

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

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

EMPLOYMENT 2021-2022

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Daymon L. Clark, Jr.	Theatre Event Technician	General Fund	05/05/22 - 06/30/22	\$16.50/hr.
Luz Daniels	Non-Sworn Public Safety Officer	General Fund	05/05/22 - 6/30/22	\$25.00/hr.
Ashlie Lawson	Articulation Officer	General Fund	06/13/22 – 06/30/22	\$69.05/hr.
Leilani Lobo	Theatre Event Technician	General Fund	04/07/22 - 06/20/22 (Revised)	\$16.50/hr.
Tyara Minnis	Theatre Event Technician	General Fund	05/05/22 - 06/30/22	\$16.50/hr.
Michael Rowe	Non-Sworn Public Safety Officer	General Fund	05/05/22 - 6/30/22	\$25.00/hr.
Micah Scott	Theatre Event Technician	General Fund	05/05/22 - 06/30/22	\$16.50/hr.

Salvatore Abbate
 Human Resources

April 22, 2022

Date Submitted

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

May 4, 2022

Date Approved

EMPLOYMENT 2022-2023

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jessica Kuo	Biology (Anatomy & Physiology) Instructor (Tenure-Track)	08/11/2022

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Ashlie Lawson	Articulation Officer	General	07/01/22 – 08/05/22	\$69.05/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 2022-2023 academic year. The reduction is authorized under section 22713 of the California Education Code. The request for a reduced workload is recommended.

<u>Name</u>	<u>Position</u>	<u>Reduction</u>
Nicholas Cittadino	Counselor	30%
Carlos Esteve	Math Instructor	8%

AGENDA ITEM 10.(c)
MEETING DATE May 4, 2022

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

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

PERSONAL SERVICES AGREEMENTS

Student Services
Shannon Cooper, Psy.D., Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Mel Orpilla	Contractor will provide Asian Pacific Islander American Heritage Month presentation on Filipino American History of Vallejo on May 10, 2022 via zoom.	May 10, 2022 – May 10, 2022	Not to exceed \$500.00
Robert Alan Fung	Contractor will provide Asian Pacific Islander American Heritage Month presentation on May 5, 2022 via zoom.	May 5, 2022 – May 5, 2022	Not to exceed \$500.00

Susan Wheet
Vice President, Finance & Administration

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

April 22, 2022
Date Submitted

May 4, 2022
Date Approved

AGENDA ITEM 10.(c)
MEETING DATE May 4, 2022

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

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

PERSONAL SERVICES AGREEMENTS

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

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Cochitta Films	Increase original PSA amount due to additional services provided, PSA to be increased by \$200 for a combined total of \$1200.	April 7, 2022– May 31, 2022	Not to exceed \$1200.00 total

AGENDA ITEM 12.(a)
MEETING DATE May 4, 2022

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION NO. 21/22-36 FINDINGS OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY COLLEGE DISTRICT OF CONTINUED EMERGENCY

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The state of emergency continues to directly impact the ability of the members to meet safely in person. Approval of Resolution No. 21/22-36 is requested.

STUDENT SUCCESS IMPACT:

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

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

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

April 25, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**RESOLUTION NO. 21/22-36
FINDINGS OF THE BOARD OF TRUSTEES OF THE
SOLANO COMMUNITY COLLEGE DISTRICT
OF CONTINUED EMERGENCY**

The Board of Trustees of Solano Community College District have reconsidered the circumstances of the state of emergency originally declared on March 18, 2020, and found that:

- (1) The state of emergency continues to directly impact the ability of the members to meet safely in person.

APPROVED, PASSED AND ADOPTED by majority vote of the Board of Trustees of the Solano Community College District of Solano County, State of California, this **4th day of May** by the following vote:

STUDENT TRUSTEE ADVISORY VOTE:

AYES:

NOES:

ABSENT OR NOT VOTING:

Sarah Chapman, Ph.D., President of the
Governing Board of the Solano Community
College District

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 21/22-37 TO APPROVE
 APPOINTMENT TO CITIZENS' BOND OVERSIGHT
 COMMITTEE (CBOC) – WARD STEWART**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Resolution No. 21/22-37, to appoint one citizen to fill the vacancy in the Citizens' Bond Oversight Committee (CBOC) as Member-at-Large.

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

The Board CBOC Subcommittee comprised of Trustees Thurston, Young and Martin, reviewed an application submitted by an interested citizen. After consideration of the candidate's qualifications, the Board Subcommittee recommends the appointment of Ward Stewart, a Vallejo, California resident.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i> 15278	<i>Board Policy:</i> 3390	<i>Estimated Fiscal Impact:</i> \$0
------------------------	---------------------------	-------------------------------------

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

Celia Esposito-Noy, Ed.D
 Superintendent-President

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 4, 2022
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

April 25, 2022
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 21/22-37

WHEREAS, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 17/18-05 at its September 20, 2017 meeting establishing the Citizens' Bond Oversight Committee (CBOC) and approval of its Bylaws;

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

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

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

PASSED AND ADOPTED, This 4th day of May 2022, by the Governing Board of the Solano Community College District.

SARAH CHAPMAN, Ph.D., PRESIDENT

CELIA ESPOSITO-NOY, ED.D., SECRETARY

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 21/22-38 TO APPROVE
 APPOINTMENT TO CITIZENS' BOND OVERSIGHT
 COMMITTEE (CBOC) – TAMURI RICHARDSON**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Resolution No. 21/22-38, to appoint one citizen to fill the vacancy in the Citizens' Bond Oversight Committee (CBOC) representing the Business Organization.

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

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

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i> 15278	<i>Board Policy:</i> 3390	<i>Estimated Fiscal Impact:</i> \$0
------------------------	---------------------------	-------------------------------------

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

Celia Esposito-Noy, Ed.D
 Superintendent-President

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 4, 2022
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

April 25, 2022
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 21/22-38

WHEREAS, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 17/18-05 at its September 20, 2017 meeting establishing the Citizens' Bond Oversight Committee (CBOC) and approval of its Bylaws;

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

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

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

PASSED AND ADOPTED, This 4th day of May 2022, by the Governing Board of the Solano Community College District.

SARAH CHAPMAN, Ph.D., PRESIDENT

CELIA ESPOSITO-NOY, ED.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Curtiss Brown	Kinesiology Instructor 30 years, 9 months of service with SCC	05/26/2022

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>
------------------------	---------------------------	-------------------------------------

SUPERINTENDENT'S RECOMMENDATION:

- APPROVAL DISAPPROVAL
- NOT REQUIRED TABLE

Salvatore Abbate
Human Resources

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

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

April 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 4, 2022

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: UPDATED CLASSIFIED MANAGER JOB DESCRIPTION:
DIRECTOR OF FINANCIAL AID

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The following job description is presented for Governing Board approval. It updates the position of the Director of Financial Aid. This updated job description brings the job duties up to date with current practice and procedures in Financial Aid. This position will be placed at a Range 48 on the ALG salary schedule, and will be funded by the General Fund.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 88009</i>	<i>Board Policy: 4010, 4720</i>	<i>Estimated Fiscal Impact: \$97,693.61 Plus Benefits Yearly</i>
------------------------	---------------------------------	--

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

April 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION

CLASS TITLE: DIRECTOR OF FINANCIAL AID (Classified Manager)

Range 48

POSITION OVERVIEW:

Under the supervision of the Dean of Enrollment Services and the Chief Student Services Officer (CSSO), the Director of Financial Aid is responsible for the leadership, management and administration of the Financial Aid Office which includes, but is not limited to budget oversight, preparation of federal, state and district reports, maintenance of federal fund budgetary controls and regulatory compliance, and the delivery of funds and services to students.

The Director of Financial Aid is the designated official for the District in charge of all federal and state student financial aid programs and as such, certifies that the District is in compliance with all federal and state regulations and laws governing the administration of student financial assistance programs; compiles and submits required reports to the Department of Education and the state Chancellor's Office; administers the federal grant, loan, and work study programs; administers the state fee waiver and Cal Grant programs; advises senior management regarding federal mandates, implementation updates and compliance factors; prepares and submits applications for financial aid funds.

SPECIFIC DUTIES AND RESPONSIBILITIES

- **Technology:**
 - Manage a complex Enterprise Resource Planning (ERP) system (Ellucian Banner) which is used to coordinate the delivery of student financial aid and the maintenance of student financial aid records.
 - Evaluate, assess and implement new and/or revised technology, which includes testing software/business processes and troubleshooting/resolving issues.
 - Maintain Financial Aid website, intranet/student portal information.
- **Compliance and Program Administration:**
 - Recommend, interpret, and administer and update financial aid policies ensuring compliance with pertinent federal, state and local laws and contractual regulations; maintain liaison with federal, state, county and other agencies to answer questions, resolve problems, provide data, interpret and apply changes in rules and regulations concerning financial aid.
 - Remain current with new innovations in Financial Aid higher education by

regularly attending training meetings, workshops, conferences and financial aid professional organization meetings such as California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA), California Association of Student Financial Aid Administrators (CASFAA), and Western Association of Student Financial Aid Directors (WASFAA).

- Read, comprehend, interpret, implement, and ensure compliance with federal and state regulations and statutes governing Financial Aid programs and services including the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Direct Loan Programs, Cal Grants, CCPG Fee Waivers, Solano Promise Program, scholarships, and other related programs.
 - Coordinate and oversee audits, compliance review and account reconciliation, and ensure institutional compliance with relevant regulations, codes and statutes.
 - Develop system for appropriate need analysis and determine individual student eligibility for various aid programs; verify documents and maintain student generated information used to determine eligibility for financial aid awards.
 - Manage the student loan collection activities; and in collaboration with the Fiscal Services Office, develop and direct a loan default prevention program.
 - Independently perform high-level decision work involving professional judgment in the interpretation and application of policy and procedures.
 - Plan and control the District's scholarship program to assure awarding of scholarships consistent with applicable requirements.
 - Coordinate financial aid operations with other appropriate college units.
- **Management:**
 - Perform full management duties in accordance with applicable District policies, which includes: selecting and training new employees; direct, train, supervise and evaluate staff.
 - Conduct regular meetings with staff to inform of program policies, procedures, compliance training, deadlines and updates on a weekly basis.
 - Take disciplinary action, as needed and in a timely fashion, with underperforming staff.
 - Develop and maintain written policies and procedures manual for Financial Aid staff and provide staff professional development on a regular basis.
 - Establish key performance metrics and indicators that assess the timeliness and effectiveness of departmental outcomes and refine business processes to meet desired outcomes.
 - Prepare a comprehensive plan and recommend departmental process improvements as needed to ensure operational efficiency and regulatory compliance.

- Prepare and analyze detailed financial statements and forecasting reports; make recommendations based on results.
 - Participate in college outreach activities; direct and provide multilingual financial aid information and services (as possible) to current and prospective students.
 - Prepare a variety of Financial Aid program related reports and correspondence including reports for the Governing Board; make public presentations to students, parents, and faculty, staff and community groups.
 - Develop and provide strategic planning for Financial Aid programs and services.
 - Design and implement a strong marketing, outreach and recruitment effort to inform students and community about financial aid opportunities and resources, and collaborate in the overall college marketing, outreach and recruitment planning and activities.
 - Ensures that staff and self, deliver the highest level of student service possible. Handle student complaints and appeals with compassion and in a timely manner.
 - Meet with students to resolve eligibility appeals, enrollment issues, dependency overrides, and payment of college fees and refunds, and, may refer students to appropriate student services; meet with students to resolve problems, conflicts, complaints and initiate corrective action.
- Other:
 - Perform related duties as required or assigned.
 - Provide evening supervision as scheduled.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Federal and state Financial Aid programs, rules and regulations.
- Higher education mission, organization, operations, policies and objectives in community colleges.
- Evaluation methods.
- Budget preparation and control.
- Principles and practices of program administration, supervision and staff development.
- Effective interpersonal communication.
- Policies, regulations, and objectives of assigned programs and activities.
- Programs, functions, purposes and goals of the division/area.
- Effective practices and methods for program planning, developing, implementations, and valuation.
- Federal, State and local student financial aid and award programs, regulations and guidelines.
- Fundamental accounting and fiscal reporting procedures.
- Modern office practices, procedures and equipment.

- Data processing applications to financial aid needs analysis, accounting and record-keeping, ERP, Title IV, and federal electronic software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of Federal Financial Aid State Education Code and other applicable laws.
- Technical aspects of Financial Aid.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Work within complex, integrated ERP systems.
- Coordinate activities with Information Technology Services
- Design, develop, and propose modifications in order to meet student and Financial Aid needs.
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.
- Meet schedules and time lines; organize multiple projects effectively; and carry out required project details throughout the year.
- Evaluate and support staff recommendations for program improvements and/or new program efforts.
- Plan, coordinate, organize and direct Financial Aid, and related programs.
- Read, interpret, explain and apply provisions of federal, state and local rules, regulations and guidelines related to financial aid programs.
- Exercise sound, professional judgment in reviewing and screening applications for grants, work study, and loans to determine eligibility according to federal and State guidelines.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with other offices on and off campus.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records and prepare clear and concise complex reports.
- Work confidentially and with discretion.

\

EDUCATION AND EXPERIENCE

To be eligible for this position, you must meet and provide evidence of the following **Minimum Qualifications**;

- Experience: Five years of increasingly responsible financial aid experience in a higher education setting, including a minimum of two years of management responsibility. Preference will be given to those with experience in the California Community College system and for those that have previous financial aid director level experience.

AND:

- Education: Bachelor's degree from a regionally accredited college or university is required, with preference given to degrees in business, accounting, management, and public administration. Masters degree is preferred.

AND:

- Demonstrated knowledge and experience with technology that includes high level proficiency with Banner, Colleague, PeopleSoft, or another ERP financial aid processing system.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty and staff.

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

While performing the duties outlined in this classification, the employee in this classification is regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. The employee in this classification is frequently required to conduct work at other campus locations.

The employee assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

The work assigned to this classification is typically performed in an administrative office environment. While performing the duties of this classification, the employee regularly works at a computer for long periods of time and is regularly exposed to interruptions and the hazards of working with video display terminals.

Revised: 2/16/2022

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: NEW CLASSIFIED MANAGER JOB DESCRIPTION:
DIRECTOR, STUDENT SUPPORT SERVICES

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The following job description is presented for Governing Board approval. It establishes a new classified manager position, that is categorically funded. This position is the primary contact for all basic needs activities, services, and functions for students and the college. The Director oversees, implements, and directs the daily operations of the Student Support Services (SSS), including, but not limited to, hiring and supervising employees, setting hours of operation, and scheduling services at multiple campuses. This position will be placed at a 38 on the ALG salary schedule, and categorically funded by the Basic Needs funding given by the state.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 88009</i>	<i>Board Policy: 4010, 4720</i>	<i>Estimated Fiscal Impact: \$67,318.53 Plus Benefits Yearly</i>
------------------------	---------------------------------	--

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

April 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Director, Student Support Services (Classified Manager, Categorically funded)

BASIC FUNCTION:

Under the direction of the Dean of Academic Support Services and in collaboration with the deans and managers in related student and academic support departments, the Director of Student Support Services serves as the primary contact for all basic needs activities, services, and functions for students and the college. The Director oversees, implements, and directs the daily operations of the Student Support Services (SSS), including, but not limited to, hiring and supervising employees, setting hours of operation, and scheduling services at multiple campuses. Develops and directs Student Support Services for all students; and prepares and maintains records, reports and statistical data for services.

DUTIES AND RESPONSIBILITIES

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

- In consultation with the Dean of Academic Support Services, coordinate, develop and implement the strategic direction of a Basic Needs program that will meet the needs of the college and students.
- Oversee the development of basic needs resources including, but not limited to, housing, food, mental health, and employment; establish local and regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies pertaining to student basic needs; partner with food bank affiliates, housing resources, and other non-profit entities to support students to secure resources.
- Develop a case management approach to support students' development and success, including the development of a social work field placement and/or internship.
- Supervise, advise, and assess staff assigned to Student Support Services.
- Work collaboratively with academic support services and other services offered campus wide such as Counseling.
- Identify and coordinate training and workshops for staff, utilizing best equitable and culturally relevant practices.

- Establish and maintain the budget, monitor budget expenditures, collect data and produce annual budget reports.
- Plan, organize, and manage daily activities of Student Support Services; assign schedules, maintain attendance and work records, and submit timesheets for monthly payroll.
- Plan, coordinate and facilitate student support services workshops each semester; schedule workshops to be facilitated by appropriate staff, faculty, and outside speakers.
- Monitor and evaluate Student Support Services.
- Provide direction and follow up to staff on appropriate strategies, interventions, and actions to improve their performance and student outcomes.
- Develop and maintain program information and content (web page, brochures, etc.) for Student Support Services, and other identified support services as directed by the Dean.
- Promote the Student Support Services through outreach efforts both on and off campus.
- Understand and ensure compliance with Clery, FERPA, and Title IX law and support services; work closely with the Title IX Office; serve as a mandatory reporter.
- Collect, compile, analyze and report on basic needs narrative, statistical, and financial data gathered. This includes monthly and/or annual reporting to the Vice President of Student Services and/or CA Community Colleges Chancellor's Office, and providing presentations to campus stakeholders, executive leaders, and community partners.
- Conduct regular presentations to report various areas of basic needs, including impact, priorities, and goal setting.
- Establish and maintains records, including student records; maintains complex, confidential, and sensitive information.
- Perform other job-related duties as assigned.

OTHER SKILLS & COMPETENCIES:

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

EDUCATION AND EXPERIENCE

To be eligible for this position, you must meet and provide evidence of the following

Minimum Qualifications;

- Education: Bachelor's degree in Social Work, Counseling & Guidance, Higher Education, or related field.

AND:

- Experience: and a minimum of 3-5 years of working knowledge and experience supervising, developing, or implementing student support services, or serving as a program director in a related field.

AND:

- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty and staff.

Preferred: Master's or doctoral level degree from a regionally accredited institution in Social work, Counseling & Guidance, or Higher Education.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California Driver's License and proof of vehicle insurance coverage must be provided and maintained throughout employment; eligible to work in California prior to first date of employment. valid California driver's license.

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

While performing the duties outlined in this classification, the employee in this classification is regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. The employee in this classification is frequently required to conduct work at other locations.

The employee assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

The work assigned to this classification is typically performed in an administrative office environment. While performing the duties of this classification, the employee regularly works at a computer for long periods of time and is regularly exposed to interruptions and the hazards of working with video display terminals. The work environment is quiet.

Board Approved:

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 21/22-32 RECOGNIZING CLASSIFIED
SCHOOL EMPLOYEE WEEK AT SOLANO COMMUNITY
COLLEGE DISTRICT**

REQUESTED ACTION:

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

SUMMARY:

In recognition of the valuable contributions made by members of the Classified Staff to the educational achievements of Solano Community College District, the Governing Board hereby recognizes May 16-20, 2022, as Classified School Employee Week.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 88270 Board Policy: N/A Estimated Fiscal Impact: N/A

SUPERINTENDENT’S RECOMMENDATION:

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

Salvatore Abbate
Human Resources

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

April 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION RECOGNIZING CLASSIFIED SCHOOL EMPLOYEE WEEK
May 16-20, 2022**

RESOLUTION NO. 21/22-32

WHEREAS, Classified professionals provide valuable services to the institution and students of the Solano Community College District;

WHEREAS, Classified professionals contribute to the establishment and promotion of a positive instructional environment;

WHEREAS, Classified professionals serve a vital role in providing for the welfare and safety of Solano Community College District's students;

WHEREAS, Classified employees of Solano Community College District consistently demonstrate their commitment to high standards and principles of shared governance, higher education, employment, health, safety, and community outreach; and

WHEREAS, Classified professionals employed by the Solano Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, That the Solano Community College District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in the Solano Community College District and declares the week of May 16-20, 2022, as Classified School Employee Week in the Solano Community College District.

PASSED AND ADOPTED, This 4th day of May 2022, by the Governing Board of Solano Community College District of Solano County, California.

SARAH CHAPMAN, Ph.D., BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D., SECRETARY

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AGREEMENT WITH BRIGHTSITY FOR
SUPPORT SERVICES COURSE**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY The Board is being asked to approve an agreement with Brightsity for “The Stress, Burnout and Compassion” course. This will support the college in improving student, employee and community competence and wellbeing. Support services to be provided will include:

- Contractor will provide one hour long welcome to the program, introducing concepts and the modality of the course. Sample exercises will be included
- Course will be provided to all Administrators, Faculty and staff over the course of eight weeks in the Fall Term
- Course participants will receive continuing education/individual development program credit

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: Professional Development

*Government Code: N/A Board Policy: Estimated Fiscal Impact: \$15,000.00
HEERF funds*

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Susan Wheat

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

ADDRESS

707 864-7209

TELEPHONE NUMBER
Susan Wheat
Vice-President, Finance & Administration

VICE PRESIDENT APPROVAL

April 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AGREEMENT WITH BRIGHTSITY FOR
SUPPORT SERVICES COURSE**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

- Course participants can complete weekly sessions at their convenience on a weekly basis
- Contractor can consolidate participant experiences after 4 weeks to enable sharing of the preliminary experiences providing engagement on the second component with their partner as well as the broader Solano community
- Contractor will provide one-hour consolidation & celebration of the course, with an emphasis on carrying forward the course in future action:

This proposed start date of this program is August 11, 2022.

The amount of this agreement is not to exceed \$15,000 and will be funded by HEERF funds.

A copy of the agreement is attached.

BRIGHTSITY PROPOSAL

Solano County Community College District

Celia Esposito-Noy, Superintendent and President
Solano Community College
4000 Suisun Valley Road
Fairfield, CA 94534

OVERVIEW

BRIGHTSITY is pleased to submit this proposal for services to support the Solano County Community College District in achieving its goals for improving student, employee and community competence and well-being by providing training through the Brightsity platform. We have partnered with the Solano Community College District, businesses, hospitals, and universities around the globe, and appreciate the opportunity to facilitate the College District's needs.

Our Stress, Burnout and Compassion course considers the impact of personal and workplace concerns, stress and burnout, with a series of exercises to address them while building compassion for self and others. Compassion offers an interpersonal opportunity to act in the face of suffering, so we emphasize behavioral action to address life challenges and engage empathic responses in this course.

Our own research has found that a fear of receiving compassion from themselves, from others and offering compassion can have a negative impact on interpersonal skills and is linked to stress, anxiety and depression in individuals (Martin et. al. 2014, 2017)

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Stress, Burnout and Compassion Training Licenses	The Stress, Burnout and Compassion Course is designed in the most engaging way, with the Brightsity platform using cutting-edge technology, clinical/social psychological tools, as well as psychometric evaluation to measure impact in compassion and self-compassion, stress, anxiety, and depression. Importantly, we also measure occupational outcomes to ensure we can show a direct relationship between compassion and professional outcomes.

Timeline for Execution and Implementation

Solano County Community College District maintains a wide array of applied academic excellence, serving many constituents. Below are suggestions based on experience with relevant universities and schools in implementing Brightsity platform programs. We will be happy to work with the Solano Community College District to ensure the timing of the implementations are best suited to meet the needs of Solano community colleges classified staff, administration and faculty.

Target Population and Proposed Timeframe beginning August 11, 2022.

1. Dr. Martin will provide a one-hour consolidation and celebration of the course, with an emphasis on carrying forward the course into current and future action.
2. Dr. Martin will provide a one hour long welcome to the program, introducing concepts and the modality of the course. Sample exercises will be included.
3. Solano Community College District Deans, Classified Staff, Directors, and Faculty: Fall Term
 - a. Deans, Directors, Classified Staff and Faculty will receive the Stress, Burnout and Compassion course over the course of eight weeks. A set of psychometric measures mutually agreed upon by administration and bright city will be used to establish the pre-and post-impact of both interventions.
 - b. Deans, Directors, Classified Staff and Faculty will participate in the program for continuing education/individual development program credit
 - c. Deans, Directors, Classified Staff and Faculty will be able to complete the weekly sessions at their convenience on a weekly basis.
4. Dr. Martin can consolidate the participants experiences after 4 weeks to ensure a broad sharing of the preliminary experiences with an emphasis on engaging deeply on the second component with their partner, as well as the broader Solano community.
5. Dr. Martin will provide a one-hour consolidation and celebration of the course, with an emphasis on carrying forward the course in future action.

Pricing

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 20 days from the date of this proposal: 6/5/2

Services Cost: Seats
Professional CST Licenses (@\$330.00 per)
Speaking Engagement (3 @\$500 per)
Total Services Costs

Arete Science, LLC @ 3709 Erris CT, South San Francisco, CA 94080.

Please contact Dan Martin with any questions: 415-377-6181 or @ dan@brightsity.com

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO ALCAL SPECIALTY CONTRACTING, INC. FOR CONSTRUCTION SERVICES FOR THE BUILDING 700 AND 800 ROOF REPLACEMENT PROJECT

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A public bid was held April 21, 2022, and the following bids were received:

	<u>TOTAL BASE BID</u>
Alcal Specialty Contracting, Inc.	\$719,807
San Francisco Roofing Services, Inc.	\$761,200
Sierra Roofing & Solar	\$781,000
Stronger Building Services	\$1,012,000
Best Contracting Services, Inc.	\$1,144,000

It was determined that Alcal Specialty Contracting, Inc. submitted the lowest responsible and responsive bid. It is recommended the Board award a contract to Alcal Specialty Contracting, Inc. in the amount of \$719,807.

The Board is asked to approve a contract to Alcal Specialty Contracting, Inc. in the amount of \$719,807.

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

AGENDA ITEM 12.(j)
MEETING DATE May 4, 2022

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT FOR HEAD START AND EARLY
HEAD START COVID-19 HEALTH AND SAFETY SUPPORT FOR
THE EARLY LEARNING CENTER.**

REQUESTED ACTION:

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

SUMMARY: This amended Agreement between Child Start, Inc. and Solano Community College Early Learning Center adds the following amendment. Child Start agrees to provide an additional \$6,650.00 to support with costs associated with maintain safe and healthy environments in response to COVID-19. These changes are the only changes to the original contract initiated on August 1, 2021.

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: \$6,650</i>
------------------	----------------------	---

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

Shannon C. Cooper, Psy.D.
Vice President, Student Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

Shannon C. Cooper Psy.D.

VICE PRESIDENT APPROVAL

April 4, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Amendment to Early Head Start - Child Care Partnership Contract

As of March 23, 2022, the contract entitled *Early Head Start - Child Care Partnership Child Care Center Partnerships Contract* between Solano Community College and Child Start, Inc. will be changed as follows:

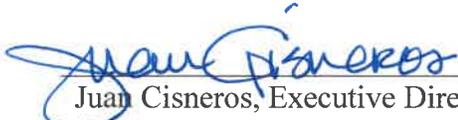
Under "Child Start agrees", add the following amendment:

9. Child Start agrees to provide \$6,650 to support with costs associated with maintaining safe and healthy environments in response to COVID-19, including but not limited to the following:
 - Equipment and supplies associated with technology for programs, staff, and families and/or in-person services with the appropriate preventative health measures.
 - Educational supplies for all service delivery.
 - Meals and snacks not reimbursed by USDA.
 - Improvements to the facility.
 - Training and professional development for staff.
 - Covering lost revenue sources.
 - Personnel related expenses, including fringe benefits and meeting ongoing testing requirements.

These changes are the only changes to the original contract initiated on August 1, 2021. The entire remainder of the original contract remains in full force. This Amendment shall be signed on behalf of Solano Community College by Celia Esposito-Noy, Superintendent President and on behalf of Child Start by Juan Cisneros, Executive Director. The Amendment shall be effective once signed by both parties.

APPROVED BY:
Child Start Incorporated

APPROVED BY:
Solano Community College



Juan Cisneros, Executive Director
439 Devlin Road
Napa, CA 94558
P: 707-252-8931 ext. 2854
E: jcisneros@childstartinc.org

Celia Esposito-Noy, Superintendent President
4000 Suisun Valley Road,
Fairfield, CA 94534
P: 707-864-7120
E: celia.esposito-noy@solano.edu

Date of Approval: 3/23/2022

Date of Approval: _____

AGENDA ITEM 12.(k)
MEETING DATE May 4, 2022

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

TO: Members of the Governing Board

SUBJECT: TRAFFIC CONTROL VENDOR FOR 2022 GRADUATION

REQUESTED ACTION:

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

SUMMARY: Will provide traffic control support (11 officers) for Chief Travis during the 2022 Graduation.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i> \$5,568.00
------------------	----------------------	--

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

Shannon C. Cooper, Psy.D
Vice President, Student Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

Shannon C. Cooper Psy.D.

VICE PRESIDENT APPROVAL

April 4, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

D BLOCK SECURITY

Address: 9238 Old Redwood Hwy Suite 202
Phone: 707-843-7194
Website: Dblocksecurity.com
California PPO License No. 15480

SERVICES AGREEMENT

This security services agreement (hereinafter the “Agreement”) is entered into by and between Defense Block Security (hereinafter “D Block” or “Company”), a California Corporation, and **Fred Peña** located at Generic , Windsor, CA 95492 (hereinafter “Client”) on **Generic Date**. D Block and Client shall hereinafter collectively be referred to as “the Parties”, and agree as follows:

1. SERVICES.

(a) The Parties hereby agree that D Block shall furnish armed or unarmed security personnel and/or patrol services as ordered by Client at the location(s), and on the day(s) and time(s)/shifts specified below or as otherwise agreed by the Parties in writing. The location(s), number of security personnel or patrols, day(s) and time(s)/shifts, and any equipment listed under this Agreement may be modified by the Parties, but only upon written agreement to the modification(s), signed by the Parties. Security services shall be provided in accordance with this Agreement. Should any conflict arise between the terms of any other document and this Agreement, this Agreement shall control. D Block’s primary responsibility in providing services under this Agreement shall be to observe and report to Client.

(b) Security personnel shall perform services in accordance with and as specified in Client’s written instructions, and as agreed upon in writing by D Block, which are incorporated by reference as “Post Orders” – Exhibit “B” to this Agreement.

(c) Client acknowledges that Client alone has chosen the number of security personnel and the type of services to be provided under this Agreement, that D Block has informed Client that additional security personnel and services are available at an additional cost, and that Client in its sole discretion has elected not to avail itself of additional security personnel or services at this time.

(d) Security personnel performing services under this Agreement shall be carefully screened, interviewed, reference checked, and qualified to act in accordance with all applicable laws, rules and regulations in the locality where services shall be performed. D Block shall use best efforts to ensure that all security personnel shall possess all required licenses and permits as applicable in the particular locality, including all applicable weapons/firearms permits. Upon Client’s request, D Block shall furnish evidence of the aforementioned requirements, as legally permissible under the employment and privacy laws of the locality where services shall be performed.

2. PAYMENTS.

(a) D Block shall invoice Client bi-weekly (every two weeks). Payments are due and payable within thirty (30) days of receipt of such invoice. Client agrees to pay a service charge on all past due invoices at the rate of 1.5% per month until paid in full by the due date. It is agreed that payments due to D Block under this Agreement shall include charges at the bill rates specified in Exhibit “A,” including rates for Holidays and Overtime, and any reimbursable expenses.

(b) Client agrees to pay all invoices in the full amount without offset of any kind or nature unless there is a good faith dispute concerning the rate or quantity of charges, in which event Client agrees to pay the undisputed amount and to immediately notify D Block in writing as to the reason for the dispute and the value thereof. Client’s failure to notify D Block in writing of any disputed amount within ten (10) days of receipt of the invoice shall constitute waiver of any dispute as to such invoice.

(c) Notwithstanding any other provision of this Agreement, Client’s failure to make timely payment to D Block shall constitute a material breach of this Agreement. Should Client fail to make any payment due on a timely basis, D Block may immediately terminate this Agreement without penalty to D Block.

(d) Client agrees to reimburse D Block for any reasonable attorney’s fees and other costs of collection that D Block may incur in collecting any unpaid amounts from Client. D Block’s election to continue providing services under this Agreement despite Client’s delinquency in payment shall not be construed as waiver of D Block’s right to immediately terminate its services or D Block’s right to seek any other rights or remedies under this Agreement.

3. SERVICE RATES.

(a) The initial billing rates for services shall be as specified in Exhibit “A” and incorporated herein by reference.

(b) Should there be a labor strike/disturbance, civil unrest/disorders, or other emergency situation, including but not limited to, widespread concerns affecting public health and/or government restrictions issued to the public that create a working environment for security personnel that is more hazardous than reasonably anticipated under this Agreement *or* any event or occurrence that creates an unanticipated scarcity of security personnel to provide services under this Agreement, shall be cause for the Parties to negotiate in good faith a temporary billing rate for such coverage.

(c) The rates specified in Exhibit "A" will remain in effect for one (1) year from the date of this Agreement, subject to any adjustment for any change in federal, state or municipal law, regulation, administrative ruling or collective bargaining agreement, requiring any change in work hours, wage rates, working conditions or other imposed costs to D Block in performance of services under this Agreement that are beyond the control of D Block, whether by enactment of an ordinance or statute, or by court decision, and that have an adverse effect on the operating costs of D Block. D Block shall provide Client with thirty (30) days' prior written notice of such adjustment in rates to be charged. Client agrees to pay for such adjusted billing rates that will reimburse D Block for its added costs.

(d) Prior to each anniversary of the effective date of this Agreement, the Parties shall negotiate in good faith an annual rate adjustment. This annual rate adjustment excludes any additional rate adjustment pursuant to Paragraph 3(c) of this Agreement.

4. TERM AND TERMINATION.

(a) Services pursuant to this Agreement shall begin on **Generic**, 2022 (the "Effective Date") and continue until February 2/26, 2022. ("Term"), and shall automatically renew for successive terms of the same length as the Term under the same terms and conditions of this Agreement, unless modified or terminated by the Parties.

(b) Either Party may terminate this Agreement, with or without cause, at any time by providing thirty (30) days prior written notice to the non-terminating Party.

(c) In the event of a material breach of any term or provision of this Agreement by either Party including but not limited to, the timely payment by Client to D Block of all invoiced charges, this Agreement may be terminated immediately, subject to the rights and remedies available to either Party.

5. INDEPENDENT CONTRACTOR.

(a) D Block agrees to perform the services described in this Agreement as an independent contractor and not as an employee, agent, joint-venturer, affiliate, or associate of Client.

(b) D Block shall hire all security personnel and shall be responsible for the payment of all wages, appropriate expenses, employer's contribution to applicable Social Security taxes, Medicare taxes, federal unemployment taxes, state unemployment taxes, state employment training taxes, state disability insurance, and any other taxes imposed on, or required for payment by, an employer by any governmental entity. D Block will comply with all federal, state and local laws regarding its employees.

(c) All personnel providing services hereunder shall be employees of D Block and shall not be deemed to be employees of Client. All security personnel shall be under the direction and control of D Block. D Block shall have the right to assign such security personnel as it sees fit in order to provide the necessary services, unless otherwise mutually agreed upon by the Parties in writing. D Block may change security personnel at will and its own discretion. Upon Client's reasonable request, D Block shall reassign its employees provided such request does not violate state or federal law.

(d) D Block shall provide its security personnel with all necessary uniforms, badges, and equipment. Non-standard uniforms or equipment required by Client will be provided as agreed upon and at a cost as mutually agreed upon by the Parties in writing.

6. NOTIFICATION OF HAZARDS.

(a) Client hereby represents and warrants to D Block that Client shall immediately notify D Block of any known physical or environmental hazards on or about the area/location in which D Block's personnel are to provide services to which exposure could reasonably lead to injury or illness of D Block's agents or employees. Client's agreement to notify D Block includes but is not limited to notification to D Block of any known exposure or transmission of any contagious disease/infection on or around the area/location in which D Block's personnel are to provide services and notification to D Block of any known exposure or transmission of any contagious disease/infection to any of Client's employees, agents, or any individual that would likely interact or come into contact with D Block's agents or employees.

(b) Client shall allow, accommodate for, and not restrict, impede, or prohibit D Block to comply with all applicable federal, state and local laws, and rules and regulations promulgated by federal, state, and local public health agencies, including those that relate to preventing or mitigating the exposure or transmission of any contagious disease/infection, with the most restrictive and precautionary requirements controlling.

(c) Client's failure of any of its obligations under this Section shall constitute a material breach of this Agreement. Further, Client's defense and indemnity obligations under this Agreement shall specifically include and extend to violation of this Section.

7. PROPERTY.

(a) Any and all property, equipment, and supplies furnished by D Block hereunder shall remain the property of D Block and D Block shall at all times, during and after the term of this Agreement, have the sole right to install, maintain, and remove such property, equipment, and supplies.

(b) Any and all Client-owned equipment and supplies provided to D Block to aid D Block in providing the services hereunder will be given proper care by D Block and returned to Client on demand in original condition, normal wear and tear excepted.

8. CLIENT VEHICLES. If Client requires D Block's personnel to operate any vehicle or equipment during the course of performance of the services hereunder, other than the security personnel's own vehicle or a vehicle provided by D Block, Client shall maintain comprehensive fire, theft, collision, and liability insurance on such vehicles and said insurance shall be primary and non-

contributory. Client waives all rights of subrogation for any loss, damage, injury, judgment, liability, claim, lien, cause of action, or cost or expense, including reasonable attorneys' fees and/or costs (collectively hereinafter "Claims") arising under the permissive use by D Block of Client's vehicles and pursuant to Client's defense and indemnity obligations under this Agreement, Client shall defend, indemnify, and hold harmless D Block, its agents and employees from and against any Claims resulting from the authorized use of any Client vehicle, unless such Claim(s) arise directly and solely from the gross negligence or willful misconduct of D Block's employees.

9. INSURANCE AND INDEMNIFICATION.

(a) D Block represents and warrants that at the time this Agreement is entered into, it carries Worker's Compensation insurance to the extent required by law, and liability insurance, in an amount that was communicated by Client to D Block to be satisfactory.

(b) D Block shall defend, indemnify, and hold harmless Client, its agents and employees from or against any Claims, but only to the extent that such Claims are determined to have arisen out of the performance of services under this Agreement and were directly caused by the sole negligence or willful misconduct of D Block, its employees or agents while D Block, its employees or agents were acting within the course and scope of their duties and authority under this Agreement.

(c) Subject to the preceding paragraphs, Client shall defend, indemnify, and hold harmless D Block, its agents and employees from and against any and all Claims resulting from, or alleged to be resulting from, the active or passive negligence, concurrent or otherwise, in whole or in part, or willful misconduct of Client, its employees, agents, subcontractors, affiliates, and independent contractors other than D Block. Client shall defend, indemnify, and hold harmless D Block, its agents and employees from and against any and all Claims resulting from, or alleged to be resulting from, any non-standard services not specified herein or for services not otherwise agreed upon in writing performed by D Block at the verbal or written request, direction, or on behalf of Client or its agents, unless such Claim(s) arise directly and solely from the gross negligence or willful misconduct of D Block's employees.

(d) Without limiting the foregoing, it is understood and agreed by the Parties that *neither Client nor D Block are insurers.*

(e) In the event of loss or damage to the property, facilities, equipment, or premises of Client, or the property, facilities, or equipment of others on Client's premises, due to fire, flooding, theft, or other casualty/loss, Client agrees to assume all risks of such loss or damage, Client agrees that Client's insurance shall be primary to any insurance provided by D Block, and Client waives all rights of recovery, indemnification or subrogation against D Block or D Block's insurer for any such loss or damage, unless the loss or damage results in a Claim that is determined to have arisen out of the performance of services under this Agreement and was directly caused by the sole negligence of D Block, its employees or agents while D Block, its employees or agents were acting within the course and scope of their duties and authority under this Agreement.

(f) The defense, indemnity, and hold harmless obligations of the Parties set forth herein shall survive expiration or termination of this Agreement.

10. NO WARRANTY.

(a) Client acknowledges that D Block is not an insurer of property or persons and that D Block makes no warranty, express or implied, that the services provided will deter or prevent loss, damage, or injury to Client, Client's guests, invitees, employees, agents, or property, or from injury or death of any person or the consequences therefrom.

(b) Further, Client acknowledges and understands that D Block's presence may or may not act as a deterrent to criminal activity. D Block makes no guarantee, warranty, and does not ensure in any way that criminal activity will be deterred.

(c) Client alone has chosen the number of security personnel and type of services to be provided under this Agreement. D Block has informed Client that additional security personnel and services are available at an additional cost; but Client in its sole discretion has determined/chosen the number of security personnel and type of services provided.

11. ASSIGNMENT. This Agreement is not assignable by Client without the prior written consent and authorization by D Block. Any assignment or attempted assignment without D Block's consent shall constitute grounds for immediate termination of this Agreement.

12. NON-SOLICITATION. Client shall not directly or indirectly employ, accept applications from, or solicit any employee of D Block for the purpose of, or with the intent of, enticing such employee away from or out of D Block's employ, on Client's own behalf or on behalf of any competitor of D Block, during the entire term of this Agreement and within one (1) year thereafter, unless authorized in writing by D Block to do so. In the event of breach by Client of this Section, the Parties agree that damages that may result for violation of this Section are difficult to ascertain, and accordingly, Client agrees to pay the sum of Five-Thousand Dollars (\$5,000.00) to D Block for each and every individual violation of this Section as liquidated damages, and not as a penalty. The liquidated damages entitled by D Block pursuant to this Section are in addition to any other rights or remedies D Block has under this Agreement.

13. CONFIDENTIALITY AND NON-DISCLOSURE.

(a) The Parties shall not provide copies of this Agreement, or otherwise disclose the terms of this Agreement, to any third party, without express prior written consent of the non-disclosing Party, unless in response to a lawful subpoena or court order. The Parties shall not identify or refer to this Agreement or to the relationship between D Block and Client in any advertising, sales promotion, website, press releases, or other publicity matters, unless mutually agreed upon by the Parties in writing.

(b) The Parties shall treat all information received hereunder or prepared pursuant to this Agreement as confidential and proprietary, subject to attorney-client privilege and work product doctrine, and shall not reveal such information to any other persons, firms, or organizations unless given express prior written authorization by the non-disclosing Party.

(c) Upon termination of the services hereunder, D Block shall return to Client any materials received by or prepared by Client, excluding any property, documents, or materials that are proprietary to D Block's business operations.

14. COMPLIANCE WITH LAW. Each party shall, at its own cost and expense, comply fully with all applicable federal, state, and local statutes, laws, ordinances, rules, regulations, orders, licenses, permits or fees ("Governmental Regulations") applicable to its operations and its performance under this Agreement, including without limitation, (i) Environmental Laws, (ii) State and Federal laws relating to accessibility by and accommodation of disabled persons, (iii) application state and federal regulations regarding occupational safety and health, (iv) state and federal laws relating to discrimination, and (v) applicable federal, state and local laws, and rules and regulations, including regulations promulgated by any governmental authority and/or public health agency, with the most restrictive and precautionary requirements controlling, related to the prevention or mitigation of the exposure or transmission of any contagious disease/infection, including COVID-19. The foregoing shall include, but not be limited to, all applicable health, safety, and labor standards.

15. FORCE MAJEURE. The obligations of D Block hereunder may be interrupted, suspended, or terminated during any period where performance is prevented by acts of God, civil or labor disturbances, or mitigating factors, including but not limited to, widespread concerns affecting public health, governmental restrictions that affect D Block's ability to perform services under this Agreement, pandemic, quarantine, presence of any contagious disease/infection on or around any area/location where D Block's employees or agents are carrying out services under this Agreement, flood, fire, windstorm, governmental embargo, strike, riot, active shooter incident, war or other military action, civil disorder, acts of terrorism, rebellion, looting, revolution, sabotage, governmental seizure, existence of any unreasonably unsafe or hazardous condition existing at or around any area/location where D Block's employees or agents are carrying out services under this Agreement, or any matter of force majeure that is beyond D Block's reasonable control that may either create interruptions in service or prevent D Block from continuing to provide its services. This provision does not preclude the Parties from negotiating in good faith a temporary billing rate for modified services to be provided by D Block.

16. NO THIRD PARTY RIGHTS. Nothing in this Agreement is intended to confer any rights or remedies on anyone other than the Parties hereto and their respective successors, representatives, and assigns. The provisions of this Agreement shall not entitle any person not a signatory to this Agreement to any rights as a third party beneficiary, or otherwise, it being the specific intention of the Parties hereto to preclude any and all non-signatory Parties from any such third party beneficiary rights, or any other rights whatsoever.

17. WAIVER. The failure of any party at any time or times to require performance of any provision or obligation hereof shall in no manner affect that party's right at a later time to enforce the same. No waiver by any party of any condition or obligation, or of the breach of any term, agreement, covenant, representation, obligation, or warranty contained in this Agreement, whether by conduct or otherwise, in any one or more instances, shall be construed as a further or continuing waiver of any such condition, obligation, or breach of any other term, agreement, covenant, representation, obligation, or warranty of this Agreement.

18. INVALIDITY OF PROVISIONS. The invalidity of all or any part of any provision herein shall not render invalid the remainder of such provision or any other provision in this Agreement.

19. ENTIRE AGREEMENT. This Agreement sets forth the entire agreement and understanding of the Parties regarding the transactions contemplated herein and supersedes all prior or contemporaneous negotiations, promises, covenants, agreements, representations, arrangements, undertakings and understandings relating to the subject matter hereof. No representation, promise, inducement or statement of intention has been made that is not embodied in this Agreement. The Parties shall not be bound by or held liable for any alleged representation, promise, inducement or statement not set forth herein. To the extent this Agreement conflicts with any other document, the terms of this Agreement shall control.

20. REPRESENTATIVE CAPACITY. Each party signing this Agreement represents and warrants that he or she is authorized to execute the Agreement on behalf of the person or entity for whom his or her signature is affixed.

21. CALIFORNIA LAW. This Agreement is entered into in California. The Parties expressly agree that the Agreement shall be governed by, interpreted, construed, and enforced in accordance with the domestic laws of the State of California without regard to principles of conflicts law.

22. INTERPRETATION OF AGREEMENT. The language of this Agreement shall in all cases be interpreted as a whole, according to its fair meaning, and not strictly for or against any of the Parties, regardless of which is the drafter of this Agreement.

23. **BINDING NATURE OF PROVISIONS.** All terms, agreements, covenants, representations, warranties, and conditions of this Agreement shall be binding upon, and inure to the benefit of and be enforceable by, the Parties hereto and their respective successors and assigns, if any.

24. **AMENDMENT/MODIFICATION.** This Agreement may be amended, modified, or superseded only in a writing executed by all Parties.

25. **FORUM.** The Parties hereby consent to the jurisdiction and venue of the courts, federal or state, located in Sonoma County, California, with respect to any action or suit hereunder.

26. **ATTORNEY'S FEES.** In the event legal action is necessary or appropriate to enforce or construe a provision of the Agreement, or to seek relief for breach thereof, the prevailing party in such action or proceeding shall be entitled to recover the reasonable costs incurred, including reasonable attorney's fees.

27. **NOTICES.** All written notices required from one party to the other hereunder shall be sent by certified or registered mail, postage pre-paid, and by electronic mail as follows:

Notice to Client shall be sent to:


Attn: Fred Pena
Physical address: Generic Windsor Ca 95492
E-mail address: Fred@dblocksecurity.com

Notice to D Block shall be sent to:

Defense Block Security
Attn: Fred Peña
Physical address: 9238 Old redwood Hwy Suite 202 Windsor Ca 95492
E-mail address: Fred@dblocksecurity.com

THIS AGREEMENT MAY BE EXECUTED IN COUNTERPARTS AND A FACSIMILE OR ELECTRONIC SIGNATURE PAGE WILL HAVE THE SAME FORCE AND AFFECT AS THE ORIGINAL SIGNATURE PAGE.

IN WITNESS HEREOF, the Parties have executed this contract as of the day, month and year indicated above.

Defense Block Security

Client: Fred Pena

By: Fred Peña
Its: CEO

By: Fred Pena
Its:

EXHIBIT "A"

INITIAL BILLING RATES

The initial billing rates for services shall be as follows: See Below (Next Page)

- Security Personnel:
 - Unarmed Security Officer: blank @ \$ 0.00 per hour/per personnel/ per location
 - Armed Security Officer: @ \$ 0.00 per hour/per personnel

- Supervisor/Field Supervisor: @ \$ 0.00 per hour/per supervisor
- See Below for detailed schedule of guards

(Regular billing rates shall be used for all regularly scheduled work for the first eight (8) hours per security personnel.)

- Overtime Rate: **1.5 X** the hourly rate above for hours worked by any security personnel during holidays and for all hours over eight (8) hours until twelve (12) hours per day per security personnel. Holidays that are subject to Overtime Rate: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- Double Time Rate: **2 X** the hourly rate above for hours worked by any security personnel for all hours in excess of twelve (12) hours per day per security personnel.
- Security personnel will be scheduled for eight (8) hour minimum shifts and will be rotated out within a twelve (12) hour shift, unless requested by Client. If any security personnel works more than a twelve (12) hour shift, by request of Client or Client's management staff, each additional hour will be billed at Double Time rates.
- Client acknowledges that Client alone has chosen the number of security personnel and type of services to be provided under the Agreement; that D Block has informed Client that additional security personnel and services are available at an additional cost; and that Client in its sole discretion has elected not to avail itself of additional security personnel or services at this time.
- If applicable, additional security personnel shall be assigned to provide legally required meal and rest breaks. This service is billed as two (2) hours per security personnel per shift. Client shall allow, accommodate for, and not restrict, impede, or prohibit D Block to comply with all applicable labor law requirements.

SPECIAL RATES AND ADDITIONAL TERMS/CONDITIONS FOR SERVICES

1. A labor strike/disturbance, civil unrest/disorders, or other emergency situation, including but not limited to, widespread concerns affecting public health and/or government restrictions issued to the public that create a working environment for security personnel that is more hazardous than reasonably anticipated under this Agreement *or* any event or occurrence that creates an unanticipated scarcity of security personnel to provide services under this Agreement, shall be cause for the Parties to negotiate in good faith a temporary billing rate for such coverage.
2. Service rates and quantity of service may be amended at any time upon the mutual agreement in writing by authorized agents of D Block and Client without otherwise affecting any understandings under this Agreement.
3. Should there be a change in applicable state or federal minimum wage rate, workers' compensation rate, health insurance, liability insurance rate, city, state or federal tax contribution by employers, or other imposed costs that are beyond the control of D Block, whether by enactment of an ordinance or statute, or by court decision, and that have an adverse effect on the operating costs of D Block, Client agrees to pay for such adjusted billing rates (that will reimburse D Block for its added costs) upon thirty (30) days written notice by D Block to Client of the adjustment in rates for the services provided for in this Agreement.
4. Expenses: Client agrees to reimburse D Block for the reasonable costs associated with providing services under this Agreement when such costs are incurred at Client's request. Client may request receipts. Such costs shall be included in the regular invoices. Further, D Block shall be compensated for all time including preparation, travel to/from, and actual time spent in any court of law, judicial, quasi-judicial or other proceeding, mediation, deposition, arbitration to which D Block is subpoenaed or agrees to appear, arising out of or relating to, this Agreement or services provided under this Agreement at the rate of: \$125.00 per hour for director, supervisor, or manager and \$65.00 per hour for all other employees, in addition to reasonable costs and expenses incurred

AGENDA ITEM 12.(l)
MEETING DATE May 4, 2022

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

TO: Members of the Governing Board

SUBJECT: CONCORD VET CENTER MOU UPDATE

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY: This Memorandum of Understanding (MOU) is between Solano Community College and the Department of Veterans Affairs Concord Vet Center (hereinafter “Concord Vet Center”) for the provision of readjustment counseling to clients living in Solano County, CA.

STUDENT SUCCESS IMPACT:

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

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

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

Shannon C. Cooper, Psy.D.
Vice President, Student Services

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

Shannon C. Cooper Psy.D.

VICE PRESIDENT APPROVAL

April 4, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

MEMORANDUM OF UNDERSTANDING

BETWEEN

Solano Community College

AND

CONCORD VET CENTER

FOR THE

**PROVISION OF READJUSTMENT COUNSELING AT
Solano Community College
4000 Suisun Valley Road
Fairfield, CA 94534**

Memorandum of Understanding

Purpose:

This Memorandum of Understanding (MOU) is between Solano Community College and the Department of Veterans Affairs Concord Vet Center (hereinafter “Concord Vet Center”) for the provision of readjustment counseling to clients living in Solano County, CA.

The Concord Vet Center is committed to providing readjustment counseling services to eligible clients in the local community. To that end, outreach activities, to include establishing off site counseling locations, are one of the ways to better serve clients in the surrounding communities.

The Concord Vet Center is part of Readjustment Counseling Services, District 5, Zone 2. The Concord Vet Center serves those who have served in combat and survivors of Military Sexual Trauma (MST); to include families and significant others, if appropriate. Services include Readjustment Counseling, bereavement counseling with family members who have lost loved ones on active duty, military sexual trauma counseling, outreach to special populations of veterans, and hosting community events.

All collaborative efforts between Solano Community College and the Concord Vet Center will be guided by the following principles:

- Client rights will always be respected.
- Exceptional courtesy to clients and staff members.
- Decision-making and inter-facility collaborations will be in the best interest of clients.
- Information and resources will be shared freely between organizations to best meet the needs of clients/students.

Intent:

To address the readjustment counseling needs of eligible Vet Center clients living/working in the Solano County, we hereby enter the following MOU. This MOU will be reviewed and revised as needed by representatives of Solano Community College and the Concord Vet Center. All attempts will be made to accommodate clients and maintain excellent working relationships between all staff in both organizations.

1. The Concord Vet Center’s Director or representative and a representative of Solano Community College will meet semi-annually to coordinate and resolve any operating issues.
2. Solano Community College will provide the Concord Vet Center staff available space to provide individual and group psychotherapy services on an ongoing basis.
3. The Concord Vet Center staff will provide readjustment counseling, referrals to health care, and support in obtaining other U.S. Department of Veterans Affairs benefits. The Concord Vet Center staff does not provide medical services.

Insurance, Liability & Other Provisions

The Concord Vet Center is a part of the U.S. Department of Veterans Affairs and liability of Concord Vet Center staff is governed by Federal law.

Concord Vet Center staff remain supported and supervised by the Concord Vet Center Director, who will provide oversight for all services provided at the Solano College site.

This MOU may be terminated by either party; however, each party must give thirty days notice in writing to the other party, stating the reasons for the termination.

This MOU, including any exhibits reference herein, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by Solano College or the Concord Vet Center other than those contained in this MOU

Cynthia S Dodge, Ph.D.
Director
Concord Vet Center

Date _____

Karen, Schoenfeld, Ph.D.
Deputy District Director
District 5. Zone 2

Date _____

Dr. Celia Esposito-Noy
Superintendent/President
Solano Community College

Date _____

Amy Kennedy
Veterans Affairs Coordinator
Solano Community College

Date _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REVIEW OF EEO MULTI METHOD CERTIFICATION

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

The following EEO Multi Method Certification is being presented to the Governing Board for review. The attached describes the various activities that the District implemented in 2021-2022 to promote Equal Employment Opportunity for each of the nine Multiple Methods for hiring and promotion at the Solano Community College District.

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: 87107</i>	<i>Board Policy: 4035</i>	<i>Estimated Fiscal Impact: \$50,000 received from CCCCCO</i>
------------------------	---------------------------	---

SUPERINTENDENT’S RECOMMENDATION:

- APPROVAL DISAPPROVAL
- NOT REQUIRED TABLE

Salvatore Abbate
Human Resources

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

April 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

May 4, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Assessing Candidates' Knowledge, Skills, and Abilities in DEIB

Screening committees typically develop a set of interview questions designed to help form a more complete picture of candidates. To create and sustain a workforce that will best support the mission, vision and values of the institution, colleges are deliberately focusing on the racial and equity literacy of the institution's faculty, staff, and administration. When faculty are being hired, the decision is likely to have a twenty-year impact on the culture of the college and the lives of the students' and their families. In the hiring process, leadership matters. Creating and communicating a clear expectation that the work is mission-minded and that we will hold ourselves and each other accountable for the results is an important leadership responsibility.

A comprehensive process may include paper or electronic applications, cover letters, diversity statements, first and second level interviews, writing samples, presentations, and reference checks. Though different people participate in the different steps and stages of the process, the ultimate decision maker will consider the entire package of for the candidate to make the best decision they can make.

Recently, colleges have begun to focus on diversity, equity, inclusion and belonging (DEIB) and the essential knowledge skills and abilities of DEIB. In the interview state, committees endeavor to develop questions that will give them the most complete picture of candidates' experience and expertise. Mr. Eugene Whitlock, Associate Vice Chancellor of People and Culture at UC Berkely and former Vice Chancellor of Human Resources at San Mateo County Community College District, assembled a set of questions for committees to consider as interview questions are being developed.

50 Interview Questions Diversity, Equity, Inclusion & Belonging

1. Please share with us what diversity, equity, and inclusion mean to you and why they're important.
2. What is your definition of diversity? How do you encourage people to honor the uniqueness of each individual? Please provide a specific example.
3. How would you handle a situation where a colleague was being culturally insensitive, sexist, racist, or homophobic?
4. How would you advocate for diversity, equity, and inclusion with colleagues who don't understand its importance?
5. Tell me about a time when you advocated for diversity and inclusion in the workplace.

6. Describe how your career has been enhanced by exposure to diverse people, places, or experiences. Please provide a specific example.
7. Describe a time when you were able to overcome a communication barrier. What steps did you take and why? What was the outcome?
8. Tell us about one or two specific things that you have done to promote diversity, equity and or inclusion in your current or last job?
9. What steps have you taken to reduce bias and champion diversity understanding in your current position? Please provide a specific example.
10. Can you tell me of a time when you changed a process or procedure to make your department or organization more inclusive?
11. Please share an example that demonstrates your respect for people and their differences; how have you worked to understand the perspectives of others?
12. The University has a diverse workforce (in terms of ethnicity, class, culture, language, sexual orientation, and disabilities). Can you tell us about your experience working with and serving such a diverse population?
13. If you were the successful candidate for this position, how would you help develop a sense of belonging for (students/clients/ stakeholders) from diverse communities to this university? What do you expect the challenges would be? What do you expect the benefits would be?
14. How do you challenge stereotypes and promote sensitivity and inclusion? Please provide a specific example.
15. What do you see as the most challenging aspect of working with a diverse workforce? What steps have you taken to meet this challenge?
16. What does diversity look like in (Insert field)? How does your work support a sense of belonging in organizations that often have very homogenous membership while also encouraging diversity and inclusion across organizations?

LEADERSHIP

17. Can you give me an example of how you make your direct reports feel a sense of inclusion, belonging, and equity on a daily basis?
18. Suppose that you encounter a pervasive belief that diversity and excellence are somehow in conflict. How do you conceptualize the relationship between diversity and excellence? What kinds of leadership efforts would you undertake to encourage a commitment of excellence through diversity?
19. Have you encountered concerns about “chilly climate” raised by members of identity groups that have historically experienced discrimination? If so, how have you handled them?
20. What steps will you take to eliminate bias from your hiring process?

21. In terms of hiring staff, how do you plan to attract and recruit racially diverse applicant pools?
22. Tell us about a time where you have previously developed and implemented a comprehensive recruitment and retention plan that increased the likelihood of increasing a diverse pool of applicants.
23. Tell us about a time when you have taken steps to ensure that everyone in your organization felt included. Describe the situation, the actions you took, and the outcome.
24. What diversity, inclusion and or cultural competence training have you received and how have you applied what you learned on the job?
25. In your experience, what are the challenges faced by members of historically underrepresented groups in the workplace? What strategies have you used to address these challenges, and how successful were those strategies?
26. Tell us about a time when you created an environment of honesty, inclusion and respect for others. Describe the situations, the actions you took, and the outcome
27. Can you describe an innovative training strategy or program addressing diversity that you were an integral part of developing? What did you consider? What was the outcome?
28. When have you previously been involved in creating meaningful dialogue between and among groups that increases understanding of varied perspectives and the nature of social and economic inequalities? How would you incorporate this in your management practices?
29. Tell us about a time when a colleague or a student was not accepting of another's diversity? Describe the situation, the actions you took, and the outcome.
30. What steps have you taken at your current or last position to create an inclusive work or learning environment?
31. What diversity challenges do you face in your current or last position? How did you address those challenges? Please provide a specific example.
32. Please describe how you work to create a campus environment that is welcome and inclusive? Please provide a specific example.
33. Describe a situation in which you utilize your multicultural skills to solve a problem.

CULTURE

34. What is the most important factor that must be present in your work environment for you to be successfully and happily employed?
35. Tell me about a time when you worked for an organization and you were not aligned with their culture. How did you navigate that environment, and what were the end results?

36. How will you contribute to the college's efforts to enhance diversity, equity and inclusion in a meaningful way? How have you approached this in your current or last position?

STUDENT FACING

37. Please provide an example of how you approach educating students about diversity, equity, or inclusion.
38. How do you adapt your teaching to meet the different culture and learning styles of your students?
39. Tell us about a time when you changed your style to work more effectively with a person from a different background.
40. Describe a time when you needed to work cooperatively with someone in order to complete a project with whom did not share the same ideas as you. Describe the situation, the actions you took, and the outcome.
41. Describe your experience in serving and or teaching under-represented communities. How did you learn from this experience?
42. Tell us about a time when effective listening skills helped you in a problematic situation. Describe the situation, the actions you took, and the outcome.
43. Tell us about a time when you showed empathy toward another individual or group. Describe the situation, the actions you took and the outcome.

CONFLICTS/CHALLENGES

44. Have you ever realized you had said or done something that may have been offensive to a colleague? How did you respond to that realization, and what was the outcome?
45. Tell us about a time when you had to deal with conflict at work. Describe the situation, the actions you took, and the outcome.
46. Tell us about a time when you were unable to be tolerant of another person's point of view. Describe the situations and actions you took, and the outcome.
47. Describe a time when you had to help resolve a conflict between two colleagues or students. Describe the situation, the actions you took, and the outcome.
48. Tell us about a time when a person's cultural background either positively or negatively affected your approach to a work situation.
49. What is your approach to dealing with discussions about potentially difficult topics, such as race, religion, politics, or sexual orientation? Please provide a specific example.

50. Tell us about a time when you were challenged by a situation where others were behaving in an inappropriate or uncivil way. Describe the situations, the actions you took, and the outcome.

Source: These questions were assembled by Mr. Eugene Whitlock, Associate Vice Chancellor of People and Culture at the University of California, Berkeley. January 2022

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Teaching Apprentice

BASIC FUNCTION: Under the direction of the Division Dean and guidance from the mentor/instructor of record, work with students in the classroom and lab; provide instruction and remedial assistance in writing and reading skills to students enrolled in various levels of a variety of college courses; familiarize students and staff in the use of instructional equipment and materials; and supervise student tutors.

During the current health crisis classes will be offered mainly online. As a result, all of the support that TAs will provide for our students will be done through distance learning modalities including but not limited to Canvas and Zoom.

DISTINGUISHING CHARACTERISTICS: A Teaching Apprentice assists in overseeing a complex instructional laboratory and must possess technical or academic training and experience in assigned field. Teaching Apprentices work collaboratively with the instructor of record and provide instructional assistance to students in and out of the classroom.

REPRESENTATIVE DUTIES:

Essential duties and responsibilities include the following. Other job-related duties may be assigned. The English instructor of record will oversee and support application of these duties as part of a mentoring relationship.

Evaluate skills and assign appropriate assignments. Instruct students on a one-to-one, small group, and whole class basis, providing specialized assignments emphasizing individual needs. Instruct students of various skill levels enrolled in a variety of courses from developmental to college-level in active reading and writing processes. Diagnose each student's skill and knowledge level in reading and writing; then determine and assign appropriate corrective coursework.

Teach and explain difficult concepts of English language usage and correctness, such as rules of grammar, sentence structure, punctuation and mechanics, to a wide variety of students, including English-As-A-Second-Language (ESL) students; monitor students' progress on concepts taught; choose appropriate assignments (with the guidance of English faculty) and continue the learning process with the students; choosing appropriate assignments to help students learn particular rules and skills.

Teach students the reading and writing process: evaluate students through a set of diagnostics in reading and writing; assign students materials and methods necessary to their development, monitor their progress, and explain library research techniques and various expository forms and their functions.

Engage student affect. Encourage students to persevere and succeed; calm angry, frustrated or uncooperative students; discuss problems interfering with student progress and suggest possible realistic solutions.

Collaborate with other campus entities such as the Disabilities Services Program, Academic Success Center, ESL Lab, Counseling, and Assessment to determine appropriateness of placement in the lab(s) and provide necessary and adequate resources for student success.

Develop, create, and revise individualized exercises, assignments, and instructional materials to be used as teaching tools in the students' learning processes.

Secondary Functions:

Perform job-related duties as assigned.

Participate in a mentoring relationship with English faculty.

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

EDUCATION AND EXPERIENCE: B.A. or B.S. in any field requiring substantial writing desired OR two years of work experience in writing, editing, proofreading, teaching, or tutoring—including ESL or minority students—or any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, instructional materials, and procedure manuals; ability to present information effectively and respond to questions from groups of students, staff, or the general public.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of situations where limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATION:

None is required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of reading and writing skills hierarchy.

Demonstrate competence in the operation of Windows Office.

Plan and organize work.

Work effectively with students who have a wide range of reading and writing abilities.

Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Learn instructional methods and techniques.

Learn and observe safety regulations.

Learn new and updated instructional material and software as required.

Assure the security of assigned equipment, materials, and supplies.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, a keyboard or other office machines, tools, or controls; reach with hands and arms; stoop; kneel; crouch; speak clearly and distinctly to provide information to students; and hear and understand voices over telephone and in person. Employees assigned to this classification must frequently lift, carry, and/or move objects weighing up to 10 pounds.

Specific vision abilities required for positions in this classification include close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more); and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

The work assigned to this classification is performed in an instructional lab environment. While performing the duties of this classification, the employee is occasionally exposed to the risks of computer-generated video radiation and other hazards associated with working with computers. The work environment is moderately noisy.

School	Location
Alabama A&M University	Alabama
Alabama State University	Alabama
Alcorn State Unuversity	Mississippi
Bennett College	North Carolina
Bowie Stte University	Maryland
Central State Unversity	Ohio
Charleston Southern Univrsity	South Carolina
Chatham University	Pennsylvania
Cheyney University	Pennsylvania
Clafin University	South Carolina
Clark Atlanta University	Georgia
Delaware State University	Delaware
Dillard University	Louisiana
Elizabeth City State University	North Carolina
Fisk University	Nashville
Florida A&M University	Florida
Georgia Southern University	Georgia
Grambling State University	Louisiana
Hampton University	Virginia
Harris-Stowe State University	Maryland
Howard University	Washington, DC
Hutson-Tillotson University	Texas
Jackson State University	Mississippi
Kentucky State College	Kentucky
Lane College	Tennessee
Langston University	Oklahoma
LeMoyne Owen College	Tennessee
Lincoln University	Missouri
Livingstone Collegge	North Carolina
Miles College	Alabama
Morehouse College	Georgia
Morgan State University	Baltimore, MD
N Carolina Ag & Tech State University	North Carolina
N Carolina Central University	North Carolina
Prairie View A&M University	Texas
Shaw University	North Carolina
Southern University & A&M College	Louisiana
Spelman College	Georgia
Stillman College	Alabama
Texas Southern Univiersity	Texas
Tulane University	Louisiana
Tuskegee University	Alabama
Univ of Maryland, Eastern Shore	Maryland
University of Arkansas, Pine Bluff	Arkansaas
Virginia State University	Virginia
West Virginia State University	West Virginia

Wilberforce University
Wiley College
Xavier University

Ohio
Texas
Louisiana



Instructional Faculty Performance Evaluation

Name: _____ Date: _____

Instructional Program or Discipline: _____

Evaluators: _____

Rating Scale*:

- N/A DOES NOT APPLY to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area
- (1) Doing LESS and/or quality is LESS THAN EXPECTED (quality/quantity)
- (2) Doing WHAT IS EXPECTED in this position (quality/quantity)
- (3) Doing MORE and/or BETTER THAN EXPECTED (quality/quantity)

**Evaluators must explain any rating of less than 2 in the comments section or on a separate sheet of paper*

Sources on which Evaluation is based:

- Self-Evaluation
 - Student Review of Faculty Performance
 - Worksite Observation
 - Mid-Semester Review Date: _____
 - Other: _____
- Faculty/Team Initials: _____

Teaching and Instructional Effectiveness

Evaluator Observations:

	RATING			
	(1)	(2)	(3)	N/A
1. Plans for and is well-prepared to teach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provides courteous and effective delivery of instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Courteous and approachable by students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates sensitivity to students from diverse backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Able to relate with students and command their respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Stimulates student participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Instruction is consistent with the stated and approved goals and content of the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Shows enthusiasm for the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Uses effective motivation to create student desire to learn the subject/skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Makes effective use of teaching aids and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Prepares complete course information sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Updates course content, methods, and materials of instruction as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Coordinates course content and methods with established outlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Meets and assists students during office hours (for regular faculty and adjunct faculty if they provide office hours).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Observations:

	RATING			
	(1)	(2)	(3)	N/A
1. Plans for and is well-prepared to teach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Courteous and approachable by students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates sensitivity to students from diverse backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Uses standards of student evaluation that are clear, fair, and followed consistently throughout the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Requires and evaluates levels of student effort sufficient to determine the mastery of the subject or skills in the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Grades and returns student assignments and tests in a reasonable period of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Meets and assists students during office hours (for regular faculty and adjunct faculty if they provide office hours).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Overall Teaching and Instruction Effectiveness (An average rating of 1.5 = an overall average of 2; 2.5 = 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Area/Departmental Responsibilities and College-Wide Service

	RATING		
	(Yes)	(No)	(N/A)
1. Is knowledgeable about and abides by College, Area and Departmental policies, procedures, and timelines/targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Orders instructional materials, equipment, textbooks, etc. in a timely fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Works cooperatively with and assists other staff members (especially new faculty)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provides information for the development of departmental budgets and monitors expenditures as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Exercises good judgement in the management and use of facilities, equipment & supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Attends division meetings and in-services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Develops Student Learning Outcomes or Service Area Outcomes as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assesses Student Learning Outcomes or Service Area Outcomes as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Produces written reports on SLO or SAO assessment results as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Initiates and/or participates in overall department-wide program development, maintenance, evaluation, revision, updating, and/or expansion of programs Examples:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>			
11. Participates in Area and Departmental duties and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	RATING			
	(1)	(2)	(3)	(N/A)
Area and Departmental Responsibilities Overall Rating (An average rating of 1.5 = an overall average of 2; 2.5 = 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	RATING		
	(Yes)	(No)	(N/A)
College-Wide Service (Optional-based on Self-Evaluation)			
12. Demonstrates a pattern of service on College committees, projects and/or student organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Participates in faculty/college governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Participates in flexible calendar duty days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Development
(Years 2, 3, and 4 only)

(Yes) (No) (N/A)

1. Demonstrates a pattern of academic/professional and/or technical updating or currency

Comments by Evaluators

Classroom Visitation Date(s): _____ Time: _____

Specific Course Name: _____

Comments (Address any ratings of lower than 2): _____

*If necessary, provide additional comments and/or recommendations for improvement on a separate sheet of paper.

Recommendation

Check one of the choices below:

1. Not recommended for continued employment
2. Continued employment contingent upon correction of noted recommendations for improvement
- Any rating lower than 2 in the overall categories must include recommendations for improvement
(include or attach to evaluation)
3. Recommended for continued employment

Comments by Faculty Member
(Attach additional sheets if needed)

Note: Attach a copy of the student evaluation summary.

Signature of Employee: _____ Date: _____

Signature of Administrator: _____ Date: _____

The above signature of the faculty member indicates that the faculty member has been given a copy of this evaluation and has had the opportunity to review it. It does not necessarily denote agreement with all factors of the evaluation.



**CLASSIFIED MANAGEMENT PERFORMANCE APPRAISAL
STATEMENT OF PERFORMANCE/EXPECTATIONS AND GOALS**

Solano Community College

Performance Appraisal For _____ Position
(Name)

Instructions: This section is to be completed by the employee in consultation with his or her supervisor and is due **JULY 1**. Development of performance goals and performance appraisal is based upon class specifications/job description and should include department and district goals.

Performance Goals for non-evaluation year

PERFORMANCE GOALS

RESULTS/OUTCOMES/ACHIEVEMENTS

Employee's Signature _____ Date

Supervisor's Signature _____ Date

Performance Appraisal For _____ Position
(Name)

Instructions: This section is to be completed by the employee in consultation with his or her supervisor and is due **JULY 1**. Development of performance goals and performance appraisal is based upon class specifications/job description and should include department and district goals.

Performance Goals for evaluation year

To be reviewed by February 28.

Employee's Signature _____ **Date**
Supervisor's Signature _____ **Date**

Performance Appraisal For _____ Position
(Name)

Instructions: This section is to be completed by the supervisor and is due to the employee by **JUNE 1** of the evaluation year. Based on each major job category in the job description, please circle the letter which best describes the employee's performance. The development of job categories are to be based on the class specifications/job description, the District goals, the department goals, and the individual performance goals. These job categories are to be developed in consultation with the employee at the time the performance goals are determined and are due by **JULY 1** of the evaluation year.

- O** Outstanding Performance. Performance is of exceptional quantity and/or quality and is completed in accordance with established schedules or deadlines.
- H** Highly Effective Performance. Performance is of above average or excellent quality and is usually completed in accordance with established schedules or deadlines.
- S** Satisfactory Performance. Performance is of good quality and is usually completed in accordance with established schedules or deadlines.
- M** Marginal Performance. Performance is minimally acceptable but needs improvement.
- U** Unsatisfactory Performance. Performance is not adequate for the position.

Major Job Categories (from class specifications/job description)

(Circle one)
O H S M U

1.

Comments:

2. O H S M U

Comments:

3. O H S M U

Comments:

4. O H S M U

Comments:

5. O H S M U

Comments:

Additional major job categories or significant responsibilities may be added on a separate sheet.

Employee's Signature _____ Date

Supervisor's Signature _____ Date

Performance Appraisal For _____ Position
(Name)

OVERALL RATING

Please check appropriate box for the overall rating of the employee's performance.

Outstanding Performance

SUGGESTIONS FOR USE OF RATING CRITERIA:

Half or more of the major job category ratings should be "Outstanding;" no more than one rating should be below "Highly Effective."

Highly Effective Performance

Half or more of the major job category ratings should be "Highly Effective" or "Outstanding;" no more than one rating should be below "Satisfactory."

Satisfactory Performance

Half or more of the major job category ratings are "Satisfactory" or higher; no more than one-fourth of the ratings should be "Marginal." The employee and supervisor will develop and attach a performance improvement plan for any major job categories which are rated "Marginal."

Marginal Performance

More than one-fourth of the major job category ratings are "Marginal" or below. The employee and supervisor will develop and attach a performance improvement plan for the major job categories which are rated "Marginal" or below.

Unsatisfactory Performance

More than one-fourth of the major job category ratings are "Unsatisfactory." The employee and supervisor will develop and attach a performance improvement plan for all major job categories which are rated "Marginal" or below.

Additional comments may be attached and signed on a separate sheet of paper.

Supervisor's Comments:

Employee's Comments:

This performance appraisal has been discussed with the employee. His/her signature does not necessarily imply that he/she is in agreement with the evaluation.

Employee's Signature _____ Date

Supervisor's Signature _____ Date



Job Performance Review

Today's Date: _____

Last: _____ First: _____ M.I. _____ SCC ID#: _____
 Title: _____ Dept.: _____ Supervisor: _____
 Hire Date: _____ Probationary – 3 mo. 6 mo. 9 mo. Regular Employee

This performance evaluation is made to assist employees in their efforts to do a good job. Conclusions based upon this employee's work performance during the period covered by this report are summarized below. This report will be instrumental in determining the permanent status of an employee, IF probationary. The copy the employee receives is an exact duplicate of the copies filed. PLEASE READ THE ATTACHED INSTRUCTIONS BEFORE COMPLETING.

Qualifying Factors (mark (x) for only those that apply to employee's position)

	Needs Improvement Unacceptable	↓	Competent	↓	Commendable
1. Quality of Work					
a. Job knowledge	a. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
b. Accuracy	b. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
c. Neatness	c. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
d. Attention to detail	d. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
2. Quantity of Work					
a. Meets work schedules	a. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
b. Able to achieve workload	b. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
3. Work Habits & Attitudes					
a. Dependability	a. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
b. Punctuality	b. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
c. Attendance	c. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
d. Planning/Organizing	d. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
e. Compliance with instructions/rules/regulations	e. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
f. Ability to work without supervision	f. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4. Personal Qualities					
a. Judgement	a. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
b. Initiative	b. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
c. Adaptability to unforeseen/new situations	c. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
d. Effectiveness under pressure	d. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5. Relationships with others					
a. Supervisor	a. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
b. Employees	b. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
c. Students	c. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
d. Public	d. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
6. Leadership Ability					
a. Leadership	a. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
b. Fairness/Impartiality	b. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
c. Decision making	c. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
d. Training/Instructing	d. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
e. Planning/Assigning	e. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
7. Additional Factors Not Mentioned Above					
a. _____	a. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
b. _____	b. <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
8. Overall Work Performance					
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
9. Goals (Optional)					
*Attach a list of goals on a separate sheet of paper.					

PLEASE NOTE:

1. If "Needs Improvement" or "Unacceptable" is checked, please attach documentation with details.
2. If overall rating is "Needs Improvement" or ONE factor is "Unacceptable," then documentation of performance assessments along with plans to meet with the employer for improvement goals must be attached.
3. If "Commendable" is checked, please comment on why this rating was given.
4. Employee has 48 business hours to review this evaluation before signing.

Employee is probationary and recommended to regular status.

Supervisor: _____ Title: _____ Date: _____

I have seen this evaluation, reviewed it with my supervisor, and agree with the conclusion.

I have seen this evaluation, reviewed it with my supervisor, and DO NOT agree with the conclusion.

I would like to discuss this evaluation with Human Resources and my CSEA representative.

Employee refused to sign. (Supervisor signature required) _____

Employee Signature: _____ Date: _____

Job Performance Instruction and Information

- The overall goal of evaluating the job performance of our employees is the improvement of services in support of the educational program of the District. The purpose of the employee evaluation is to reflect the unit member's proficiency in the job, promote self-improvement, identify areas in which the individual is performing satisfactorily, identify areas of improvement if necessary, and to identify goals and objectives for the ensuing year.
- To indicate the rating on any factor, a check mark or "x" is placed in the appropriate column. Please note the definitions of the appropriate rating are listed below.
- If "Needs to Improve" or "Unacceptable" is checked, documentation MUST be attached.
- If overall rating is "Needs to Improve" or one factor is "Unacceptable," documentation of performance assessments as well as meeting with the employee to develop a plan for improvement MUST be included. Employee may have CSEA representation if the employee feels it is necessary.
- If "Commendable" is checked, please comment on why you have given this rating.
- The employee may have at least forty-eight (48) hours to review his/her evaluation prior to signing.
- If the employee refuses to sign, the supervisor must indicate on the evaluation form where indicated.

Definition of Ratings

<u>Commendable</u>	The employee's work consistently and significantly exceeds the standard for this position.
<u>Competent</u>	The employee's work is definitely and consistently satisfactory.
<u>Needs to Improve</u>	The performance of the job is somewhat inadequate to reach the standard required of a competent, permanent employee by the end of the probationary period. Greater effort or training is needed.
<u>Unacceptable</u>	The performance on the job is very inadequate. Special training, reassignment, or separation may be advisable.

This document must be sent to employee and supervisor.

CSEA Contract 2017-2020

EEO Data										
	Total number of applicants	Percentage of applicant pool	First Level Interview Candidates	Percentage of interview pool	Second Level Interview Candidates	Percentage of interview pool	First Level Interview Candidates	Percentage of interview pool	Second Level Interview Candidates	Percentage of interview pool
<u>Ethnicity</u>										
African American		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Asian		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Hispanic		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Caucasian		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Declined to State		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
	Total number of applicants	Percentage of applicant pool	First Level Interviews Gender Candidates	Percentage of interview pool	Second Level Interviews Gender Candidates	Percentage of interview pool	First Level Interviews Gender Candidates	Percentage of interview pool	Second Level Interviews Gender Candidates	Percentage of interview pool
<u>Gender</u>										
Female		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Male		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Total Applicants										
First Level Interviews										
Second Level Interviews										
Hired Candidates										

From: [Celia Esposito-Noy](#)
To: [\\$SCC_CAMPUS](#)
Subject: S-P DEI Advisory: Friday, April 29, 2:00-4:00pm Faculty-Staff Lounge, Bldg 1400
Date: Monday, April 11, 2022 2:35:07 PM

Colleagues- Hoping you can join us for the next DEI Advisory session facilitated by Dr. Brian Bedford. This session will be in person and snacks will be provided.

Friday, April 29, 2022

2:00-4:00pm

Faculty-Staff Lounge (Bldg. 1400)

Title: Focus: Who Am I?: A Self Reflection, My Perspectives, and My Responsibility through the Lens of Equity

This workshop is the second of a three-part series with Dr. Brian Bedford. This session focuses on uncovering the individual participants' beliefs, values, and views on equity. The purpose of this workshop is for participants to validate or discover where they are on the developmental continuum with respect to being advocates for equity. During this session, self-reflection activities, small group conversations, creation of a brave space, and authentic expression are integral to yielding meaningful outcomes. Participants are encouraged to practice honesty, transparency, and candid communication in the activities and group sharing portions of the session.

Celia

*Celia Esposito-Noy, Ed.D.
Superintendent-President
Solano Community College
Celia.esposito-noy@solano.edu*

From: [Celia Esposito-Noy](#)
To: [\\$SCC_CAMPUS](#)
Subject: DEI Advisory session Friday, March 25 2:00
Date: Tuesday, March 22, 2022 7:51:34 AM
Attachments: [image001.png](#)

Colleagues- Dr. Brian Bedford will present his research and facilitate discussion on Friday, March 25th from 2:00-4:00, in the Faculty/Staff Lounge in Bldg 1400. Dr. Bedford who will share his research on the disproportionate underrepresentation of Black men in educational and executive leadership positions and facilitate dialogue about our notions of equity and opportunity in the workplace. This will be the first of a three part series. Zoom will not be an option for this session. Please remember to wear your mask inside the building. I look forward to seeing you for this important discussion.

Celia

*Celia Esposito-Noy, Ed.D.
Superintendent-President
Solano Community College
Celia.esposito-noy@solano.edu*

