

**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

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Lisa Neeley	From Dean, Applied Technology & Business Education to Vice President, Student Services	07/01/2022

Out of Class

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jennifer Low	4-Year Program-Biotechnology Lab Technician	06/06/22 – 06/30/22
Karen Mitchell	Senior Human Resources Generalist	06/01/22 – 06/30/22

Professional Expert

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Jason Barker	Classroom Assistant - Fire	General Fund	05/01/22 - 05/26/22	NTE \$100.00 NTE \$818.75
Gary Mahlberg	Classroom Assistant - Fire	General Fund	03/01/22 - 05/26/22	(Revised)
Grant Tokiwa	Classroom Assistant - Fire	General Fund	05/01/22 - 05/26/22	NTE \$137.50

Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Alison Aubert	COVID Director (Classified Manager)	03/08/22 – 12/31/22

Salvatore Abbate
Human Resources

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

June 3, 2022

June 15, 2022

Date Submitted

Date Approved

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Jessica Fleshman	EMT Program Administration	General Fund	06/01/22 – 06/30/22	\$1,250.00 (Lump Sum)
Angel Iqueda	EMT Program Administration	General Fund	06/01/22 – 06/30/22	\$62.63/hr.
Olivia Marzan	CNA Program Administration	General Fund	06/01/22 – 06/30/22	\$52.55/hr.
Josh Scott	Academic Senate President	General Fund	06/13/22 - 06/30/22	\$2,500.00 (Lump Sum)
LaVonne Slaton	Nasdaq Entrepreneurial Center Internmatch Program	Chancellor's Office (G0202)	06/01/22 - 06/30/22	\$650.00 (Lump sum)
Lauren Taylor-Hill	ASTC Coordinator	General Fund	06/13/22 - 06/30/22	\$2,184.00 (Lump Sum)
Rebecca Tili	Instructional Lab Assistant - Tutor	Perkins V	01/01/22 - 06/30/22 (Revised)	\$16.56/hr.

EMPLOYMENT 2022-2023**Regular Assignment**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Toni Coleman	Cosmetology Instructor (Tenure Track)	08/11/2022

Part-Time Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Andres Kaiser	Adjunct Instructor – Industrial Technology NTE 67%	08/05/2022
Robert Soileau	Adjunct Instructor – Industrial Technology NTE 67%	08/05/2022

Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Darcia Tipton	85% EPOS / 15% Theater	08/01/22 – 05/31/23

Out of Class

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jennifer Low	4-Year Program-Biotechnology Lab Technician	07/01/22 – 05/31/23
Karen Mitchell	Senior Human Resources Generalist	07/01/22 – 06/30/23

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Monica Azpeitia (aka. Devon Mazoue)	ASL Intermediate Interpreter Level III	General Fund	07/01/22 - 06/30/23	\$19.00/hr.
Kimberly Baker	Student Services Generalist - Counseling/EOPS	General 50% EOPS/CARE 50%	07/01/22 - 06/30/23	\$18.10/hr.
Larry Bartlow	Student Services Specialist II - ASTC	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Alicia Burton	Student Services Generalist - SOAR	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Victoria Castaneda	Student Services Generalist - Academic Support Services	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Alexa Cobolong	Student Services Specialist II - ASTC	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Scott Ferguson	Student Services Generalist - SOAR	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Allen Fleming	Special Projects -ASTC	SEA Fund	07/01/22 - 06/30/23	\$25.00/hr.
Jessica Fleshman	EMT Program Administration	General Fund	07/01/22 - 07/31/22	\$625.00 (Lump Sum)
Christopher Gulick	Student Scs Generalist Counseling/Veterans Resource Center	Vet Resource Center Fund	07/01/22 - 06/30/23	\$18.10/hr.
Leslie Gutierrez Rodriguez	EMT Journey Level Assistant	General Fund	07/01/22 - 06/30/23	\$25.00/hr.
Jordan Hudson	EMT Journey Level Assistant	General Fund	07/01/22 - 06/30/23	\$25.00/hr.
Angel Iqueda	EMT Program Administration	General Fund	07/01/22 - 06/30/23	\$64.65/hr.
Angel Iqueda	EMT Journey Level Assistant	General Fund	07/01/22 - 06/30/23	\$25.00/hr.
Pedro Javaras -Lopez	Special Projects -ASTC	SEA Fund	07/01/22 - 06/30/23	\$25.00/hr.
Maeve Lee	Student Scs Generalist Counseling/Veterans Resource Center	Vet Resource Center Fund	07/01/22 - 06/30/23	\$18.10/hr.
Esmeralda Liberato	Student Services Generalist - SOAR	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Rene Lindsey	Clerical Specialist - Veterans Resource Center	Vet Resource Center Fund	07/01/22 - 09/01/22	\$15.88/hr.
Shannon Marshall	Outreach Specialist - Admissions & Records	SEA Fund	07/01/22 - 06/30/23	\$18.90/hr.
Olivia Marzan	CNA Program Administration	General Fund	07/01/22 - 06/30/23	\$54.56/hr.

Short-Term/Temporary/Substitute (continued)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Olivia Marzan	Accreditation	General Fund	07/01/22 - 06/30/23	\$54.56/hr.
Samuel Mc Kinney	Custodian	General Fund	07/01/22 - 06/30/23	\$15.00/hr.
Maegan Moraes	Student Services Generalist - Counseling	SEA Fund	07/01/22 - 08/05/22	\$18.10/hr.
Dao Nguyen	Custodian	General Fund	07/01/22 - 06/30/23	\$15.00/hr.
Hoi Nguyen	Custodian	General Fund	07/01/22 - 06/30/23	\$15.00/hr.
Nathalie Nuñez	ASL Interpreter Intern	General Fund	07/01/22 - 06/30/23	\$26.00/hr.
Carolyn Pleasant	Student Svs Generalist Admissions & Records	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Matthew Pulanco	Outreach Specialist - Admissions & Records	SEA Fund	07/01/22 - 06/30/23	\$18.90/hr.
Sara Carolina Rico	Student Svs Generalist Admissions & Records	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Diane Roszel	Student Svcs Generalist Counseling/DSP Proctoring	Equity Fund	07/01/22 - 06/30/23	\$18.10/hr.
Cristina Sanchez	Special Projects - Undocumented Resource Liaison	General Fund	07/01/22 - 06/23/23	\$25.00/hr.
Josh Scott	Academic Senate President	General Fund	07/01/22 - 08/05/22	\$2,500.00 (Lump Sum)
Dan Sherman	Journey Level Assistant - EMT	General Fund	08/15/22 - 06/30/23	\$25.00/hr.
LaVonne Slaton	Nasdaq Entrepreneurial Center Internmatch Program	Chancellor's Office (G0202)	07/01/22 - 10/21/22	\$2,600.00 (Lump sum)
Cecily Stienke	Custodian	General Fund	07/01/22 - 06/30/23	\$15.00/hr.
Katherine Sullenger	Student Svs Generalist - Counseling/EOPS	General 50% EOPS/CARE 50%	07/01/22 - 06/30/23	\$18.10/hr.
Lauren Taylor Hill	ASTC Coordinator	General Fund	07/01/22 - 08/05/22	\$3,641.00 (Lump Sum)
Jeremy Throne	Student Services Specialist II - ASTC	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Omar Tolentino	Custodian	General Fund	07/01/22 - 06/30/23	\$15.00/hr.
Angel Verdejo	Student Services Specialist II - ASTC	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Cody Vig	Student Services Specialist II - ASTC	SEA Fund	07/01/22 - 06/30/23	\$18.10/hr.
Helymar Walter	Student Svs Generalist Counseling/Veterans Resource Center	Vet Resource Center Fund	07/01/22 - 06/30/23	\$18.10/hr.
Vince Webster	EMT Journey Level Assistant	General Fund	07/01/22 - 06/30/23	\$25.00/hr.

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

TO: Members of the Governing Board

SUBJECT: WARRANTS

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

05/04/2022	Vendor Payments	11113812-11113816	\$ 524,702.65
05/04/2022	Vendor Payments	11113817-11113818	\$ 48,990.33
05/04/2022	Vendor Payments	11113819-11113822	\$ 25,405.20
05/04/2022	Vendor Payments	11113823-11113875	\$ 510,128.99
05/10/2022	Vendor Payments	11113876-11113878	\$ 40,954.06
05/10/2022	Vendor Payments	11113879-11113881	\$ 585,809.69
05/10/2022	Vendor Payments	11113882-11113884	\$ 4,609.30

CONTINUED ON NEXT PAGE:

STUDENT SUCCESS IMPACT:

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

Ed. Code: 70902 & 81656 Board Policy: 3240 Estimated Fiscal Impact: \$3,329,043.35

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Susan Wheet
Vice President, Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Susan Wheet, Finance and Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: WARRANTS

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

05/10/2022	Vendor Payments	11113885-11113957	\$ 561,918.10
05/18/2022	Vendor Payments	11113958-11113961	\$ 20,511.47
05/18/2022	Vendor Payments	11113962	\$ 4,924.00
05/18/2022	Vendor Payments	11113963-11113966	\$ 11,913.26
05/18/2022	Vendor Payments	11113967-11114028	\$ 295,066.38
05/26/2022	Vendor Payments	11114029-11114034	\$ 71,640.03
05/26/2022	Vendor Payments	11114035-11114036	\$ 248,122.00
05/26/2022	Vendor Payments	11114037-11114040	\$ 4,720.33
05/26/2022	Vendor Payments	11114041-11114145	\$ 369,627.56
		Total May Payments	<u>\$3,329,043.35</u>

AGENDA ITEM 11.(d)
MEETING DATE June 15, 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

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

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Curt Johnston	Fundraising, scholarships, outreach and administrative support for SCC Educational Foundation & Alumni Assoc. per attached Scope of work. 960 total billable hours.	July 1, 2022- June 30, 2023	Not to exceed \$81,600.00

**Human Resources
Salvatore Abbate, Director**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Mary Jones	Review of Human Resource business processes: facilitate collective bargaining, develop & presentation of training packages.	July 1, 2022 – June 30, 2023	Not to exceed \$75,000.00

<u>Susan Wheet</u> Vice President, Finance & Administration	<u>Celia Esposito-Noy, Ed.D.</u> Superintendent-President
<u>June 3, 2022</u> Date Submitted	<u>June 15, 2022</u> Date Approved

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

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

PERSONAL SERVICES AGREEMENTS

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

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
ScopeWave, LLC	New PSA for extension of original PSA to perform Program Coordinators activities on the Governor’s Office CADENCE grant project 10 per the attached Scope of Work. The new period of performance will be extended from August 31, 2022 to November 30, 2022. The total amount of the PSA will remain the same with the invoices at an hourly rate of \$100 per hour not to exceed \$41,600.	January 21, 2021 – November 30, 2022	Not to exceed \$41,600.00
Rachel Dwiggins-Beeler	Contractor will provide Master of Ceremonies services for the Spring 2022 dance production.	May 20, 2022 - May 21, 2022	Not to exceed \$400.00

**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>
Ian Wallace	Contractor will provide Mental Health First Aid Training (up to two sessions); for faculty/staff.	July 1, 2022 - June 30, 2023	Not to exceed \$6,000.00
Reginald Caldwell, LCSW	Provider will facilitate six 1-hour sessions intended to motivate staff into action. Each session will start with a breathing exercise to center the participants into the space and conclude with a gratitude circle focusing on something from the session. Additionally, there will be expectations that the participants will work on activities between sessions to build their skills and knowledge on healing and wellness. This is intended to have a cohort of 12-15 participants for the entire series.	July 1, 2022- December 30, 2022	Not to exceed \$13,000.00

AGENDA ITEM 11.(d)
MEETING DATE June 15, 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>
Daisy Segovia	Train Research Office Staff in the software and processes needed to complete major compliance reports (MIS, IPEDS, 320) as well as custom reports as needed to meet district needs. Assist with the development of streamlined processes for custom data queries and improved self-service data tools for the Research & Planning web page.	June 1, 2022 - June 30, 2023	Not to exceed \$25,000.00

AGENDA ITEM 13.(a)
MEETING DATE June 15, 2022

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION NO. 21/22-43 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. 21/22-43 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>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

June 15, 2022

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**RESOLUTION NO. 21/22-43
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 **15th day of June, 2022** 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. 21/22-44 SPECIFICATIONS OF
THE ELECTION ORDER FOR A CONSOLIDATED
BOARD MEMBER ELECTION**

REQUESTED ACTION:

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

SUMMARY:

Pursuant to Elections Code Section 1302 and Education Code Section 5000 the Governing Board of Solano Community College District is required to adopt a resolution stating that an election is ordered for November 8, 2022, for the purpose of electing persons to fill the office of four members for a four-year term to the office of community college trustee. This election shall be consolidated with the election to be held on November 8, 2022.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

*Government Code: EC Section 5000; 5420 Board Policy: 1008 Estimated Fiscal Impact: \$180,000
Elections Code Section 1302*

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

Administration

ORGANIZATION

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 21/22-44 SPECIFICATIONS OF
THE ELECTION ORDER FOR A CONSOLIDATED
BOARD MEMBER ELECTION**

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

Candidates, including incumbents, shall pay the costs of the publication of the optional candidate's statement. The candidate's statement shall not exceed 200 words.

The District agrees to reimburse the Registrar of Voters for Solano County in accordance with the provisions of the Education Code.

The estimated fiscal impact is determined by the recommendation from the Registrar's Office to allot \$5 - \$10 per voter depending on the area. If candidates run unopposed, costs would be less.

Governing Board members whose terms expire in 2020 are:

Trustee **Area No. 1:** Karimah Karah
Trustee **Area No. 2:** A. Marie Young
Trustee **Area No. 4:** Denis Honeychurch
Trustee **Area No. 6:** Sarah Chapman

It is recommended that the Governing Board adopt Resolution No. 21/22-44.

SOLANO COMMUNITY COLLEGE
GOVERNING BOARD

RESOLUTION NO. 21/22-44

SPECIFICATIONS OF THE ELECTION ORDER FOR A
CONSOLIDATED BOARD MEMBER ELECTION

WHEREAS, pursuant to Elections Code section 1302 and Education Code section 5000, a regular biennial election for members of the Solano Community College Governing Board will be conducted on November 8, 2022, for the purpose of electing persons to fill the offices of members of the Board whose terms expire December 9, 2022.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT:

1. Pursuant to Education Code section 5304, a governing board member election is hereby ordered for November 3, 2020, for the purpose of electing persons to fill the offices of members whose terms expire December 11, 2020; and

2. Pursuant to Education Code sections 5340 through 5345, said governing board member election shall be consolidated with any other school district, community college, county board of education, or other election to be held on November 8, 2022; and

3. The Solano County Superintendent of Schools, pursuant to Education Code section 5302, shall call said governing board member election in accordance with the provisions of this resolution and order; and

4. The form of the matter to be voted upon, as it shall appear on the ballot is as follows:

SOLANO COMMUNITY COLLEGE Trustee Area No. 1	Vote for One

SOLANO COMMUNITY COLLEGE Trustee Area No. 2	Vote for One

SOLANO COMMUNITY COLLEGE Trustee Area No. 4	Vote for One
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SOLANO COMMUNITY COLLEGE Trustee Area No. 6	Vote for One
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5. The candidates, including incumbents, will pay the costs of the publication of the optional candidate's statement to be included in the sample ballot, pursuant to Elections Code section 13307, and the candidate's statement shall not exceed 200 words; and

6. The Governing Board of the Solano Community College agrees to reimburse the Registrars of Voters in Solano and Yolo Counties for actual costs accrued for this election, such costs to be calculated by the proration method set forth in each County's current Election Costs Allocation Procedures on the basis of the amount of services provided to the Solano Community College in accordance with the California Education Code; and

7. The Registrars of Voters in Solano and Yolo Counties, as applicable, are authorized to canvass the returns of the election, and the consolidation shall be governed by Education Code section 5342, regarding election procedures; and

8. A certified copy of this resolution shall be sent to the Solano County Superintendent of Schools as required by Education Code section 5322.

PASSED AND ADOPTED by the Governing Board of the Solano Community College of Solano County, California, this 15th day of June 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

CERTIFICATION

I, Dr. Celia Esposito-Noy, do hereby certify that I am Secretary of the Governing Board of the Solano Community College of Solano County, California, and that the foregoing is a true and correct copy of a resolution passed and adopted by said Board at a regular meeting thereof at the time and by the vote above stated, which resolution is on file in the administrative offices of said school district.

Celia Esposito-Noy, Ed.D. Board Secretary
Solano Community College District

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

AGENDA ITEM 13.(c)
MEETING DATE June 15, 2022

**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>
Paul Hidy	Automotive Technology Instructor 8 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

Ed. Code: 24205 Board Policy: 4400 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

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: NEW CLASSIFIED MANAGER JOB DESCRIPTION:
VICE PRESIDENT OF TECHNOLOGY

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

The following job description is presented for Governing Board approval. Under the direction of the Superintendent/President, the Vice President of Technology (VPT) provides the primary leadership in strategic planning of the District’s technology and information systems. Working collaboratively with other College leaders, the VPT leads the creation and implementation of campus IT plans and policies to support the District’s mission. This will be placed on the Vice President and Executive Bond Manager salary schedule.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 88009</i>	<i>Board Policy: 4010, 4720</i>	<i>Estimated Fiscal Impact: \$139,004.54 Plus Benefits Yearly</i>
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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
June 3, 2022
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

June 15, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION

CLASS TITLE: VICE PRESIDENT OF TECHNOLOGY (Classified Manager)

BASIC FUNCTION:

Under the direction of the Superintendent/President, the Vice President of Technology (VPT) provides the primary leadership in strategic planning of the District's technology and information systems. Working collaboratively with other College leaders, the VPT leads the creation and implementation of campus IT plans and policies to support the District's mission.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Provides leadership and direction for the College's areas of technology/network/security, information systems, and research and planning. The VPT is responsible for assisting these areas with planning, coordinating, goal setting, budgeting, implementing, and evaluating their services, products and processes.

Works cooperatively with the Superintendent/President, Vice Presidents, and the Director of Human Resources to coordinate the College's mission, goals and objectives. Participates in the District's strategic and long-range educational planning.

Ensures the integrity, security and reliability of computerized information systems, communication systems, and office systems including the security of data acquired and stored to support administrative and academic functions

Maintains current knowledge of innovations and trends in technology that impact community colleges and higher education.

Ensures that technology services integrate into and support the needs of the College's academic programs and administrative support services.

Develops a plan for professional training that provides information and training for employees on current and emerging technologies.

Communicates with administrators, faculty and staff to better understand their technology needs and propose technologies that can assist them

Supervises, manages, and evaluates direct reports, in accordance with District Policy and Procedures.

Participates in the screening and recommendation of applicants for positions which report directly to the-Vice President of Technology.

Identifies and recommends new technologies and services that will improve efficiency, processes, and operations; reviews requests for additional services and upgrades, assessing the costs and benefits to the district.

Serves on College and ad hoc committees; attends meetings and conferences; and makes presentations to Board of Trustees, College and community groups, as requested.

Recommends institutional policy and supervises preparation of appropriate policy statements and regulations.

Assists in the preparation of proposals and monitors the collective bargaining agreements as they apply to technology.

Prepares reports as required for state and federal agencies.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Community Colleges missions, organizations, operations, policies and objectives.

Instructional technologies to support online and in-person instruction.

Assistive technologies.

Multiple methods of technology-based assessment tools.

Networks, servers, video, and telecommunication technologies.

Higher education ERP systems Banner, Colleague, etc.

Budget preparation and control.

Principles and practices of program administration and planning, developing, implementation, and evaluation in a Shared Governance environment.

Effective interpersonal communication.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.

The importance of equity in education

ABILITY TO:

Work within complex, integrated Enterprise Resource Planning (ERP) systems.

Plan, organize, develop and evaluate the programs and activities in technology.

Ability to direct College technology planning activities, establish, support, and lead multiple project teams.

Communicate effectively, both verbally and in writing.

Work effectively with employees and students from diverse backgrounds and the disabled to promote access and equity.

Present a positive image of the College in the community.

Train, supervise and evaluate assigned staff according to successful modern management theory and practices.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, and requirements.

Analyze situations accurately and adopt an effective course of action.

Work cooperatively and coordinate projects with other administrators and staff.

Understand the needs of the unit in the context of the overall academic program and participate with the Executive Council to set goals and priorities for the College as a whole.

Demonstrate an understanding and sensitivity to the diverse socio-economic, cultural and ethnic background of all employees, including the disabled.

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 timelines; organize multiple projects effectively; and carry out required project details throughout the year.

Evaluate and support management, faculty, and staff recommendations for program improvements and/or new program efforts.

Manage grants and special projects.

Work within Board/District approved guidelines to establish positive media and community relations.

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

EDUCATION AND EXPERIENCE:

A Bachelor's degree or equivalent from a regionally accredited college or university in Information Technology, Computer and Information Science or Computer Engineering or related field from a regionally accredited college or university.

AND

At least five years' management experience in the area of computer information science, information technology, computer engineering, or related field.

AND

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

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, 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.

Board approved:

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

TO: Members of the Governing Board

SUBJECT: PUBLIC HEARING ON THE SOLANO COMMUNITY COLLEGE DISTRICT BARGAINING PROPOSAL TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #211

REQUESTED ACTION:

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

SUMMARY:

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

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:3547</i>	<i>Board Policy:2010</i>	<i>Estimated Fiscal Impact: Unknown</i>
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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

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

June 15, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: PUBLIC HEARING ON THE SOLANO COMMUNITY COLLEGE DISTRICT BARGAINING PROPOSAL TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #211

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

This item presents the Solano Community College Districts opens for the purpose of public notice (“sun shining”) to work with the California School Employees Association, Chapter #211 on the following interest:

Article VII Hours and Overtime; Article IX Pay and Allowances; Article XXI Health and Welfare Benefits; and Article XII Holidays.

Pursuant to the Government Code Section 3547, this item is being presented for a public hearing.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PUBLIC HEARING OF THE OPERATING
ENGINEER/STATIONARY ENGINEERS, LOCAL 39
BARGAINING PROPOSAL TO THE SOLANO
COMMUNITY COLLEGE DISTRICT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

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

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 3547</i>	<i>Board Policy: 2010</i>	<i>Estimated Fiscal Impact: Unknown</i>
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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

June 15, 2022

June 3, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: PUBLIC HEARING ON THE OPERATING
ENGINEER/STATIONARY ENGINEERS, LOCAL 39
BARGAINING PROPOSAL TO THE SOLANO
COMMUNITY COLLEGE DISTRICT**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

This item presents the Operating Engineers/Stationary Engineers, Local 39 openers for the purpose of public notice (“sunshining”) to work with the Solano Community College District, on the following interest.

Article 14 - Pay and Allowances

The Union will propose compensation increases consistent with the increased cost of living of the area.

Pursuant to the Government Code Section 3547, this item is being presented for a public hearing.

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
SOLANO COMMUNITY COLLEGE CTE, BIOTECH,
VACAVILLE AND VALLEJO CENTERS DIGITAL
MARKETING CAMPAIGN**

REQUESTED ACTION:

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

SUMMARY: Board approval is requested for a contract with JTM (James Thomas Media LLC.) to create a digital marketing campaign for SCC’s CTE and Biotechnology programs and SCC Vacaville and Vallejo Centers. JTM will expand SCCs marketing by creating many types of digital marketing content and services for CTE, Biotech, Vacaville and Vallejo centers. JTM will provide new and constantly updated media to all current and prospective students within Solano County and the surrounding areas. This will increase awareness in the community about the CTE, Biotech and centers career offerings and business community relationships.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i> <i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$120,000</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Susan Wheet
Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
SOLANO COMMUNITY COLLEGE CTE, BIOTECH,
VACAVILLE AND VALLEJO CENTERS DIGITAL
MARKETING CAMPAIGN**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

Additionally, this offers an easy and quick means of reaching and providing SCC-CTE, Biotech, Vacaville and Vallejo centers audience with a call to action (making it easier to click a link, sign-up/register, get information, etc.). During this campaign JTM will create unique content for SCC’s CTE, Biotech, Vacaville and Vallejo centers and refine digital distribution of content to reach specified target audiences.

The objective is to increase SCC’s CTE, Biotech, Vacaville and Vallejo centers digital brand awareness by creating digital content that reflects the quality of their programs. Additionally, provide a uniform look throughout all managed digital platforms and create effective means of communication with prospective students and businesses.

Proposed campaigns include: three (3) Major directed campaigns for each CTE, Biotech, Vacaville and Vallejo centers. Each campaign will consist of three to five (3-5) videos. Supporting graphics, Supporting Web and Social media advertisement.

James Thomas Media will provide services from July 1, 2022 until June 30, 2023.

Attached is a copy of the Scope of Work.



JAMES THOMAS MEDIA LLC.

Renewal of Services

CLIENT	
PROJECT NAME	SCC - CTE, Biotech, VV & VC - Digital Marketing Campaign
CLIENT NAME	Lisa Neeley (Dean of Applied Technology)
BRAND	SCC - CTE, Biotech, Vacaville and Vallejo Centers
PRODUCT	Digital Content Creation, Social Media Marketing, Campaign Management and Distribution
DATE: June 1, 2022	

PROJECT
PURPOSE <i>What are we looking to do?</i>
JTM (James Thomas Media LLC.) will create and provide many types of digital marketing content and services for Solano Community College - CTE (Career technology), Biotech, Vacaville and Vallejo Centers (SCC-CTE-BIO-VV&VC). Our main goal is to bring new and constantly updated media to all current and prospective students within Solano County and the surrounding areas. This will increase awareness within the community regarding SCC-CTE-BIO-VV&VC's career offerings and business community relationships. Additionally, this offers an easy and quick means of reaching and providing SCC-CTE-BIO-VV&VC's audience with a call to action (making it easier for one to click a link, sign-up/register, get information, etc). During this campaign JTM will create unique content for SCC-CTE-BIO-VV&VC and refine digital distribution of content to reach specified target audiences.

OBJECTIVE
<i>What does the project work to achieve?</i>
Increase SCC-CTE-BIO-VV&VC's digital brand awareness by creating digital content that reflects the quality of their programs. Additionally, provide a uniform look throughout all managed digital platforms and create effective means of communication with prospective students and businesses.

TARGET AUDIENCE
PROJECT TARGET <i>who are we trying to reach?</i>
<ul style="list-style-type: none">• Prospective students in Solano County & surrounding counties• Businesses that create a direct pipeline for employment for SCC• State and Federal entities/groups who provide grants for supported programs• SCC-CTE-BIO-VV&VC Partners
(Client Initials: _____)

Continued...

Scope of Work 2020

Detailed list of what we will make for you

- **Options for Content and Services**

Some services may reduce amounts of videos or video time

Proposed campaigns include three (3) Major directed campaigns for each CTE, Bio, VV&VC. Each campaign consisting of three to five (3-5) videos, Supporting graphics, Supporting Web, and Social media advertisement

- ***SCC-CTE-BIO-VV&VC Advertising campaign and organization of materials***

- Helps create advertising campaign and plan to create and distribute JTM produced material
 - Create general advertising campaign for SCC-CTE-BIO-VV&VC
 - Create micro-campaigns for programs or special events
 - Provide creative ideas for content and distribution
 - Promote and distribute JTM produced content
 - Create social media presence for SCC-CTE-BIO-VV&VC
 - Copywriting for web, graphic, and other mediums

- ***Video, Photos and Graphic Design***

- Professional quality commercials. Shorter promotional and/or PSA videos
 - Commercial videos approx. :30 - 1:00 minute (Can be combined with other commercial/promotional/PSA time for longer) (Not to exceed 10 videos)
 - Promo videos - approx. :15 - :30 overview and update of project progress for Digital Campaign (Not to exceed 6 videos)
 - High-Res stills pulled from video and/or captured onsite during filming (5-10 photos per session)
 - This includes time on site, editing, music licensing, titles
 - Graphics for flyers, online promos, etc
 - Client will be provided two drafts for review and comment.

- ***Media & Advertisement Buying/Placement***

- Help manage media buying and ad placement
 - Manage and call accounts on behalf of SCC-CTE-BIO-VV&VC
 - Create, send, and get quotes for internet TV and/or radio advertisement
 - Schedule content creation for supporting material

- ***Social Media (S.E.O.) and Analytics***

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

(Client Initials: _____)

Continued...

Total Compensation

Payment Terms

Digital Marketing Materials - Total Compensation of \$120,000

Term of Contract - One (1) year agreement beginning July 1, 2022 through June 30, 2023.

Provided Budget Codes

TBD

Terms and Conditions

1. Time of Performance. This Agreement is for a period of 12 -months beginning upon signed date and ending on June 30th, 2023. JTM may require a startup time to establish agreed upon delivery of materials.
2. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee of Client. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
3. Notice. Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mailed addressed to JTM at (831 Emerald Ct. Vacaville, CA, 95687) or to Client as identified below.
4. Changes and Amendments. Client may request a change in JTM's services. Any mutually agreed upon change, including any increase or decrease in compensation, shall be effective upon written amendment executed by both parties.
5. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond JTM's control.
6. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and full use and control of deliverable upon final payment of all compensation owed to JTM. (JTM retains the right to use footage for promotional use)
7. Compliance with all Laws. JTM shall comply with all federal, state, and local laws applicable to JTM's performance under this Agreement.
8. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.
9. JTM Contractors and Employees. Client acknowledges that all JTM contractors and Employees are directed at discretion of JTM.
10. Additional. Additional time will be billed at \$150 per hour. Additional revisions above two (2) per material will be billed at \$100 per hour. Travel included up to 25 miles per site visit from Fairfield, CA. Additional mileage billed at .58 cents per mile. All other additional charges billed directly to client.

DATE: _____

CLIENT SIGNATURE: _____

CLIENT ADDRESS: _____

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

TO: Members of the Governing Board

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

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY: The Board is being asked to approve a one-year agreement with James Thomas Media LLC for various outreach and marketing services. The annual cost for the 2022-2023 fiscal year is \$115,200, billed at \$9,600 per month. Additional one (1) year agreement to be negotiated on July 1, 2023.

The Services will include:

- Create, manage & distribute outreach and marketing materials
- Areas served will include: Outreach, Counseling, Financial Aid, Orientation, Web services etc.

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: _____

Government Code: <i>N/A</i>	Board Policy:	Estimated Fiscal Impact: <i>\$115,200</i>
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SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
---	---

Susan Wheet
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: **Members of the Governing Board**

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

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

The Services will include:

- Create self service materials for staff and students
- Hosting the new SCC Website and design new online tools, pages and processes
- Create content and advertising campaigns that ensure a constant connection to the SCC community
- Respond to all incoming media requests
- Responsible for all outgoing media requests and posts (including response to SCC messages on digital platforms)
- Work with SCC staff and third-party contractors to organize existing social media outlets and create/procure necessary materials, advertising buys, and content for SCC
- Create online calendar of SCC media postings, Website, and creation of materials for self Service information

Attached is a copy of the Scope of Work.



JAMES THOMAS MEDIA LLC.

Outreach, Web, and Marketing Services

CLIENT

PROJECT NAME	Solano Community College - Outreach and Marketing Services
CLIENT NAME	Celia Esposito-Noy (Solano Community College, Superintendent - President)
BRAND	Solano Community College
PRODUCT	Marketing Management, Coordination, and Distribution
DATE: June 1, 2022	

OVERVIEW

PURPOSE | *What are we looking to do?*

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

OBJECTIVE

What does the project work to achieve?

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

Continued...

DELIVERABLES

Detailed list of what we will make for you

- **Media Management and Distribution**

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

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

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

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

- ***Response***

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

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

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

Continued...

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

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

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

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

- ***Calendar***

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

Continued...

Budget:

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

Term of Contract - One (1) year agreement beginning July 1, 2022 through June 30, 2023. Additional one (1) year agreement to be negotiated by July 1, 2023.

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

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

JTM Policies

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

CLIENT COMMENTS AND APPROVAL

COMMENTS

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DATE:

CLIENT SIGNATURE:

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

TO: Members of the Governing Board

SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR SPANISH CONTENT CREATION AND MARKETING

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for a contract with JTM (James Thomas Media LLC.) to create Spanish accessibility and marketing content for SCC (Solano Community College). To better serve SCCs Spanish speaking community, JTM will expand SCCs marketing reach by duplicating social media, website and other general materials in Spanish. This will also cover the creation of dedicated social media (Facebook and Instagram) (SCC en Español) which will act as a means of distribution.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i> <i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$98,000</i>
------------------------------------	----------------------	--

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

Susan Wheet
Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
SPANISH CONTENT CREATION AND MARKETING**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

Main SCC services and their web information will be translated along with closed captions and voice overs for most video. The management of these services will also be provided and will include some physical media and signage.

As SCC maintains a large portion of Spanish speaking students, both current and prospective, this will allow SCC to better communicate with and serve their community.

Project Examples: Campaigns for registration, Event, Press Releases, SCC services, Safety information, Etc.

James Thomas Media will provide services from July 1, 2022 until June 30, 2023.

Attached is a copy of the Scope of Work.



JAMES THOMAS MEDIA LLC.

Scope of Work

CLIENT

PROJECT NAME	SCC Spanish Accessibility and Marketing (SCC en Español)
CLIENT NAME	Celia Esposito-Noy (Superintendent - President of SCC)
BRAND	SCC en Español - Online Services and Resources
PRODUCT	Spanish Content Creation, Social Media Marketing, Campaign Management and Distribution
DATE: May 25, 2022	

PROJECT

PURPOSE | *What are we looking to do?*

To better serve SCC's (Solano Community College's) Spanish speaking community, JTM (James Thomas Media LLC.) will expand SCC's marketing reach by duplicating social media, website and other general materials in Spanish. This will also cover the creation of dedicated social media (FaceBook and Instagram) (SCC en Español) which will act as a means of distribution. Main SCC services and their web information will be translated along with closed captions and voice overs for most videos. The management of these services will also be provided and will include some physical media and signage.

As SCC maintains a large portion of Spanish speaking students, both current and prospective, this will allow SCC to better communicate with and serve their community.

Project Examples: Campaigns for registration, Events, Press Releases, SCC services, Safety Information, Etc.

OBJECTIVE

What does the project work to achieve?

Increase accessibility by duplicating and distributing marketing efforts for SCC's Spanish Speaking Community.

(Client Initials: _____)

Continued...

Scope of Work

- **Options for Content and Services**

- ***SCC Website Translation and Marketing Services***

- Duplicate Main SCC landing pages in Spanish
- Create Spanish advertising campaign and distribute JTM produced material
 - Main website landing pages created in Spanish (Not Google Translate)
 - Maintain homepage and all updated events
 - Department landing pages and “Explore” functions
 - Duplicate Press Releases in Spanish
 - Promote and distribute JTM produced content
 - Translate Financial Aid and other main services website Information

- ***Video and Graphic Design***

- Professional Spanish closed captions, text, and voice overs
 - All major campaigns duplicated
 - JTM created tutorials
 - SCC services accessibility information
 - Safety Information
 - President/VP attention videos

- ***Spanish Social Media***

- Create, distribute, and manage new Instagram and Facebook (SCC en Español)
 - Duplicate and distribute main SCC information
 - SCC message responses in Spanish
 - Distributed event information
 - Campaigns and registration information
 - Safety updates
 - SCC Services and benefits information

- ***Other Physical Marketing Medium***

- Duplication and creation of digital files for print and other physical medium (In Spanish)
 - Parking information
 - Campus directory information
 - Directions and Maps
 - General safety information and updates
 - Promotional flyers

Total Compensation

Payment Terms

Budget:

Solano Community College - Spanish Accessibility and Marketing (Universidad (SCC) en Español)

Services not to exceed \$98,000

Term of Contract - July 1st 2022 through June 30th, 2023

Important Services Information

All proposed services will be based on client need. Individual service amounts will vary based on changing requirements from SCC management. Each project will determine amount used.

Terms and Conditions

1. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.
2. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and use of deliverables upon final payment of all compensation owed to JTM. (JTM retains the right to use footage for promotional use)
3. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute, contact not established with necessary parties or other cause beyond JTM's reasonable control.
4. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee of Client. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
5. Employees and Additional Contractors. JTM's Employees and contractors on site and directed at sole discretion of JTM.
6. Additional. Additional costs incurred will be billed directly to client. (Client requests additional edits, multiple canceled filming events or meetings, third party costs, additions outside of scope, etc)

DATE: _____

CLIENT SIGNATURE: _____

CLIENT ADDRESS: _____

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
 ENTERPRISE LEVEL WEBSITE MANAGEMENT**

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for a contract with JTM (James Thomas Media LLC.) to provide quality enterprise level website management for SCC (Solano Community College). JTM will manage all college related web assets. The need for updated online education, information and other remotely accessible resources is greater than ever. In order to meet the needs of students and faculty, JTM will fully staff a website management team to assist in all SCC web requests and updates.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i> <i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$180,000</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Susan Wheet
 Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
 Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
ENTERPRISE LEVEL WEBSITE MANAGEMENT**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

This service will include full time web developer, customer service associates, dedicated P1 server and plugin fees, support system fees, constant development of SCC’s online resources, department meetings, general updates, support system integration, events, dates, and deadlines information, press release information and other web duties. JTM will closely collaborate with the JTM Marketing Department (currently handling SCC’s social media and other digital assets and creation). This ensures a uniform message from all of SCC’s digital facing assets and provides the best possible service for SCC’s community. This will also place SCC ahead of many educational institutions, as online resources become the primary means of communication and information transactions.

James Thomas Media will provide services from July 1, 2022 until June 30, 2023.

Attached is a copy of the Scope of Work.



JAMES THOMAS MEDIA LLC.

SCOPE OF WORK

CLIENT

PROJECT NAME	Solano Community College - Enterprise Website Management Services
CLIENT NAME	Celia Esposito-Noy (Superintendent - President of SCC)
BRAND	Solano Community College - Website Presence and Maintenance
PRODUCT	Enterprise Level Website Management, Development, Host, Server and Customer Service
DATE: 2022	

PROJECT

PURPOSE | *What are we looking to do?*

In an effort to provide quality enterprise level website management, SCC (Solano Community College) has requested JTM (James Thomas Media LLC.) to manage all college related web assets.

The need for consistently updated online education, information and other remotely accessible resources is greater than ever. In order to meet the needs of students and faculty, JTM will fully staff a website management team to assist in all SCC web requests and updates.

This extensive service will include full time web developers, customer service associates, dedicated P1 server and plugin fees, support system fees, constant development of SCC's online resources, department meetings, general updates, support system integration, events, dates, and deadlines information, press release information and most other web duties. JTM will closely collaborate with the JTM Marketing Department (currently handling SCC's social media and other digital assets and creation). This ensures a uniform message from all of SCC's digital facing assets and provide the best possible service for SCC's community. This will also place SCC ahead of many educational institutions, as online resources become the primary means of communication and information transaction.

(Client Initials: _____)

Continued....

OBJECTIVE

What does the project work to achieve?

1. Customer Service Support - JTM will maintain a centralized hub for staff and students to make requests regarding all digital services. JTM staff will work to route and answer all requests quickly. Using ticketing software to track all requests, JTM will forward these tickets to relevant SCC and/or JTM departments. JTM will offer emergency support as needed. Details for ticket times and terms can be found in the deliverables section.
2. Support Systems Provided - Many additional services are required to maintain the SCC website and other digital communications. Ticketing systems, plugins for resources, email communications, and development resource programs will require annual fees (covered by JTM). These systems will also require JTM developers to maintain, develop, and implement them into the SCC website. Full time developer assistance will be key to creating a stable and effective online presence for SCC.
3. P1 Dedicated Server Hosting and Mass Storage (Annual Costs Covered) - Maintenance and fees of a dedicated P1 server can be costly. JTM will maintain these required services and ensure proper enterprise level server operation. JTM will cover all costs associated with these services and ensure a safe working website. Monitoring of all additional plugins on the server is also included. Details of server specifications can be found in the deliverables section.
4. Developer Support - The backbone of these systems will be the JTM development staff. These developers will maintain, develop, and implement all of the above mentioned systems. These developers will be assigned tickets and solve problems on behalf of SCC Faculty and Staff. The development team will be responsible for all code changes and documentation uploads to the SCC website. This group will also work to keep events and important information current and accessible. As the developers come across new documents they will work to ensure ADA compliance and accessibility. The team will also work in OMNI to provide SCC Faculty and Staff with options and assistance on updating their specific data. Lastly the development team will work with the JTM marketing team and customer service associates to setup meetings with SCC Faculty and Staff to ensure information accuracy and intuitive website navigation. Please see details in the deliverables section.

(Client Initials: _____)

Continued....

Enterprise Website Management Deliverables

Customer Service Support -

- Routing of all tickets (ex. IT, Marketing, Web, etc.)
- Meetings with department managers for information, organization, and navigation direction
- 9 am to 5 pm Monday-Friday (Web service ticket support)
- Response within 24 hours or less
- Emergency service for web functionality
- Ticket Turnaround Times:
 - Standard tickets (Less than 24-48 hours) - *Excludes Weekends*
 - Advanced tickets (3-5 days) - *Excludes Weekends*
 - Custom tickets (5-10 days) - *Excludes Weekends*

If needed, ticket severity will be set by JTM or top level management (ex. Superintendent/President or VPs)

Support Systems Provided -

- Zendesk Ticketing System
- Elementor Pro
- Essential Grid
- Userway (accessibility)
- PowerPack
- Slider Revolution
- The Grid
- Stratum
- Staging Site Storage
- Wordpress System
- Constant Contact (Email Marketing) (less than 10,000 audience size)

P1 Dedicated Server Hosting and Mass Storage (Annual Costs Covered) -

- P1 - Premium Dedicated Server - Limits:
- Up to 1M visitors per month
- 100GB of Storage
- 100 Installs
- Application Performance Monitoring
- Current Data and Storage Fees Covered

Developer Support -

- Full time web development services
- Upload documents as required (ex. Agendas, minutes, etc)
- Keep events, dates and deadlines as current as possible
- Create posts and press release uploads
- Work with marketing to gather digital assets for web promotions
- Manage OMNI services and implement for faculty
- New development of pages and resources
- Further develop online functionality of plugins
- Main Server Maintenance
- Staging Site Maintenance
- Backup of Pages and Resources
- 46+ Plugin Resources Maintenance
- Meeting hours for staff and faculty resource development
- New forms ADA accessible
- "No print" submission solutions
- Implement third party security such as DocuSign for secure document transmission

(Client Initials: _____)

Continued....

Budget:

Enterprise Website Management Services

Monthly Compensation of \$15,000 - (12 payments)

Timeline of services: July 1st, 2022 to June 30th, 2023

JTM Policy

Terms

1. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.
2. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and use of deliverables upon final payment of all compensation owed to JTM. (JTM retains the right to use footage for promotional use)
3. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute, server hack, contact not established with necessary parties or other cause beyond JTM's reasonable control.
4. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee of Client. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
5. Employees and Additional Contractors. JTM's Employees and contractors on site and directed at sole discretion of JTM.
6. Additional. Additional costs incurred will be billed directly to client. (Client requests additional edits, multiple canceled filming events or meetings, third party costs, additions outside of scope, etc)

DATE:

CLIENT SIGNATURE:

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AGREEMENT WITH DESERT
 INFORMATION SERVICES FOR BANNER
 ETHOS DBA SERVICES**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY: Board approval is requested for the Contract Agreement for General Banner/Ethos DBA services. The work will be completed under the direction of the project manager. Desert Information Services (DIS) will assist or install at the discretion of the project manager items listed below.

- General Banner/Ethos DBA work. Assist client as needed
- Deliverables:
 - Status reports where appropriate and knowledge transfer where appropriate
- Period of performance will open July 1, 2022 and June 30, 2023

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i>	<i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$10,000.00</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Susan Wheet
 Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
 Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AGREEMENT WITH DESERT
INFORMATION SERVICES FOR BANNER
ETHOS DBA SERVICES**

REQUESTED ACTION:

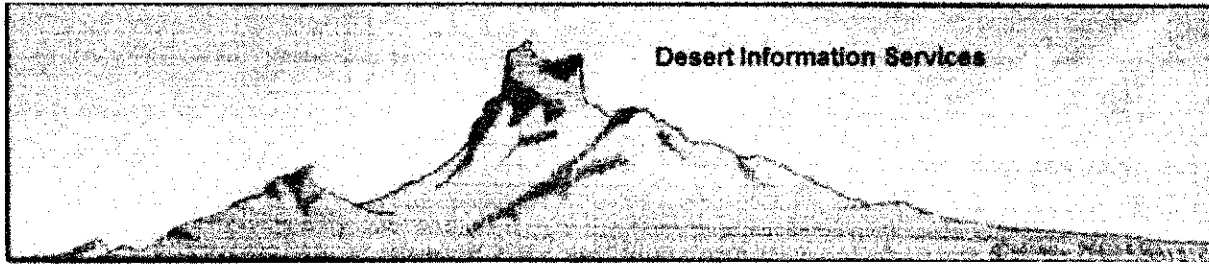
Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

- SCC Project Manager will be James Calilan
- Physical location:
 - Work done remotely & onsite when required and negotiated previously with (DIS)
- Supplies & Equipment:
 - Vendor will provide office/computer/supplies when working remotely
- Payment rate:
 - \$100 per hour for 100-person hours (Additional hours by agreement)
- Payment terms:
 - Vendor will invoice SCC monthly in arrears
- Employee-Vendor relationship:
 - Vendor is not related to, and has no past/current affiliation with, any SCC employee
- Travel and Expenses:
 - If travel is required, SCC will reimburse (DIS) for reasonable travel expense. Details to be negotiated if travel is required

Attached is a copy of the Agreement.



Work Order 1-2022

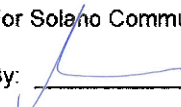
Client: Solano Community College (SCC)
Contract No.
Date: May 18, 2022

1. **Project scope:** The following work will be completed under the direction of the project manager. Desert Information Systems will advise, assist or install at the discretion of the project manager. Items highlighted below will be completed by Desert Information System.
 1. General Banner/Ethos DBA work. Assist the client DBA as needed.
2. **Deliverables:**
 - a. Status report where appropriate
 - b. knowledge transfer where appropriate
3. **Period of performance:** open between July 1, 2022 and June 30, 2023
4. **SCC project manager:** James Calilan
5. **Physical location:** Work will be performed remotely. Work may be performed on site when required by client and negotiated previously with Desert Information Services.
6. **Supplies and equipment:** Vendor will provide office computer/ supplies when working remotely.
7. **Payment rate:** \$100.00 per hour for 100 person hours (Additional hours could be added by agreement)
8. **Payment terms:** Vendor will invoice SCC monthly in arrears.
9. **Employee-vendor relationship:** Vendor is not related to, and has no past/ current affiliation with, any SCC employee.
10. **Travel and Expenses:** If travel is required, SCC will reimburse Desert Information Services for reasonable travel expense. Details will be negotiated if travel is required.

Acceptance and authorization

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work.

For Solano Community College

By:  Susan Wheat

Title: VP of Finance & Administration

Date: 05/24/2022

Desert Information Services

By:  William H. Vancil

Title: CEO

Date: 5/18/2022

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AGREEMENT WITH ENVISIONS, INC
FOR ARGOS CONSULTING SERVICES**

REQUESTED ACTION:

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

SUMMARY: Board approval is requested for the Contract Agreement with Envisions, Inc for Argos consulting services. This Professional services work order constitutes a binding agreement between Envisions, Inc (Vendor) and Solano Community College (SCC). This work order is hereby incorporated by the reference to the Software License agreement, dated 12/5/2019. All applicable terms of the agreement shall govern this work order.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i> <i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$60,000.00</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Susan Wheet
Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AGREEMENT WITH ENVISIONS, INC
FOR ARGOS CONSULTING SERVICES**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

Vendor request that SCC provide:

- Project leader who is primary contact
- Access to appropriate staff for information gathering and interviews regarding Vendors services
- Access to information including procedures and various documents for information gathering purposes in relation to the performance of the Vendors services.
- Access to administrative systems and information in relation to Vendors services
- Assistance and Cooperation to vendor to enable vendor to render services described herein

Services to include:

- Vendor will provide 300 Professional Service hours at a rate of \$200 per hour for remote Argos consulting and report development services for SCC
- Argos consulting hours are conducted in remote sessions with an Envisions consultant to cover Argos topics such as report conversion guidance, Argos development best practices, and review of complex report requests
- Any report development requests will work within the existing environment as specified by SCC. Vendor will provide hour estimates and receive approval of the work prior to development starting

Project will be managed by Envisions Project Manager and a team of developers & consultants. The report development process will include:

- Specification:
 - SCC to provide specification and details for priority reports or an existing report to be used as reference. Vendor will work with SCC if there are no existing specifications
- Quoting:
 - Vendor will provide time estimates for reports
- Approval:
 - SCC will approve specification and time estimates
- Payment terms:
 - Vendor will invoice SCC monthly in arrears

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AGREEMENT WITH ENVISIONS, INC
FOR ARGOS CONSULTING SERVICES**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

- Development:
 - Vendor will create DataBlocks or reports based on agreed specifications and time estimates
- Testing:
 - SCC will test the delivered DataBlocks or reports and sign off when report is complete
- Project Management and Communication to include:
 - Vendor will provide a dedicated resource person as a main point of contact on Project. This team member will keep the project up to date in the Vendor Project management tool, staff the project appropriately and address any questions. Vendor will schedule regular vendor team meetings to ensure that project is progressing properly and addressing questions/concerns

A copy of the agreement is attached.

Work Order Cover Sheet

5/19/22

Attn: James Calilan
Solano Community College District
4000 Suisun Valley Road
Fairfield California, 94534

Dear Mr. Calilan,

Evisions is pleased to submit this Work Order for Professional Services to engage in Consulting and Development for Argos as summarized on Attachment 1. The services set forth will be contingent upon the execution of the enclosed Work Order by a signatory who is authorized to sign on behalf of your institution. Please return the signed Work Order and associated purchase order to Evisions via email at jaclyn.tocco@evisions.com signed Work Order can also be faxed to 714-730-2524. A countersigned copy will be returned to you in the same manner.

If you prefer to receive hard copies of the Work Order, please print and sign two (2) copies of the enclosed Work Order and send to the address below.

Evisions
Attn: Finance Department
440 Exchange, Suite 200
Irvine, CA 92602
Fax: (714) 730-2524

Please contact me at 714-824-5252 ext 298 or at Jaclyn.tocco@evisions.com should you have any questions. Thank you for your assistance with this matter, we look forward to doing business with you.

Sincerely,

Jaclyn Tocco
Account Representative

SERVICES WORK ORDER

Date: 5/19/22

Client Contact Information

Institution	Solano Community College
Contact	James Calilan
Email	James.calilan@solano.edu
Phone	(707) 864-7104

Evisions Contact Information

Account Manager	Jaclyn Tocco
Email	Jaclyn.tocco@evisions.com
Phone	714-824-5252 ext 298
Fax	714-730-2524
Address	440 Exchange, Suite 200, Irvine, CA 92602
Tax ID	88-0411440

This Professional Services Work Order (the "Work Order") constitutes a binding agreement between Evisions, Inc. ("Service Provider") and Solano Community College (Client"). This Work Order is deemed made effective as of the date that it has been signed by both parties ("Execution Date"). The scope covered in the estimates projected within this document is limited to the topics covered herein. This Work Order is hereby incorporated by this reference to the Software License Agreement, dated as of 12/5/2019 (the "Agreement"), between the parties hereto. All applicable terms of the Agreement shall govern this Work Order; including, but not limited to, provisions relating to Confidentiality and Proprietary Information, Warranty Disclaimer, Limitation of Liabilities, Disputes and Choice of Law. In the event of a conflict between the terms of the Agreement and this Work Order, the terms of the Work Order shall prevail and supersede the terms of the Agreement to the minimum extent necessary to resolve the conflict.

FOR THE AVOIDANCE OF DOUBT, SERVICE PROVIDER SHALL NOT BE LIABLE WITH RESPECT TO ANY SERVICES UNDER THIS WORK ORDER FOR ANY AMOUNT EXCEEDING THE TOTAL PORTION OF THE FEES ACTUALLY PAID BY CLIENT FOR SUCH SERVICES FOR THE YEAR IN WHICH THE EVENT GIVING RISE TO LIABILITY COMMENCES. IN NO EVENT SHALL SERVICE PROVIDER BE LIABLE, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST SAVINGS, LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR ANY OTHER PECUNIARY LOSS), EVEN IF

NOTIFIED IN ADVANCE OF SUCH POSSIBILITY, ARISING OUT OF OR PERTAINING TO THE SUBJECT MATTER OF THIS WORK ORDER

SERVICES, GENERALLY

For the services fee of \$60,000.00 Service Provider will perform the services described in the Scope of Services attached hereto as Attachment 1 (the "Services"), subject to the terms and conditions of this Work Order and the Agreement if applicable. This Work Order is limited to the scope of services as defined in Attachment 1. Any work that falls outside the scope will require an addendum or a new Work Order signed by both parties to proceed.

SERVICES:

300 Hours of Remote Professional Services Consulting and Development for Argos @ \$200.00/hour	\$60,000.00
	TOTAL: \$60,000.00

PROJECTED SCHEDULE

The estimated start date for the Services provided above is 7/1/2022 ("Planned Start Date") and the estimated end date for such services is 7/1/2023 ("Planned End Date"). The designation of a Planned Start Date and a Planned End Date is not a representation by Service Provider that particular Services will begin or be completed on such dates but are merely estimates provided for preliminary scheduling and planning purposes. Client acknowledges and agrees that Service Provider's obligation to provide Services as of any particular date is subject to the then-current availability of appropriate Service Provider resources to provide such Services. Failure to schedule services within first six (6) months of Execution Date, or failure to complete delivery of services within twelve (12) months from Execution Date could be subject to forfeiture of payments made and project cancellation.

SERVICE PROVIDER PERFORMANCE DEPENDENCIES

Client will provide:

- Project leader - Client will provide a primary contact who will work directly with the Service Provider manager to assist and coordinate activities related to this engagement, such as meetings, interviews, and acceptance of deliverables.
- Access to appropriate staff - Client will provide access to key individuals or groups for information-gathering purposes and interviews in relation to the performance of Service Provider's services.
- Access to information - Client will provide access (where available) to procedures documents, published strategy and tactical documents, process requirement documents, etc. for information gathering purposes in relation to the performance of Service Provider's services.

- Access to institution environment - Client will provide access to the administrative systems and information in relation to the performance of Service Provider's services.
- Cooperation and Assistance - Client will cooperate with and assist Service Provider as necessary to enable Service Provider to render the services described herein.

INVOICING AND PAYMENT TERMS

The Services shall be invoiced monthly as incurred and are due within thirty (30) days of the Invoice Date. Sales and use tax are the responsibility of Client. Any late payment may be charged interest until paid at a rate equal to the lesser of (a) one and one half percent (1.5%) per month, or (b) the maximum rate permitted by applicable law.

Once Client and Service Provider have scheduled the dates during which Service Provider will provide Services under this Work Order, Client will be obligated to pay Service Provider for such scheduled Services. Client may reschedule or cancel Services that have been scheduled by notifying Service Provider at least thirty (30) days prior to the date which Service Provider is scheduled to perform such Services. Requests for any additional Services beyond those set forth herein will be provided at Service Provider's then-current rates under separate written agreement that is signed by both parties hereto.

INTELLECTUAL PROPERTY RIGHTS AND LICENSE

Deliverables provided by Service Provider to Client under this Work Order (the "Deliverables") are produced, distributed, owned, and copyrighted by Service Provider. Deliverables are for Client's internal business uses that are in accordance with this Work Order and the Agreement. Upon payment by Client of the fees hereunder, Service Provider hereby grants to Client a nontransferable, nonexclusive, worldwide, fully-paid right and license to access and use the Deliverables for its internal business use only.

Client acknowledges and agrees that background technologies, including any routines, methodologies, processes, tools, libraries or technologies created, adapted or used by Service Provider in its business generally, including all associated intellectual property rights (collectively, the "Development Tools"), shall be and remain the sole property of Service Provider. In addition, Service Provider shall be free to use any ideas, concepts, or know-how developed or acquired by Service Provider during the performance of this agreement for use with third parties for the benefit of Service Provider.

INTEGRATION PROVISION

Except as expressly modified by this Work Order, the Agreement remains unchanged and in full force and effect. By the execution of this Work Order, each party represents and warrants that it is bound by the signature of its respective signatory. Any changes to this Work Order must be made in writing to both parties hereto and subject to acceptance.

CONFIRMED

BY: _____

BY: _____

PRINT NAME: _____

PRINT NAME: _____

PRINT TITLE: _____

PRINT TITLE: _____

DATE SIGNED: _____

DATE SIGNED: _____

A purchase order for the services described in this Work Order shall be provided prior to Service Provider beginning or delivering any services.

Please remit signed Work Order and corresponding Purchase Order to Evisions as directed in the cover letter.

Attachment 1

Statement of Work

DESCRIPTION OF SERVICES

300 Professional Services Hours for Remote Argos Consulting and Report Development @ \$200/Hour Evisions will utilize this block of hours to provide Argos consulting and report development services for Solano Community College.

Argos consulting hours are conducted in remote sessions with an Evisions consultant to cover Argos topics such as report conversion guidance, Argos development best practices, and review of complex report requests.

Any report development requests will be configured by an Evisions consultant to work within the Institution's existing environment as specified by the client. As this block of hours are purchased without specific DataBlock/report details, Evisions will scope these reports with Solano Community College, provide hour estimates, and receive approval of the work prior to development starting. There is no guarantee to the number of DataBlocks/reports that will be generated due to the nature of this hours block.

SERVICES

This project will be managed by an Evisions Project Manager and a team of developers & consultants. For any report development requests to Evisions, the development process will proceed with the following steps:

1. Specification
 - a. Client will provide specification and detail for priority reports. If the work is based off an existing report, we ask that it be provided as reference.
 - b. If there are no detailed specifications, Evisions will consult and work with the client to gather the specifications for the reports.
2. Quoting
 - a. Evisions will generate an estimate of the development time for the reports.
3. Approval
 - a. Client will approve the specification and time estimate
4. Development
 - a. Evisions will develop the DataBlocks or reports based on the agreed specifications and estimate
5. Testing
 - a. Client will test the delivered DataBlocks or reports

- b. Client will sign off when the report is complete

PROJECT MANAGEMENT & COMMUNICATION

Evisions will have a dedicated resource to act as your main point of contact on the project. This team member will keep your project up to date in our project management tool, and ensure that your project is staffed appropriately, and address any project questions you may have. This team member will schedule a recurring project status meeting with all team members to ensure project progress is properly progressing and addressing questions/concerns.

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

TO: Members of the Governing Board

SUBJECT: AGREEMENT WITH STRATA INFORMATION GROUP (SIG) FOR BANNER ® REMOTE DBA SUBSCRIPTION SERVICES

REQUESTED ACTION:

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

SUMMARY: Board approval is requested to approve an agreement with Strata Information Group (SIG), a company that specializes in IT consulting for Higher Education. SCCD has requested a proposal to provide Banner ® remote DBA subscription services.

SIG will provide DBA subscription services to monitor, maintain, upgrade, and patch SCC’s Banner ® 9, Oracle RDBMS environments, and related systems outlined below.

SIG will assign two DBA resources to SCCD during the length of the agreement, a primary and a backup to provide the necessary resources and services to keep SCCD’s Banner ® 9 patched, upgraded to current releases, stable and accessible during regular business hours as agreed upon.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i> <i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$514,800.</i>
------------------------------------	----------------------	--

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

Susan Wheet
 Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
 Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: **Members of the Governing Board**

SUBJECT: **AGREEMENT WITH STRATA INFORMATION GROUP
(SIG) FOR BANNER ® REMOTE DBA SUBSCRIPTION
SERVICES**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

The assigned SIG engagement manager will work with SCCD to schedule status meetings on a mutually agreed upon schedule. These meetings will be used to identify support needs and schedule those requests at a mutually convenient time.

All service requests will be made using SIG’s JIRA ticketing system and will be automatically assigned to SCCD’s SIG DBA team. Details regarding response times are included in the agreement.

The service period for this agreement is from June 1, 2022 to May 31, 2025 (three (3) year term)

Subscription services-Year One FY 22/23	\$ 171,600
Subscription services-Year One FY 23/24	\$ 171,600
Subscription services-Year One FY 24/25	<u>\$ 171,600</u>
Total overall 3-year cost	\$ 514,800

A copy of the agreement is attached.

Strata Information Group, Inc.
Statement of Work
(SOLANO-SOW152-DBA2225TR2)
June 1, 2022

Solano Community College District	Oracle/Banner® Remote DBA Subscription Services – 2022/2025 (Tier II)
--	--

Under the terms of this Statement of Work, Strata Information Group, Inc. (SIG) will provide consulting services for the staff of Solano Community College District (SCCD) as directed, to perform the following work.

Description of Work:

SCCD has requested that SIG generate a proposal to provide DBA subscription services to monitor, maintain, upgrade, and patch their Banner® 9, Oracle RDBMS environments, and related ancillary systems as outlined below.

SIG will assign two DBA recourses to SCCD throughout the course of this engagement, a primary and a backup to provide the necessary resources and services to keep SCCD’s Banner® 9 environment patched, upgraded to current releases, stable, and accessible during regular business hours, as agreed upon.

The assigned SIG Engagement Manager will work with SCCD to schedule status meetings on a mutually agreed upon schedule. These meetings will be used to identify support needs and schedule those requests at a mutually convenient time.

All service requests will be made using SIG’s JIRA ticketing system and will be automatically assigned to SCCD’s SIG DBA team. Details regarding response times and service-level objectives can be found below.

Service Period: June 1, 2022 – May 31, 2025 (three (3) year term)

Proposed Services:

Tasks
Database administration subscription services: <ul style="list-style-type: none"> • Banner®/Oracle remote DBA subscription services – three (3) year term

Summary of Estimated Costs:

Item	Fiscal Year	Monthly Rate	# of Months	Cost
Subscription services – Year One	2022 – 2023	\$14,300	12	\$171,600
Subscription services – Year Two	2023 – 2024	\$14,300	12	\$171,600
Subscription services – Year Three	2024 - 2025	\$14,300	12	\$171,600
Total Overall 3 Year Cost:				\$514,800

Notes:

- The above cost estimates are based on a fixed monthly price that excludes expenses. If on-site consulting is requested, expenses will be bill separately.
- Continued performance of the services into the second and any subsequent years will be contingent on the appropriation of funds and the submission of a new PO.
- Costs exclude all state taxes, if applicable.

For Solano Community College District:

For Strata Information Group, Inc.:

DocuSigned by:

 107CC4E6EE384C3... Jun-03-2022

DocuSigned by:

 5B8F9C55A1684B6... Jun-02-2022

Signature _____ Date

Signature _____ Date

Susan wheat VP Finance & Administration

Henry A. Eimstad
 President

(Please print name and title)

General Outline of Services

These services are subject to change depending on SCCD's priorities, needs, and availability of staff and systems.

Detailed tasks:

1. Engagement Management *(remote for all services)*

- Facilitate project update meetings
- Schedule SIG resources to complete agreed upon tasks
- Escalate issues as needed
- Send monthly status report

2. Oracle/Banner® DBA subscription services - Tier II *(remote)*

- SIG will provide Tier II Oracle DBA support and maintenance services for Banner® and related ancillary systems for their one (1) Banner® PROD environment and two (2) Banner® non-PROD environments (cloned from PROD). Services will be provided as defined/outlined in the attached RACI chart below.

Description of Tasks	Service Levels		
	Tier III (Full Subscription Service) Monitoring Patches and Upgrades Operational Support	Tier II (Partial Subscription Service) Monitoring Patch and Upgrades Environment Cloning	Tier I Monitoring
24x7x365 Monitoring (Database, Applications, Backups, etc.)	X	X	X
24x7x365 Issue Ticket Submission	X	X (Patch/Upgrade Issues Only)	
Dedicated Primary DBA with Backup	X	X	
Upgrade and or Patch Ticket Support & Issue Resolution	X	X	
Operational Ticket Support & Issue Resolution	X		
Off-hours Emergency Support	X		
Backup Maintenance/Validation	X	X	
Environment Cloning	X	X	
Upgrades and Patch Management	X	X	
Database Administration Operational Support	X		
Password Security Maintenance	X		
Operational Support Staffing Calls	X		
Advisory Services - Environment Architecture	X		
Access to SIG's Agile Resource Communities	X	X	
Project Management & Staffing Integration	X	X	
JIRA Ticketing System	X	X	X

	Current Environment	Responsible	
		SIG	Client
Basic monitoring services			
Tier One services			
Location			
On Prem	X		
Cloud			
Cloud Vendor			
How many Banner® instances in Cloud?			
Are non-PROD Banner® instances cloned from PROD?			
Is the Cloud environment setup via IaC (infrastructure as code)?			
Are Cloud Vm's provisioned via Ansible?			
Are Banner® applications containerized?			

	Current Environment	Responsible	
		SIG	Client
Client general support			
Client general support			
JIRA ticketing	X	X	
Meetings & Engagement Management	X	X	
Oracle database support			
Banner® database			
Oracle PSU patching	X	X	
Oracle database installations/upgrades (separate scope)	X	X	
Oracle database cloning (only Banner®)	X	X	
Oracle database monitoring	X	X	
Degree Works™ database			
Oracle PSU patching	X	X	
Oracle database installations/upgrades (separate scope)	X	X	
Oracle database cloning	X	X	
Oracle database monitoring	X	X	
AppWorx®/UC4 database			
Oracle PSU patching	X	X	
Oracle database installations/upgrades (separate scope)	X	X	
Oracle database monitoring	X	X	
ODS/ODI database			
Oracle PSU patching	X	X	
Oracle database installations/upgrades (separate scope)	X	X	
Oracle database monitoring	X	X	
Middle tier support			
Operating system			
# of VM's (total VM's across all instances; 30)			
OS patching/hours per VM	X	X	
OS migration/hours per VM			
Tomcat® maintenance			
# of Tomcat® home (total Tomcat® homes across all instances; 10)			
Tomcat® patching/per Tomcat® home	X	X	
Tomcat® migration			
Weblogic® maintenance			X
Banner® application support			
ESM/Jenkins	X	X	
Job Submission	X	X	

	Current Environment	Responsible	
		SIG	Client
Banner® modules (quarterly upgrades)			
Advancement	X	X	
General	X	X	
Student	X	X	
Student AR	X	X	
Financial Aid	X	X	
Finance	X	X	
HR-Payroll	X	X	
Banner Access Management (BAM)	X	X	
Banner® deployments (WAR deployment/per Tomcat® home)			
Banner® Application Navigator	X	X	
Banner® Admin Pages	X	X	
Banner® 8 Self-Service	X	X	
Banner® 9 Self-Service	X		
Banner® 9 General Self-Service	X		
Banner® 9 Faculty Self-Service	X		
Banner® 9 Finance Self-Service	X		
Banner® 9 HR Self-Service	X		
Banner® 9 Student Self-Service	X		
Banner® 9 Student Registration Self-Service	X		
Banner® Access Management (BAM)	X		
Banner® Student API			
Banner® extensibility	X		
Ethos integration			
DBU upgrade	X		X
BEP	X		X
Ethos API upgrade	X		X
Ellucian API Management Gateway	X		X
Ellucian Message Services (EMS)	X		X
Ellucian Message Adapter (EMA)	X		X
IdM/SSO	X	X	
SSO service providers	X	X	
Banner® integrations			
CashNet	X	X	
Touchnet		X	
Ancillary systems			
AppWorks®/UC4/Automic®	X	X	
Apex			

	Current Environment	Responsible	
		SIG	Client
BDM/AppXtender	X		
Clean address	X	X	
Cognos®			
CRM			
Degree Works™ (incremental or minor release upgrades only)	X	X	
eProcurement			
eTranscript			
EDW			
Ellucian CRM (Advance, Recruit, Advise)			
eInvoice			
eVisions Argos®	X	X	
eVisions FormFusion®	X	X	
eVisions Intellicheck®	X	X	
ODS/ODI (excludes ODS upgrades)	X	X	
Portal			
Nelnet interface			
PCI interface	X	X	
FAST reporting			
Workflow			
Other (please list all below)			
R25 course scheduler			
Infrastructure			
Load Balancing	X		X
DNS	X		X
Networking	X		X
Email	X		X
Monitoring/alerting	X	X	
User Account Mgmt.	X		X
SSL	X	X	X
OS / RHEL upgrades	X	X	X
Security	X		X
Process improvement			
Optimizations		X	
Automation		X	X

Appendix A: Out-of-scope items

- Maintenance of any applications/services not listed in “ancillary products” (i.e., DNS, networking, email, user account management etc.)
- Installation, deployment, and configuration of any new software and related integrations not listed below under “supported systems/applications”
- Functional support, configuration, testing, troubleshooting
- Network, operating systems, security, and hardware responsibilities
- Recovery associated with hardware failures, data breaches, intrusions, ransomware, software vulnerabilities, etc.
- Operational ticket support and resolution
- Off hours emergency support
- Database Administration operational support
- Password security maintenance
- Operational support staffing calls
- Environment/architecture advisory services
- Cloud migration and related services

Appendix B: SCCD responsibilities

- Provide secure SCCD VPN access to assigned SIG team.
- Provide secure access to all required systems as required.
- Provide timely technical support and assistance to the SIG consultants when needed. It should be noted that SIG’s performance will depend upon timely support from the SCCD staff.
- SCCD must provide a designated point-of-contact for the duration of the engagement to ensure project deliverables and success.
- Provide timely access to IT staff and key functional users throughout the term of the engagement.
- Provide relevant documentation as determined in initial conference calls and during engagements.
- Provide access to required software tools and applications as required.
- Schedule and allocate staff resources to the project, as necessary.

Appendix C: Service Level Objectives (SLO)

- Support hours
 - Issue reporting will be available 24x7 via SIG’s JIRA ticketing system.
 - SIG DBA’s are generally available 7am-5pm local time.
 - SIG will respond to “critical” issues (see definition below) reported during off hours no later than 7am the following business day.
 - SIG will follow the SCCD’s holiday/break schedules.
 - SIG will complete planned maintenance during SCCD’s defined maintenance windows.
- Priorities

Priority	Definition
<u>Critical:</u> production down	<ul style="list-style-type: none"> • Defects or major problems that interrupt or halt production. • Critical support requests take precedence over all other support requests. Service for definitions and guidelines of production down incidents. No functional workaround exists.
<u>High:</u> System slowdown or issues potentially affecting critical transactional processing	<ul style="list-style-type: none"> • Defects or major problems that have caused production slowness. • Production results or deliverables affected that are dependent upon hard deadlines (infrastructure/ application up, but slow). • Problem where if not repaired within the SLG, could lead to a critical issue. • Action needed timely to avoid and/or correct negative impact to critical operations (issues/corrections that affect payroll processing). • A functional workaround exists.

Medium: Standard/production normal	<ul style="list-style-type: none"> Support inquiries related to development, system administration/use, information requests, management issues or web-based information content updates. These incidents do not require immediate attention and will be handled based on level of complexity and resource availability.
Low: Low/production normal	<ul style="list-style-type: none"> Support inquiries that are not production related or are non-time sensitive, general questions on use, informational items, testing, or minor defects are reported or requested; production or implementation can continue.

- Communications/issue response times

Communication Type	Critical	High	Medium	Low
Escalation	Within 1 hour	4 hours	2.5 business days	10 business days
Update	Every 4 hours	2 business days	2.5 business days	14 business days
Resolution	Continuous work until resolved	Continuous work until resolved	5 business days	20 business days

- Response times listed are for normal business hours. Issues reported/encountered after normal business hours will be initiated no later than 7 a.m. the following business day.

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

TO: Members of the Governing Board

**SUBJECT: TENTATIVE DISTRICT BUDGETS AND PROPOSED
TIME AND PLACE FOR THE PUBLIC HEARING AND
ADOPTION OF THE OFFICIAL DISTRICT BUDGETS
FOR 2022-2023**

REQUESTED ACTION:

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

SUMMARY:

Susan Wheat, Vice President of Finance and Administration, will present for acceptance the District's Tentative 2022-2023 Budgets and the dates to establish the public hearing and formal adoption of the 2022-2023 budgets.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: (CCR) Title 5, Section 58301 Board Policy: 3000,3005 Estimated Fiscal Impact: N/A

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

Susan Wheat
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheat
Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 13.(n)
MEETING DATE June 15, 2022

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

TO: Members of the Governing Board

**SUBJECT: TENTATIVE DISTRICT BUDGETS AND PROPOSED
TIME AND PLACE FOR THE PUBLIC HEARING AND
ADOPTION OF THE OFFICIAL DISTRICT BUDGETS
FOR 2022-2023**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The public hearing and adoption of the official 2022-2023 budgets, in accordance with California Code of Regulations, Title 5, Section 58301, are tentatively scheduled for the Board meeting on Wednesday, September 7, 2022, in the Denis Honeychurch Board Room of the Solano Community College District, 4000 Suisun Valley Road, Fairfield, CA.

Copies of the District's 2022-2023 Tentative Budget were provided to the Board under separate Cover. Copies are available from the Office of the Vice President of Finance and Administration, and online at: http://solano.edu/finance_admin/district_budget.php

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

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AMENDMENT #2 TO THE SCION GROUP
FOR TIME EXTENSION FOR PROFESSIONAL SERVICES
FOR THE DISTRICT’S ON CAMPUS HOUSING PROJECT**

REQUESTED ACTION:

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

SUMMARY:

On June 16, 2021 the Board approved a professional services contract to The Scion Group for campus housing consultant services for the District’s On Campus Housing Project. On December 15, 2021 the Board approved Amendment #1 to modify the original professional services Agreement with The Scion Group for additional consulting services and to extend the term of the Agreement.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

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

Lucky Lofton
Executive Bonds Manager

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Susan Wheat
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

June 3, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT #2 TO THE SCION GROUP
FOR TIME EXTENSION FOR PROFESSIONAL SERVICES
FOR THE DISTRICT'S ON CAMPUS HOUSING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Due to the amount of time it is taking to collect the necessary data to complete their scope of work, The Scion Group requires additional time to complete the scope of work under this contract. In consideration of this, the Board is asked to approve this contract Amendment #2 to The Scion Group for an extension of time through December 31, 2022.

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

AMENDMENT # 2 TO AGREEMENT

PARTIES

This **Second Amendment** to Agreement ("Amendment") is entered into between **Solano Community College District** ("District") and **The Scion Group** ("Consultant"), collectively the "Parties".

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated June 16, 2021 for **Housing Consulting Services** ("Project"); and

WHEREAS, District and Consultant agreed to amend the Agreement to incorporate additional consulting services and extend the services being performed through June 30, 2022 via Amendment #1 dated December 15, 2021; and

WHEREAS, District and Consultant agree that additional time is required to complete the consulting services being performed;

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

AGREEMENT

1. Article 2 shall be revised to read:

Consultant shall commence providing services under this Agreement on the 16th day of June, 2021 and will diligently perform as required and complete performance by the 31st of December, 2022, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

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

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

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

Dated: _____, 2022

Dated: _____, 2022

SOLANO COMMUNITY COLLEGE DISTRICT

THE SCION GROUP

By: _____

By: _____

Print Name: Lucky Lofton

Print Name: _____

Print Title: Executive Bonds Manager

Print Title: _____

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

TO: Members of the Governing Board

SUBJECT: FIVE YEAR CONSTRUCTION PLAN

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the 2024-28 Five Year Construction Plan. Each year the District is required to submit a Five Year Construction Plan to the California Community College Chancellor’s Office. The Plan provides a list of current and proposed capital construction projects, including those supported by local funds like Measure Q and those supported with a combination of State and local funds. The Board is asked to approve the attached Five Year Construction Plan.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: None</i>
------------------	----------------------	--------------------------------------

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

Lucky Lofton
 Executive Bonds Manager

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

ADDRESS
 (707) 863-7855

TELEPHONE NUMBER
 Susan Wheat
 V.P., Finance & Administration

VICE PRESIDENT APPROVAL
 June 3, 2022

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 15, 2022
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

*Solano Community College
District*

2024-2028
Five Year Construction Plan
(2024-2025 First Funding Year)

August 1, 2022

FY2024 - FY2028 FIVE YEAR CAPITAL OUTLAY PLAN
(FY2024 - 2025) FIRST YEAR FUNDING

Solano Community College District

Prepared in reference to the Community College Construction Act of 1980

and

approved on behalf of the local governing board for submission to
the office of the Chancellor, California Community Colleges

Signed _____

Dr. Celia Esposito-Noy
(Chief Executive Officer or their designee)

Title _____ Superintendent/President

Date _____ 05/14/2022

Contact _____ Lucky Lofton

Telephone _____ 707-863-7855

Date Received at Chancellor's Office:

Chancellor's Office Reviewed by:

Notice of Approval

FUSION

Inventory of Land

Planning

Solano Community College District (280)

List the address and acreage of every land unit owned by the district (Education Code 81821 ((b)3)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year.

Address	Acreage
Belvedere	6.28
1400 Sonata Drive Vallejo, CA 94591	
Nut Tree Aeronautics Facility	0
251 County Airport Rd Vacaville, CA 94688	
Nut Tree Aeronautics Parcel	5.97
1691 E. Monte Vista Ave Vacaville, CA 94688	
Solano Community College	190.11
4000 Suisun Valley Rd Fairfield, CA 94534-4017	
Vacaville Annex	4.32
2000 North Village Parkway Vacaville, CA 95688-8805	
Vacaville Center	60
2001 North Village Parkway Vacaville CA 95688	
Vallejo Center	9.82
545 Columbus Parkway Vallejo, CA 94591-3873	
Vallejo Center Automotive Technology Center	9.26
1687 North Ascot Parkway Vallejo, CA 94591	
Total Acreage:	285.76

Legislative Districts

Campus	Assembly	Senate	House
Solano College	11	3	3
Vacaville Center	11	3	3
Vallejo Center	14	3	5

FUSION

Instructional Delivery Load

Planning

Solano Community College District (280)

Address

California Medical Facility (CMF)

1600 California Drive
Vacaville, CA 95696

California State Prison-Solano (CSPS)

2100 Peabody Road
Vacaville, CA 95696

Claybank Detention Facility

2500 Bank Road
Fairfield, CA 94533

Nut Tree Aeronautics Facility

251 County Airport Rd
Vacaville, CA 94688

Solano Community College

4000 Suisun Valley Rd
Fairfield, CA 94534-4017

Travis Air Force Base Education Office

530 Hickam Ave.
Fairfield CA 94535

Vacaville Annex

2000 North Village Parkway
Vacaville, CA 95688-8805

Vacaville Center

2001 North Village Parkway
Vacaville CA 95688

Vallejo Center

545 Columbus Parkway
Vallejo, CA 94591-3873

Vallejo Center Automotive Technology Center

1687 North Ascot Parkway
Vallejo, CA 94591

FUSION

District Projects Priority Order (2022-2028)

Planning

Solano Community College District (280)

No. Project	Schedule of Funds									
	Campus	Source	Total Cost	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
1 Library Building 100 Replacement										
Solano College										
Occupancy: 2021-22	STATE:	\$20,148,000								
Net ASF: -6,691	DISTRICT:	\$19,591,000								
2 Early Learning Center Expansion										
Solano College										
Occupancy: 2022-23	STATE:	\$0								
Net ASF: 4,239	DISTRICT:	\$2,500,000								
3 Performing Arts - Phase II Addition										
Solano College										
Occupancy: 2026-27	STATE:	\$0		Phases P,W	Phases C	Phases E				
Net ASF: 13,400	DISTRICT:	\$12,033,151		\$825,601	\$10,001,993	\$1,205,557				
4 Building 1600 - Career Technology Building Renovation										
Solano College										
Occupancy: 2028-29	STATE:	\$0				Phases P,W	Phases C,E			
Net ASF: 0	DISTRICT:	\$4,500,000				\$500,000	\$4,000,000			
5 Bldg. 300 Renovation for Reuse										
Solano College										
Occupancy: 2024-25	STATE:	\$0		Phases C,E						
Net ASF: 0	DISTRICT:	\$3,000,000	\$2,700,000							
6 Career Technology Building										
Vallejo Center										
Occupancy: 2034-35	STATE:	\$0								
Net ASF: 21,840	DISTRICT:	\$18,200,000								
7 Vocational Complex (Building 1800) Renovation										
Solano College										
Occupancy: 2028-29	STATE:	\$15,772,275				Phases P,W	Phases C,E			
Net ASF: 35	DISTRICT:	\$5,104,454				\$1,314,196	\$14,458,079			
8 Modernize B1400										
Solano College										
Occupancy: 2027-28	STATE:	\$0				Phases P,W	Phases C,E			
Net ASF: 0	DISTRICT:	\$4,000,000				\$400,000	\$3,600,000			
9 On Campus Housing										
Solano College										
Occupancy: 2025-26	STATE:	\$0		Phases P,W	Phases C,E					
Net ASF: 0	DISTRICT:	\$500,000		\$0	\$0					
10 VV Annex Cares Act Upgrade										
Vacaville Center										
Occupancy: 2023-24	STATE:	\$0		Phases C,E						
Net ASF: 0	DISTRICT:	\$1,000,000	\$920,000							
11 VV Classroom Building Purchase and Renovation										
Vacaville Center										
Occupancy: 2027-28	STATE:	\$0		Phases P,W	Phases C,E					
Net ASF: 6,000	DISTRICT:	\$7,404,466		\$700,000	\$6,704,466					
12 IT Infrastructure Improvements										
Solano College										
Occupancy: 2024-25	STATE:	\$0		Phases C,E						
Net ASF: 0	DISTRICT:	\$13,471,000	\$12,471,000							

13 Five Megawatt Solar Installation

Solano College			Phases C,E	
Occupancy: 2022-23	STATE:	\$0	\$0	
Net ASF: 0	DISTRICT:	\$10,500,000	\$9,700,000	

14 Replacement Substations 3, 4 and 5

Solano College			Phases P	Phases W	Phases C
Occupancy: 2025-26	STATE:	\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$8,500,000	\$400,000	\$600,000	\$7,500,000

15 Modernize Pool and Equipment

Solano College			Phases P	Phases W	Phases C,E
Occupancy: 2024-25	STATE:	\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$2,500,000	\$100,000	\$200,000	\$2,200,000

16 Central Plant Replacement

Solano College			Phases P	Phases W	Phases C
Occupancy: 2026-27	STATE:	\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$16,000,000	\$600,000	\$700,000	\$14,700,000

17 Water Conservation/Environmental Impact Improvements

Solano College			Phases P,W	Phases C
Occupancy: 2026-27	STATE:	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$3,000,000	\$300,000	\$2,700,000

18 Underground Hydraulnic Chilled and Hot Water Loops

Solano College			Phases P,W	Phases C
Occupancy: 2026-27	STATE:	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$1,000,000	\$100,000	\$900,000

19 HVAC Environmental Safety Upgrades

Solano College			Phases P,W	Phases C
Occupancy: 2026-27	STATE:	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$6,500,000	\$1,500,000	\$5,000,000

20 Underground 12,000 Volt Campus Loop

Solano College			Phases P,W	Phases C
Occupancy: 2027-28	STATE:	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$2,500,000	\$400,000	\$2,100,000

21 Theater Building 1200 Renovation

Solano College		
Occupancy: 2017-18	STATE:	\$0
Net ASF: 45	DISTRICT:	\$0

GRAND TOTALS			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
	STATE:	\$35,920,275	\$0	\$0	\$0	\$1,314,196	\$14,458,079	\$0	\$0
	DISTRICT:	\$141,804,071	\$26,291,000	\$2,925,601	\$29,506,459	\$26,187,875	\$14,422,136	\$0	\$0

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

TO: **Members of the Governing Board**

SUBJECT: **CONFERRING OF THE TITLE PROFESSOR EMERITUS:
JOSEPH CONRAD, Ph.D.**

REQUESTED ACTION:

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

SUMMARY:

The Academic Senate of Solano Community College presents a resolution in support of the conferring of the distinguished title of Professor Emeritus to Joseph Conrad, PhD, Mathematics Professor.

Dr. Conrad has worked at Solano Community College as a full-time mathematics professor for twenty-eight years and is held in high esteem by our faculty. SCC would like to recognize Dr. Conrad for his passion for teaching and his dedication to SCC and our students.

STUDENT SUCCESS IMPACT:

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

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

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

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

ADDRESS

707 864-7117

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

VICE PRESIDENT APPROVAL

May 31, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Resolution 03.14.2022A: Support for the Conferring of the Title Professor Emeritus, Joseph Conrad, PhD

WHEREAS, Joe Conrad has worked at Solano Community College as a full-time mathematics professor for twenty-eight years;

WHEREAS, Joe prioritized Solano Community College students by creating a classroom where they could learn mathematics in a non-threatening and respectful atmosphere;

WHEREAS, Joe served the college participating in hiring committees, textbook committees, the Academic Program Review committee and many others.

WHEREAS, Joe served as a Senator on the Academic Senate for many years and three years as the Curriculum Committee Chair;

WHEREAS, Joe received local, state and national accolades for his teaching including Solano College Distinguished Faculty of the Year, the Math Association of America's Golden Section Distinguished College or University Teacher of Mathematics and the American Mathematical Association of Two-Year College's national Teaching Excellence Award;

WHEREAS, Joe held several offices at the state and national level where he served mathematics faculty across the country and the state of California;

AND WHEREAS, Joe is held in high esteem by the faculty of Solano Community College and his mathematics colleague who write, "Joe Conrad is well loved and respected by his students. He is a legend for us, his colleagues, and for them."

"Joseph has been a model of aspiration, in his service to the profession and college math education. He justly deserves recognition for his lifetime of achievements."

"He has been a gifted and caring teacher since the day he was hired."

"During the 25 years of my tenure, Joe has been one of the colleagues whom I have most respected and considered a mentor. Joe has been a positive, supportive role model.";

RESOLVED, that the Academic Senate of Solano Community College support the conferring of the distinguished title of Professor Emeritus to Joseph Conrad, PhD, Mathematics Professor, Solano Community College;

AND RESOLVED, that the Academic Senate of Solano Community College congratulate Joe and Kathy (SCC full-time Chemistry Faculty) Conrad on their upcoming retirements. We wish them the best with many years of rest, relaxation, travel and all things that warm their hearts including time with their new grandchild.

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

TO: **Members of the Governing Board**

SUBJECT: **AGREEMENT BETWEEN TASSEL SOFTWARE, INC AND
SOLANO COMMUNITY COLLEGE FOR SUPPORT FOR
SOLANO COLLEGE PATHWAYS SYSTEM**

REQUESTED ACTION:

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

SUMMARY:

An agreement between Tassel Software, Inc and Solano Community College is being presented for approval by the Governing Board. The Tassel team will work with department leaders to maintain program pages on the Tassel academic and career community that will highlight occupational outcomes, workforce projections and department industry partners. Tassel will support faculty and advisors for Associates degrees and Certificate programs and will continue supporting the program maps at the direction of the Guided Pathways project team. This agreement is from July 1, 2022 to June 30, 2023.

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: \$50,000</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

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

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

ADDRESS

707 864-7117

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

VICE PRESIDENT APPROVAL

May 27, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 15, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SAAS SERVICES ORDER FORM

Customer: Solano College	Contact: David Williams
Address: 4000 Suisun Valley Road	Phone: (707) 864-7117
Fairfield, CA 94534	E-Mail: david.williams@solano.edu
Services: Tassel Software platform for Academic and Career Community support (the "Service(s)").	
Services Fees: \$ 50,000, payable in advance, subject to the terms of Section 4 herein.	Initial Service Term: 12 months for a period of July 1, 2022 through June 30, 2023.
Implementation Services: Company will use commercially reasonable efforts to provide Customer the services described in the Statement of Work ("SOW") attached as Exhibit A hereto ("Implementation Services"), and Customer shall pay Company the Implementation Fee in accordance with the terms herein.	

SAAS SERVICES AGREEMENT

This SaaS Services Agreement ("Agreement") is entered into on this 1st day of July, 2022 (the "Effective Date") between Tassel Software, Inc. with a place of business at 2150 Ortega Street San Francisco, CA 94122 ("Company"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Tassel Software, Inc. :

Solano College :

By: _____

By: _____

Name: _____

Name: David Williams, Ph.D.

Title: _____

Title: Vice President, Academic Affairs

TERMS AND CONDITIONS

1. SAAS SERVICES AND SUPPORT

1.1 Subject to the terms of this Agreement, Company will use commercially reasonable efforts to provide Customer the Services [in accordance with the Service Level Terms attached hereto as Exhibit B]. As part of the registration process, Customer will identify an administrative user name and password for Customer's Company account. Company reserves the right to refuse registration of, or cancel passwords it deems inappropriate.

1.2 Subject to the terms hereof, Company will provide Customer with reasonable technical support services in accordance with the terms set forth in Exhibit C.

2. RESTRICTIONS AND RESPONSIBILITIES

2.1 Customer will not, directly or indirectly: reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation or data related to the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by Company or authorized within the Services); use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third; or remove any proprietary notices or labels.

2.2 Customer represents, covenants, and warrants that Customer will use the Services only in compliance with Company's standard published policies then in effect (the "Policy") and all applicable laws and regulations. [Customer hereby agrees to indemnify and hold harmless Company against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of the foregoing or otherwise from Customer's use of Services.] Although Company has no obligation to monitor Customer's use of the Services, Company may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.

2.3 Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.

3. CONFIDENTIALITY; PROPRIETARY RIGHTS

3.1 Each party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Company includes non-public information regarding features, functionality and performance of the Service. Proprietary Information of Customer includes non-public data provided by Customer to Company to enable the provision of the Services ("Customer Data"). The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law.

3.2 Customer shall own all right, title and interest in and to the Customer Data[, as well as any data that is based on or derived from the Customer Data and provided to Customer as part of the Services] Company shall own and retain all right, title and interest in and to (a) the Services and Software, all improvements, enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Implementation Services or support, and (c) all intellectual property rights related to any of the foregoing.

3.3 [Notwithstanding anything to the contrary, Company shall have the right collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and Company will be free (during and after the term hereof) to (i) use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Company offerings, and (ii) disclose such data solely in aggregate or other de-identified form in connection with its business.] No rights or licenses are granted except as expressly set forth herein.

4. PAYMENT OF FEES

4.1 Customer will pay Company the then applicable fees described in the Order Form for the Services and Implementation Services in accordance with the terms therein (the "Fees"). Company reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Initial Service Term or then-current renewal term, upon thirty (30) days prior notice to Customer (which may be sent by email). If Customer believes that Company has billed Customer incorrectly, Customer must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Company's customer support department.

4.2 Company may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Company thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Customer shall be responsible for all taxes associated with Services other than U.S. taxes based on Company's net income.

5. TERM AND TERMINATION

5.1 Subject to earlier termination as provided below, this Agreement is for the Initial Service Term as specified in the Order Form.

5.2 In addition to any other remedies it may have, either party may also terminate this Agreement upon sixty (60) days' notice, if the other party materially breaches any of the terms or conditions of this Agreement. Customer will pay in full for the Services up to and including the last day on which the Services are provided. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

6. WARRANTY AND DISCLAIMER

Company shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Company or by third-party providers, or because of other causes beyond Company's reasonable control, but Company shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, COMPANY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE

OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

7. INDEMNITY

Company shall hold Customer harmless from liability to third parties resulting from infringement by the Service of any United States patent or any copyright or misappropriation of any trade secret, provided Company is promptly notified of any and all threats, claims and proceedings related thereto and given reasonable assistance and the opportunity to assume sole control over defense and settlement; Company will not be responsible for any settlement it does not approve in writing. The foregoing obligations do not apply with respect to portions or components of the Service (i) not supplied by Company, (ii) made in whole or in part in accordance with Customer specifications, (iii) that are modified after delivery by Company, (iv) combined with other products, processes or materials where the alleged infringement relates to such combination, (v) where Customer continues allegedly infringing activity after being notified thereof or after being informed of modifications that would have avoided the alleged infringement, or (vi) where Customer's use of the Service is not strictly in accordance with this Agreement. If, due to a claim of infringement, the Services are held by a court of competent jurisdiction to be or are believed by Company to be infringing, Company may, at its option and expense (a) replace or modify the Service to be non-infringing provided that such modification or replacement contains substantially similar features and functionality, (b) obtain for Customer a license to continue using the Service, or (c) if neither of the foregoing is commercially practicable, terminate this Agreement and Customer's rights hereunder and provide Customer a refund of any prepaid, unused fees for the Service.

8. LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, COMPANY AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL EQUIPMENT AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR

TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND COMPANY'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY CUSTOMER TO COMPANY FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9. MISCELLANEOUS

If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sublicensable by Customer except with Company's prior written consent. Company may transfer and assign any of its rights and obligations under this Agreement without consent. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind Company in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of [California] without regard to its conflict of laws provisions. [The parties shall work together in good faith to issue at least one mutually agreed upon press release within 90 days of the Effective Date, and Customer otherwise agrees to reasonably cooperate with Company to serve as a reference account upon request.]

EXHIBIT A

Statement of Work

Career pathways and workforce projection configuration support for Solano College Pathways system

- Tassel team will assist department leaders to maintain program pages on the Tassel academic and career community that will highlight occupational outcomes, workforce projections and department industry partners. Department faculty will provide access to the industry partners to develop pages for each partner to highlight career pathways and occupational education opportunities.

Program map validation support for Solano College Guided pathways system

- Tassel team supports faculty and advisors for Associates degrees and Certificate programs in the 2022-2023 Academic year and will continue supporting the program maps at the direction of the Guided Pathways project team during the service period.
- Tassel team will support and help modify program maps based on feedback from faculty and counselors during services period.

Solano College website system synchronization

- Tassel team will support the publishing of the program maps in the Tassel Software onto the Solano College website.

Schedule

Work Activities	Timelines	Rate	Fees
Program map support for Solano College Pathways system	Work to commence July 1 2022 and continue through June 2023		Included with service

Solano College website system synchronization	Work to commence July 1 2022 and continue through June 2023		Included with service
Career pathways and workforce projection configuration support for Solano College Pathways system	Work to commence July 1 2022 and continue through June 2023		Included in service
Total			Included with service

EXHIBIT B

Service Level Terms

The Services shall be available 99%, measured monthly, excluding holidays and weekends and scheduled maintenance. If Customer requests maintenance during these hours, any uptime or downtime calculation will exclude periods affected by such maintenance. Further, any downtime resulting from outages of third party connections or utilities or other reasons beyond Company's control will also be excluded from any such calculation. Customer's sole and exclusive remedy, and Company's entire liability, in connection with Service availability shall be that for each period of downtime lasting longer than four hours, Company will credit Customer 2% of Service fees for each period of 30 or more consecutive minutes of downtime; provided that no more than one such credit will accrue per day. Downtime shall begin to accrue as soon as Customer (with notice to Company) recognizes that downtime is taking place, and continues until the availability of the Services is restored. In order to receive downtime credit, Customer must notify Company in writing within 24 hours from the time of downtime, and failure to provide such notice will forfeit the right to receive downtime credit. Such credits may not be redeemed for cash and shall not be cumulative beyond a total of credits for one (1) week of Service Fees in any one (1) calendar month in any event. Company will only apply a credit to the month in which the incident occurred. Company's blocking of data communications or other Service in accordance with its policies shall not be deemed to be a failure of Company to provide adequate service levels under this Agreement.

EXHIBIT C

Support Terms

Company will provide Technical Support to Customer via both telephone and electronic mail on weekdays during the hours of 9:00 am through 5:00 pm Pacific time, with the exclusion of Federal Holidays (“Support Hours”).

Customer may initiate a helpdesk ticket during Support Hours by calling 415-418-0515 or any time by emailing irv@tasselsoftware.com.

Company will use commercially reasonable efforts to respond to all Helpdesk tickets within one (1) business day.

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

TO: Members of the Governing Board

**SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ITEMS AS
 SUBMITTED BY THE CURRICULUM COMMITTEE, A
 SUBCOMMITTEE OF THE ACADEMIC SENATE**

REQUESTED ACTION:

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

SUMMARY:

During the Spring 2022 semester, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

STUDENT SUCCESS IMPACT:

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

Ed. Code: Title 5, Chapter 6, subchapter 2, beginning with §55100 Board Policy: 6100
Estimated Fiscal Impact: N/A

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

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

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

ADDRESS

707 864-7117

TELEPHONE NUMBER
 David Williams, Ph.D.

Vice President, Academic Affairs

VICE PRESIDENT APPROVAL

June 1, 2022

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 15, 2022

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the Spring, 2022 semester, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

CONSENT ITEM

None

ACTION ITEM

	CC Approval
Correspondence Addenda: ANTH 001, ART 002, BUS 005, BUS 018, CJ 001, CJ 050, ECON 001, ECON 002, ENGL 001, ENGL 004, GEOG 001, GEOG 001L, HIST 028, HIST 029. LR 010, MATH 011, MATH 104. PHIL 003, PLSC 001, PLSC 002, PLSC 004, PLSC 005, PLSC 006, PLSC 016, SJS 002, SJS 030, SOC 001, SOC 002	5/17/22
The following courses are modifying instructional modality to include DE: MATH 004,	5/17/22
The following courses are adding DE: HED 001, SPAN 101	

NEW COURSE

Course	CC Approval
MGMT 194 Employee Compensation	5/17/22
MGMT 195 Human Resource Compliance & Risk Management	5/17/22
MGMT 196 Human Resource Development	5/17/22
HED 001 Introduction to Public Health	4/19/22
SPAN 101 Cross Age Teaching in Spanish	4/19/22
DMA 130 Digital Textiles Bootcamp	3/29/22
PHOT 046 intermediate Filmmaking for Photographers	3/29/22

COURSE MODIFICATION

Course	Modification	CC Approval
RE 173 Legal Aspects of Real Estate	Description, Content, SLOs, Objectives	5/17/22
HED 002 Health Education	Description, Content, SLOs, Objectives	4/19/22
RE 172 Real Estate Practice	Description, Content, SLOs, Objectives	4/19/22

COURSE INACTIVATION

Course	CC Approval
MUSC 019 Instrumental Ensemble	5/3/22
MUSC 031 Class Lessons in Woodwinds	5/3/22
MUSC 032 Class Lessons in Brass	5/3/22
MUSC 033 Class Lessons in Strings	5/3/22
MUSC 034 Class Lessons in Percussion	5/3/22
FREN 012 Intermediate French Conversation	4/19/22

SPAN 031 First Semester Spanish, Part I	4/19/22
SPAN 032 First Semester Spanish, Part II	4/19/22
SPAN 033 Second Semester Spanish, Part I	4/19/22
SPAN 034 Second Semester Spanish, Part II	4/19/22

CURRICULUM REVIEW

Course		CC Approval
ART 038 Printmaking – Beginning	Title, Content, Description	5/17/22
ART 043 Printmaking - Relief	Title, Content, Description	5/17/22
ART 039 Printmaking – Etching and Engraving: Line	Title, Content, Description	5/17/22
ART 040 Printmaking – Etching and Engraving: Tone	Title, Content, Description	5/17/22
ART 041 Printmaking – Etching and Engraving: Color	Title, Content, Description	5/17/22
ART 064 Printmaking – Monotype/Monoprint	Title, Content, Description	5/17/22
ART 042 Screen Printing	Title, Content, Description	5/17/22
ART 042A Screen Printing – Commercial	Title, Content, Description	5/17/22
ART 015C Book Making	Title, Content, Description	5/17/22
MUSC 001 Beginning Theory I 002 Beginning Theory II 003 Advanced Theory I 004 Advanced Theory II 005 Music Fundamentals 007 History of Jazz Music 008 Music Appreciation 009 Wind Ensemble 010 Concert Band 011 Symphonic Band Multicultural Music in 013 America 014 Jazz Ensemble 015 Stage Band 016 Symphony Orchestra 017 Chamber Orchestra 018 Beginning Steel Drum Band 020 Choir 021 Chorus 023 Handbell Ensemble 024 Master Works Chorale	Description, Content, SLOs, Objectives	5/3/22

025 Chamber Choir 026 Vocal Jazz Ensemble 027 Elementary Piano Part I 028 Elementary Piano Part II 029 Intermediate Piano Part I 030 Intermediate Piano Part II 035A Beginning Voice I 035B Beginning Voice II 036A Intermediate Voice I 036B Intermediate Voice II Class Lessons in Beginning 038 Guitar Class Lessons in 039 Intermediate Guitar 040A Applied Music I 040B Applied Music II 040C Applied Music III 040D Applied Music IV 041A Music Majors Piano 041B Music Majors Piano 042A Jazz and Pop Piano 042B Jazz and Pop Piano Exploration of Rap and Hip- 045 Hop 049 Music Honors 051 Jazz and Popular Solo Voice Introduction to Jazz 055 Improvisation Jazz Improvisational 056 Ensemble		
FREN 001 First Semester French FREN 002 Second Semester French FREN 003 Third Semester French FREN 004 Fourth Semester French FREN 011 Conversational French FREN 031 First Semester French, Part 1 FREN 032 First Semester French, Part 2 FREN 049 French Honors	Description, Content, SLOs, Objectives	4/19/22
FREN 101 Cross Age Teaching in French	Prefix, Title, Content, SLOs, Objectives, Description	4/19/22
SPAN 001 First Semester Spanish SPAN 002 Second Semester Spanish SPAN 003 Third Semester Spanish SPAN 004 Fourth Semester Spanish SPAN 011 Conversational Spanish SPAN 049 Spanish Honors	Description, Content, SLOs, Objectives	4/19/22
COMM006 Argumentation and Debate	Description, Content, SLOs, Objectives	3/29/22

COMM060 Business and Professional Communication COMM002 Fundamentals of Persuasive Speaking COMM008 Group Communication COMM012 Intercultural Communication COMM010 Interpersonal Communication COMM001 Introduction to Public Speaking COMM015 Oral Interpretation of Literature COMM049 Speech Honors		
DMA 065 Exhibition Design	Prefix, number, Description, Content, SLOs, Objectives	3/29/22

ART		Description, Content, SLOs, Objectives	3/29/22
006	Design Principles in 2-Dimensions		
008	Design Principles in 3-Dimensions		
007	Design - Color		
014	Drawing – Beginning		
015	Drawing – Intermediate		
004	Life Drawing		
005	Life Drawing - Intermediate		
100	Color and Mixed Media Drawing		
016	Painting - Beginning		
017	Painting - Intermediate		
018	Painting - Advanced		
021	Watercolor - Beginning		
022	Watercolor - Intermediate		
030B	Mural Painting		
019	Figure Painting		
019B	Figure Drawing and Painting: Clothed		
020	Landscape Drawing and Painting--Reflections of Nature		
145	Portrait Drawing and Painting		
030C	Ceramics: History, Culture, Practice		
023	Hand Building Ceramics: Introduction		
024	Hand Building Ceramics: Intermediate		
025	Ceramic Design And Decoration: Hand Building Methods		
026	Wheel Throwing Ceramics: Introduction		
027	Wheel Throwing Ceramics: Intermediate		
028	Wheel Throwing Ceramics: Design		
029	Raku Pottery		
030A	Architectural Ceramics, Murals and Tiles		
037	Clay and Glazes for the Ceramic Artist		
036	Ceramic Surfaces - Drawing and Painting on Clay		
035A	Wood-Fired Ceramics: Introduction		
074	Kiln Design and Operation		
031	Sculpture: Introduction		
033	Sculpture: Intermediate		
034	Ceramic Sculpture: Introduction		
032	Human Figure Sculpture: Introduction		
015B	Collage & Assemblage		
049	Studio Art Honors		
075	Art Studio Concepts		
076A	Portfolio Development Artistic Inquiry		
076B	Portfolio Development: Documentation		
077	Professional Practices for Artists		
078	Art on Site		
PHOT040	Alternative Photography	Description, Content, SLOs, Objectives	3/29/22
PHOT030	Black and White Darkroom Photography		
PHOT164	Digital Printing for Photographers		

PHOT032	Introduction to Digital Imaging for Photographers		
PHOT029	Introduction to Photography		
PHOT163	Landscape and Nature Photography		
PHOT158	Photo Illustration		
PHOT031	Photography Concepts and Projects		
PHOT056	Photojournalism and Documentary Photography		
PHOT156	Portfolio Development		
PHOT151	Professional Photography: Genres and Studio Practices		
PHOT161	Workshop: Camera Intensive		
PHOT162	Workshop: Portraiture Intensive		

NEW PROGRAM

Program	CC Approval
Human Resources Certificate of Achievement	5/17/22
Public Health Science AS-T	4/19/22

PROGRAM MODIFICATION

Program	Modification	CC Approval
Economics AS-T	Update to include choice between MATH 020 and MATH 030	5/3/22
Cell and Gene Therapies CofA	Updated Title	5/3/22
Biotechnology Laboratory Assistant	Update courses to reflect updates required for AB705	5/3/22
World Languages AA	Title, courses	4/19/22
Spanish AA	Title, Courses	4/19/22
French AA	Title, Courses	4/19/22
Art History AA-T	Course titles	3/29/22
Studio Arts AA-T	Course titles	3/29/22
Studio Arts with Emphasis	Course titles	3/29/22
Photography, Professional AA	Courses	3/29/22
Photography, Professional CofA	Courses	3/29/22

PROGRAM INACTIVATION

Program
None

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 21/22-45 REQUEST TO FLY A
COMMEMORATIVE FLAG IN RECOGNITION OF
LESBIAN, GAY, BISEXUAL, TRANSGENDER,
QUESTIONING/QUEER PRIDE MONTH, JUNE 2022**

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Resolution No. 21/22-45 is a request to fly a commemorative flag in recognition of LGBTQ Pride Month at Solano Community College is being presented. The flag will fly between June 16-30, 2022.

Board approval is being 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: 1150</i>	<i>Estimated Fiscal Impact:</i>	<i>N/A</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

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

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

June 9, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

June 15, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**REQUEST TO FLY A COMMEMORATIVE FLAG IN RECOGNITION OF
LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUESTIONING/QUEER
PRIDE MONTH, JUNE 2022**

RESOLUTION NO. 21/22-45

Whereas, the rainbow flag also known as the LGBTQ+ Pride Flag was created in 1978 to represent the gay community and has become an international symbol of rights and pride; and

Whereas, according to the Library of Congress the month of June is a time to celebrate our dynamic Lesbian, Gay, Bisexual, Transgender, and Questioning/Queer (LGBTQ+) community, raise awareness of quality services, and foster a dialogue to promote healthy, safe, and prosperous school climates and communities for all; and

Whereas, education regarding LGBTQ+ issues increases understanding of and cultivates respect for LGBTQ+ students, faculty, and staff and cultivates a culture of allyship; and

Whereas, the Solano Community College District declared June 2022 as LGBTQ Pride Month at its June 1, 2022 governing board meeting; and

Whereas, the Solano Community College Governing Board adopted Board Policy 1150- Flying Commemorative Flags- at its June 1, 2022 Board meeting; and

Whereas, when requested by a Solano Community College Governing Board Trustee and securing a majority vote of the Solano Community College Governing Board in the form of a resolution of support, the District shall display commemorative flags for no longer than thirty-one days during a period that is reasonable or customary for the subject that is to be commemorated; and

Now, Therefore, Be It Resolved, that Solano Community College District in recognition of the month of June as LGBTQ+ Pride Month, will fly the rainbow flag at the main campus flag pole through June 30, 2022, consistent with Board Policy 1150; and

Be It Further Resolved this resolution will be recorded in the minutes of the Governing Board meeting of June 15, 2022.

PASSED AND ADOPTED, This 15th day of June 2022, by the Governing Board of the Solano Community College District.

SARAH CHAPMAN, PH.D., PRESIDENT

CELIA ESPOSITO-NOY, ED.D., SECRETARY

STUDENT TRUSTEE ADVISORY VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

TO: Members of the Governing Board

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

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Solano CCD Measure Q Quarterly Update Report is presented for Board information. This report includes an overview of program and project activities for the Measure Q Bond Program for the period of January 1, 2022 – March 31, 2022.

Measure Q expenditures during this reporting period were \$3,011,089. Total expended to March 31, 2022 was \$206,122,651 (percentage spent is 58.2%).

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
SUPERINTENDENT’S RECOMMENDATION:		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Lucky Lofton Executive Bonds Manager		
PRESENTER’S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS	Celia Esposito-Noy, Ed.D. Superintendent-President	
(707) 863-7855		
TELEPHONE NUMBER		
Susan Wheet Vice President, Finance and Administration		
VICE PRESIDENT APPROVAL	June 15, 2022	
June 3, 2022	DATE APPROVED BY	
DATE SUBMITTED TO	SUPERINTENDENT-PRESIDENT	
SUPERINTENDENT-PRESIDENT		

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Sample of key activities this quarter:

Program: District staff and Bond Program team members continue to work on revisions to the Design Standards. We continue planning for and implementing the projects being funded by Series D and E funds.

Projects:

- Library//Learning Resource Center Project (Building 100 Replacement): Construction continues. Interior Work – sunshade; painting; glazing, doors and frames; mechanical/electrical/plumbing including system start-up/testing/balancing; network testing; data center move; fire alarm tie-in; tiered seating finish; elevator work; fire pump installation; book stacks and shelving; carpet and ceiling tiles; HVAC and lighting controls; and door operators/access readers. Exterior Work – landscaping and irrigation; site lighting and fixtures; metal sunscreen panels; substation generator installation; fire lane work; and concrete. Building 100 - Existing Building 100 abatement has begun.
- Building 300 Modernization Project: Review of options complete, including alignment with budget/funding available. Proposal from study consultant requested for anticipated scope of work to move into design.
- Early Learning Center Expansion Project: Design proceeding, coordination between designer and modular building fabricator on going.
- On Campus Housing Project: Needs assessment/market analysis continue. SB 169 grant application submitted. Survey development continues. Feasibility study will proceed once assessment and market analysis are complete.
- Baseball and Softball Clubhouse Replacement – Project bid, contractor selected. Portable building drawings in review.
- Fairfield Campus Central Plant and Electrification – Final report draft under review.
- Fairfield Campus Pool and Equipment Study – Final report draft under review.
- Fairfield Campus Substation #3 Study – Final report draft under review.
- Pedestrian & Vehicular Wayfinding Signs – Updated maps have been received and installed. A few pedestrian signs remain to be installed, which will occur after the new Library/Learning Resource Center is complete.

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

TO: Members of the Governing Board

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

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Sample of key activities this quarter (continued):

Projects:

- Vacaville Classroom Building ‘Annex’ Renovation (Phase 2) – Corbels Removal: Construction work is proceeding.
- Vacaville Aeronautics Nut Tree Facility Improvements: Meetings continue with Solano County Building Department, Vacaville City Building Department, City of Vacaville’s Utility and Public Works Department, and PG&E prior to bidding.
- Vallejo Belvedere Fence – Property survey is complete and has been submitted to the County for review.
- Vallejo Autotech Vehicle Security – This new Project is to address security concerns at the Autotech building, which has experienced some recent thefts. A design consultant was selected and options for improved security are under review.
- Infrastructure Improvements – Solar Energy: The Design-Builder/Operator-Maintainer RFQ/P was completed and issued. Proposals will be received early in the next quarter.
- ADA Improvements (Phase 1) – Work continued on updating the ADA Transition Plan and Barrier Removal Program with data collection complete and the report in production. Work on the Self Evaluation Study of Policies and Procedures continues.