

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

**TO: MEMBERS OF THE GOVERNING BOARD**

**SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES**

**REQUESTED ACTION: APPROVAL**

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**EMPLOYMENT 2022-2023**

**Regular Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Valerie Barreto	Scheduling Analyst	10/10/2022
Jonathan Garcia	Automotive Laboratory Technician	10/06/2022
Diego Reyes	Kinesiology Athletic Assistant	10/06/2022
Mayra Zamora	Scheduling Analyst	10/10/2022

**Change in Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Kelsi Mundell	From Administrative Assistant IV - School of Health Sciences to Enterprise Resource Analyst	9/19/2022

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**Salvatore Abbate**  
Human Resources

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September 23, 2022  
**Date Submitted**

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

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October 5, 2022  
**Date Approved**

**Out of Class Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Laura Scott	Enterprise Resource Analyst	10/01/22 - 06/30/23

**Short-Term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Amadou Bah	Athletic Assistant - Game Management	General Fund	10/06/22 - 05/31/23	\$15.68/hr.
Amor Evangelista	Custodian	General Fund	10/06/22 - 06/30/23	\$15.68/hr.
Shaunice Cole	Cosmetology Outreach & Recruitment	Strong Workforce	10/01/22 - 06/30/23	\$69.05/hr.
Brian Guinn	Assistant Coach - Baseball	General Fund	10/06/22 - 05/31/23	\$22.00/hr.
Makali Mates	Production Assistant - Theatre Arts	General Fund	10/06/22 - 12/07/22	\$15.75/hr.
Jesus Siller	Grounds Maintenance Technician	General Fund	10/06/22 - 12/30/22	\$15.68/hr.
Rachel Taylor	ELC Assistant	General Child Care/CCTR 50% CA State Preschool/CSPP 50%	09/06/22 - 06/30/23	\$18.91/hr.

**Volunteer Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Mandy Durward	Wellness Counselor (through JFK University MOU)	10/06/22 - 06/30/23

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

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

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PERSONAL SERVICES AGREEMENTS

Human Resources  
Salvatore Abbate, Director

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Regina Stanback Stroud Dba/RSS Consulting	Contractor will develop & conduct a series training focusing on interview screening committee service, EEO representative training and Safe Space training. Contractor will also provide nationally recognized, train the trainer programs that result in the acknowledgement, recognition and in some cases, certification of a college for providing a safe space for LGBTQIA+ students and employees.	October 1, 2022- June 1, 2023	Not to exceed \$50,000.00

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Susan Wheet  
Vice President, Finance & Administration

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September 23, 2022  
Date Submitted

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

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October 5, 2022  
Date Approved

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

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

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**PERSONAL SERVICES AGREEMENTS**

**Student Services**  
**Lisa Neeley, Vice President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Richard J. Delaney	The College requests a personal services agreement with Richard J. Delaney to present for the Foster Kinship Care Education Program (FKCE) by Zoom and in person-Present “Behavior with a purpose” sessions. Topics include: Hoarding Food, Wetting Behavior, Stealing, Defiance May Not Be What it Appears to Be, Lying, Cruelty to animals, ADAPT & supporting the caregiver. Provide handouts & PowerPoints. Presenter will Provide (9) nine sessions from October 20, 2022 to June 30, 2023.	October 20, 2022- June 30, 2023	Not to exceed \$4,000.00

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

**TO:** Members of the Governing Board

**SUBJECT:** CONSENT CALENDAR – FINANCE & ADMINISTRATION

**REQUESTED ACTION:** APPROVAL

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**PERSONAL SERVICES AGREEMENTS**

**Student Services**  
**Lisa Neeley, Vice President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Ronnē Sims	Contractor will provide a workshop on intention setting and affirmations using meditation practices customized to address the specific cultural context of African American women. Imani Sisterhood participants will be provided a 90-minute workshop and Q&A on 9/16/22 or before 10/30/22.	August 15, 2022 – December 30, 2022	Not to exceed \$500.00
Charlotte R. Richardson, LCSW	Contractor will provide a two-hour workshop to help students identify and learn methods for addressing and managing stress, anxiety and depression. The workshop will be customized to address the specific cultural context of African American women. Workshop participants will have the opportunity to share their experiences and participate in a Q&A session.	August 15, 2022 – December 30, 2022	Not to exceed \$500.00

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

**TO:** Members of the Governing Board

**SUBJECT:** CONSENT CALENDAR – FINANCE & ADMINISTRATION

**REQUESTED ACTION:** APPROVAL

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**PERSONAL SERVICES AGREEMENTS**

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

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Nicholas Vasallo	Consultant will develop a CTE program in music recording and stackable certificates. This includes curriculum development, entry into eLumen, submitting for BACC approval, and working with Music faculty and our curriculum representatives to move this program forward.	August 1, 2022 – December 31, 2022	Not to exceed \$5,000.00

AGENDA ITEM 12.(a)  
MEETING DATE October 5, 2022

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 22/23-10 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. 22/23-09 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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<b>SUPERINTENDENT'S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b>	<input type="checkbox"/> <b>DISAPPROVAL</b>
	<input type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>TABLE</b>

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**

September 27, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

October 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**RESOLUTION NO. 22/23-10**  
**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 **5th day of October, 2022** by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

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



AGENDA ITEM 12.(b)  
MEETING DATE October 5, 2022

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

**TO: Members of the Governing Board**

**SUBJECT: APPROVAL OF BOARD POLICIES 1000 SERIES**

**REQUESTED ACTION:**

☐ Information OR ☒ Approval  
☐ Consent OR ☒ Non-Consent

**SUMMARY:**

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. At this time Board Policies 1000 Series is being presented for approval in accordance with the Accreditation Mid-Term Report. This policy was reviewed and approved by the Board Policy Subcommittee.

**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: 1000</i>	<i>Estimated Fiscal Impact: N/A</i>
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**SUPERINTENDENT'S RECOMMENDATION:** ☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Celia Esposito-Noy  
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**

September 23, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

October 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **GOVERNING BOARD POLICIES AND PROCEDURES**

**1000**

**POLICY:** The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting (First Reading) prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission. Any policy may be suspended or rescinded by a majority vote of the entire Board. This vote will be taken by roll call and will be entered in the minutes of the meeting.

Administrative procedures are to be issued by the Superintendent-President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent-President.

The Superintendent-President shall, annually provide each member of the Board with any revisions to administrative procedures since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the Superintendent-President.

**REFERENCES/**

**AUTHORITY:**

Solano Community College District Governing Board  
Education Code Section 70902  
Accreditation Standard IV.C.7, IV. D. 4, I.B.7, and I.C. 5

**ADOPTED:**

July 7, 1982

**REVISED:**

June 6, 2007;

**REVIEWED:**

October 20, 2010; June 18, 2014; March 1, 2017; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **THE SOLANO COMMUNITY COLLEGE DISTRICT**

**1002**

**POLICY:** The District has been named the Solano Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by the District.

The District consists of the following college and education centers:

Solano Community College-Fairfield  
Solano Community College- Vacaville Center  
Solano Community College- Vallejo Center

### **REFERENCES/**

**AUTHORITY:** California Education Code Section 72000(b)  
Elections Code Section 18304

**ADOPTED:** June 6, 2007

**REVISED:** March 1, 2017

**REVIEWED:** June 2, 2010; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **DISTRICT MISSION**

**1003**

**POLICY:** Mission Statement –

Solano Community College District's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students' lives with undergraduate education, transfer courses, career-and-technical education, certificate programs, workforce development and training, basic-skills education, and lifelong-learning opportunities.

The mission is evaluated and revised on a regular basis.

**REFERENCES/  
AUTHORITY:**

**ACCJC Accreditation Standard LA**

**ADOPTED:** June 6, 2007

**REVISED:** June 6, 2007; March 17, 2010, June 15, 2016

**REVIEWED:** June 2, 2010; December 19, 2012; March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### BOARD AUTHORITY

1005

**POLICY:** The Governing Board derives its authority from the California Education Code. The Board is subject to the provisions of the Constitution of the State of California, the California Education Code, the California Code of Regulations (Title 5), the rules and regulations of the California Community College Board of Governors, the Solano Community College Governing Board's own policies, regulations, and procedures, and the expressed will of the electorate.

The governance of the District shall be conducted by the Board. Board members have authority only when acting as a Board in session. Neither the District nor the Board shall be bound by any statement or action of any individual Board member or District employee, except when such statement or action is in pursuance of specific instruction of the Board.

**REFERENCES/  
AUTHORITY:**

California Education Code Sections 35162, 94140-94156

California Code of Regulations, Title 5, Division 6,  
Chapters 1 – 10.

Solano Community College District Governing Board

**ADOPTED:** March 18, 1987

**REVISED:** May 19, 1999; June 6, 2007

**REVIEWED:** June 2, 2010; March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### BOARD MEMBERSHIP AND ELIGIBILITY

1006

**POLICY:** The Board shall consist of seven (7) members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in Board Policy 1008 titled Election of Board Members.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board. The candidate for election to the Board must be 18 years of age or older, a resident of California, an elector residing in and registered to vote in the trustee area **they** seeks to represent. While serving as a member of the Board, a Board member may not be employed by the District, with the exception of the Student Trustee, who may be employed as a Student Worker.

An employee of the District may not be sworn into office as an elected or appointed member of the Governing Board unless **they** resigns as an employee.

No member of the Governing Board shall, during the term for which **they** is elected, hold an incompatible office. No Board member shall be eligible to serve on the Governing Board of a high school district whose boundaries are coterminous with those of the community college district.

**REFERENCES/  
AUTHORITY:**

California Education Code Sections 72023, 72103, 72104

ACCJC Accreditation Standard IV.C.6

Solano Community College District Governing Board

ASSC Bylaws and Constitution

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; June 6, 2007;

**REVIEWED:** October 20, 2010; April 2, 2014; March 1, 2017; October 5, 2022

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## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT TRUSTEE

1007

#### **POLICY:**

In accordance with the Education Code, the Board shall include within its membership, in addition to the number of members otherwise prescribed, a non-voting student as Student Trustee. The term of the Student Trustee shall be one (1) year commencing on June 1 of each year.

The Student Trustee shall be a resident of California at the time of nomination, and during the term of service. The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.

Per ASSC bylaws, the student is required to have a minimum cumulative grade point average (GPA) of 2.3 in all course work taken at Solano Community College at the time of the filing to run for office and during the time the Student Trustee serves in office. The student trustee may be employed as a Student Worker.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The Student Trustee is entitled to participate in discussion of issues and receive all materials presented to members of the Board, except for closed session. The Student Trustee shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees. The Student Trustee is not held liable for any acts of the Board of Trustees.

On or before May 15 of each year, the Board shall consider and decide whether to afford the Student Trustee the following privileges:

- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board;
- The privilege to receive compensation for meeting attendance at a level of one hundred fifty dollars (\$150.00) per month.
- The Student Trustee's vote shall be considered advisory only.



**REFERENCES/**

**AUTHORITY:**

California Education Code Section 72023.5

Solano Community College District Governing Board

Associated Students of Solano College Constitution and Bylaws

**ADOPTED:**

June 6, 2007

**REVISED:**

June 15, 2010; April 2, 2014; June 18, 2014, March 1, 2017

**REVIEWED:**

October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### ELECTION OF BOARD MEMBERS

1008

**POLICY:** The seven (7) Board Members are elected from seven (7) trustee areas, in accordance with provisions of the California Elections Code, by qualified electors of those trustee areas.

The term of office of each trustee shall be four (4) years, commencing on the first Board meeting in December at which the newly elected Governing Board meets. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one-half of the trustees shall be elected at each trustee election.

The Governing Board has provided for the election of trustees by trustee areas.

Effective November 6, 2012, the trustee areas are:

Area 1: Vallejo

Area 2: Vallejo

Area 3: Vallejo, Benicia, Suisun

Area 4: Fairfield, Vacaville, Travis Air Force Base

Area 5: Fairfield, Green Valley, Cordelia

Area 6: Vacaville

Area 7: Vacaville, Winters, Dixon

The election of a Board member residing in and registered to vote in the trustee area **they** seeks to represent shall be only by the registered voters of the same trustee areas.

In the event of a tie in Governing Board member general elections, the Governing Board determines the winner of the election by lot.

The Superintendent-President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent-President shall submit the recommendation in time for the Board to act as required by law.

### REFERENCES/

**AUTHORITY:** California Education Code Sections 5000 et seq., 5019.5  
California Education Code, Sections 5016(b); 5304, 72022. 23

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; June 6, 2007, October 3, 2012; March 1, 2017

**REVIEWED:** October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### ELECTION OF STUDENT TRUSTEE

1009

**POLICY:** The Student Trustee shall be elected by the Associated Students of Solano College (ASSC), which represents all students, in a general election held for that purpose. An election shall be held in the Spring Semester so that the office is filled by the second Board meeting of May. The election shall be conducted in accordance with the Associated Students of Solano College Election Code provided that the code is not in violation with governing Board policies.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The successful candidate must receive a plurality of all votes cast. The election will be conducted in accordance with administrative procedures established by the Superintendent-President.

If the seat of the student member becomes vacant during his/her term, the governing board may authorize the officers of the ASSC (established pursuant to Education Code Section 76060) to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board.

The student member may be recalled by the Associated Students of Solano College in an election held for that purpose in accordance with administrative procedures established by the Superintendent-President.

### REFERENCES/ AUTHORITY:

California Education Code Section 72023.5; 72103

62 Ops. California Attorney General 126 (1979)

Associated Students of Solano College Constitution, Bylaws, and Election Code

**ADOPTED:** June 6, 2007

**REVISED:** June 15, 2010; April 2, 2014; June 18, 2014, March 1, 2017

**REVIEWED:** October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### PAYMENT OF CAMPAIGN COSTS

1011

**POLICY:** It shall be the responsibility of each candidate to pay his or her pro rata share of the costs incurred for the preparation or distribution of all campaign materials including, but not limited to, written statements which may accompany the voters' sample ballots and all other supplementary campaign materials which may be distributed to voters.

#### REFERENCES/

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; June 6, 2007;

**REVIEWED:** October 20, 2010, March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### VACANCY

1013

#### POLICY:

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for District Governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

#### REFERENCES/

##### AUTHORITY:

California Education Code Sections 5090 et seq.,

72023.5 California Government Code Section 1770

California Elections Code

Solano Community College District Governing Board

##### ADOPTED:

July 7, 1982

##### REVISED:

March 18, 1987; May 19, 1999; June 6, 2007;

**REVIEWED:**        October 20, 2010; April 2, 2014; March 1, 2017; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **COMPENSATION, PAYMENT OF EXPENSES AND BENEFITS**

**1014**

#### **POLICY:**

Members of the Board who attend all Board meetings shall receive \$240 per month, except for the Student Trustee who shall receive \$150 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended. A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the Community College District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

Board members shall be reimbursed for actual expenses incurred in carrying out the authorized duties and responsibilities of the Board. These include expenses incurred in travel on District business and authorized attendance at conferences or professional meetings.

Members of the Board (except the Student Trustee) shall be permitted to participate in the District's health benefit programs.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

Board members who are elected or appointed to the Board after their retirement as employees of the District may elect to postpone or suspend their receipt of District-paid health benefits which they are eligible to receive as retired employees of the District and instead receive District-paid benefits under this policy.



For purposes of their entitlement to District-paid health, dental (if selected) and vision insurance as retired District employees, such Board members shall be treated as having retired from the District on the date that their membership on the Board terminates. However, their period of eligibility for retired employee benefits shall not exceed a total of ten (10) years, not including the time served as Board members.

**REFERENCES/  
AUTHORITY:**

Government Code Section 53201; 53208.5

California Education Code Sections 35120; 72024; 72423

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; September 5, 2001; June 6, 2007;

**REVIEWED:** October 20, 2010; June 18, 2014, March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### OFFICERS AND DUTIES OF OFFICERS

1015

**POLICY:** At the annual organizational meeting, the Board shall elect from among its members its officers. Officers of the Board are the President, Vice President and Secretary.

The Board does not have an official system of rotation. It elects the President and Vice President each year from among all its members and appoints the Secretary of the Board.

#### President

The President of the Board should have the following skills needed to preside: knowledge of parliamentary procedures; willingness to allow those who have pertinent ideas to express them; and ability to keep discussions to the point. The President votes on all issues and participates in discussion as **they** see fit.

The duties of the President of the Board are to:

- a. Preside over all meetings of the Board.
- b. Appoint or provide for the election of all Board member committees.
- c. Call emergency and special meetings of the Board as required by law.
- d. Assist and consult with the Superintendent-President on developing Board meeting agendas.
- e. Provide leadership in assisting all Board Members to achieve Board goals and adhere to standards of conduct.
- f. Participate in the orientation process for new Board members;
- g. Assure Board compliance with policies on Board education, self-evaluation, and Superintendent-President evaluation.

- h. Represent the Board at official events or ensure Board representation.
- i. Perform such other duties as may be prescribed by law or by action of the Board.
- j. Assure that the Board conducts its business with integrity and in a manner consistent with its Board Policies and Procedures and regulations legitimately imposed upon it from outside the organization.
- k. Represent the Board to outside parties in announcing Board-stated positions. **They** may delegate this authority to another Board Member, but remains accountable for its use.
- l. Appoint one or maximum of three Board members to represent the Board on study, planning, or decision making committees or groups in the District.
- m. Sign all contracts, agreements, deeds, leases, plans, and specifications for new building construction, remodeling, and rehabilitation, and all other legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District.

#### Vice President

In the absence of the President, the Vice President shall perform all of the duties of the President.

#### Secretary

The Superintendent-President shall serve as Secretary to the Board.

The major duties and responsibilities of the Secretary **to** the Board are:

- a. Notify members of the Board of all regular, special, emergency and adjourned meetings.

- b. Attend all Board meetings and closed sessions unless absence is authorized by the Board President, and in such cases to assign a designee.
- c. Prepare and post Board meeting agendas.
- d. Furnish Board members with an agenda of principal items of business at least seventy-two (72) hours in advance of regular meetings and twenty-four (24) hours in advance of special meetings.
- e. Have prepared for adoption minutes of Board meetings and provide Board members with a copy of the minutes prior to the subsequent meeting.
- f. Have charge of all records, proceedings and documents of the Board.
- g. File and post copies of financial reports as required by law.
- h. Conduct, under the direction of the Board, the official correspondence of the Board.
- i. Certify as legally required all Board actions.
- j. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary of the Board.

**REFERENCES/**

**AUTHORITY:** California Education Code Section 72000  
Solano Community College District Governing Board

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; June 6, 2007; October 5, 2022

**REVIEWED:** June 15, 2010; April 2, 2014, March 1, 2017

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **DUTIES AND RESPONSIBILITIES OF THE BOARD**

**1016**

**POLICY:** The Governing Board governs on behalf of the citizens of the Solano Community College District in accordance with the authority granted and duties defined in California Education Code Section 70902.

The duties and responsibilities of the board of trustees will be as follows:

- To hire, appoint, evaluate and dismiss the Superintendent-President of the District.
- To determine the broad general policies, which will govern the operation of the District.
- To adopt policies and procedures for the shared governance of the District and to review them periodically.
- To approve the annual budget.
- To approve the expenditure of all funds.
- To appoint or dismiss employees upon the recommendation of the Superintendent-President of the District.
- To fix the rate of compensation for all employees, and to review all salary schedules annually.
- To rule upon recommendations of the Superintendent-President on site utilization and physical plant development.
- To rule upon recommendations of the Superintendent-President on matters of capital outlay with references to buildings, major improvements and equipment.
- To rule upon recommendations of the

Superintendent-President on matters of repairs and maintenance of the buildings, grounds, and equipment.

- To require and consider reports from the Superintendent-President of the District concerning the program and conditions of the College.
- To consider and pass upon the curricular offerings of the College upon the recommendations of the Academic Senate/Superintendent-President of the District.
- To consider and pass upon the annual calendar.
- To consider and pass upon the recommendations of the Superintendent-President of the District in all matters of policy pertaining to the welfare of the College.
- To provide for the establishment of the necessary procedures to secure proper accounting of receipts and disbursements of all funds under the jurisdiction and control of the District.
- To provide for the annual audit of all funds of the District.
- To establish advisory committees as needed or required, and to approve the memberships of such committees.
- To serve as the final appeal board for students, employees, and citizens of the District.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest.
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations.

- Delegate power and authority to the Superintendent-President to effectively lead the District.
- Assure fiscal health and stability.
- Monitor institutional performance and educational quality.
- Advocate for and protect the District.

**REFERENCES/  
AUTHORITY:**

Accreditation Standard IV

**ADOPTED:**

July 7, 1982

**REVISED:**

March 18, 1987; May 19, 1999; June 6, 2007; March 1, 2017

**REVIEWED:**

October 6, 2010; April 2, 2014; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **DUTIES AND RESPONSIBILITIES OF THE STUDENT TRUSTEE**

**1017**

**POLICY:**

The Student Trustee of the Governing Board shall be sworn in by taking the oath of office and seated with the elected members of the Governing Board. The Student Trustee shall attend all meetings of the Governing Board. The Student Trustee is recognized as a full member of the Governing Board, receives all non-confidential materials presented to Board members, participates in the questioning of witnesses and discussion of issues but cannot make, amend, or second motions or vote. The Student Trustee shall have the ability to cast an advisory vote provided the Governing Board has annually considered and granted this privilege. The Student Trustee's presence or absence at a Board meeting shall not be counted in deciding a quorum.

The Student Trustee is encouraged to communicate on a regular basis with the Superintendent-President and attend College and community meetings and social events outside of regular Board meetings (whenever possible).

The Student Trustee shall be responsible and accountable to the students of Solano Community College District and shall carry out all of the duties delineated in the Associated Students of Solano College (ASSC) Bylaws:

- Attend all Governing Board meetings of the Solano Community College District.
- Be expected to attend all Student Senate meetings to report to the Student Senate the activities of the Governing Board as they pertain to the students.
- Assist the Governing Board Representative and the ASSC Executive Secretary in maintaining a record of Governing Board proceedings.
- Be available at the ASSC office for at least three hours a week for appointments.
- Report any absences to the ASSC Executive Secretary in advance.



## **DUTIES AND RESPONSIBILITIES OF THE STUDENT TRUSTEE**

**1017**

### **REFERENCES/**

**AUTHORITY:** California Education Code Section 72023.5

Associated Students of Solano College Bylaws

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; June 6, 2007;

**REVIEWED:** June 15, 2010; April 2, 2014; March 1, 2017; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **NOTIFICATION OF ABSENCE**

**1018**

**POLICY:** Each Board member shall notify the President or Secretary of the Board when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as is possible.

#### **REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** March 18, 1987

**REVISED:** June 6, 2007; Reviewed June 2, 2010

**REVIEWED:** March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### CONFLICT-OF-INTEREST

1019

#### **POLICY:**

Board members (**and employees**) shall not be financially interested in any contract made by the Board or in any contract **they** make in their capacity as Board members, or in any body or board of which **they** are members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

In compliance with law and regulation, the Superintendent-President shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

**REFERENCE/  
AUTHORITY:**

California Government Code Sections 1090, et seq.,  
1126, 87200 et seq.

Title 2, Section 18730, et seq.

**ADOPTED:**

July 7, 1982

**REVISED:**

March 18, 1987; May 19, 1999; June 6, 2007; December 1, 2010;  
February 15, 2012; March 1, 2017

**REVIEWED:**

October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### CODE OF ETHICS/STANDARDS OF PRACTICE

1020

#### POLICY:

The Board maintains high standards of ethical conduct for its members.

The following standards of performance establish a norm for trustee performance. The adoption of these standards is the Board commitment to a set of values guiding the performance of Board members.

Each member of the Governing Board shall:

1. Hold the educational welfare of the students of the District as a primary concern by:

a. Ensuring the District maintains equality of opportunity for all students without regard to national origin, religion, age, sex, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

b. Communicating the Board's interest in and respect for student accomplishments by attending student ceremonies and events.

2. Recognize that authority rests only with the Board in a legally constituted meeting and not with individual members.

3. Promote and maintain good relations with fellow Board members by:

a. Giving each member courteous consideration of his/her opinion.

b. Recognizing the importance of keeping an open mind and promoting the opportunity to think through other facts and points of view which may be presented at legally constituted Board meetings.

4. Recognize that **they** is responsible to all citizens of the District, not solely to those who elected the member. The authority delegated to the Board member by the voters must

be exercised with as much care and concern for the least influential as for the most influential member of the community.

5. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.

a. Base decisions upon all available facts in each situation.

b. Maintain independent judgment unbiased by private interest or partisan political pressure.

c. Abide by and uphold the final majority decision of the Board.

6. Recognize that the primary function of the Board is to establish the policies by which Solano Community College District is to be administered. Welcome and encourage the active involvement of employees, students, and the public, and consider their views in deliberations and decisions as a Board member by adhering to the law and spirit of the open meeting laws and regulations.

7. Delegate authority to the Superintendent-President as the chief executive officer and confine Board action to policy determination, planning, overall approval and evaluation, and maintaining the fiscal stability and instructional integrity of the District.

8. Conduct all District business in open public meetings and hold Closed Sessions only for those purposes permitted by law. Maintain confidentiality of all privileged information communicated in Closed Session.

9. Avoid any situation that may constitute a conflict of interest. Inform the entire Board or the Board President when a matter under consideration might involve or appear to involve a conflict of interest.

10. Utilize opportunities to enhance his/her role as a Board member through participation in educational conferences, workshops, and training sessions offered by local, state, and national organizations. This also includes being informed about the actions and positions of state and national community college trustees' associations.

11. Adhere to the Board Code of Conduct adopted February 4, 2009.

12. Promptly investigate and address any violation by a Board member or Board Members of the Code of Ethics as stated in BP 1021, Violation of Code of Ethics.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board  
Accreditation Standards IV.C.11

**BP1020**

**ADOPTED:** October 6, 1993

**REVISED:** May 19, 1999; June 6, 2007;

**REVIEWED:** June 2, 2010; June 18, 2014; March 1, 2017; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **VIOLATION OF BOARD CODE OF ETHICS**

**1021**

**POLICY:** Charges by any person that a board member has violated laws and regulations of governing board behavior shall be directed to the Board President or the Governing Board.

The Board President or an Adhoc Committee shall review any charge of any trustee violation of the Board Code of Ethics as set forth in BP 1020 (the “Charge”), which Charge is presented in writing to the Board President. The Board President or an Adhoc Committee shall then determine whether a violation of the Board Code of Ethics as set forth in BP 1020 is contained in the Charge. The accused trustee shall be informed immediately of the Charge and provided with all information obtained by the Board President or other Board members. The accused trustee shall not be entitled to vote in proceedings held under this section.

If the Charge states that the Board President committed the violation, the Board Vice President shall assume the role of Board President for the purpose of this section. If both the Board’s President and Vice President are named in the Charge, an Adhoc Committee composed of three trustees not subject to the Charge will examine the Charge. The Adhoc Committee will be appointed by the Board and appoint a chair.

If the Board President or Adhoc Committee determines a violation of the Board Code of Ethics as set forth in BP 1020 is contained in the Charge, the Board President or chair of the Adhoc Committee shall request from any party any relevant, available evidence, including documents, statements, recordings and other items that tend to show that facts that constitute the violation did or did not occur (the “Evidence”). The accused trustee shall have the right to present any evidence relevant to a determination of guilt or innocence, including the right to face and question any accuser.

Once the Board President or chair of the Adhoc Committee has assembled the evidence, then the Charge and the evidence shall be presented to the Board for action within a reasonable period of time. The Board shall determine whether (1) the Charge is a violation of the Board Code of Ethics as set forth in BP 1020; and, (2) the evidence proves that the facts constituting the Charge did occur. If the Board, by majority vote, determines both in the affirmative, accused trustee shall be deemed “Guilty of Ethical Violation” by the Board.



The Board shall then, by majority vote, determine what further action to take, if any. Possible courses of action include, but are not limited to, censure or any other consequence on the advice of Board counsel.

If, after the trustee is deemed Guilty of Ethical Violation, the Board President or chair of the Adhoc Committee determines that the Charge may contain a violation of an applicable criminal code, the Board shall consult outside legal counsel for a professional opinion whether or not it does. After such consultation, the Board may refer the Charge and the evidence to the Solano County District Attorney upon a unanimous vote of the Board, excluding the accused trustee(s).

**REFERENCES/  
AUTHORITY:**

Solano Community College District Governing Board

Accreditation Standard IV.C.11

**BP1021**

**ADOPTED:** June 6, 2007

**REVISED:** March 1, 2017

**REVIEWED:** October 20, 2010; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **REGULAR AND OTHER TYPES OF MEETINGS**

**1025**

#### **POLICY:**

##### **REGULAR MEETINGS**

The date, time and place of the regular Board meetings shall be established at the annual organizational meeting of the Board. The date, time and place of the regular meeting may be changed by action of the Board at any previous meeting. In the event of a change of meeting date, time or place, the Secretary ~~for~~ of the Board shall give written notification to the Board members and shall inform the public of the change at least seventy-two (72) hours in advance of the meeting.

Regular meetings of the Board shall be held the first and third Wednesday of each month, except in January and July when regular meetings shall be held only on the third Wednesday. Regular meetings of the Board shall normally be held at 4000 Suisun Valley Road, Room 626, Fairfield, CA 94534.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

##### **OTHER TYPES OF MEETINGS**

###### **Recessed Meetings**

Meetings may be recessed by the Board President with the consent of the majority of members present.

###### **Adjourned Meetings**

The Board may, at any time in a meeting, adjourn to complete any unfinished business of an adjourned meeting at a specified time and place, and such time and place shall be posted within twenty-four (24) hours after the time of adjournment. The adjourned meeting shall take up its business at the point in the agenda when the motion was acted upon to adjourn.

**REFERENCES/**

**AUTHORITY:** California Education Code Section 72000(d)

California Government Code Sections 54952.2, 54953  
et seq.; 54955, 54961

**ADOPTED:** March 18, 1987

**REVISED:** May 19, 1999; June 6, 2007; March 1, 2017

**REVIEWED:** June 2, 2010; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **ANNUAL ORGANIZATIONAL MEETING**

**1026**

**POLICY:** As part of the December Board meeting at which the newly elected Governing Board first meets, an annual organizational meeting shall be held at which time the Board shall elect a President, Vice President, and appoint the Secretary (Superintendent-President) for a one-year term of office each and set the time and place of regular meetings of the Board.

#### **REFERENCES/**

**AUTHORITY:** California Education Code Sections 72000(c)(2)(A)

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; June 6, 2007;

**REVIEWED:** June 15, 2010; April 2, 2014; March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### SPECIAL AND EMERGENCY MEETINGS

1027

**POLICY:** Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed. This may be due to ***an actual or*** threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent-President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

**REFERENCES/  
AUTHORITY:**

California Government Code Sections 54956, 54956.5, 54957

California Education Code Sections 72129

**BP1027**

**ADOPTED:** July 7, 1982

**REVIEWED:** March 18, 1987; May 19, 1999; June 6, 2007;  
June 2, 2010; March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### CLOSED SESSIONS

1030

**POLICY:** Closed sessions of the Board shall only be held as permitted by applicable legal provisions, including, but not limited to, the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee.
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- Advice of counsel on pending litigation, as defined by law.
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling.
- Real property transactions.
- Threats to public security.
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator.
- Discussion of student disciplinary action, with final action taken in public.
- Conferring of honorary degrees.
- Consideration of gifts from a donor who wishes to remain anonymous;
- To consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be discussed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent-President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

**REFERENCES/  
AUTHORITY:**

California Government Code Sections 11125.4; 54956.8;  
54956.9; 54957; 54957.6

California Education Code Section 72122

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; June 6, 2007;

**REVIEWED:** October 20, 2010; June 18, 2014; March 1, 2017; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **HEARINGS ON BUDGET**

**1032**

**POLICY:** Prior to the official adoption of the District budget, a public hearing shall be held on said budget.

**REFERENCES/  
AUTHORITY:** California Code of Regulations, Title 5, Section 58305

**ADOPTED:** July 7, 1982

**REVISED:** May 19, 1999; June 6, 2007;

**REVIEWED:** June 2, 2010; March 1, 2017; October 5, 2022



## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **QUORUM AND VOTING**

**1035**

**POLICY:** A quorum of the Board shall consist of four members, excluding the Student Trustee.

The Board shall act by majority vote of all the membership of the Board, except as noted below.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required).
- Resolution of intention to dedicate or convey an easement.
- Resolution authorizing and directing the execution and delivery of a deed.
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body.
- Appropriation of funds from an undistributed reserve.
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district.
- Resolution authorizing lease of District property under a lease for the production of gas.

A roll call vote is required on all resolutions and any Board member may request a roll call vote on any motion.

**REFERENCES/**

**AUTHORITY:**

California Education Code Sections 72000(d)(3); 81310 et seq.; 81365; 81511; 81432

California Government Code Section 53094; 54950 et seq.

Code of Civil Procedure Section 1245.240

Solano Community College District Governing Board

**ADOPTED:**

July 7, 1982

**REVISED:**

March 18, 1987 (Voting); May 19, 1999; June 6, 2007; March 1, 2017

**REVIEWED:**

October 20, 2010; June 18, 2014; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### AGENDAS

1036

#### **POLICY:**                    Preparation of Board Agenda

The agenda of the meeting will be prepared and presented by the Superintendent-President in consultation with the Board President.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item , along with any back-up materials to be considered, to the Superintendent/President at least eight (8) working days prior to the meeting. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

Any Board member who wishes an item to be placed on the agenda shall request the President of the Board or the Superintendent-President to include it thereon.

#### Consent Agenda

The consent agenda is a list of actions for routine items that are self-explanatory or require no discussion. Any Board member, District employee, or interested citizen may request an item be removed from the consent agenda to another place on the agenda for discussion before action.

#### Amendment of the Agenda

The agenda may be amended by the Board prior to adoption, except that no item may be added which requires action unless it is an emergency item.

### Posting of Board Agenda

The agenda shall be posted at the College and accessible for viewing by the public and District employees adjacent to the place of meeting at least seventy-two (72) hours prior to the time of a regular meeting and at least twenty-four (24) hours prior to a special meeting. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability. Agendas will also be available at Board meetings.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- A majority decides there is an “emergency situation” as defined for emergency meetings.
- Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted.
- An agenda item that was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent-President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

### **REFERENCES/ AUTHORITY:**

California Education Code Section 72121; 72121.5

California Government Code Section 54954 et seq., 6250 et seq.

Robert’s Rules of Order

Solano Community College District Governing Board

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; June 6, 2007; March 1, 2017

**REVIEWED:** October 20, 2010; June 18, 2014; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **ORDER OF BUSINESS**

**1037**

**POLICY:** The order of business for regular Board meetings is as follows, unless otherwise ordered:

1. Call to Order
2. Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Approval of Agenda
5. Comments from Members of the Public on Closed Session agenda items
6. Closed Session, if called
7. Reconvene Regular Meeting
8. Report of Action Taken in Closed Session
9. Comments from Members of the Public on Open Session agenda items
10. Reports:
  - Associated Students of Solano College (ASSC)
  - Academic Senate
  - Shared Governance Council
  - Superintendent-President
11. Consent Agenda – Action Items
  - Superintendent-President
  - Human Resources
  - Finance and Administration
  - Academic Affairs
  - Student Services
  - Information Systems

12. Retirements of Staff with 10 or More Years of Service

13. Non-Consent Agenda Items – Action Items

Superintendent-President  
Human Resources  
Finance and Administration  
Academic Affairs  
Student Services  
Information  
Systems

14. Information/Action Items – Action May Be Taken

15. Information Items – No Action Required

16. Announcements

17. Items from the Board

18. Adjournment

The President of the Board may rearrange the agenda during a meeting if there is no objection from a majority of the members present.

**REFERENCES/**

**AUTHORITY:**

Solano Community College District Governing Board

**ADOPTED:**

July 7, 1982

**REVISED:**

March 18, 1987; September 21, 1994; May 19, 1999;  
October 20, 1999; June 6, 2007; December 16, 2009; March 1, 2017

**REVIEWED:**

October 20, 2010; June 18, 2014; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **RULES OF PROCEDURE FOR CONDUCT OF MEETING**

**1040**

**POLICY:** Robert's Rules of Order (latest edition) shall govern the proceedings and conduct of Board meetings, except where the Board's own policies or state regulations or statutes provide otherwise.

**REFERENCES/  
AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** July 7, 1982

**REVISED:** June 6, 2007;

**REVIEWED:** October 20, 2010; March 1, 2017; October 5, 2022



## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **DECORUM**

**1041**

#### **POLICY:**

The Board recognizes both the value of free expression of views and its statutory obligations to make policy decisions essential to the management of the District. Toward these ends, the following rules of order, established under authorization of state statutes, shall govern the conduct of all Board meetings.

1. The President of the Board shall direct the orderly presentation of reports and discussion on all agenda items and on matters introduced during the meeting.
2. After an agenda item has been presented and staff reports made, the Board may invite public participation in discussion relating to the item prior to Board action. Persons addressing the Board shall preface their remarks by giving their name and organizational affiliation, if any, to the President of the Board.
3. During any portion of the meeting, the Board may prescribe a time limit on individual presentations and/or a time limit on the total time to be allocated to all presentations on a given item or issue, and the Board may allow all interested participants to address the Board before allowing any participant to be heard a second time.

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in Closed Session.
- Profanity, obscenity and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the persons(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

**REFERENCES/  
AUTHORITY:**

California Education Code Section 72121.5

California Government Code Section 54954.3(b)

Solano Community College District Governing Board

**BP1041**

**ADOPTED:** March 18, 1987

**REVISED:** May 19, 1999; June 6, 2007; March 1, 2017

**REVIEWED:** October 20, 2010; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### PUBLIC PARTICIPATION AT BOARD MEETINGS

1042

**POLICY:** The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

#### Items Not on Board Agenda

1. There will be a time at each regularly scheduled Board meeting for the general public to present items not on the agenda. Members wishing to present such items shall submit a Public Comment Card available at the press table at the beginning of the meeting to the Superintendent-President or designee that summarizes the item and includes his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

#### Items on Published Board Agenda

2. Members of the public may address items on the prepared agenda in accordance with Board Policy 1036. Members wishing to address such items shall submit a Public Comment Card available at the press table at the beginning of the meeting to the Superintendent-President **or** designee that identifies the item and provides his or her name and organizational affiliation, if any.

#### Written Communications on Board Agenda Items

Members of the public may submit written communications to the Board on items on the agenda prior to the Board meeting. Written communication regarding items on the Board's agenda must reach the office of the Superintendent-President not later than three (3) business days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, written communications that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

### **Other**

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District in writing.

### **Oral communication on Board Agenda Items**

Comments must be addressed to the Board as a whole and not to individual members or District employees. Members of the public should complete a blue card prior to the start of the meeting and include the agenda item to which they wish to speak, the speaker's name and organizational affiliation, if any. Comments from the public will be limited to three (3) minutes per person. Where comments are repetitive, the Board President may request that a spokesperson representing the opinions of the group be identified and speak to the matter. The Board President may determine that due to time constraints, oral communication on an agenda item will be limited.

### **Public Requests for Agenda Items (Ed. Code, § 72121.5)**

Members of the public may request that items directly related to District business be placed on a future agenda. The Board shall determine whether an item should be placed on a future agenda.

Requests for agenda items shall be submitted in writing to the Superintendent-President's Office. The request must be in sufficient detail to provide for adequate preparation and notice. Unless there is a valid business reason for doing otherwise, requests shall be scheduled in the order received. Requests must be received at least two (2) weeks prior to the meeting requested. The Superintendent-President may defer the item to a future agenda if determined that such deferral is appropriate or necessary. The decision to defer may, at the least, be based upon the following considerations:

- The orderly management of the Board of Trustees' agenda including volume of items scheduled for a particular meeting.
- The amount of staff preparation needed for the item.
- The possibility that the matter is sufficiently germane to an item planned for a future agenda to allow for consolidation with that item.

A request to place an item on the agenda shall not be granted if it is repetitive of an item previously heard within the past 90-day period. If the item is an appeal for which an appeal or complaint procedure is established, the appellant must have exhausted the administrative procedure before the appeal before the Board is scheduled. If the item is a part of the negotiations process, it shall be referred to that process and presented to the Board through the negotiations process.

**REFERENCES/**

**AUTHORITY:**     California Education Code Section 72121.5  
  
                          California Government Code Section 54954.3; 54957.5  
  
                          Solano Community College District Governing Board

**ADOPTED:**         July 7, 1982

**REVISED:**         March 18, 1987; September 21, 1994; May 19, 1999;  
                          June 6, 2007; March 1, 2017

**REVIEWED:**        October 20, 2010; June 18, 2014; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **SPEAKERS**

**1043**

#### **POLICY:**

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the Consent Agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Governing Code Section 3547 and the policies of this Board implementing that section.
- They shall complete a Public Comment Card to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.

- Each speaker will be allowed a maximum of three (3) minutes per topic except as extended by the Board President or action of the Board. The Board President can establish a reasonable maximum time allotment for public speakers on one (1) subject regardless of the number of speakers at any one (1) Board meeting.

The three (3) minutes time allotted for speaking per topic is only allotted for the individual whose name is on the Public Comment Card that is submitted at the beginning of the meeting. No speaker can yield their 3 (three) minutes or a portion of their 3 (three) minutes to another speaker. (Robert's Rules of Order, latest edition).

- Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.

**REFERENCES/  
AUTHORITY:**

California Government Code Sections 54950, et seq.

California Education Code Section 72121.5

Roberts Rules of Order, 11th ed. Section 43

**ADOPTED:** July 7, 2007

**REVISED:** June 18, 2014; March 1, 2017

**REVIEWED:** October 6, 2010; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **DIRECT REQUESTS FOR BOARD ACTION**

**1044**

**POLICY:** Requests of the public, employees, or students delivered or made directly to the Board will be referred to the Superintendent-President for consideration and/or recommendation before Board consideration.

**REFERENCES/  
AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** July 7, 1982

**REVISED:** June 6, 2007;

**REVIEWED:** June 2, 2010; March 1, 2017; October 5, 2022



## SOLANO COMMUNITY COLLEGE DISTRICT

### MINUTES OF MEETINGS

1045

#### **POLICY:**

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Solano Community College District Governing Board meeting minutes shall include, but not be limited to, the following:

- a summary of agenda items that presents the basic essence of each presentation;
- the identity of all persons speaking before the Governing Board;
- all requests made by the Governing Board for follow-up at future Board meetings;
- A summary of all Board action(s) taken at the meeting.

The minutes of the Board meeting will reflect Board members present.

The minutes shall indicate the time of arrival or departure of members once the Board is in session.

The minutes shall also include all resolutions and recommendations of the administration and pertinent information upon which action has been taken by the Board.

The minutes shall be public records and shall be available to the public.

**REFERENCES/  
AUTHORITY:**

California Education Code Section 72121(a)

California Government Code Section 54957.5

Solano Community College District Governing Board

**ADOPTED:** July 7, 1982

**REVISED:** May 19, 1999; June 6, 2007;

**REVIEWED:** October 6, 2010; April 2, 2014; March 1, 2017; October 5, 2022

## RECORDING

1046

### **POLICY:**

If the Board records an open and public meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, et seq. The Superintendent-President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty (30) days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may record or broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

### **REFERENCES/ AUTHORITY:**

California Government Code Sections 54953.5; 54953.6

California Education Code Section 72121(a)

Solano Community College District Governing Board

### **ADOPTED:**

June 6, 2007

### **REVISED:**

March 1, 2017

### **REVIEWED:**

June 2, 2010; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **BOARD ACTION TO DETERMINE WHETHER OR NOT AN ISSUE DIRECTLY AFFECTS THE COLLEGE**

**1057**

**POLICY:** The Board shall consider only those matters directly affecting the College unless the Board, by majority vote, determines that it will consider a matter not directly affecting the College.

#### **REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** July 7, 1982

**REVISED:** June 6, 2007;

**REVIEWED:** June 2, 2010; March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### FLYING THE FLAG AT HALF-STAFF

1060

**POLICY:** The United States Flag and the State of California Flag will be flown at half-staff in accordance with federal and state regulations.

The Superintendent-President is authorized to encourage all members of the academic community to show respect and honor the flags of the United States of America and the State of California. **They** shall comply with orders to fly the flag at half-staff when called upon to do so by the President of the United States, the Governor of the State of California, or the Board of Trustees. The Superintendent-President, Governing Board President, and Vice President may approve a request to fly the flag at half-staff when **they** deem it appropriate.

By Resolution of the Board of Trustee, the flags of the United States, and the State of California can be flown at half-staff upon the death of public officials at all levels of government. When death of the public official to be so honored is verified, flags shall be flown at half-staff immediately. The flags shall remain at half-staff during each day **they** are normally flown until lowered at the end of the day on which the funeral is solemnized.

Finally, the honor and reverence accorded this solemn act should not be diminished by the display of the flag at half-staff on occasions of local tragedy wherein a county flag flown at half-staff would be more appropriate.

### REFERENCES/

**AUTHORITY:** United States Code 9SC) Title 36, Chapter 10

The Flag Code Title 4, USC, Chapter 1

Solano Community College District Governing Board

**ADOPTED:** May 19, 1999

**REVISED:** June 6, 2007; March 1, 2017

**REVIEWED:** October 6, 2010; April 2, 2014; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### BOARD SELF-EVALUATION

1070

#### **POLICY:**

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. To that end, the Board has established the following processes:

1. Once a year, at the Annual Board Retreat, the Board will conduct a self-evaluation.
2. The evaluation instrument incorporates criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field and it is included in AP 1070.
3. Board members will be asked to complete the evaluation instrument and submit them to the Secretary of the Board prior to the Retreat.
4. A summary of the evaluations will be presented and discussed at the Board Retreat session scheduled for that purpose.
5. The result will be used to identify accomplishments in the past year and goals for the following year.

#### **REFERENCES/ AUTHORITY:**

Accreditation Standard IV. C.10

#### **ADOPTED:**

July 6, 2007

#### **REVISED:**

October 7, 2009;

#### **REVIEWED:**

October 20, 2010; March 1, 2017; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **COMMUNICATIONS AMONG BOARD MEMBERS**

**1071**

**POLICY:** Members of the Board shall not communicate among themselves by the use of any form of communication, (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board Members.

**REFERENCES/  
AUTHORITY:** California Government Code Section 54952.2

**ADOPTED:** June 6, 2007

**REVISED:** March 1, 2017

**REVIEWED:** June 2, 2010; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### BOARD EDUCATION

1072

**POLICY:** The Board is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

**REFERENCES/  
AUTHORITY:**

Accreditation Standard IV.C.9

**ADOPTED:** June 6, 2007

**REVISED:**

**REVIEWED:** October 20, 2010; March 1, 2017; October 5, 2022



## SOLANO COMMUNITY COLLEGE DISTRICT

### COMMITTEES OF THE BOARD

1073

**POLICY:** The Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any standing committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board Ad hoc committees that are composed solely of less than a quorum of members of the Board and do not have authority that may lawfully be exercised by the Board itself, are not required to comply with the Brown Act, or with these policies regarding open meetings.

Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

The Board has established the following standing committee:

- Audit Committee.

### REFERENCES/

**AUTHORITY:** California Government Code Section 54952

**ADOPTED:** June 6, 2007

**REVIEWED:** October 20, 2010; June 18, 2014; March 1, 2017; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **PERSONAL USE OF PUBLIC RESOURCES**

**1074**

**POLICY:** No Trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

#### **REFERENCES/**

**AUTHORITY:** California Government Code Section 8314

Penal Code Section 424

**ADOPTED:** June 6, 2007

**REVISED:**

**REVIEWED:** October 20, 2010; March 1, 2017; October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **DELEGATION OF AUTHORITY TO SUPERINTENDENT-PRESIDENT**

**1075**

**POLICY:** The Board delegates to the Superintendent-President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent-President may delegate any powers and duties entrusted to him or her by the Board including the administration of Solano College, Travis University Center, Vacaville Center, and the Vallejo Center, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent-President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent-President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent-President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent-President is expected to perform the duties contained in the Superintendent-President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent-President.

The Superintendent-President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent-President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent-President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Superintendent-President shall act as the professional advisor to the Board in policy formation.

**REFERENCES/**

**AUTHORITY:** California Education Code Sections 70902(d), 72400

ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1

**ADOPTED:** June 6, 2007

**REVISED:**

**REVIEWED:** October 6, 2010; March 1, 2017; October 5, 2022

**POLICY:**

The Governing Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent-President action under which the District is governed and administered.

Each of the following groups shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the **representative** groups will be given every reasonable consideration.

Students (Title 5, Section 51023.7.)

The Associated Students of Solano College (ASSC) shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate within the following timeframe:

- (1) The applicable campus group or groups shall have no more than two months (three months if over summer or semester break) from the Board's first reading of a policy to propose addition(s)/deletion(s) to a policy or agree to the policy as submitted to the Board for first reading.
- (2) After a policy has been perused by all appropriate campus groups for their input, the Secretary of the Board shall submit the proposed policy to the Board Ad Hoc Policy Committee within two weeks following the meeting date at which the policy was reviewed by the last campus group submitting their input on the policy that was submitted to the Board for first reading.
- (3) The Board Ad Hoc Policy Committee will recommend the policy to the Board for approval by the second Governing Board meeting following receipt of policy from the Secretary of the Board.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

**REFERENCES/  
AUTHORITY:**

Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq., (Academic Senate), 51023.5 (Staff), 51023.7 (Students)

Accreditation Standard IV.A and IV.D.7

**ADOPTED:** June 18, 2014

**REVISED:** March 1, 2017

**REVIEWED:**      October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### ***SERVICE ANIMALS AND ANIMALS ON CAMPUS***

**1080**

#### **POLICY:**

##### Service Animals

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

A “Service Animal” is any dog or a miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of this definition. The work or tasks performed by a Service Animal must be directly related to the handler’s disability.

##### Animals on Campus

Animals are not allowed on District property or the campus with the exception of those animals specifically exempted by this policy.

The following animals are exempted from this policy and permitted on District property:

- i. Service animals as identified above.
- ii. On-duty police dogs.
- iii. An animal used for instructional purposes, for a limited time span, and under the immediate control of the instructor or handler with prior approval of the SCC Campus Sheriff.
- iv. One-time exceptions may be granted for events involving animals. Exceptions must be requested through the Facilities Scheduler with approval of the SCC Campus Sheriff.
- v. A leashed animal is permitted on the frontage island, the perimeter road and sidewalks, and campus access to the linear park.



vi. Animals are not allowed in vehicles unattended pursuant to California Vehicle Code Section 21113 and California Penal Code Section 597.7.

Owners of animals exempt by this policy must ensure vaccinations and licensing requirements are current according to county code, are in good health, follow College leash and control regulations, and are registered with the SCC Campus Sheriff.

Due to the risk of injury from animals to persons on campus, owners of non-exempt animals found on campus will be asked to remove them. If an unrestrained animal is sighted on campus, SCC Campus Sheriff should be notified and will request the owner to remove the animal.

Owners of animals found on campus in violation of this regulation will be subject to citation and fine as provided by the California Vehicle Code Section 21113, and/or Solano County Code Sections 8.04 through 8.12, and/or have their animals impounded by authorized College officials, ~~including~~ **or** the Solano County Humane Animal Services.

**REFERENCES/  
AUTHORITY:**

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;  
28 Code of Federal Regulations Part 35;  
28 Code of Federal Regulations Part 36;  
34 Code of Federal Regulations Part 104.44(b)

California Penal Code 365.5, 365.7, 597.7

Civil Code 54.1

Solano Community College District Governing Board

California Vehicle Code Section 21113

Solano County Code Sections 8.04 through 8.12

**ADOPTED:** May 7, 2008

**REVISED:** March 1, 2017

**REVIEWED:** June 2, 2010; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### AUDITOR

1085

**POLICY:** The Board of Trustees shall employ an auditor or auditing firm to serve as College Auditor and to advise the Board. Such auditors shall conduct the annual audit of all College accounts in accordance with procedures prescribed in the Student Attendance Accounting Manual adopted by the Board of Governors of the California Community Colleges. The auditor shall be available for consultation with the Board or the College administration as needed. The auditor shall be employed after approval by the Board upon the recommendation of the Audit Subcommittee of the Board. The payment of fees for auditing services will be determined by the Board upon selection of the auditor or auditing firm.

### REFERENCES/

**AUTHORITIES:** Education Code Section 70902

**ADOPTED:** May 1, 2013

**REVISED:** March 1, 2017

**REVIEWED:** October 5, 2022

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **LEGAL COUNSEL**

**1090**

**POLICY:** The Board of Trustees shall employ an attorney or attorneys, as needed, to serve as Legal Counsel and to advise the Board. Such attorneys shall be available for regular and special meetings of the Board when requested and be available for consultation as needed. The Legal Counsel shall be employed after approval by the Board upon the recommendation of an Adhoc Subcommittee of the Board. The payment for services for Legal Counsel will be determined by the Board upon employment.

#### **REFERENCES/**

**AUTHORITIES:** Solano Community College District Governing Board

Education Code Section 70902

**ADOPTED:** May 1, 2013

**REVISED:**

**REVIEWED:** March 1, 2017; October 5, 2022

## SOLANO COMMUNITY COLLEGE DISTRICT

### POLITICAL ACTIVITY

1095

**POLICY:** Members of the Governing Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Governing Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

The Superintendent-President, as Secretary of the Board, shall not participate in endorsements or contributions to candidates and shall not use his/her name in connection with campaigns.

### REFERENCES/

**AUTHORITIES:** Education Code Sections 7054; 7054.1 7056

Government Code 8314

**ADOPTED:** May 1, 2013

**REVISED:** June 18, 2014; March 1, 2017

**REVIEWED:** October 5, 2022

## **DISTRIBUTION OF TICKETS OR PASSES**

**1096**

**POLICY:** From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District's mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

### **REFERENCES/**

**AUTHORITY:** Title 2, Section 18944.1

**ADOPTED:** November 19, 2014

**REVISED:**

**REVIEWED:** March 1, 2017; October 5, 2022

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION NO. 22/23-11 DESIGNATION AND  
DISPOSAL/DISPOSITION OF DISTRICT SURPLUS  
EQUIPMENT AND PROPERTY

**REQUESTED ACTION:**

☐ Information OR ☒ Approval  
☐ Consent OR ☒ Non-Consent

**SUMMARY:**

In compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of the attached Resolution No. 22/23-11 authorizing the disposal of an Epson Pro 3880 printer, (4) White lightning kits, (6) Light stand bags, (8) Tripod stands, Misc. parts for lights and (4) Tripod stands which are unsatisfactory for retention and not suitable for school use.

The resolution is attached for approval.

**STUDENT SUCCESS IMPACT:**

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

Ed. Code: Board Policy: 3320 Estimated Fiscal Impact: N/A  
CA Ed Code 70902 (b) (6) 81450-81460

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) 864-7154

**TELEPHONE NUMBER**

Susan Wheet  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

September 23, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

October 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF  
SURPLUS EQUIPMENT AND PROPERTY-EPSON 3880 PRINTER AND  
LIGHTING KITS, LIGHT STAND BAGS, LIGHT PARTS AND TRIPOD STANDS**

**RESOLUTION NO. 22/23-11**

**WHEREAS,** The California Education Code (Section(s) 81450-81460) outlines the process and restrictions for disposal of surplus items, and specifically provides that if the Governing Board of the Solano Community College District, by a unanimous vote of those members present, finds that the property, whether one or more items, is unsatisfactory and/or not suitable for school use, the property may be sold at public auction or otherwise disposed of in accordance with the provisions of E.C. Section 81450; and

**WHEREAS,** The Governing Board of the Solano Community College District has determined that the personal property, described as an Epson Pro 3880 printer, (4) White lightning kits, (6) Light stand bags, (8) Tripod stands, Misc. parts for lights, and (4) Tripod stands located at the District's SCC Campus in Fairfield is unsatisfactory for retention and no longer need for instructional use; now therefore be it

**RESOLVED,** The Director of Facilities, with the approval of the Superintendent-President, is authorized to donate or dispose of said property.

**APPROVED, PASSED AND ADOPTED** This 5th day of October 2022, by the Governing Board of Solano Community College District.

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SARAH CHAPMAN, Ph.D., BOARD PRESIDENT

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CELIA ESPOSITO-NOY, Ed.D., SECRETARY



## Solano Community College District Disposition, Transfer or Trade-In College Equipment

It is requested that the equipment inventory records for the listed equipment be adjusted as follows:

(Check only one)

*If you have items that fall into more than one category, please prepare a separate sheet for items in each category.*

- ☐ Returned to vendor (attach to yellow copy of approved form)      ☐ Transfer to (Location) Bldg. No. \_\_\_\_\_, Room No. \_\_\_\_\_
- ☐ Lost or stolen (attach copy of theft report form)
- ☐ To be sold as surplus
- ☒ To be destroyed or broken up for parts
- ☐ Trade-in or sale in lieu of trade-in list P.O. number and vendor

Comment: \_\_\_\_\_

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
T-3678	Epson Pro 3880 printer		
T-3834	" " "		
	White lightning/Lighting Kit (4)		
	" " " "		
	6 Light stand bags		
	8 tripod stands		
	Misc. parts for lights/snoops/barns		
	monopod		
	4 tripod stands		

Note: If the item is too destroyed or broken-up for parts it will be taken to the recycle area and will not require pickup by the warehouse, unless so noted on this sheet.

Action Performed by: Sidney Laws Date 9/13/2022

Division or Organizational Unit: Liberal Arts/Photography

Approved by: [Signature] Date 9-19-22  
Unit Manager or Division Dean

For District Facilities Office Use

For Surplus Items:

Board authorization to sell \_\_\_\_\_

Invoice/receipt number and date \_\_\_\_\_

Distribution: District Director of Facilities, Duplicate for your files, Fixed Asset Disposition and Trade-in



AGENDA ITEM 12.(d)  
MEETING DATE October 5, 2022

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

**TO: Members of the Governing Board**

**SUBJECT: CONSENT TO ASSIGNMENT CONTRACT AGREEMENT  
WITH SUNPOWER CORPORATION FOR ASSIGNMENT  
TO TOTALENERGIES DISTRIBUTED GENERATION  
USA, LLC**

**REQUESTED ACTION:**

☐ Information OR ☒ Approval  
☐ Consent OR ☒ Non-Consent

**SUMMARY:**

Board approval is requested for the Consent to Assignment Contract Agreement with SunPower Corporation for assignment to TotalEnergies Distributed Generation USA, LLC. This agreement is an amendment to the SCC SunPower energy service contract agreement that was approved at the November 7, 2012 SCC Governing Board meeting.

A copy of the agreement is attached.

**STUDENT SUCCESS IMPACT:**

- ☐ Help our students achieve their educational, professional and personal goals  
☐ Basic skills education  
☐ Workforce development and training  
☐ Transfer-level education  
☒ Other: Energy conservation and cost savings

*Government Code: 4217.10 Board Policy: 3020 Estimated Fiscal Impact: N/A*

**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**

September 23, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

October 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

SEP 15 2022



SOLANO COMMUNITY  
COLLEGE FIELD OFFICE

August 15, 2022  
Bundle No.: 1027

**VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
POSTAGE PREPAID**

Solano Community College District  
Attn: Yulian Ligioso, VP Finance & Administration  
4000 Suisan Valley Road  
Fairfield, CA 94534

Re: *Request for Consent to Assignment*

Reference is hereby made to the agreements set forth on Exhibit A (each such agreement, as amended, restated, supplemented or otherwise modified, and together with all statements of work, purchase orders, exhibits, schedules and addenda thereto, an “**Agreement**” and, collectively, the “**Agreements**”), by and between the applicable affiliate of SunPower Corporation (“**SunPower**”) that is party to such agreement (each a “**SPWR Affiliate**”) and Solano Community College District (“**Counterparty**”) or its applicable affiliate (each, a “**Counterparty Affiliate**”).

As previously announced, on February 6, 2022, SunPower’s subsidiary, SunPower Corporation, Systems (“**Systems**” and together with SunPower and the SPWR Affiliates, the “**SunPower Parties**”), entered into an equity purchase agreement (as may be amended, restated, supplemented or otherwise modified from time to time, the “**Purchase Agreement**”) with TotalEnergies Renewables USA, LLC (together with its other affiliates, “**TotalEnergies**”). Pursuant to the terms set forth in the Purchase Agreement, TotalEnergies acquired the SunPower Parties’ Commercial & Industrial Solutions business (the “**Business**”), including all assets and liabilities relating to the Business (subject to certain exceptions), on May 31, 2022 (the “**Sale Transaction**”).

To effectuate the Sale Transaction, Systems formed TotalEnergies Distributed Generation USA, LLC (“**TEDGUSA**”) as its wholly owned subsidiary. Upon the consummation of the Sale Transaction, TEDGUSA became a direct, wholly owned subsidiary of TotalEnergies. As a result of the Sale Transaction, the SunPower Parties will assign each Agreement set forth in Exhibit A to (and each such Agreement shall hereby be assigned without any further action required on the part of the SunPower Parties, the Counterparty or any other person, as set forth below) TEDGUSA (each, an “**Assignment**”), upon the occurrence of the following conditions, to the extent such condition is applicable to such Agreement: (1) receipt of Counterparty’s consent in accordance with such Agreement, and (2) TEDGUSA’s receipt of certain necessary licenses, qualifications or other credentials (collectively, the “**Credentials**”) required to perform the work and other services under such Agreement and the project(s) associated therewith (collectively, the “**CIS Services**”) in the U.S. jurisdiction where each such project is located (each, a “**CIS Project State**”). During this transition, the SunPower Parties and TotalEnergies will operate under a transition services agreement to ensure ongoing performance under each Agreement in compliance with its terms.

Pursuant to one or more of the Agreements, the applicable SPWR Affiliate(s) may be required to notify the Counterparty of, or obtain the Counterparty’s consent, in connection with one or more Assignments. On behalf of itself and each SPWR Affiliate, SunPower hereby notifies Counterparty of the planned occurrence of the

Assignments and requests that Counterparty, on behalf of itself and each Counterparty Affiliate, consent to, acknowledge and agree with each Assignment, effective automatically upon the later of (a) Counterparty's consent to the Assignment(s) and (b) to the extent applicable, TEDGUSA having procured all necessary Credentials in the applicable CIS Project State(s) (the foregoing, the "**Consent Matters**").

Counterparty, on behalf of itself and each Counterparty Affiliate, further (i) acknowledges and agrees that none of the Sale Transaction, or any Assignment will constitute a breach, default or event of default under the Agreements and waives any termination or other rights under the Agreements arising as a result of any Assignment, (ii) acknowledges and agrees that any requirements or obligations of the applicable SPWR Affiliate(s) arising under the Agreements as a result of the Sale Transaction, including any obligations to provide notice or obtain the Company's consent under the Agreements, have hereby been satisfied or waived, (iii) agrees with Counterparty's and each Counterparty Affiliate's release and waiver of all termination rights, notice requirements, or other procedural requirements that may arise under the terms of the Agreements as a result of the Sale Transaction and any Assignment and (iv) agrees that the Agreements will continue in full force and effect pursuant to their respective existing terms and conditions after the consummation of any Assignment. This letter agreement shall in no event be deemed an admission that consent is required under the Agreements or that any rights or obligations of Counterparty would be triggered by the Sale Transaction or the Assignments.

Upon the effective date of the Assignments, each Agreement identified on Exhibit A as an "Assigned Agreement" shall henceforth be read as if TEDGUSA is a party to such Agreement, and TEDGUSA shall thereafter have all of the applicable SPWR Affiliate's rights, title, interest and benefits thereunder and shall assume and be solely responsible for all of the duties, obligations, commitments and liabilities of such SPWR Affiliate.

Please confirm your consent to, acknowledgement and agreement with, each of the Consent Matters by having a copy of this letter agreement signed by one of Counterparty's authorized representatives in the space provided below and return an executed copy by email to Pamela.HenryMays@sunpowercorp.com and legalnoticetedgus@totalenergies.com, with the original to follow by mail to Benjamin Einhouse at 1414 Harbour Way S, Richmond, CA 94804. Electronic copies of this letter agreement and signatures thereon shall have the same force, effect and legal status as originals. If you have any questions, please call us at 408.514.4050 or email us at benjamin.einhouse@sunpowercorp.com.

*[Remainder of page intentionally left blank]*

Sincerely,

**SunPower Corporation**

Sincerely,

By:



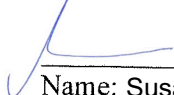
---

Name: William Groen  
Title: Director, Finance

By signing below, the undersigned hereby consents to, acknowledges and agrees with each of the Consent Matters, effective automatically if and when TEDGUSA has procured all necessary Credentials in the applicable CIS Project State.

Solano Community College District

By:



---

Name: Susan Wheet  
Title: VP of Finance & Administration  
Date: 09/22/2022

EXHIBIT A

AGREEMENTS

1. **Assigned Agreements.** The following Agreements (the “**Assigned Agreements**”) will be assigned by the specified SPWR Affiliate to TotalEnergies Distributed Generation USA, LLC, which is a wholly owned subsidiary of TotalEnergies Renewables USA, LLC:

<b>Agreement</b>	<b>Counterparty (or affiliate)</b>	<b>SPWR Affiliate</b>
2012-11-07 Agreement for Design, Installation and Commissioning of Solar/Photovoltaic Systems by and between Solano Community College District and SunPower Corporation, Systems (Solano CCD-Portfolio)	Solano Community College District	SunPower Corporation, Systems

Solano Community College  
Fiscal Services Office

SEP 12 2022

Received By:

ASW

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO NOLL & TAM ARCHITECTS  
FOR THE FAIRFIELD CAMPUS QUAD WATER  
CONSERVATION PROJECT**

**REQUESTED ACTION:**

☐ Information OR ☒ Approval  
☐ Consent OR ☒ Non-Consent

**SUMMARY:**

Board approval is requested for award of a professional services contract to Noll & Tam Architects for architectural and engineering services for the Fairfield Campus Quad Water Conservation Project. This project consists of a design update to the quad area South of the new Library Learning Center (LLRC) Project. The revised quad design will implement design strategies that will prioritize water conservation, sustainability, and minimal maintenance strategies.

*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: Modernization of existing instructional space.

*Ed. Code: Board Policy: Estimated Fiscal Impact: \$ 208,163 Measure Q Funds*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton  
Vice President, Facilities & Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Lucky Lofton  
Vice President, Facilities & Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

September 23, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Dr. Celia Esposito-Noy**  
Superintendent-President

October 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO NOLL & TAM ARCHITECTS  
FOR THE FAIRFIELD CAMPUS QUAD WATER  
CONSERVATION PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The Consultant's scope of work includes all architectural and engineering services needed for the completion of the Design Documents, Construction Administration, DSA (Division of the State Architect) Certification, and Project Closeout.

A proposal was requested from Noll & Tam Architects based upon their successful completion of the LLRC project, general understanding of the District's Design and Construction Standards, and familiarity with the Fairfield Campus. Noll & Tam Architects is part of the District's approved Architect Pool, which was Board-approved at the April 17, 2019 Board Meeting.

Noll & Tam Architects is recommended for award of this contract for the Quad Water Conservation Project. The Board is asked to approve a professional services contract to Noll & Tam Architects in the amount not to exceed \$208,163.00

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

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO GEOCON CONSULTANTS, INC.  
FOR THE VALLEJO CAMPUS AUTOTECH SECURITY  
ENHANCEMENT PROJECT**

**REQUESTED ACTION:**

☐ Information OR ☒ Approval  
☐ Consent OR ☒ Non-Consent

**SUMMARY:**

Board approval is requested for award of a professional services contract to Geocon Consultants, Inc. for Material Testing and Special Inspection Services for the Vallejo Campus Autotech Security Enhancement Project. The scope of work for this contract includes providing onsite inspections of all construction including but not limited to footing excavations, concrete, masonry, and steel inspections.

*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: Modernization of existing instructional space.

Ed. Code:	Board Policy:	Estimated Fiscal Impact: \$ 49,620 Measure Q Funds
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**SUPERINTENDENT'S RECOMMENDATION:** ☒ **APPROVAL** ☐ **DISAPPROVAL**  
☐ **NOT REQUIRED** ☐ **TABLE**

Lucky Lofton  
Vice President, Facilities & Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Lucky Lofton  
Vice President, Facilities & Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

September 23, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Dr. Celia Esposito-Noy**  
Superintendent-President

October 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO GEOCON CONSULTANTS, INC.  
FOR THE VALLEJO CAMPUS AUTOTECH SECURITY  
ENHANCEMENT PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Geocon Consultants, Inc. is part of the District's approved Material Testing and Special Inspections Services Pool, which was Board-approved at the June 5, 2019 Board Meeting.

A proposal was requested from Geocon Consultants, Inc. The proposal was reviewed and is appropriate for the scope of work requested. The Board is asked to approve a professional services contract with Geocon Consultants, Inc. in the amount not to exceed \$49,620.

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

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

**TO: Members of the Governing Board**

**SUBJECT: RENEWAL OF CLINICAL EXPERIENCE AGREEMENT  
BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT  
AND UNIVERSITY RETIREMENT COMMUNITY AT  
DAVIS**

**REQUESTED ACTION:**

☐ Information OR ☒ Approval  
☐ Consent OR ☒ Non-Consent

**SUMMARY:**

A renewal of the agreement between Solano Community College District and University Retirement Community at Davis is presented for Governing Board approval. This agreement provides a skilled nursing care facility for SCC's Associate Degree in Nursing students to obtain supervised clinical experience. This 2-year agreement shall be in effect as of October 7, 2022 and may be renewed for subsequent 1-year terms.

**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: CCR 1427 Board Policy: 3520 Estimated Fiscal Impact: None*

**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**

September 19, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

October 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## CLINICAL EXPERIENCE AGREEMENT

This Renewal Agreement is between **University Retirement Community at Davis, Inc.** (hereinafter known as *HEALTH CENTER*) located at **1515 Shasta Drive, Davis, California 95616** and **Solano Community College** (hereinafter known as *SCHOOL*) and located at **4000 Suisun Valley Road, Fairfield, California 94534-3197** and is effective as of October 7, 2022.

### RECITALS

- A. *HEALTH CENTER* owns and operates an assisted living and skilled nursing care facility (hereinafter referred to as "Facility").
- B. *SCHOOL* owns and operates an **Associate Degree Nursing Program (ADN)** which is accredited by the **California Board of Registered Nursing**. *SCHOOL* desires its students to obtain practical experience at *HEALTH CENTER*'s Facility through participation in a clinical program for its **Registered Nursing** students ("Program").
- C. It is to the mutual benefit of the parties to this Agreement that the students of *SCHOOL*'s *Program* use such Facility for their clinical experience.

Now, therefore, the parties agree as follows:

### 1. GENERAL INFORMATION

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

## 2. SCHOOL'S RESPONSIBILITIES

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

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

### **3. HEALTH CENTER'S RESPONSIBILITIES**

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

includes space for clinical conferences and access to *HEALTH CENTER's* Medical Library.

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

#### **4. AFFIRMATIVE ACTION AND NON-DISCRIMINATION**

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

#### **5. STATUS OF SCHOOL AND HEALTH CENTER**

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

## **6. INDEMNIFICATION**

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

## **7. INSURANCE**

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

## 8. TERM AND TERMINATION

- A. Term. This Agreement shall be effective as of the date first written above, and shall remain in effect for two (2) years thereafter.
- B. Renewal. This Agreement may be renewed for subsequent one (1) year terms, by either party giving the other at least 30 days prior written notice of their desire to renew, and the other party's agreeing to such a renewal prior to the expiration of the then current term of the Agreement.
- C. Termination.
  - 1) Mutual Agreement. This Agreement may be terminated at any time upon the written concurrence of the parties.
  - 2) Without Cause. This Agreement may be terminated without cause with 30 days prior written notice by either party. Such termination shall not take effect, however, with regard to students already enrolled until such time as those students have completed their training for the school semester during which such termination notice is given.

## 9. GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties. Notwithstanding the foregoing, should any provision of this Agreement be in conflict with a governing State or federal law, it shall be deemed amended accordingly.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this Section shall be null and void.
- C. Attorney's Fees. In the event that any action, including arbitration, is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonable attorney's fees, in addition to such other relief as the court or arbitrator may deem appropriate.
- D. Captions. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall



not be used for the interpretation or determination of validity of this Agreement or any provision hereof.

- E. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- F. Entire Agreement. This Agreement, including all Attachments, is the entire Agreement between the parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- G. Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.
- H. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
- I. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

1. Notice to the *HEALTH CENTER*:

Maria Burton  
Healthcare Administrator  
University Retirement Community at Davis, Inc.  
1515 Shasta Drive  
Davis, CA 95616

Telephone: (530) 747-7008  
mfburton@retirement.org

## 2. Notice to the *SCHOOL*

Sheila Hudson, Ed.D., Dean  
School of Health Sciences  
Solano Community College  
4000 Suisun Valley Road, Room 805A  
Fairfield, CA 94534

Telephone: (707)864-7108  
FAX: (707) 646-2062  
sheila.hudson@solano.edu

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

**10. EXECUTION**

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

**HEALTH CENTER**

**University Retirement Community at  
Davis, Inc.**

By: Maria Burton  
Maria Burton

Title: Healthcare Administrator  
Administrator

Date: 9/9/22

**SCHOOL**

**Solano Community College**

By: \_\_\_\_\_  
Celia Esposito-Noy, Ed.D.

Title: \_\_\_\_\_  
Superintendent/President

Date: \_\_\_\_\_

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

**TO: Members of the Governing Board**

**SUBJECT: BOARD STUDY SESSION – CHOOSING SOLANO  
COLLEGE: LATINX/A/O ENROLLMENT AND  
PERCEPTIONS**

**REQUESTED ACTION:**

☒ **Information**    **OR**    ☐ **Approval**  
☐ **Consent**        **OR**        ☐ **Non-Consent**

**SUMMARY:**

An update on Latinx/a/o Enrollment and Perceptions will be presented.

**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>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
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<b>SUPERINTENDENT'S RECOMMENDATION:</b>	<input type="checkbox"/> <b>APPROVAL</b>	<input type="checkbox"/> <b>DISAPPROVAL</b>
	<input checked="" type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>TABLE</b>

\_\_\_\_\_  
Marcela G. Cuellar, Ph.D.

**PRESENTER'S NAME**

\_\_\_\_\_  
4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

\_\_\_\_\_  
707 864-7000

**TELEPHONE NUMBER**

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

\_\_\_\_\_  
**VICE PRESIDENT APPROVAL**

\_\_\_\_\_  
September 27, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

\_\_\_\_\_  
October 5, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

# Choosing Solano College: Latinx/a/o Enrollment and Perceptions

**Marcela G. Cuellar, PhD**  
**Sherrie Reed, PhD**  
**Michal Kurlaender, EdD**  
**Mayra Nuñez Martinez, Graduate Student**

**10/05/2022**

# Presentation Overview

- Background Context and Study Purpose
- Highlights on Latinx/a/o Community College Enrollment Patterns in Solano County
- Highlights from High School Survey
- Insights from Student Interviews
- Recommendations
- Questions

# Background and Purpose

- Community colleges are a critical site of postsecondary access among Latinx/a/o students
- Declines in CA community college enrollment during COVID-19 raise concerns for disproportionately impacted groups, including Latinx/a/o students (NSC, 2021)
- Understanding how prospective Latinx/a/o students are making decisions about community college enrollment can enhance outreach and recruitment efforts



**UC DAVIS**  
**Wheelhouse**  
The Center for Community College  
Leadership and Research

# How Latinx/a/o Students Choose Which Community College to Attend

- Controlling for SES, degree intent, and school quality, Latinx/a/o students are more likely to choose community college (Kurlaender, 2006)
- Personal and family reasons, including proximity to home and work (Nuñez et al., 2011; Somers et al., 2006)
- Opinions of peers, as well as current and past students (Myer, 2019; Somers et al., 2006)
- Program offerings, transferability of courses, ease of enrollment, website information and staff responsiveness (Myer, 2019; Somers et al., 2006)





# Multi-Pronged Study at Solano College

## Latinx/a/o College Enrollment Patterns in Solano County

Graduating  
High School Cohorts  
2017, 2018, 2019

## Latinx/a/o Students' Perceptions of Solano College

Survey  
High School Seniors & Adults  
Planning to Attend CC  
Fall 2022

Interview  
Current Students who Chose  
to Attend Solano or Other  
Community Colleges

# Limitations

- 3 “pre-COVID” cohorts of high school graduates for the student-level administrative data on college going patterns
- Small sample size for the survey
- Survey respondents may not represent the full spectrum of students who attend Solano Community College
  - Primarily high school seniors
  - Lack of information on underserved populations, e.g. undocumented students, student parents, foster youth
- Interview participants largely female and from Fairfield, which may provide different perspectives from participants from other regions in the county; interviews are also retrospective

# Solano County Latinx/a/o College Enrollment Patterns

## 2017, 2018, 2019 High School Graduates

The data used in this analysis was provided through a research partnership agreement between the University of California, Davis (Michal Kurlaender, PI) and the California Department of Education.

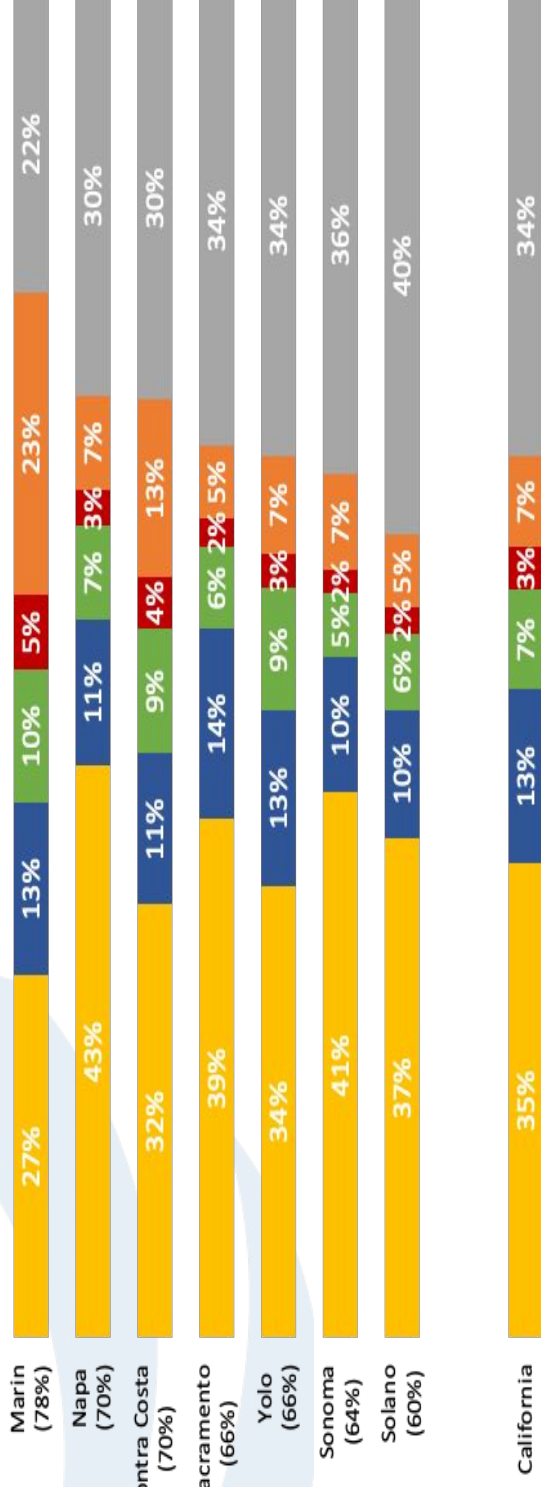
# Data Sources and Sample

- CA public high school graduates 2017, 2018, & 2019
  - Participated in 11th grade standardized assessment year prior to graduation
  - Enrolled in college within 12 months of graduation (2 semesters/3 quarters)
- California Department of Education
  - Student-level data on high school of graduation and student demographic characteristics (gender, race, socioeconomic disadvantaged status & EL status)
- National Student Clearinghouse
  - Student-term-level college enrollment information (college and term of attendance, private vs. public, in-state vs. out-of-state)



# College Enrollment Rates

## California Public High School Graduates by County



2017, 2018, 2019 Cohorts

■ CCC ■ CSU ■ UC ■ Private In-State / Out-of-State ■ No College

Source: Figure produced by the California Education Lab using data provided through a research partnership agreement between the University of California, Davis (Michal Kurlaender, PI) and the California Department of Education.

# College Enrollment Rates for Racial/Ethnic Subgroups

## Statewide

## Solano County



## 2017, 2018, 2019 Cohorts

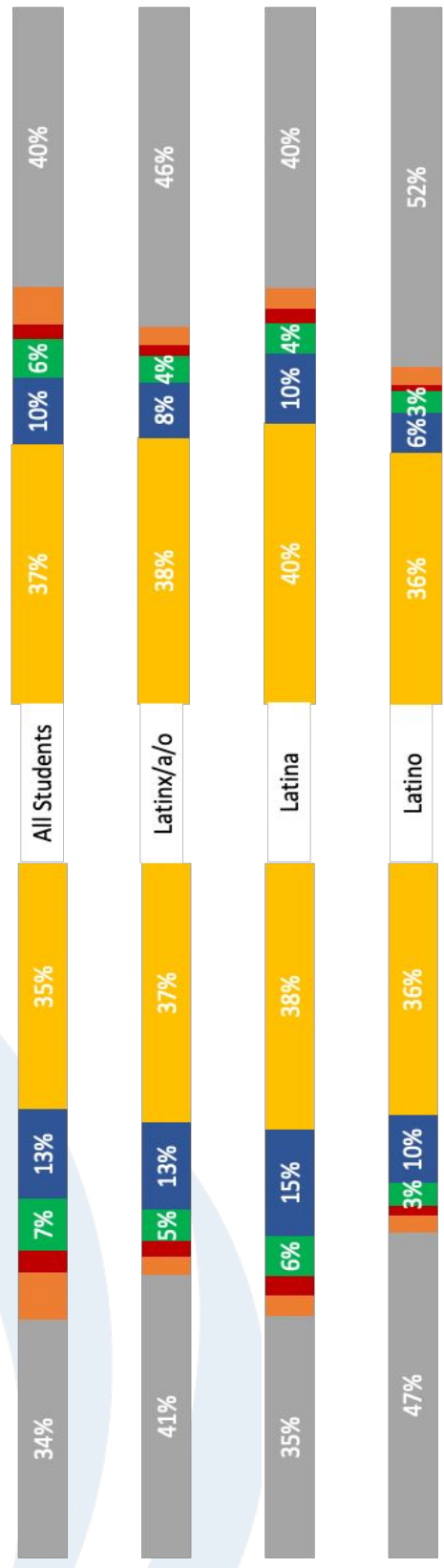
■ CCC 
 ■ CSU 
 ■ UC 
 ■ Private In-State 
 ■ Out-of-State 
 ■ No College

Source: Figure produced by the California Education Lab using data provided through a research partnership agreement between the University of California, Davis (Michal Kurlaender, PI) and the California Department of Education.

# College Enrollment Rates for Latinx/a/o Graduates by Gender

## Statewide

## Solano County

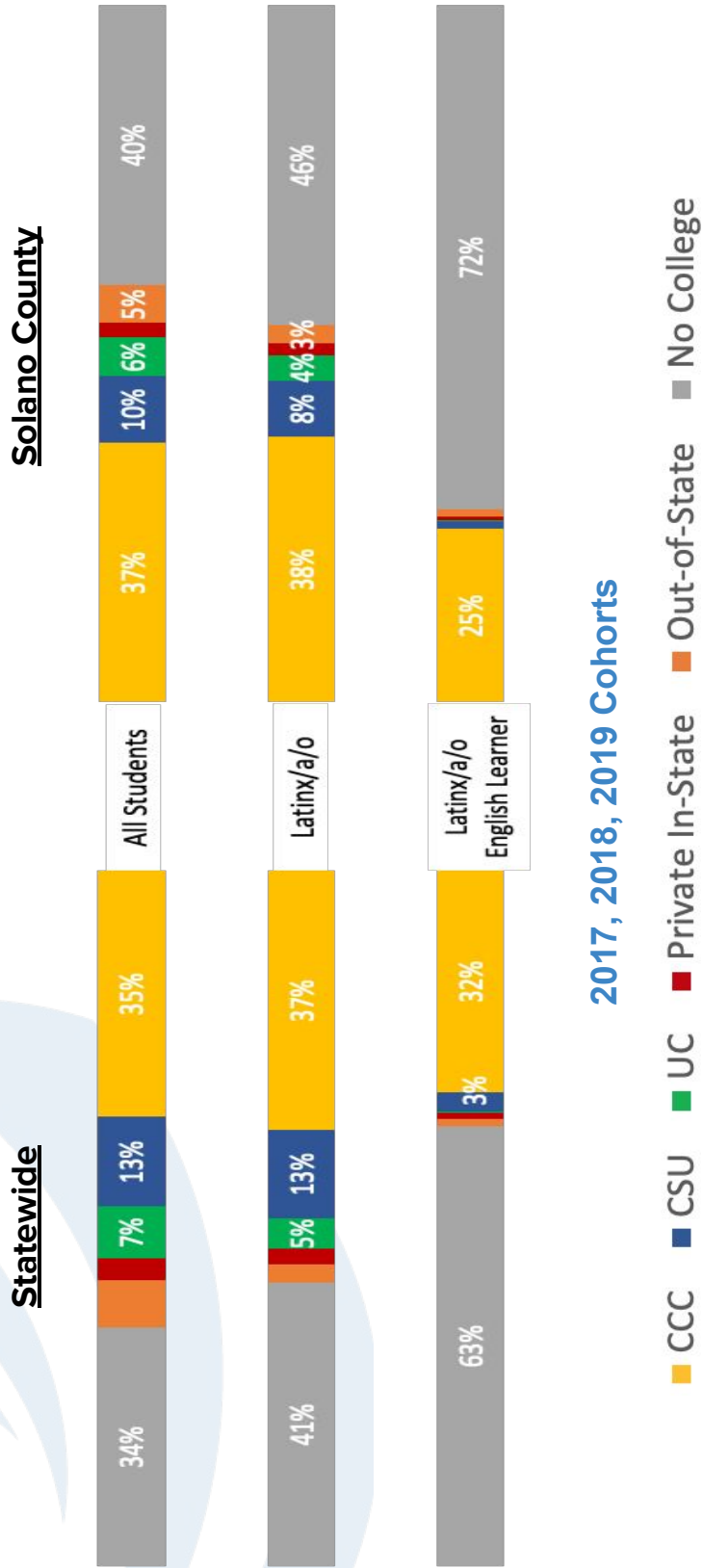


## 2017, 2018, 2019 Cohorts



Source: Figure produced by the California Education Lab using data provided through a research partnership agreement between the University of California, Davis (Michal Kurlaender, PI) and the California Department of Education.

# College Enrollment Rates for Latinx/a/o Graduates who are English Learners

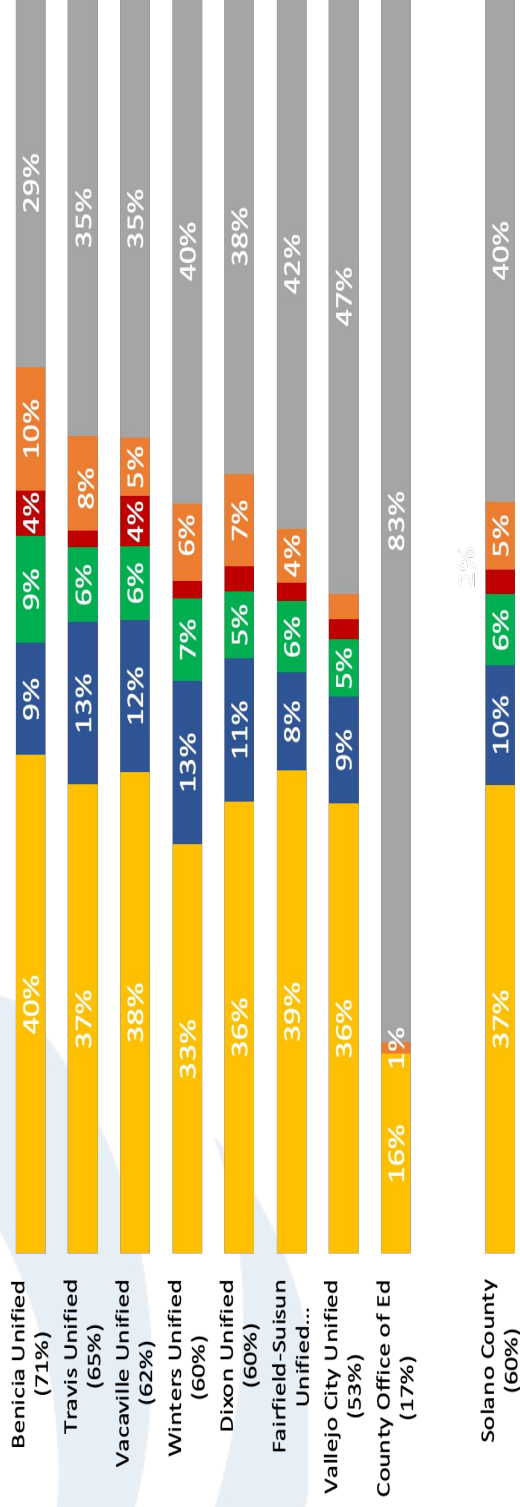


Source: Figure produced by the California Education Lab using data provided through a research partnership agreement between the University of California, Davis (Michal Kurlaender, PI) and the California Department of Education.



# College Enrollment Rates

## Solano County Students by District



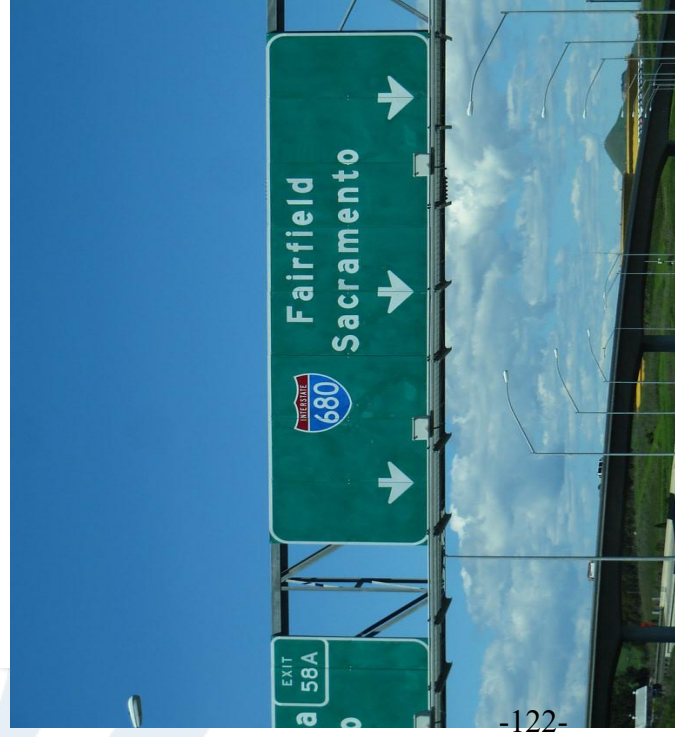
2017, 2018, 2019 Cohorts

■ CCC ■ CSU ■ UC ■ Private In-State / Out-of-State ■ No College

Source: Figure produced by the California Education Lab using data provided through a research partnership agreement between the University of California, Davis (Michal Kurlaender, PI) and the California Department of Education.

# Distance Traveled to Community College by Solano County High School Graduates

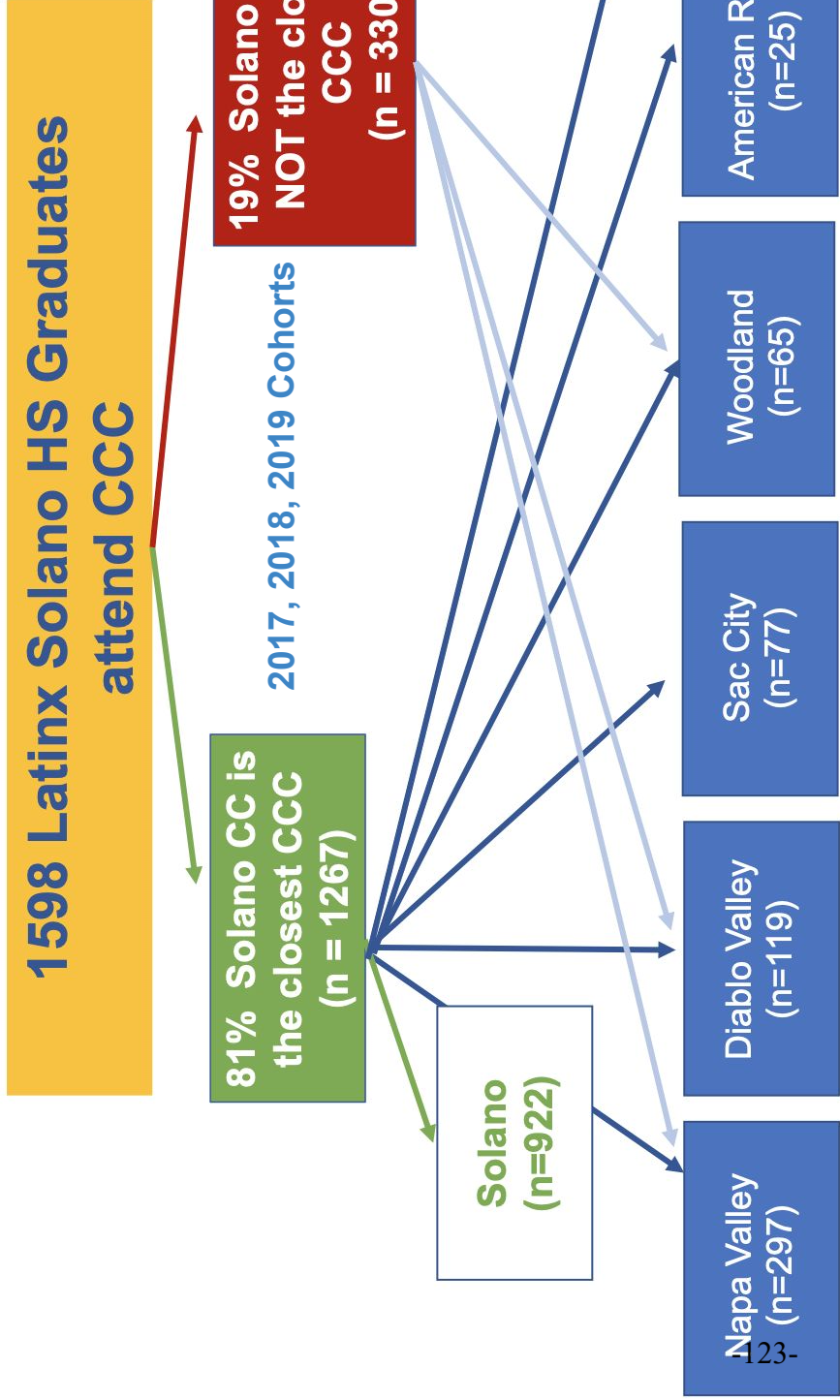
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Solano County high school graduates who enroll in community college the year following graduation:

- commute an average of 18 miles to college
- 50% of students commute between 8 - 13 miles
- 12% travel more than 50 miles
- 5% attend community colleges more than 100 miles away

**2017, 2018, 2019 Cohorts**



Source: Figure produced by the California Education Lab using data provided through a research partnership agreement between the University of California, Davis (Michal Kurlaender, PI) and the California Department of Education.

# Survey Findings: Prospective Latinx/a/o Student Views

# Online Survey Administration

- Administered April - May 2022
- Emailed college outreach programs in Solano County & Winters
- Targeted high school seniors and adult learners interested in community college in fall 2022
  - Self-identified as Latinx/a/o
  - Resided in Solano County or Winters
- Survey questions:
  - Solano College perceptions
  - Preferred communication and sources of information
  - Influential factors in choice



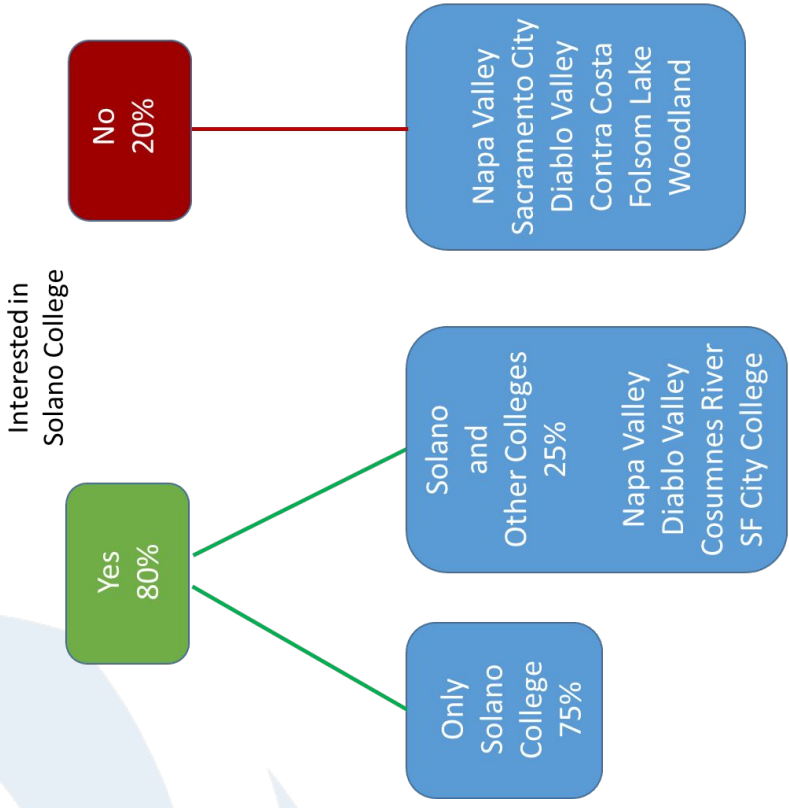
# Sample Demographics

Respondents = 40

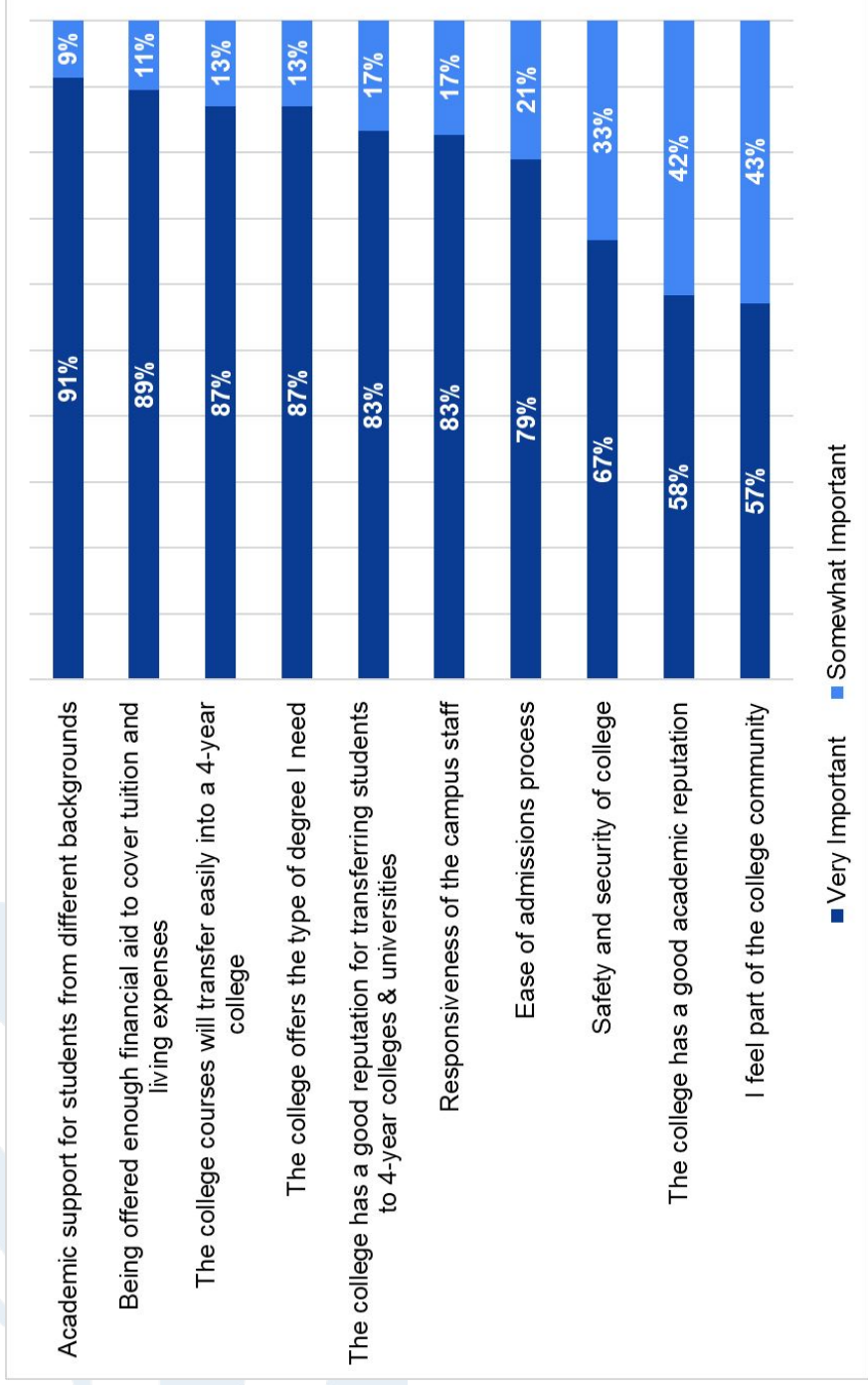
- Representation from Fairfield, Suisun City, Vallejo, Vacaville, and Winters
- 85% Mexican-American
- 70% of respondents intended to transfer to a four-year university

Background Characteristic	%
Age	
<18	60.0
18-19	35.0
25-29	5.0
Gender	
Female	76.2
Male	19.1
Transgender male	4.8
English as a primary language	
Yes	65.0
No	35.0
Household income	
Less than \$35K	45.0
\$35K to <\$75K	35.0
\$75K to <\$150K	10.0
\$150K to <\$500K	10.0
Parental education	
Less than high school	50.0
High school degree	15.0
Some college	15.0
College Degree	15.0
Not applicable	5.0

# Community Colleges that Students Considered for Fall 2022

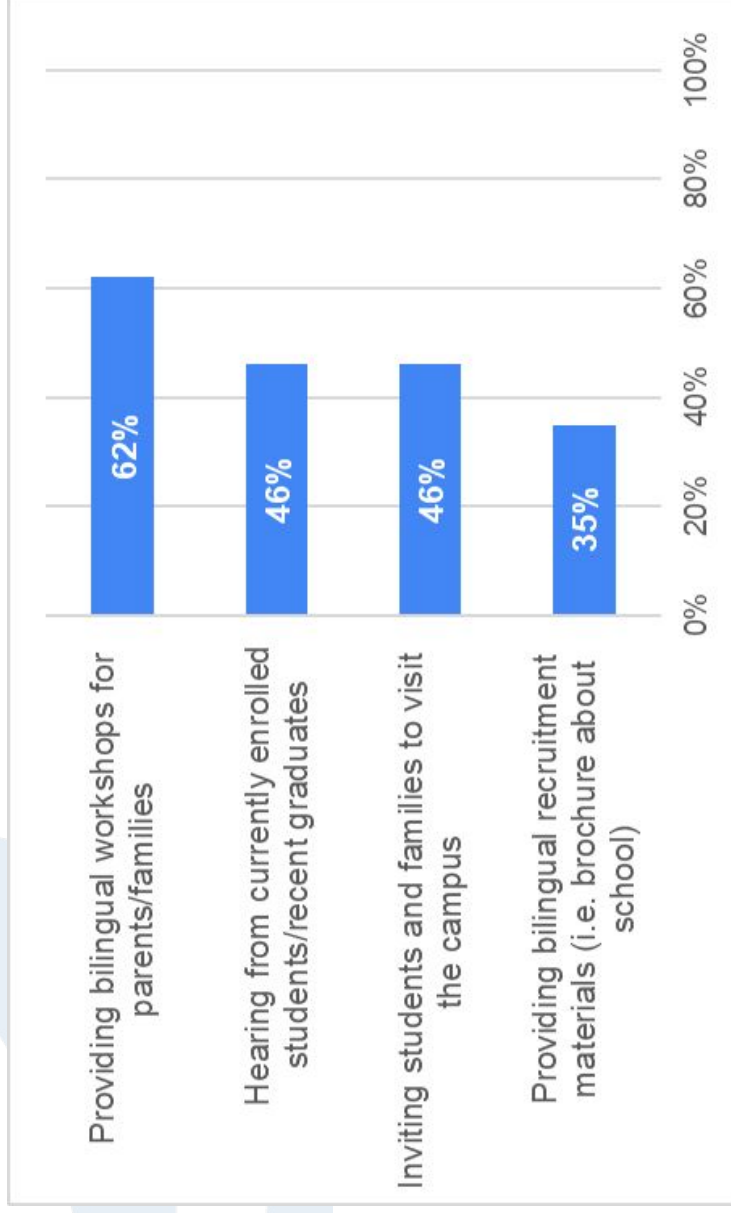


# Top 10 Most Important Factors for College Choice





# Student Recommendations for Enhancing Latinx/a/o Outreach



# Interview Findings: Current Students' Insights

# Recruitment and Sample

Outreach to key program personnel in local community colleges (e.g. Puente, EOPS, TRiO, HSI initiatives) and public postings in libraries and businesses

19 students\*

College	Solano = 9, other CC = 10
Gender	Females = 17, Males = 2
Age range	17-28 years old
First-generation	Yes = 17, No = 2
Cities	Dixon = 2, Fairfield = 8, Vacaville = 3, Vallejo = 4, Winters = 1, Woodland = 1

# Key Themes from Student Interviews

- Some high school outreach, little elsewhere
- Strong influence of personal connections
  - Word of mouth thru friends and families
  - Interactions with key college personnel and programs
- Few campus visits, strong website reliance

# Some High School Outreach, Little Elsewhere

“In high school is when I learned, you know, all these different community colleges. Before that I had no idea.” - [Kayla Dixon](#), 20, other college

“You had to apply to either Solano or Napa. So, like, Solano and Napa college representatives would come and help you out with your application and well they've always said, like if you don't know what to do, go to Solano or Napa, and they would show us like the courses in the program they have and we would like explore their websites as well. So, well, all I know is basically that just it's a community college.” - [Ana Vallejo](#), 17, other college

# Strong Influence of Personal Connections

## Word of Mouth thru Friends and Families

“Well I kind of thought Solano or [other college]. But, since my brother was at [other college], he knew a couple programs that were there. It kind of set me up to kind of have an idea of where to go to find help or like what teachers to take, and then that gave me the opportunity to also share with my friends about stuff like that. They actually ended up going to [other college] with me.”

- Nancy, Fairfield, 19, other college

“I feel a lot of people in my area knew about community college, because it was just like it was just down the road. A couple of family members they've gone to Solano Community College... They mentioned it a lot like in high school, too. Like everyone here knows about Solano Community College.”

- Francisco, Fairfield, 20, Solano

# Strong Influence of Personal Connections

## Interactions with Key College Personnel and Programs

“I went [to Solano] and I asked some questions, but I was like oh, maybe I wasn't very good asking questions that I didn't get my answer, clear clear answers, maybe I wasn't that good asking questions. I was like, 'ok, so maybe I need to figure out somewhere else.' But yeah that's I think that influenced me a lot, making the decision where to go, because then, I met [Alex at other college], he was like ok. Since I was like, 'I don't know how to. I don't even how to say, that I didn't know how to even register or how to apply.' He just sat with me and started explaining...I didn't hear bad things about Solano at all because I heard people that went to Solano, 'like oh yeah, I go to school and you know I'm doing my classes, I'm doing well.' But I think that was the experience that I had first, like I don't think I'm gonna survive here.”

- Denise, Fairfield, 22, other college

“I would say, Rebecca, I feel like she's even the one that mentioned this interview. I feel like I really appreciate what she does, because I feel like she gives out like a lot of reminders like, hey end of the year, like month, event, or join this meeting.” - Stephanie, Dixon, 19, Solano

# Few Campus Visits, Strong Website Reliance

“When my boyfriend first told me about [it], I got curious. I looked up the website. And then, when I was you know more thinking about it more seriously, I really looked at the website, like really looked at everything they offered, like major-wise, and certificates and stuff to see if they had what I was already studying. Because I didn’t want to change my major.” - [Angela, Vacaville, 24, Solano](#)

“I actually didn’t hear anything about Solano. I didn’t even know Solano had a community, like I knew there was a college here. At least we would always drive by the campus. I didn’t know that it was a community college. And as I started researching more into the school, it seemed like a great fit because they pride themselves in diversity. I remember, like on their website, they have, like their land agreement website with the Native tribes here. So that was also a big plus for me to know that the school has at least the idea of representation in mind.” - [Joaquin, Fairfield, 25, Solano](#)



# Recommendations from Students

- Reach out to students more consistently - community college may be the only source of information
- Advertise Solano College programs and resources more prominently
  - Various educational pathways and connections to local labor market
  - Specific programs that can support Latinx/a/o students – Puente, EOPS, undocumented student services
  - Unique campus resources – Cadaver lab, community college baccalaureate, mental health resources
  - Student demographics allowing Latinx/a/o students see themselves represented on campus
  - Messaging that students can work and go to school

# Recommendations from Students

- Engage the broader community
  - Pop-ups in high-traffic locations (farmer's markets, libraries)
  - College fair on campus open to the public
    - Target adults
    - Integrate student panels to share experiences and resources
  - Campus events (e.g. transfer fair) publicized to the community

# Collective Recommendations

# Recommendations for Connecting with Latinx/a/o Students and Families

- Recruit students who would not otherwise go to college
  - Substantial population of Latinx/a/o students who are not currently enrolling in college after high school
  - Focus on males and English Learners
  - Consider other underserved groups (undocumented students, student parents, foster youth)
- Build partnerships with local schools and the broader community to connect students to college experiences
  - Dual enrollment
  - TRIO
  - Identify community leaders
  - Build connections with teachers/counselors
- Develop and maintain a presence in Latino community in Solano County
  - Connect with families through workshops and invitations to campus
  - Sponsor or be present at local Latino events (e.g. Hispanic Day at local fairs) and organizations

# Recommendations for Outreach and Communications

- Enhance website
  - Clearly communicate options for course offerings
  - Convey sense of community in materials and outreach
  - Detail academic and social resources for Latinx/a/o students
- Reach out consistently and intentionally to high schools within 20-mile radius
  - More opportunities for growth in some districts
  - Pockets of opportunity (e.g. Dixon)
- Innovate outreach materials
  - Create infographics
  - Hire students to consult on useful information

# Recommendations for Institutional Capacity Building

- Build on momentum with other institutional initiatives on campus (e.g. Social Justice and Ethnic Studies)
- Explore HSI as a resource to enhance capacities to serve Latinx/a/o community
  - Establish a HSI Task Force – include internal (staff, faculty, students) and external (alumni, community leaders) stakeholders to guide possible initiatives
  - Inform the campus and community about the designation and its opportunities
  - Apply for HSI Title V funding to support outreach and recruitment efforts and hire staff to support efforts (e.g. bilingual individuals and outreach specialists)

# Acknowledgements

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# Questions or Suggestions?

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