
- Interactive map showing contacts in each region
 - Profile page for each region
- Dashboard to display Sector Metrics (see example <https://cccmaker.com/about/metrics/>)
- Integrate www.EshipEducator.com with Website
 - EshipEducator was developed in Angular.js, MySQL, PHP, Linux & hosted on AWS
 - Fix following items in Eship Educator
 - Replace “Doing What Matters” Branding with “Powered by CCC) branding
 - Fix radio button on validating new users to change from white to solid
 - Add way to notify administrator when they need to validate a new user
 - Add way to delete invalid users from system
 - Add way to edit regions in administrative reports (currently lists outdated contacts for DSNs who are no longer with the program
 - Integrate Discussion Board that was created using Discourse so that you do not have to logout and login when switching to the Discussion Board
- Integrate www.entrepreneurshipcurriculum.com website
 - Replace “Doing What Matters” Branding with “Powered by CCC) branding
 - Integrate the content under “third party curriculum” in EshipEducator
- Provide method for Sector representative(s) to update website content with information curated from Statewide Director and Sector Regional Directors

The Business and Entrepreneurship Sector has budgeted up to \$35,000 for the initial redesign of the website in this Fiscal Year budget plus anticipates budgeting up to \$10,000 in next Fiscal Year's budget for maintenance and ongoing updating of content.

Proposal Requirements

Please include the following in your proposal response:

- Overview of your company
- Overview of how you will meet our objectives
- Scope of your work (research, design, development, post-launch errors correction etc.)
- Explanation of your proposed platform/CMS
- Outline of your website design & development strategy
- Proposed website timeline from kickoff to launch
- Details about your team
- Recent design & development examples
- Pricing with optional elements line-itemed
- Terms & conditions

TENTATIVE SCHEDULE FOR PROJECT

RFP Released	May 20, 2020
Proposals due no later than 5:00 P.M.	June 12, 2020
Evaluation of Proposals Completed	June 17, 2020
Notification of Intent to Award Contract	July 2, 2020
Approval of Vendor by Board of Trustees	July 15, 2020
Project Start Date	July 16, 2020
Project Completion Date for Redesign	September 30, 2030

Please mail or email proposals to:

Charles Eason
Statewide Director Business and Entrepreneurship
Solano Community College
4000 Suisun Valley Road, Room 151
Fairfield, CA 94534
(707) 863-7846
charles.eason@solano.edu

Proposals must be received NO LATER THAN 5:00 P.M. Pacific Standard Time, June 12, 2020.

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

TO: **Members of the Governing Board**

SUBJECT: **RESOLUTION NO. 20/21 – 02 EMERGENCY CLOSURE – CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) and GENERAL CHILD CARE (CCTR)**

REQUESTED ACTION:

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

SUMMARY:

The California Education Code section 8271 provides against loss of funds for days of operation or child days of attendance for the period of time services were suspended due to the pandemic. In the event that agencies are unable to operate due to circumstances beyond the control of the operating agency, such programs shall not be penalized for incurred program expenses nor in subsequent annual budget allocations.

The Early Learning Center closed the program March 17 through May 21. The Board of Trustees shall adopt a resolution that describes the nature of the emergency closure so that the district will not lose any funding from the California Department of Education child care contracts. The adopted resolution enables us to claim reimbursable attendance for the full period of the closure.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$206,787.00</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Shannon Cooper, Psy.D.

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7183

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

July 6, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 15, 2020

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

EMERGENCY CLOSURE RESOLUTION

RESOLUTION NO. 20/21-02

BE IT RESOLVED that the Governing Board of **Solano Community College** authorize **the emergency closure of the child development center on the Fairfield campus March 17 – May 21, 2020. The mandatory sheltering order caused by the pandemic temporarily suspended the child development services provided under contracts CCTR-9283 and CSPP-9607.**

The daily attendance for both certified and non-certified children for the full week prior to the temporary closure was:

	<u>CCTR</u>	<u>CSPP</u>
Monday	21	68
Tuesday	20	70
Wednesday	21	66
Thursday	22	66
Friday	18	57

NAME

TITLE

SIGNATURE

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

PASSED AND ADOPTED THIS _____ day of _____ 2020, by the

Governing Board of **Solano Community College** of Solano County, in the State of California.

I, **Celia Esposito-Noy** Clerk of the Governing Board of **Solano Community College**, of Solano County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: INITIAL PRESENTATION OF SOLANO COMMUNITY COLLEGE DISTRICT BARGAINING PROPOSAL TO THE OPERATING ENGINEERS/STATIONARY ENGINEERS, LOCAL 39 ON INTERESTS

REQUESTED ACTION:

- Information OR Approval
Consent OR Non-Consent

SUMMARY:

The Solano Community College District and the Operating Engineers/Stationary Engineers, Local 39, are preparing to enter into negotiations.

CONTINUED ON THE 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: Human Resources

Table with 3 columns: Ed. Code:3547, Board Policy:2010, Estimated Fiscal Impact: Unknown

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 2, 2020

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

July 15, 2020

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

TO: **Members of the Governing Board**

SUBJECT: **INITIAL PRESENTATION OF SOLANO COMMUNITY COLLEGE DISTRICT BARGAINING PROPOSAL TO THE OPERATING ENGINEERS/STATIONARY ENGINEERS, LOCAL 39 ON INTERESTS**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

This item introduces the District’s proposal to the Operating Engineers/Stationary Engineers, Local 39, for the purpose of public notice (“sunshining”) to work with the Operating Engineers/Stationary Engineers, Local 39, on the following interest.

The District’s interest is in the review, reorganization and reconsideration of all contract articles.

Pursuant to the Government Code Section 3547, public comment on such proposal shall be received at the next Governing Board meeting scheduled for August 5, 2020.



SOLANO
COMMUNITY COLLEGE

Citizens' Bond Oversight Committee
Fiscal Year 2018-2019



SOLANO
COMMUNITY COLLEGE
 **KITCHELL**

August 5, 2020

DRAFT

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Citizens Bond Oversight Committee Annual Report 2018-19

INTRODUCTION

This report presents activities and opinions of the Citizens' Bond Oversight Committee (CBOC) of the Solano Community College District (District) during the 2018-19 fiscal year. The CBOC is required to prepare and present to the District's Board of Trustees, in public session, an annual written report, which includes a summary of the CBOC's activities and a statement indicating whether the District is in compliance with requirements that the bond revenues have been used only for the purposes authorized by the bond measure.

During this period the CBOC met four times but did not have a quorum for one of the meetings. Committee members received updates from District staff on the progress of Measure Q projects. The District and its consultants were forthcoming in providing and presenting requested information and project status updates. During this fiscal year, an annual report was created and presented to the Governing Board for the year 2017-18.

The CBOC reports that to the best of its knowledge the District has complied with the requirements of state law in its accounting for and expending of bond funds. Information regarding the projects for the bond measure is provided in this report. Expenditures are cumulative through June 30, 2019.

ABOUT THE SOLANO COMMUNITY COLLEGE DISTRICT

Solano Community College was established in 1945 as Vallejo Junior College, as it was part of the Vallejo City Unified School District until 1967 when the College became a countywide institution. The 192-acre Fairfield campus, centrally located just off Interstate 80, was completed in 1971 and opened with 5,000 students. Since then, facilities, programs, staff and services have expanded to meet the needs of a growing County.

The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Winters, as well as Travis Air Force Base. Many graduates of the area's fifteen public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

The College currently serves about 11,000 students annually at facilities on the main Fairfield Campus, Vacaville Center properties, and Vallejo Center properties.

CITIZENS' BOND OVERSIGHT COMMITTEE

The Solano Community College District's Citizens' Bond Oversight Committee is comprised of nine members representing required constituent groups from throughout the District's service region.

The CBOC is responsible for the review of bond expenditures and preparation and presentation of an annual report. Solano Community College District's CBOC has oversight responsibilities for Measure Q. CBOC members serve a term of three (3) years, commencing as of the date of appointment by the Board. No member may serve more than two (2) consecutive terms. CBOC members are not compensated for their services.

Committee Members During 2018/2019 Fiscal Year:

Tina Lowden, Senior Citizen Organization, Winters (appointed 4/5/17)

Andre Stewart, Member-At-Large - Benicia (appointed 11/19/15)

Ward Stewart, Chair, Member-At-Large – Vallejo (appointed 9/2/15)

Janet Roberts, Taxpayers' Association – (appointed 1/17/18)

Holly Brown, Construction Trade Organization – (appointed 9/20/17)

Cary Leider Construction Trade Organization - (appointed 3/6/19)

Dawn LaBar, Educational Foundation – (appointed 1/17/18)

Doriss Panduro, Business – (appointed 1/17/18)

Danion Ghebremichael, Student Association (appointed 5/16/18)

MEASURE Q BOND PROGRAM SUMMARY

The Solano Community College District had two bond authorizations: Measure G, approved by voters in 2002 (\$124.5 million) and Measure Q (\$348 million) approved by the voters in 2012. The proceeds from these bonds are to be used for site acquisition, facility renovation, construction of new facilities, and equipment procurement.

Both Measure G (closed in June 2017) and Measure Q were passed under Proposition 39 provisions, which allow passage of school bond measures with 55% voter approval if certain conditions are met. Proposition 39 allows the District to use bond funds only for projects described in the bond measure language. The funds cannot be used for staff salaries or projects not described in the language of the bond measures. It also mandates the formation of a

Citizens' Bond Oversight Committee (CBOC).

SUMMARY OF CBOC ACTIVITIES FOR FISCAL YEAR 2018/2019

The CBOC scheduled meetings on the following dates in Fiscal Year 2018/19: August 14, 2018; November 13, 2018; February 26, 2019 (no quorum); and April 23, 2019.

Following is a brief summary of the highlights of each meeting.

August 14, 2018: Pam Kinzie (Kitchell) gave a brief presentation on change orders with Lucky Lofton (Bond Manager) providing clarification on some points. Lucky Lofton provided updates on the current Measure Q projects including the Science Building and Veterans' Center, Library/Learning Resources Center, Horticulture Rest Room Building, Fairfield Campus Entry Sidewalk, and the Vacaville Center Intersection Improvement Project. Committee members were taken on a tour of the Science Building Project.

November 13, 2018: Committee members reviewed the Measure Q Quarterly Progress Update for the quarter ending September 30, 2018. Lucky Lofton brought the committee up to date by providing a summary of current projects progress.

February 26, 2019: There was no quorum as only four committee members were present. Nonetheless, Rob Diamond discussed the financial and performance audits for the last fiscal year. Lucky Lofton reviewed the Project and Quarterly Progress Update Report for the quarter ending December 31, 2018. Janet Roberts agreed to assist Ward Stewart in the creation of the Annual Report for the 2017-18 Annual Report. Committee members were taken on a tour of the Makers' Space and Robotics Labs.

April 23, 2019: Lucky Lofton provided costs of the Maker's Space and Robotics Lab projects. Rob Diamond provided hard copies of the fiscal year 2018-19 performance and financial audit reports. The discussion concluded with 'no findings' from both audit reports. Committee members reviewed a draft of the CBOC's 2017-18 Annual Report and approved it. Chair Ward Stewart will present it to the Governing Board at a subsequent public meeting.

June 19, 2019: Chair Ward Stewart presented the 2017-18 Annual Report to the Governing Board.

BOND PROJECTS AND FINANCIAL SUMMARY

Measure Q active projects this fiscal year included:

Fairfield Campus:

- Science Building (Phase 1)
- Library/Learning Resource Center (Building 100 Replacement)
- Horticulture Modular Restroom Building

Vacaville Center:

- Vacaville (Annex) Classroom Building Renovation (Phase 2)
- Vacaville Center Annex Building Corbels Removal (Phase 1)
- Vacaville Center Annex Building Monument Sign
- Biotechnology and Science Building Fume Hood Controls
- Vacaville Center Intersection Improvements
- Vacaville Center HVAC Upgrade
- Aeronautics & Workforce Development Building Sign & Awning
- Aeronautics Nut Tree Facility Improvements

Vallejo Campus:

- No active projects at this campus this reporting period.

District-wide:

- Utility Infrastructure Upgrade – Solar
- IT Infrastructure (Phase 2) Projects: Network Upgrade, Classroom Technology Upgrade, Faculty/Staff/Student Computer Replacement, Printer & Copier Replacement, Email System Upgrade, and Technology Upgrade at the Vacaville (Annex) Building
- Small Capital Projects: Building 1200 Signage, Portables Low Voltage Revisions, Building 1800 Makers Lab and Robotics Renovation, Building 1800B Existing Corridor Renovation, Autotechnology HVAC Acoustic Study, B300 Exterior Room Identification Signage, B300 Room 306 Modifications, Building 1900 Office Renovation, and B300 Modifications-Mail and Graphics



Solano Community College CBOC
2018-2019 Annual Report

Solano Community College District
Measure Q Bond



(Financial as of 6/30/2019)

Status ⁽⁴⁾	PROJECT NAME	MEASURE Q PROJECT BUDGET AS OF 12/05/2018 BSP ⁽¹⁾	BOT APPROVED CHANGE	MEASURE Q PROJECT BUDGET AS OF 2/06/2019 BSP ⁽²⁾	OTHER FUNDING BUDGET ⁽³⁾	REDEVELOPMENT FUND	OTHER FUNDING EXPENDITURES AS OF 06/30/2019 ⁽⁵⁾	MEASURE Q EXPENDITURES AS OF 06/30/2019 ⁽⁵⁾	PERCENT SPENT
	FF CAMPUS								
A	Library & Learning Resource Center	\$ 24,300,000		\$ 24,300,000	\$ 20,148,000	\$ 1,500,000	\$ 2,620,063	\$ 507,895	6.8%
C	Performing Arts Building (Phase 1 B1200 Renovation)	\$ 6,229,718		\$ 6,229,718	\$ 13,760,000		\$ 13,760,000	\$ 6,229,718	100.0%
F	Performing Arts Building (Phase 2)	\$ 13,700,000		\$ 13,700,000	\$ -		\$ -	\$ 33,151	0.2%
A	Science Building (Phase 1)	\$ 36,600,000		\$ 36,600,000	\$ -		\$ -	\$ 33,858,419	92.5%
F	Science & Math Building (Phase 2)	\$ 8,000,000		\$ 8,000,000	\$ -		\$ -	\$ -	0.0%
F	Career Technology Building (CTE)	\$ 3,000,000		\$ 3,000,000	\$ -		\$ -	\$ -	0.0%
A	Agriculture (Horticulture)	\$ 2,000,000		\$ 2,000,000	\$ -		\$ -	\$ 1,266,354	63.3%
	VV CAMPUS								
A	VV Classroom Building Purchase & Renovation	\$ 8,200,000		\$ 8,200,000	\$ -		\$ -	\$ 6,971,685	85.0%
A	Biotechnology & Science Building	\$ 33,383,435		\$ 33,383,435	\$ -		\$ -	\$ 33,291,070	99.7%
A	Aeronautics & Workforce Development Building	\$ 15,000,000		\$ 15,000,000	\$ -		\$ -	\$ 1,275,858	8.5%
F	Student Success Center/LRC	\$ 15,500,000		\$ 15,500,000	\$ -		\$ -	\$ -	0.0%
F	Fire Training	\$ 6,250,000		\$ 6,250,000	\$ -		\$ -	\$ -	0.0%
A	Vacaville Center HVAC Upgrade	\$ 2,153,557	\$ (3,251)	\$ 2,150,306	\$ -		\$ -	\$ 2,147,787	99.9%
	VJ CAMPUS								
C	Vallejo Property Purchase Belvedere	\$ 4,794,343		\$ 4,794,343	\$ -		\$ -	\$ 4,794,343	100.0%
C	Vallejo Property Purchase Northgate	\$ 6,871,471		\$ 6,871,471	\$ -		\$ -	\$ 6,871,471	100.0%
F	Site Improvements	\$ 2,825,000		\$ 2,825,000	\$ -		\$ -	\$ -	0.0%
C	Autotechnology Building	\$ 23,735,961		\$ 23,735,961	\$ -		\$ -	\$ 23,735,961	100.0%
F	Student Success Center/LRC	\$ 22,000,000		\$ 22,000,000	\$ -		\$ -	\$ -	0.0%
F	Career Technology Building	\$ 19,800,000		\$ 19,800,000	\$ -		\$ -	\$ -	0.0%
C	Vallejo Center HVAC Upgrade	\$ 2,135,178		\$ 2,135,178	\$ -		\$ -	\$ 2,135,178	100.0%
	INFRASTRUCTURE IMPROVEMENTS								
A	IT Infrastructure Improvements	\$ 14,200,000		\$ 14,200,000	\$ -		\$ -	\$ 5,807,558	40.9%
C	Utility Infrastructure Upgrade (Energy)	\$ 24,671,331		\$ 24,671,331	\$ 712,447		\$ 712,447	\$ 24,671,331	100.0%
	ADA & CLASSROOM IMPROVEMENTS								
A	Small Capital Projects	\$ 8,753,246		\$ 8,753,246	\$ -		\$ -	\$ 3,599,043	41.1%
A	ADA Improvements	\$ 10,900,000		\$ 10,900,000	\$ 50,000		\$ 50,000	\$ 388,082	4.0%
	PLANNING, ASSESSMENTS & PROGRAM MANAGEMENT								
A	Program Management, District Support and Planning	\$ 25,400,000		\$ 25,400,000	\$ -		\$ -	\$ 15,426,957	60.7%
	RESERVE & INTEREST								
	Program Reserve	\$ 11,072,666	\$ 27,802	\$ 11,100,468	\$ -		\$ -	\$ -	
	Treasury Fees	\$ -		\$ -				\$ 528,185	
	TOTAL BOND SPENDING PLAN	\$ 351,475,906		\$ 351,500,457	\$ 34,670,447	\$ 1,500,000	\$ 17,142,510	\$ 173,540,045	49.5%

⁽¹⁾ Per Bond Spending Plan Revision Approved by BOT 12/5/2018

⁽²⁾ Per Bond Spending Plan Revision Approved by BOT 2/6/2019

⁽³⁾ Note other funding sources include State Funding, Proposition 39 Energy and Solano Transportation Authority

⁽⁴⁾ A=Active Project; F=Future Project/Project On Hold; C=Closed Project. VV Aeronautics Project activity associated with property purchase and schematic design/budget confirmation only.

⁽⁵⁾ District is currently in fiscal year-end close and is also in process of the annual financial audit, any variances will be included in the next quarterly report

BOND AUDIT REPORTS FOR FISCAL YEAR 2018/2019

In accordance with Proposition 39, Measure Q contains strict financial safeguards, including a requirement that an independent audit be conducted annually to ensure bond funds are spent on classroom and facility improvements as identified in the ballot measure.

Measure Q had a clean financial audit, with no findings. The Auditor found that the District properly accounted for the expenditures and bond funds were spent on authorized projects.

The Financial and Performance Audit Reports for fiscal year 2018/2019 may be available on the District website: www.solano.edu/measureq

CBOC COMMENTS AND RECOMMENDATIONS

District Staff treated members of the CBOC with respect and appeared to value the role of the CBOC.

Whether or not a quorum was attained, District Staff provided project updates at every scheduled meeting. They also consistently answered all members' questions capably and competently. Information and documentation requested were provided without apparent reservation. District Staff gave tours of Measure Q funded projects when committee members requested them.

Neither District Staff, nor the Superintendent/President restricted the number of meetings the CBOC chose to conduct, nor were agenda items limited or controlled by other than CBOC membership, via its Chair. The cooperation and participation by District Staff was helpful and appropriate, and was welcomed by the CBOC.

During the CBOC's fall 2019 meeting, Rob Diamond, Vice President, Finance and Administration, informed members that the Measure Q bond had been refinanced at a lower interest rate thus saving tax payers approximately \$21 million. Although the CBOC received this excellent news during the 2019-20 fiscal year, we believe this was a significant positive event that should be made known to the public at large.

The CBOC learned that the firm that conducted the performance and financial audits the last few years was taken over by a larger company; however, the staff conducting the audits remained essentially the same as in prior years. The CBOC recommends that the District go out

to bid and consider changing accounting firms periodically for the annual bond and general campus audits.

During the 2018-19 fiscal year one of the four scheduled meetings did not have a quorum. Over the years there has been a problem getting quorums. There was a vacant position during much of this past year. The CBOC understands that it is not always easy to find volunteers who fit the needed criteria for placement on the committee, but urges the Governing Board to act quickly to fill vacancies once they occur.

CBOC COMPLIANCE STATEMENT

Bond expenditures and bond projects have been reviewed by the Citizens' Bond Oversight Committee to ensure the money is spent only on school facility improvements authorized by Measure Q. Bond expenditures are audited annually by an independent audit firm retained by the District. The CBOC has reviewed the audit reports, District Quarterly Progress Update Reports, and other materials requested from the District, and believes the District is in compliance with the requirements of Article XIII A Section 1(b)(3) of the California Constitution.

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

TO: Members of the Governing Board

SUBJECT: 2020-2021 BUDGET UPDATE

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Robert V. Diamond, Vice President of Finance and Administration, will provide an update on the impact on community colleges of the California budget which was signed by Governor Newsom on June 29, 2020.

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

Robert V. Diamond
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

Robert V. Diamond

VICE PRESIDENT APPROVAL

July 7, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

July 15, 2020

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**