

**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>
Neha Kalia	Payroll Assistant	12/01/2022
Luis Miraflor	Non-Sworn Public Safety Officer-Vallejo	12/01/2022
Morgan Wert	Physical Sciences Lab Technician	11/07/2022 (Rescinded)

**Adjunct Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Kyle Stafford	Adjunct Instructor - Athletics (not to exceed 67%)	10/24/22 – 12/16/22
Rachel Braye	Adjunct Instructor - Biotechnology (not to exceed 67%)	01/12/23 – 05/25/23
Karen Leung	Adjunct Instructor - Biotechnology (not to exceed 67%)	12/01/22 – 05/25/23
Eugene Rachal	Adjunct Instructor - Biotechnology (not to exceed 67%)	01/12/23 – 05/25/23
Tristan Eifler	Adjunct Instructor - Biotechnology (not to exceed 67%)	01/12/23 – 05/25/23
Nadia Biglari	Adjunct Instructor - Chemistry (not to exceed 67%)	01/12/23 – 05/25/23

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**Salvatore Abbate**  
Human Resources

November 4, 2022

**Date Submitted**

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

November 16, 2022

**Date Approved**

**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>
Jared Awender	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Jacob Barker	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Jason Barker	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$77.41/hr.
Robert Bartoli	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$90.57/hr.
Cheyne Baumgart	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Noah Briceno	Athletic Trainer	General	11/17/22 – 05/23/23	\$18.50/hr.
Steve Bristow	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$80.52/hr.
Brian Buathier	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Ashley Burruss	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$66.14/hr.
Jesse Campbell	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Jaron Carolina	Non-Sworn Public Safety Officer	General	12/01/22 - 06/30/23	\$26.00/hr.
Kyle Dobler	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Chase Dombrowski	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Andrew Fink	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Christopher Fleshman	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$66.18/hr.
Jessica Fleshman	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$71.58/hr.
Zachary Glankler	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Katherine Hamera	Science Laboratory Technician	General	11/17/22 - 12/15/22	\$20.17/hr.
Jarrold Infante	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$66.18/hr.
Ricardo Irizarry	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
John Jansen	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$97.95/hr.
Allyn Kemp	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.

**Short-Term/Temporary/Substitute (continued)**

<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>
Drew Kostal	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$74.44/hr.
Matthew Lage	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$80.52/hr.
Brad Lopez	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$90.57/hr.
Gary Mahlberg	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$77.41/hr.
Jesus Marques-Gomez	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Dean Martin	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Jorge Merodio	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
John Miller	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
John Muraoka	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Jerry D Pagala	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Larry Palmer	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$80.52/hr.
Kitsia Pelayo	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Melvin Self	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$71.58/hr.
Mindy Simpson	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$80.52/hr.
Sheila Smith	IMANI Instructor	Student Equity	11/28/22 – 11/28-22	\$500 (Lump Sum)
John Sturdee	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$80.52/hr.
Grant Tokiwa	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$66.18/hr.
Joseph Torres	Journey Level Assistant - Fire (revised)	General	12/01/22 - 06/30/23	\$26.00/hr.
Allie Will	Athletics - Assistant Coach Tennis	General	08/04/22 - 05/31/23	\$22.00/hr.
Eric Wilson	Adjunct Instructor – Fire Academy	General	12/01/22 - 06/30/23	\$66.18/hr.

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

**TO: Members of the Governing Board**

**SUBJECT: WARRANTS**

**REQUESTED ACTION:**

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

**SUMMARY:**

10/4/2022	Vendor Payments	11116343-11116415	\$474,619.74
10/4/2022	Vendor Payments	11116416-11116418	\$2,598.46
10/4/2022	Vendor Payments	11116419-11116422	\$38,575.45
10/4/2022	Vendor Payments	11116423-11116427	\$345,278.49
10/4/2022	Vendor Payments	11116428-11116432	\$180,451.68
10/11/2022	Vendor Payments	11116433-11116506	\$414,609.11
10/11/2022	Vendor Payments	11116507	\$4,475.00
10/11/2022	Vendor Payments	11116508	\$3,930.00

*CONTINUED ON NEXT PAGE:*

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: 70902 & 81656 Board Policy: 3240 Estimated Fiscal Impact: \$*

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

Susan Wheet  
Vice President, Finance and Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7209

**TELEPHONE NUMBER**

Susan Wheet, Finance and Administration

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO**

**SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 11.(c)  
MEETING July 20, 2022  
DATE

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

**TO: Members of the Governing Board**

**SUBJECT: WARRANTS**

**REQUESTED ACTION:**

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

**SUMMARY:**

10/11/2022	Vendor Payments	11116509-11116510	\$23,073.75
10/17/2022	Vendor Payments	11116511-11116584	\$848,585.95
10/17/2022	Vendor Payments	11116585-11116591	\$46,230.00
10/17/2022	Vendor Payments	11116592-11116593	\$3,728.41
10/17/2022	Vendor Payments	11116594-11116596	\$31,384.49
10/17/2022	Vendor Payments	11116597	\$67,260.00
10/25/2022	Vendor Payments	11116598-11116682	\$331,387.00
10/25/2022	Vendor Payments	11116683-11116685	\$525,888.21
10/25/2022	Vendor Payments	11116686	\$205,112.00
10/25/2022	Vendor Payments	11116687	\$62,056.75
	<b>Total Vendor Payments</b>		<b>\$3,609,244.49</b>
	<b>Total MM Payments</b>		<b>\$3,609,244.49</b>

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

**TO:** Members of the Governing Board

**SUBJECT:** NOTICE OF COMPLETION FOR CONSTRUCTION  
SERVICES FOR THE LIBRARY/LEARNING RESOURCE  
CENTER (LLRC) PROJECT

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Library/Learning Resource Center (LLRC) Project Notice of Completion. On October 16, 2019, the Board awarded BHM Construction, Inc. a contract for the Library/Learning Resource Center (LLRC) Project. The scope of work included construction of new library/learning resource center, demolition of old library building, and rehabilitation of surrounding landscape on the Fairfield campus.

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

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

**STUDENT SUCCESS IMPACT:**

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

Ed. Code:	NA	Board Policy:	NA	Estimated Fiscal Impact:	\$0
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<b>SUPERINTENDENT'S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

Lucky Lofton  
V. P., Facilities & Executive Bonds Manager

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

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Lucky Lofton  
V. P., Facilities & Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

When recorded mail to:

Lucky Lofton, V.P., Facilities & Executive Bonds Manager  
Solano Community College District  
4000 Suisun Valley Road  
Fairfield, CA 94534

## Notice of Completion

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

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

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

NAMES

ADDRESSES

- 
6. Work of new construction on the property hereinafter described was completed on: 11/16/2022
  7. The Project Name is: Library / Learning Resource Center (LLRC) Project
  8. DSA Number (if applicable): 02-116761
  9. The contractor for such work of modernization is: BHM Construction, Inc.
  10. The name of the contractor's Surety Co. is: Sander, Jacobs, Cassayre Insurance Services
  11. The date of contract between the contractor and the above owner is: October 16, 2019
  12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, CA 94534
  13. APN #: 0027-242-110
  14. The property on which said work of new construction was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Construction of new library/learning resource center, demolition of old library building, rehabilitation of surrounding landscape on the Fairfield campus.

\_\_\_\_\_  
Date

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

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## Verification

I, undersigned, say:

I am V.P., Finance and Administrative Services Susan Wheet  
("President," "Owner," "Manager," etc.)

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

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

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

AGENDA ITEM 13.(a)  
MEETING DATE November 16, 2022

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 22/23-16 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. 22/23-16 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**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



**RESOLUTION NO. 22/23-16**  
**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 **16th day of November** 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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

**REQUESTED ACTION:**

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

**SUMMARY:**

<u>Name</u>	<u>Assignment &amp; Years of Service</u>	<u>Effective</u>
Charles Eason	Statewide Director – Business and Enterprise 20 years, 6 months of service with SCC	12/31/2022 (Revised)

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code: 24205</i>	<i>Board Policy: 4400</i>	<i>Estimated Fiscal Impact: N/A</i>
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**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate  
Human Resources

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

**ADDRESS**

707-864-7263

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

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

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

**TO: Members of the Governing Board**

**SUBJECT: PUBLIC HEARING OF SOLANO COLLEGE CHAPTER  
CCA/CTA/NEA BARGAINING PROPOSAL TO THE  
DISTRICT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Pursuant the Government Code Section 3547 and for the purpose of public notice (“sunshining”), the Solano College Chapter CCA/CTA/NEA has submitted its bargaining proposal to the District to work with the District on the Solano College Faculty Association interests. This item is being presented for a public hearing.

The Solano College Faculty Association interests are attached.

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: 3547*

*Board Policy: 2010*

*Estimated Fiscal Impact: Unknown*

**SUPERINTENDENT’S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate  
Human Resources

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7281

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

Solano College Chapter CCA/CTA/NEA  
Solano College Faculty Association  
October 17, 2022

The Solano College Chapter CCA/CTA/NEA, Solano College Faculty Association, hereby submits the following initial proposal for the successor contract beginning July 1, 2023.

The Solano College Faculty Association has an interest in opening the following articles of the Collective Bargaining Contract.

- Article 19 - Workload
- Article 20 – Salaries

We have an interest to beginning bargaining before the end of the fall 2022 semester.

Karen Cook



SCFA Chief Negotiator

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

**TO: Members of the Governing Board**

**SUBJECT: PUBLIC HEARING OF SOLANO COMMUNITY  
COLLEGE DISTRICT BARGAINING PROPOSAL TO  
THE SOLANO COLLEGE CHAPTER CCA/CTA/NEA**

**REQUESTED ACTION:**

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

**SUMMARY:**

The Solano Community College District and the Solano College Chapter CCA/CTA/NEA are preparing to enter into negotiations for the successor contract beginning July 1, 2023.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: 3547 Board Policy: 2010 Estimated Fiscal Impact: Unknown*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate  
Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7281

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: PUBLIC HEARING OF SOLANO COMMUNITY  
COLLEGE DISTRICT BARGAINING PROPOSAL TO  
THE SOLANO COLLEGE CHAPTER CCA/CTA/NEA**

**REQUESTED ACTION:**

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

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

This item introduces the District's proposal to the Solano College Chapter CCA/CTA/NEA for the purpose of public notice ("sunshining") to work with the Solano College Faculty Association on the following interest.

The District's interest is the consideration of contract amendments that support academic excellence, fiscal stability, a positive work environment and a clear understanding of the roles and responsibilities of both faculty and management.

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

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 22/23-17 DESIGNATION AND  
DISPOSAL/DISPOSITION OF DISTRICT SURPLUS  
EQUIPMENT AND PROPERTY: DRYER AND FREEZER**

**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. 22/23-17 authorizing the disposal a dryer and freezer 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: 70902 (b)(6)81450-81460*

*Board Policy: 3320*

*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  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF  
SURPLUS EQUIPMENT AND PROPERTY - DRYER AND FREEZER**

**RESOLUTION NO. 22/23-17**

**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 twenty-four (24) student computer chairs and one (1) teacher's desk 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 16th day of November 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





☐ 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

[illegible]

Action Performed by: Steven Jones Date 10-20-22  
Division or Organizational Unit: Solano Community College  
Approved by: [Signature] Date 10/20/22  
Unit Manager or Division Dean

Invoice/receipt number and date

# SOLANO COMMUNITY COLLEGE DISTRICT

## Disposition, Transfer or Trade-In of College Equipment

It is requested that the equipment inventory records for the listed equipment be adjusted as follows:  
(check only one reason)

- ☐ Returned to vendor (attach to yellow copy of approved form)  
☐ 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

freezes food only.

Transfer to (location) \_\_\_\_\_

Bldg No. \_\_\_\_\_ Room No. \_\_\_\_\_

Comment \_\_\_\_\_

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
23756	GE Mini Fridge		

Action Performed by Sabrina Drake Date 10/19/22

Division or Organizational Unit Early Learning Center

Approved by [Signature]  
Unit Manager or Division Dean

Distribution :

Original to District Director of Facilities  
Duplicate for your files

For District Facilities Office Use

For Surplus Items:

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

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

Fixed Asset - 02  
8.00

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT CHANGE ORDER #22 TO BHM  
CONSTRUCTION, INC. FOR THE FAIRFIELD  
LIBRARY/LEARNING RESOURCE CENTER PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for Change Order #22 to the contract with BHM Construction, Inc. (BHM), the general contractor for the Fairfield Library/Learning Resource Center (LLRC) Project. On October 16, 2019 the Board approved a contract with BHM for the Fairfield LLRC Project.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: Board Policy: Estimated Fiscal Impact: \$155,837 State/Measure Q - \$25,841 CARES Act*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton  
V.P., Facilities & Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Lucky Lofton  
V.P., Facilities & Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT CHANGE ORDER #22 TO BHM  
CONSTRUCTION, INC. FOR THE FAIRFIELD  
LIBRARY/LEARNING RESOURCE CENTER PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

During the process of construction, RFI (Request for Information)/submittal review and project inspection, the following issues/changes were noted/required:

- Additional material and labor to properly frame and drywall due to unforeseen tolerance stacking.
- Unforeseen subgrade conditions at fire lane requiring additional excavation and fill.
- Code required tamper and flow monitoring for fire pump/alarm system.
- Additional labor to fit revised storefront system due to differing field conditions.
- Add required door operator power not detailed in drawings.
- Additional unforeseen demolition required in old library for abatement.
- Owner requested sod at temporary construction access road.
- Subcontractor escalation due to COVID related project delays.
- Credit for courtyard landscaping and added cost for mulch at owner's request.
- Code required panic hardware not originally detailed in drawings.
- Code required added roof drain extension.
- Replacement of incorrectly specified sink faucets.
- Credit for work to be procured by district.
- 86 (eighty-six) calendar day time extension for punch list (no-cost to owner).

BHM Construction, Inc.'s Change Order Request includes all costs of both time and materials of the aforementioned changes.

Following is a summary of the Contract:

\$30,279,100.00	Original Contract Amount
\$3,023,245.02	Previously Approved Change Orders (21)
<u>\$181,678.00</u>	Proposed Change Order #22
\$33,484,023.02	NEW Contract Amount, Including Change Order #21

The Board is asked to approve this Change Order #22 to BHM Construction, Inc. in the amount of \$181,678.00 and an additional 86 calendar days resulting in a new contract amount of \$33,484,023.02 and new final completion date of 11/16/2022.

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



# Change Order

## Solano Community College District

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

Change Order # 22  
Project Number: 19-009  
Date: 16-Nov-22

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

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

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

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

## The Contract is Changed as Follows:

<u>PCO No.</u>	
205.1	Additional material and labor to properly frame and drywall due to unforeseen tolerance stacking.
	\$45,000.00
206	Unforeseen subgrade conditions at fire lane requiring additional excavation and fill
	\$15,428.00
207	Code required tamper and flow monitoring for fire pump/alarm system
	\$5,376.00
209	Additional labor to fit revised storefront system due to differing field conditions
	\$26,070.00
225	Add required door operator power not detailed in drawings
	\$9,965.00
227	Additional unforeseen demolition required in old library for abatement
	\$1,860.00
249.1	Owner requested sod at temporary construction access road
	\$7,679.00
250	Demolition subcontractor escalation due to COVID related project delays
	\$25,841.00
251.2	Credit for courtyard landscaping and added cost for mulch at owners request
	\$29,394.00
253.1	Code required panic hardware not originally detailed in drawings
	\$1,281.00
254	Code required added roof drain extension
	\$4,176.00
256.1	Replacement of incorrectly specified sink faucet
	\$9,928.00
257.2	Credit for work to be procured by district
	\$ (320.00)
257.B	86 calendar day time extension for punch list (no-cost to owner)
	\$ -
<b>TOTAL COST OF CHANGE ORDER</b>	
	Add \$181,998.00
	Deduct (\$320.00)
<b>FINAL CHANGE ORDER AMOUNT:</b>	
	<b>\$181,678.00</b>

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Original Contract Sum:	\$ 30,279,100.00
Total Change By Previous Change Order:	<b>\$ 3,023,245.02</b>
Contract Sum Prior to This Change Order:	\$ 33,302,345.02
Original Contract Sum will be Increased by This Change Order:	<b>\$181,678.00</b>
The New Contract Sum Including This Change Order Will Be:	<b>\$ 33,484,023.02</b>
The New Contract Completion Date Will Be:	<b>11/16/2022</b>
Contract Time Will Be changed by This Change Order:	<b>86 Days</b>
The Date Of Substantial Completion As Of This Change Order Is:	<b>3/16/2022</b>

CM: \_\_\_\_\_  
Swinerton Management and Consulting  
260 Townsend Street  
San Francisco, CA 94107

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

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

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

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

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

OWNER: \_\_\_\_\_  
Lucky Lofton  
VP, Facilities & Executive Bonds Manager  
Solano Community College District

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

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #2 TO SALLY SWANSON  
ARCHITECTS, INC. FOR PROFESSIONAL SERVICES  
FOR THE DISTRICT'S ADA TRANSITION PLANNING  
AND MAPPING PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

On June 16, 2021 the Board approved a professional services contract to Sally Swanson Architects, Inc. (SSA) for planning and mapping consultant services for the District's ADA Transition Planning and Mapping Project. On July 20, 2022 the Board approved Amendment #1 for an extension of time only.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

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

Lucky Lofton  
VP, Facilities and Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Lucky Lofton  
VP, Facilities and Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #2 TO SALLY SWANSON  
ARCHITECTS, INC. FOR PROFESSIONAL SERVICES  
FOR THE DISTRICT'S ADA TRANSITION PLANNING  
AND MAPPING PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Due to the amount of time it is taking to collect and compile the necessary data to complete their scope of work and the coordination with project stakeholders involved with the policy and procedures self-evaluation, SSA requires additional time to complete the scope of work under this contract. In consideration of this, the Board is asked to approve this contract Amendment #2 to Sally Swanson Architects, Inc. for an extension of time through January 31, 2023.

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



## **AMENDMENT # 2 TO AGREEMENT**

### **PARTIES**

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

### **RECITALS**

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

WHEREAS, District and Consultant agreed that additional time was required to complete the consulting services being performed through October 31, 2022 via Amendment #1 dated July 20, 2022;

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

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

### **AGREEMENT**

1. Article 2 shall be revised to read:

**Term.** Consultant shall commence providing services under this Agreement on the 16<sup>th</sup> day of June, 2021 and will diligently perform as required and complete performance by the 31<sup>st</sup> day of January 2023, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

2. Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).
3. Consultant acknowledges and agrees that this Amendment shall not be binding on the Parties until and unless the Solano Community College District's Governing Board approves this Amendment.

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

Dated: \_\_\_\_\_, 2022

Dated: \_\_\_\_\_, 2022

**SOLANO COMMUNITY COLLEGE  
DISTRICT**

**Sally Swanson Architects, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Lucky Lofton

Print Name: \_\_\_\_\_

Print Title: Executive Bonds Manager

Print Title: \_\_\_\_\_

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS, INC.  
FOR PROJECT INSPECTION SERVICES FOR THE  
VACAVILLE CAMPUS ANNEX HVAC & ROOF  
REPLACEMENT PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested to award a professional services contract to Optima Inspections, Inc. for Division of State Architect (DSA) Project Inspection services for the Annex HVAC & Roof Replacement Project on the Vacaville Campus. The scope of work of this contract includes providing onsite inspections of all construction, and all other items as required by the Division of State Architect (DSA).

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$34,200 Measure Q Funds*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton  
V.P., Facilities & Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7260

**TELEPHONE NUMBER**

Lucky Lofton  
V.P., Facilities & Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO OPTIMA INSPECTIONS, INC.  
FOR PROJECT INSPECTION SERVICES FOR THE  
VACAVILLE CAMPUS ANNEX HVAC & ROOF  
REPLACEMENT PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Proposals were solicited from all the firms in the Board Approved Pool of DSA Project Inspection Firms. One proposal was received. Upon review of the consultant's qualifications, the proposed scope of work, and submitted price, Optima Inspections, Inc.'s proposal was determined to be fair and appropriate. Optima Inspections, Inc. is recommended for approval.

The Board is asked to approve a professional services contract to Optima Inspections, Inc. in the amount not to exceed \$34,200.

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 PB ELECTRIC, INC. FOR THE  
DESIGN AND CONSTRUCTION OF THE SUBSTATION #3  
& #4 REPLACEMENT PROJECT**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for a contract award to PB Electric, Inc., the Design-Build Entity (DBE) for the Substation #3 & #4 Replacement Project on the Fairfield Campus. On August 29, 2022, an RFP (Request for Proposal) was issued for Design-Build Construction Services. Upon receipt of two (2) proposals both deemed responsive and responsible, a selection committee reviewed and discussed the merits of the submitted proposals.

*CONTINUED ON NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

*Government Code: NA Board Policy: NA Estimated Fiscal Impact: \$8,611,263 Measure Q Funds*

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

Lucky Lofton  
V.P., Facilities & Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Lucky Lofton  
V.P., Facilities & Executive Bonds Manager

**VICE PRESIDENT APPROVAL**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO PB ELECTRIC, INC., FOR THE  
DESIGN AND CONSTRUCTION OF THE SUBSTATION #3  
& #4 REPLACEMENT PROJECT**

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*CONTINUED FROM PREVIOUS PAGE*

The contract scope and pricing include: Stipulated Sum Total for Design and Building; Bonding, Insurance, Permit, Taxes; General Conditions Lump Sum; Alternate #2 (4-way switch); Owner's Escalation, Design, and Construction Allowances. The Total Stipulated Sum for the Contract is \$8,611,263.

The Board is asked to approve the PB Electric, Inc. DBE Agreement in the amount of \$8,611,263.

The contract and associated exhibits are 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: ADDENDUM TO MEMORANDUM OF UNDERSTANDING  
BETWEEN TRAVIS AIR FORCE BASE AND SOLANO  
COMMUNITY COLLEGE**

**REQUESTED ACTION:**

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

**SUMMARY:**

Governing Board approval is requested for the addendum to the Memorandum of Understanding (MOU) between Travis Air Force Base and Solano Community College to provide guidelines for the delivery of educational services by Solano Community College on Travis Air Force Base. The MOU provides access to quality postsecondary education opportunities and is a strategic investment that enhances the service member's ability to support mission accomplishments and successfully return to civilian life.

**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:* \_\_\_\_\_ *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**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

ADDEMDUM TO THE DEPARTMENT OF DEFENSE VOLUNTARY EDUCATION PARTNERSHIP  
MEMORANDUM OF UNDERSTANDING

BETWEEN

THE UNITED STATES AIR FORCE  
TRAVIS AIR FORCE BASE, CALIFORNIA 94535-2751

AND

SOLANO COMMUNITY COLLEGE  
CALIFORNIA 94534-4017

FOR

QUALITY POSTSECONDARY EDUCATION OPPORTUNITIES

AGREEMENT NUMBER: FB4427-19311-3552

This is a Memorandum of Understanding (MOU) between Solano Community College, hereafter referred to as “SCC” and the United States Air Force (USAF) at Travis Air Force Base (TAFB). When referred to collectively, Solano Community College, hereafter referred to as “SCC” and the United States Air Force (USAF) at Travis Air Force Base (TAFB) are referred to as the “Parties”.

1. BACKGROUND: The USAF is committed to providing high-quality education programs on all Air Force bases. On-base programs, in diversified field’s essential to the USAF’s postsecondary education needs, are conducted by civilian colleges and universities. These programs play a major role in support of professional development, recruiting and retaining an all-volunteer Air Force. USAF Force Development (FDF)/Base Education and Training Section (ETS) sponsored programs provide USAF personnel with the opportunity to attain their educational objectives and enhance AF job skills training. SCC objectives complement those of the USAF by providing comprehensive education programs to prepare graduates for productive careers and responsible citizenship. Advanced education provides personnel with the potential to accomplish the complex tasks associated with the management and utilization of modern, sophisticated USAF weapon systems.

2. AUTHORITIES: This requirement and authority for this MOU rests in the DoD Voluntary Education Partnership MOU, Air Force Instruction (AFI) 36-2649, Department of Defense Instruction (DoDI) 1322.25, and DoDI 4000.19. All Parties desire to satisfy the educational interests and needs of the individual Airmen, as well as the needs of the Air Force.

3. PURPOSE: This MOU provides guidelines and procedures for the delivery of educational services by the institution, on TRAVIS AFB not covered by the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution or the Air Force Addendum to the DoD MOU. This provides educational opportunities for service members, military retirees, and non-DoD personnel. This MOU is not to be construed in any way as giving rise to a contractual obligation of the Air Force providing funds to the Institution that would be contrary to federal law.

This MOU provides access to quality postsecondary education opportunities and is a strategic investment that enhances the service member’s ability to support mission accomplishment and successfully return to civilian life. Today’s fast-paced and highly mobile environment, where frequent deployments and mobilizations are required to support the nation’s policies and objectives, requires the Air Force to

sponsor postsecondary educational programs using a variety of learning modalities that include instructor-led courses, as well as Distance Learning (DL) options. All are designed to support the professional and personal development and progress of Air Force members and the DoD civilian workforce. The institution has become a partner in this objective by making its program available for use in connection with the Air Force Voluntary Education programs.

#### 4. UNDERSTANDINGS OF THE PARTIES:

##### 4.1. USAF Education and Training Section (ETS) Chief, TAFB will:

4.1.1. Adhere to the responsibilities as detailed in the DoD Voluntary Education Partnership MOU and the Air Force Addendum for Educational Services between SCC and the USAF TAFB.

4.1.2. Help to promote the Institution's on-base programs through available base media outlets and provide an area for brochures/handouts for interested personnel. Institution representatives may make available to interested personnel, in their administrative offices or designated display areas, any and all information on programs offered through DL or on the home campus.

4.1.3. Assist in obtaining temporary passes/ID cards for faculty, administrative personnel and students as required by base regulations.

4.1.4. Provide utilities for office space and classrooms. SCC will not be required to reimburse for use of facilities or utilities (DoDI 1322.25). No reimbursement for manpower or supplies for the institution will be paid by the Air Force or the 60th Air Mobility Wing TAFB.

4.1.5. Authorize institution representatives, subject to base policy, use of government leased telephone service, on a time-available basis, for communicating with local military personnel or DoD employees enrolled in the Institution's programs.

4.1.6. Within funding limitations, coordinate with the base librarian to ensure that course appropriate reference materials are available.

4.1.7. Provide tuition assistance for eligible Airmen/students enrolled in the institution's programs in accordance with applicable regulations, DoD Voluntary Education Partnership MOU 4.f, and the availability of funds.

4.1.8. Provide appropriate counseling to all Airmen/students prior to course registration, regardless of the method of payment selected by students.

##### 4.2. Solano Community College will:

4.2.1. Adhere to the responsibilities as detailed in the DoD Voluntary Education Partnership MOU, the Air Force Addendum for Educational Services between SCC and the USAF, AFI 36-2649 and within DoDI 1322.25.

4.2.2. Offer specified educational degree programs on TAFB as listed in Attachment 1. These programs will fulfill all accepted standards and requirements established by the Institution, the Air Force, the State of California, the State Approving Agency (SAA) and other appropriate state and federal accrediting associations and agencies of the state of



California having jurisdiction over the programs offered by the Institution. The program(s) provided must be in response to a formal request from the ETS Chief, as determined by a formalized needs assessment in accordance with AFI 36-2649.

4.2.3. Provide program administrator(s) and office staff, as required, to manage the institution's on-base programs. The ETS Chief may provide input regarding such selections. Counseling and advisement services, as required to support the institution's programs, will also be provided by the institution. Program administrators will coordinate with the ETS Chief when establishing office hours to ensure that the participants in the programs have appropriate access to counseling and resolution of administrative problems.

4.2.4. Institution officials will take a proactive approach to quality assurance. Standards in the Institution's faculty handbook will be followed, as well as quality standards established by the school, state, accrediting agencies, and Headquarter U.S. Air Force. Appropriate regional accrediting associations will be required to evaluate on-base programs to determine comparability to established academic standards. The Institution will sustain all costs associated with these visits, and will provide ETS Chief copies of accrediting reports and associated communications upon request.

4.2.5. Determine the number of faculty members, academic directors, administrators, and clerical personnel based on enrollments and current educational practice. The ETS Chief will be provided an annual list of faculty no later than 1 October of each year. Updates may be provided prior to each semester.

4.2.6. The institution will provide a school representative during duty hours, normally Monday, Tuesday, Thursday, and Friday (9:00 am – 6:00 pm) as mutually agreed upon, to assist service members with their educational goals. The institution will also coordinate any office closures with the ETS Chief prior to closing (i.e. spring break, school meetings, training, etc.).

4.2.7. The Institution will be responsible for selecting, training, and evaluating all faculty, directors, administrators and clerical personnel in accordance with established home campus procedures. Institution program administrators shall brief all instructors at the beginning of each term on local administrative requirements in reference to Air Force classrooms, securing building after classes and procedures for entry access onto the base. Staff will attend annual training as required for base security and Force Protection.

4.2.8. Provide the ETS Chief with course schedules that will permit completion of degree programs in minimum time. Schedules will be available for mutual review by the ETS Chief and institution faculty/staff at least 45 days in advance of class/term start dates to permit changes, if required, advance publication of schedules and appropriate distribution of publicity.

4.2.9. Conduct basic counseling and advisement services to support the institution's program and provide a basic educational plan to each student (to include transfer credit) and to the ETS Chief immediately upon the student's registration for classes. Counseling services will include, but is not limited to, general institution policies; course withdrawal dates and penalties; course cancellation procedures; course grade publication; fees, covered/not covered by Military Tuition Assistance (Mil TA); billing practices; and policy regarding course incompleteness. The institution's representative will assume responsibility for the administration and proctoring of all course examinations not

normally administered and proctored within the traditional in-the-classroom setting. For first time postsecondary education students, and after final evaluation of transfer credit for returning students, the institution will provide a formal degree plan for all degree-seeking students.

4.2.10. The Institution will inform the ETS Chief in writing no later than 72 hours before the class/term start date of any cancellations. The Institution representative and ETS Chief (or designated representative) will work together to find classes available through other media for the students enrolled in the cancelled classes.

4.2.11. Provide enrollment statistics to the ETS Chief within two weeks after the term end date. Statistics will include the number of active duty military, DoD civilian, military dependents, and civilians not affiliated with the base who are participating in on-base classes. The information will also include method of payment, e. g., Mil TA, Department of Veteran Affairs (DVA), self-pay, Pell Grant, CA Promise program, etc. Maintain enrollment statistics for each on-base class, as well as the number of classes offered and canceled each term.

4.2.12. Provide enrollment statistics for active duty personnel and dependents who are utilizing special state tuition funding programs (i.e. California Promise program) to attend college for both on and off base courses.

4.2.13. Comply with all laws, rules, regulations and policies of TAFB regarding security, ingress and egress, traffic rules, driving privileges, fire and safety, environment, physical security, personnel background checks, vehicle inspection and registration, sanitation, and any other applicable statutes or regulations designated by the installation commander. Access to the base by institution representatives, staff, and employees is a privilege which is granted, and can be revoked, by the installation commander or ETS Chief for non-compliance.

4.2.14. Report 100% of disruptive behavior that occurs on the base during any class held by SCC, by any SCC student or faculty member in attendance on-base to the ETS Chief within 24 hours of the event. The institution will notify ETS Chief if a student is barred from access at another base for disruptive behavior, if known, prior to registering that student for a Travis AFB course.

4.2.15. Publish and distribute the institution's refund policy (attachment 3). The institution's representative will inform the ETS Chief immediately, in writing, when a military member utilizing Military Tuition Assistance (Mil TA) withdraws from a course offered by the institution.

4.2.16. Notify ETS Chief of scheduled faculty/staff visits at least 10 days in advance, whenever possible. All requests will be submitted via the AI Portal.

4.2.17. Inform ETS Chief immediately of any major noncompliance results for any inspection/review of institution's on-base programs by SAA, DVA, or accrediting agencies, as well as any denials received.

4.2.18. Provide adequate library resources to support the institution's courses and programs. The institution will be responsible, along with the individual student, for any/all liability for loss, damage, destruction or depreciation in value of any institution purchased/provided library materials (i.e., books, journals, periodicals, etc.). The

institution agrees to hold the USAF harmless for any such liability and will take the appropriate action to ensure the return of the material or provide reimbursement for its replacement.

4.2.19. Coordinate all proposed changes to tuition, school policy and existing program format/delivery with ETS Chief at least 90 days in advance of the desired implementation date.

4.2.20. Take all necessary steps to maintain the cleanliness of assigned office space and classrooms. Maintenance shall consist of ensuring desks are clean after use; all trash is in appropriate receptacles; whiteboards are erased; furniture returned to original position; windows closed; lights off; room and/or building locked. Building exterior doors will be locked by institution faculty or staff after final course of the day. Windows and doors facing breezeway will also be maintained to be clear of dust, dirt, cobwebs and debris.

4.2.21. The institution will fulfill its obligation under this MOU without reassigning any of its rights or obligations hereunder to an external party. The Institution will provide learning opportunities through academic programs of the highest quality and will not subcontract any portion of the work associated with academic programs under this MOU.

5. Additional Guidelines: Both the USAF, Travis Air Force Base and Solano Community College agree:

5.1. No commitment will be made on the specific number of military students, availability of tuition assistance, or the continuing number of students entitled to in-service VA educational benefits. Institution may market, advise, and enroll students in any of their programs.

5.2. Base access of non-DoD and non-base personnel is at the discretion of the base commander. Access once provided may be revoked at any time due to military necessity or conduct that violates base rules or policies.

5.3. Active duty military students will be afforded registration and class placement priority. Additional class sections may be added to accommodate an overflow of military students. Paragraph 5.b. (4) of the DoD Voluntary Education Partnership MOU will apply.

5.4. The maximum and minimum class sizes for on-base classes will be coordinated by both ETSC and Institution (minimum - 8 and maximum - 28). Classes below the minimum number of students may be cancelled at the discretion of the Institution, in coordination with the ETS Chief.

5.5. Institution representatives will not be allowed access to Air Force voluntary program education records without the written consent of the individual.

5.6. Institutions with an on-installation MOU or invitation for an on-installation activity, such as an educational fair, are authorized to counsel or provide information on any of their programs.

5.8. Institution personnel (faculty and staff) will not be employed by or serve in any other capacity within the ETS program without written concurrence of the ETS Chief.

5.9. Compliance with the DoD Joint Ethics Regulation (DoDD 5500.7) is required if any Airman is considered for employment with the Institution. Questions regarding the applicability of the Joint Ethics Regulation will be referred to the base Staff Judge Advocate for determination.

5.10. Neither the USAF nor the institution will have policies that discriminate against participants for reasons of race, religion, national origin, age, sex, or physical handicap (where the handicapped person is otherwise qualified).

5.11. This MOU may be terminated by either party at any time within 180 days written notice to the other party; more than 180 days' notice is desirable since contractual agreements with faculty could obligate the Institution for the payment of salaries. In the event that war, natural disaster, or other matters beyond the control of the Base prevents compliance with the provisions of this MOU, this MOU may be suspended.

5.12. In the event of termination of the Base's program(s) under this MOU, a mutual effort will be made to ensure a smooth transition during the teach-out phase. The Institution will immediately notify all concerned students and ETS Chief of the provisions and options that will be implemented to another program or degree completion, as appropriate. The teach-out transition will offer students the option of completing degree requirements without loss of credit. No new student will be enrolled into the program that has been identified for termination. Each student will be individually counseled and provided a personalized plan for completing remaining degree requirements.

5.13. The Institution will agree to release and waive all claims against the United States, its agents, officers, and employees arising out of the use of Air Force facilities, equipment, supplies, and services by the Institution, its officers, representatives, agents, employees, and non-DoD affiliated students. Institution further agrees to defend, pay, or settle all claims arising out of the use of base facilities based upon the negligence, gross negligence, or willful misconduct of its agents, representatives, officers, employees, and non-DoD affiliated students. The Institution will hold the U.S. Government harmless from any claims arising out of acts or omissions of the Institution, its agents, representatives, officers, employees, and non-DoD affiliated students.

5.14. This MOU, in conjunction with the DoD Voluntary Education Partnership MOU, and the Air Force Addendum for Education Services between Solano Community College and the U.S. Air Force, defines the entire relationship between the Air Force and the Institution and supersedes any previous verbal or written agreements of understanding. Failure on the part of any party to comply with the provisions of these MOUs may result in the termination of the Institution's programs on the base. No change or modification of this MOU shall be valid unless or until it is in writing and signed by both parties.

5.15. Tuition charges by the institution for academic programs are specified in Attachment 2. A minimum of 90 days' notice will be provided to ETS Chief prior to any intended changes to these rates by the institution. Such notice must provide a detailed justification for the proposed increase. The ETS Chief will advise the institution of concurrence/non-concurrence within 45 days of receipt of the proposed tuition increases.

5.16. The institution will waive all computer laboratory fees if the Air Force provides a laboratory facility and equipment to support the institution's on-base instructional programs.

5.17. This MOU expires five years from the date of signature, unless terminated, extended, or updated prior to that date in writing by Travis AFB and the Institution. An annual review will be conducted by both parties to verify current accreditation status, update program offerings, and review programs delivery data. Attachments referred to in this MOU are listed below and are considered integral sections of this MOU.

5.18. This MOU defines the educational program relationship between TAFB and the institution and supersedes any previous verbal or written agreements of understanding. Failure on the part of either party to comply with the provisions of this MOU will be subject to mutual investigation by both parties to determine the facts of the issue(s) and make recommendations as necessary for any required corrective action. Failure to agree on the results of the investigation and necessary corrective action will result in the issue(s) being elevated for resolution. It is clearly understood that ultimate failure to resolve outstanding issues may result in a notice to terminate the program, by either party. There will be no Addendums, contracts, or Memoranda of Agreements that are separate of this MOU.

5.19. This MOU is at all times subject to the rules and regulations of the Department of the Air Force. No change or modification of this MOU shall be valid unless it is in writing and signed by both parties.

5.20. This MOU is effective upon signing by both parties and will expire five (5) years after the date of execution, unless extend in writing by both parties or terminated as specified in paragraph 5.14, of this MOU. An annual review will be conducted by both parties to verify current accreditation status, update program offerings, and confirm tuition and fee rates. Attachments referred to in this MOU are listed below and are sanctioned as part of this MOU.

5.21. The ETS Chief may request termination of this MOU following determination of a continuous decrease in active duty member enrollments and/or a continuous decrease in the number of on-base course offerings. A 60-day notification period will be established to allow the institution sufficient time to provide justification for non-termination of this MOU.

6. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel.

#### 7. GENERAL PROVISIONS:

7.1. POINTS OF CONTACT: The following points of contact will be used by the Parties to communicate in the implementation of this MOU. Each Party may change its point of contact upon reasonable notice to the other Party.

7.1.1. For the USAF, Travis AFB, CA -

7.1.1.1. Primary - Mr. William C. Nangauta, ETS, Chief

7.1.1.2. Alternate – Mr. Glen Fraticelli, Chief, Force Development Flight

7.1.2. For Solano Community College -

7.1.2.1. Primary – Jenny Gonzales, Student Services Generalist

7.1.2.2. Alternate – Flor deMaria Cruz, Supervisor of the Vacaville Center

CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOU will be addressed, if to the USAF, Travis AFB, CA, to -

7.2.1. 60 FSS/FSDE

530 Hickam Ave, Bldg 249

Travis AFB, CA 94535-2751

Email: [60.mss.dpe@us.af.mil](mailto:60.mss.dpe@us.af.mil)

And, if to Solano Community College - Worldwide to -

7.2.2. Solano Community College

4000 Suisun Valley Road

Fairfield, CA 94534-4017  
Email: [Jenny.Gonzalez@solano.edu](mailto:Jenny.Gonzalez@solano.edu)

7.3. FUNDS AND MANPOWER: This MOU does not document nor provide for the exchange of funds or manpower between the Parties nor does it make any commitment of funds or resources

7.4. MODIFICATION OF MOU: This MOU may only be modified by the written agreement of the Parties, duly signed by their authorized representatives. This MOU will be reviewed annually on or around the anniversary of its effective date, and triennially in its entirety.

7.5. DISPUTES: Any disputes relating to this MOU will, subject to any applicable law, Executive order, directive, or instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19.

7.6. TERMINATION OF UNDERSTANDING: This MOU may be terminated in writing at will by either Party.

7.7. TRANSFERABILITY: This MOU is not transferable except with the written consent of the Parties.

7.8. ENTIRE UNDERSTANDING: It is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter.

7.9. EFFECTIVE DATE: This MOU takes effect beginning on the day after the last Party signs.

7.10. EXPIRATION DATE: This MOU expires 5 years after the date of execution.

7.11. CANCELLATION OF PREVIOUS MOU: This MOU cancels and supersedes the previously signed MOU between the same parties with the subject Education Programs, File # 35-52, Agreement # FB4427-XXXXX-3552 and effective date of 7 Nov 2019.

Attachments:

1. Approved Degree Programs
2. Tuition and Fees Schedule
3. Institution Refund Policy
4. Minimum Criteria for On-Base Programs

APPROVED:

FOR THE USAF, TRAVIS AIR FORCE BASE

FOR SOLANO COMMUNITY COLLEGE

\_\_\_\_\_  
DEREK M. SALMI, Colonel, USAF  
Commander, 60th Air Mobility Wing (AMC)

\_\_\_\_\_  
CELIA ESPOSITO-NOY, ED.D.  
Superintendent-President

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Attachment 1**

### **SOLANO COMMUNITY COLLEGE:**

#### **Approved Degree Programs to be offered at TAFB**

Solano Community College will offer courses required for service members' CCAF degree completion each term.

Programs that may be offered include:

- Any program offered by the college, with particular focus on general education courses that allow students to pursue any associate degree program at the college

#### **Continuing Education Programs**

Any Continuing Programs agreed upon by both parties.

## **Attachment 2**

### **SOLANO COMMUNITY COLLEGE**

#### **Tuition and Fees Schedule:**

**Tuition and Fees Schedule:** Current fees (subject to periodic change) as described on the Solano Community College class schedule, catalog, and website.

**Undergraduate Tuition:** Current fees (subject to periodic change) as described on the Solano Community College class schedule, catalog, and website. At the time of this MOU, the tuition fee is \$46 per unit.

**Graduate Tuition:** Solano Community College does not offer Graduate-level courses.

**Lab Fees:** Very few of the college's courses have lab fees attached. Current fees (subject to periodic change) are described on the Solano Community College class schedule, catalog, and website.



### **Attachment 3**

#### **SOLANO COMMUNITY COLLEGE**

##### **Tuition Refund Policy:**

The refund policy is subject to periodic change and is described on the Solano Community College class schedule, catalog, and website. Generally, fees are refunded if a student drops a course prior to the course's census date (one-fifth of the term).

## **Attachment 4**

### **Minimum Criteria for Selecting Institutions to Deliver High Education Programs and Services on Military Installations**

#### **To be selected, institutions must:**

1. Be chartered or licensed by a state government or the Federal Government and have State approval for the use of veterans' educational benefits for the courses to be offered.
2. Be accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.
3. Conduct programs only from among those offered or authorized by the main administrative and academic office in accordance with standard procedures for authorization of degree programs by the institution.
4. Ensure main administrative and academic office approval in faculty selection, assignment, and orientation and participation in monitoring and evaluation of programs. Adjunct or part-time faculty shall possess comparable qualifications as full-time permanent faculty members.
5. Conduct on-installation courses that carry identical credit values, represent the same content and experience and use the same student evaluation procedures as courses offered through the main administrative and academic campus.
6. Maintain the same admission and graduation standards that exist for the same programs at the main administrative and academic office and include credits from courses taken off-campus in establishing academic residency to meet degree requirements.
7. Provide library and other reference and research resources, in either print or electronic format, that are appropriate and necessary to support course offerings.
8. Establish procedures to maintain regular communication between central institutional academic leadership and administrators and off-campus representatives and faculty. (Any institution's proposal must specify these procedures.)
9. Provide students with regular and accessible counseling services either electronically or in-person.
10. Charge tuition and fees that are not more than those charged to nonmilitary students.
11. Have established policies for awarding credit for military training by examinations, experiential learning and courses completed using modes of delivery other than that of instructor-delivered, on-site classroom instruction.

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

**TO: Members of the Governing Board**

**SUBJECT: 3-YEAR STUDENT EQUITY & ACHIEVEMENT PLAN  
FOR 2022-2025**

**REQUESTED ACTION:**

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

**SUMMARY:**

The Student Equity Plan (2.0) 2022-25 is a 3-year plan the college must submit by November 30<sup>th</sup>, 2022. The plan focuses on SCC's most disproportionately impacted student populations, is designed to address the following goals: a) increase collaboration and integration with other areas at the college; b) keep students at the center of all planning; c) leverage resources to transform the institution in new ways; and d) build strong alignment to the CCCCCO Vision for Success Goals and Call to Action.

A copy of the SEA Plan is available in the Student Services office.

**STUDENT SUCCESS IMPACT:**

- ☒ Help students achieve their educational, professional and personal goals  
☐ Basic skills education  
☐ Workforce development and training  
☒ Transfer-level education  
☒ Other: Help close equity gaps amongst the college's most disproportionately impacted student populations.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>	<i>N/A</i>
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**SUPERINTENDENT'S RECOMMENDATION:** ☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Lisa Neeley  
Vice President, Student Services

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

**ADDRESS**

707 864-7159

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

November 9, 2022  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 16, 2022  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: FY 2022-2023 BUDGET UPDATE - 1st QUARTER**

**REQUESTED ACTION:**

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

**SUMMARY:**

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. VP Susan Wheet will present the budget report with anticipated changes, based on the end of the first quarter 2022-2023 expenditures and needs. Additionally, the CCFS-311Q quarterly financial report and HEERF Spending Report for the first quarter of FY 2022-2023 is attached for the Board's review and information.

**STUDENT SUCCESS IMPACT:**

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

*Government Code:*

*Board Policy: 3020*

*Estimated Fiscal Impact:*

**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**

November 4, 2022

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 16, 2022  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

## **2022-2023 Budget Update As of 09/30/2022**

### **Table of Contents:**

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## **Budget Update Summary**

### **End of 1<sup>st</sup> Quarter 2022-23**

#### **Fund 11 - Unrestricted Revenue:**

- Increase in one-time funds for COVID State Block Grant and Pell Grant Administration

#### **Fund 11 - Unrestricted Expenses:**

- Small adjustments throughout categories
- Addition of expense for one-time funds for COVID State Block Grant and Pell Grant Administration

#### **Fund 11 - Unrestricted Ending Fund Balance & Composition:**

- Beginning Fund Balance – Estimated while finishing audit
- Required Board 5% reserve increased due to expenses increasing
- Board Required Reserve plus Stability Reserve = 22.47% (State recommends a minimum of 2 months, SCC 2 months = 18.42%)

#### **Fund 12- Restricted Funds:**

- Adjustments to Federal and State Revenues to align with fundings and expenditures
- Additional local funds revenue and expenses due to CIRM grant of \$2,894,500

Please Note: Beginning Fund balances are estimates – will have final numbers once audit is completed.

<b>Unrestricted Fund 11</b>	<b>Adopted Budget</b>	<b>Budget Update end of Qtr 1</b>
	<b>2022-23</b>	<b>2022-23</b>
<b>REVENUES:</b>		
Base Allocation (FTES & Basic Alloc.)	\$44,906,557	\$44,906,553
Supplemental Allocation	8,711,699	8,711,700
Student Success Allocation	6,203,173	6,203,170
Sub Total	59,821,429	59,821,423
Hold Harmless	n/a	n/a
Additional One-Time Funds		3,938,028
<b>TOTAL REVENUES</b>	<b>59,821,429</b>	<b>63,759,451</b>
<b>EXPENDITURES:</b>		
Academic Salaries	24,251,684	24,251,042
Classified Salaries	11,741,364	11,741,364
Benefits	15,521,814	15,521,814
Supplies and Materials	968,448	970,448
Other Operating	8,081,680	8,081,680
Capital Outlay	246,498	246,498
Other Outgo	655,000	655,000
Contingency appropriation	250,000	250,000
GFU-Pell Admin		29,204
State Block Grant-Covid (22-23 FY)		3,908,824
<b>TOTAL EXPENDITURES</b>	<b>61,716,488</b>	<b>65,655,874</b>
<b>NET FUND BALANCE INCREASE (DECREASE)</b>	<b>(1,895,059)</b>	<b>(1,896,423)</b>
<b>OTHER FINANCING SOURCES (USES):</b>		
Prior Year Adjustments to Fund Balance		
<b>BEGINNING FUND BALANCE</b>	<b>30,497,292</b>	<b>32,374,423</b>
<b>ENDING FUND BALANCE</b>	<b>28,602,233</b>	<b>30,478,000</b>
<b>Fund Balance / Reserve Ratio</b>	<b>46.3%</b>	<b>46.4%</b>
<b>FUND BALANCE COMPOSITION</b>		
Potential Salary Improvements	7,200,000	7,200,000
STRS/PERS Premium Reserve	4,525,000	4,525,000
Designated Reserve: OPEB Liability	4,000,000	4,000,000
Board Required Minimum 5% Reserve	3,085,824	3,282,794
Stability Reserve	9,791,408	11,470,206
<b>ENDING FUND BALANCE</b>	<b>\$ 28,602,232</b>	<b>\$ 30,478,000</b>

**NOTE:** Fund Balances currently under review - 'subject to change'.

SOLANO COMMUNITY COLLEGE DISTRICT

Proposed \*FINAL\* Budget

FISCAL YEAR 2018-2019

<i>Restricted Budget - Fund 12</i>		Adopted Budget	Budget Update end of Qtr 1
		2022-23	2022-23
<b>REVENUES:</b>			
Federal Sources	\$	9,193,698	\$ 2,150,875
State Sources		31,221,243	38,498,885
Local Sources		2,687,845	5,581,974
<b>TOTAL REVENUES</b>		<b>43,102,786</b>	<b>46,231,734</b>
<b>EXPENDITURES:</b>			
<b>Federal Programs -</b>			
CARES/HEERF		1,337,483	1,337,483
College Work Study		157,449	158,609
Perkins		427,731	510,930
TANF/Calworks		46,069	46,069
Other Federal		143,944	97,784
<b>TOTAL Federal Programs</b>		<b>2,112,676</b>	<b>2,150,875</b>
<b>State Programs -</b>			
Student Equity & Achievement		6,683,106	6,800,341
Strong Workforce (Local and Regional)		6,781,501	6,517,119
Physical Plant & Instructional Support		10,186,391	10,400,604
EOPS		926,342	926,192
DSPS		751,663	751,663
College Promise		1,550,800	1,550,800
Cal Works		340,125	338,924
Financial Aid Administration (SFAA-BFAP)		381,092	381,092
Lottery		787,959	1,403,965
Other State Programs & Rollovers		10,023,969	9,428,184
<b>TOTAL State Programs</b>		<b>38,412,949</b>	<b>38,498,885</b>
<b>Local Programs -</b>			
Health Center		195,268	247,680
Parking		651,697	652,625
Other Local Programs		1,730,195	4,681,669
<b>TOTAL Local Programs</b>		<b>2,577,161</b>	<b>5,581,974</b>
<b>TOTAL EXPENDITURES</b>		<b>43,102,786</b>	<b>46,231,734</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>		<b>0</b>	<b>0</b>
<b>FUND BALANCE INCREASE (DECREASE)</b>		<b>0</b>	<b>0</b>
Prior Year Adjustments to Fund Balance		0	
<b>BEGINNING FUND BALANCE</b>		<b>5,502,882</b>	<b>5,080,623</b>
<b>ENDING FUND BALANCE</b>	\$	<b>5,502,882</b>	<b>\$ 5,080,623</b>

**NOTE:** Fund Balances currently under review - 'subject to change'.



# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-311Q CERTIFY QUARTERLY DATA

[CHANGE THE PERIOD](#) ▼

Fiscal Year: 2022-2023

Quarter Ended: (Q1) Sep 30, 2022

District: (280) SOLANO

Your Quarterly Data is Certified for this quarter.

**Chief Business Officer****CBO Name:** Susan Wheel**CBO Phone:** 707-864-7209**CBO Signature:****Date Signed:**  10/31/2022**District Contact Person****Name:** Susan Wheel**Title:** VP Finance & Administration**Telephone:** 707-864-7209**Chief Executive Officer Name:** Celia Esposito-Noy**Fax:** 707-864-7209**CEO Signature:****Date Signed:**  Oct 31, 2022**E-Mail:** susan.wheel@solano.edu**Electronic Cert Date:** 10/31/2022

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:  
[ccfs311admin@cccco.edu](mailto:ccfs311admin@cccco.edu)

# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2022-2023

Quarter Ended: (Q1) Sep 30, 2022

District: (280) SOLANO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	54,010,332	60,680,342	59,481,760	63,759,451
A.2	Other Financing Sources (Object 8900)	0	10,120	637,590	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	54,010,332	60,690,462	60,119,350	63,759,451
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	53,526,875	51,181,211	54,520,681	65,655,874
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,502	33,439	0	0
B.3	Total Unrestricted Expenditures (B.1 + B.2)	53,529,377	51,214,650	54,520,681	65,655,874
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	480,955	9,475,812	5,598,669	-1,896,423
D.	Fund Balance, Beginning	16,011,358	18,866,811	26,775,754	33,196,719
D.1	Prior Year Adjustments + (-)	613,416	-1,566,869	0	-822,296
D.2	Adjusted Fund Balance, Beginning (D + D.1)	16,624,774	17,299,942	26,775,754	32,374,423
E.	Fund Balance, Ending (C. + D.2)	17,105,729	26,775,754	32,374,423	30,478,000
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	32%	52.3%	59.4%	46.4%

**II. Annualized Attendance FTES:**

		Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23
G.1	Annualized FTES (excluding apprentice and non-resident)	7,150.00	6,554.20	5,800.09	N/A

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2019-20	2020-21	2021-22	2022-23
H.1	Cash, excluding borrowed funds		0	16,643,714	0
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	10,754,683	0	16,643,714	0

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	63,759,451	63,759,451	13,892,092	21.8%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	63,759,451	63,759,451	13,892,092	21.8%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	65,655,874	65,655,874	14,007,659	21.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	0	0	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	65,655,874	65,655,874	14,007,659	21.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,896,423	-1,896,423	-115,567	
L.	Adjusted Fund Balance, Beginning	32,374,423	32,374,423	33,084,733	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	30,478,000	30,478,000	32,969,166	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	46.4%	46.4%		

**V. Has the district settled any employee contracts during this quarter?****NO**

<b>VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?</b>		<b>NO</b>
If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)		
<b>VII.Does the district have significant fiscal problems that must be addressed?</b>	<b>This year?</b> <b>Next year?</b>	<b>NO</b> <b>NO</b>
If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)		

## HEERF Spending Budget

2022-2023

Available: \$ 1,337,482.83

## Expenses (Actual as of 9/30/2022):

Payroll	\$ 81,419.32	
Distance Education	\$ 22,127.63	
STAC Software	\$ 47,891.68	
Bid Ads (HVAC Roof)	\$ 275.13	
Cidi Labs	\$ 38,640.00	
Tophatmonocle Corp (labs)	\$ 10,276.70	
Liquid Syllabus	\$ 4,000.00	
Athletics Additional Buses	\$ 4,795.20	
FIT Testing	\$ 1,050.00	
Lab materials/supplies (gloves, lab c	\$ 2,846.82	
Solano CARES (Kristie West)	\$ 960.00	
Brian Beatty (PD)	\$ 1,000.00	
Student Emergency Aid	\$ 372,600.32	
TOTAL Expenses		\$ 587,882.80

AVAILABLE as of 9/30/2022 \$ 749,600.03

## Anticipated Expenses after 9/30/2022

Payroll	\$ 78,580.68	
Tests	\$ 9,748.33	
Bid Ads (HVAC Roof)	\$ 820.72	
Tophatmonocle Corp (labs)	\$ 107.79	
BuShell Consulting	\$ 15,810.00	
Athletics - additional buses	\$ 27,704.80	
Catasia SnagIt Bundle	\$ 4,900.00	
Lockers	\$ 98,334.45	
Cavas Technical Consulting	\$ 8,225.00	
FIT Testing	\$ 2,340.00	
Lab materials/supplies (gloves, lab c	\$ 811.31	
Solano CARES (Kristie West)	\$ 11,040.00	
Working with Compassion PD	\$ 13,410.00	
HVAC Repairs	\$ 60,000.00	
Bond - COVID Related Delays	\$ 250,000.00	
Student Emergency Aid	\$ 1,200.00	
Indirect Costs	\$ 166,566.95	
		\$ 749,600.03

Remaining Balance \$ -

Quarterly Budget and Expenditure Reporting for all HEERF I, II, and III grant funds

Institution Name:

Date of Report:

Covering Quarter Ending:

PR

Award Number(s):

P425E

P425F

P425J

P425K

P425L

P425M

P425N

P425Q

P425S

P425T

Final Report? ☐ (Only if you have exhausted ALL HEERF Grants)

Total Amount of Institutional Funds Awarded: Section (a)(1):

Total Amount of Student Funds Awarded: Section (a)(1):

Section(a)(2):

Section (a)(4):

Section (a)(3):

1) Please provide a link to your annual report located on the ESF transparency portal so the public can review the full details of your HEERF grant usage over the last calendar year, including methodologies used to award HEERF funds to students, academic success of HEERF recipients, and other details:

- 2) What percentage of students received emergency grants and how much did students receive by student type and fund type?
- a) How much of your HEERF student funds remain left to be disbursed at the end of the reporting period? \_\_\_\_\_
- b) Complete the following table.<sup>1</sup>

<b>Emergency Financial Aid Grants Awarded to Students this quarter: report only disbursements related to Emergency Financial Aid Grants including using those grants to satisfy outstanding accounts. Any disbursements unrelated to Emergency Financial Aid Grants should not be included in the reported expenditures</b>				
		<b>Total students</b>	<b>Undergraduates<sup>2</sup></b>	<b>Graduates</b>
<b>Number of HEERF Student Recipients – Emergency Grants to Students</b>	How many students received HEERF emergency financial aid grants using (a)(1) Student Aid Portion?			
	How many students received HEERF emergency financial aid grants using (a)(1) Institutional Portion?			
	What was the amount disbursed directly to students as Emergency Financial Aid Grants <b>this quarter</b> ?			
<b>HEERF (a)(1) Student Aid Portion Amount Disbursed</b>	What was the amount disbursed directly to students as Emergency Financial Aid Grants <b>to date</b> using HEERF?			

<sup>1</sup> For the initial report and each report thereafter, institutions should use data suppression or other statistical methodologies to protect the personally identifiable information from student education records consistent with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 CFR part 99) and any applicable state laws. For this report when the total number of students who received HEERF emergency financial aid grants as undergraduates, graduates, or in total is less than 10, but not 0, then the institution should display the total number of students as less than 10 (“<10”) on the publicly available websites controlled by the institution. Additionally, IHEs should use complementary suppression to protect values that could be inferred otherwise. For example, if the total student count is equal to 25, the undergraduate amount is equal to 20, and the graduate amount equal to 5, IHEs should report both the undergraduate and graduate amount as ‘-’. The total student count can remain displayed as is.

<sup>2</sup> For students in both undergraduate and graduate categories, classify as a graduate student.

	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balance upon receiving affirmative written consent from students to do so? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.			
<b>HEERF (a)(1) Institutional Portion Amount Disbursed</b>	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants?			
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.			
<b>HEERF (a)(2) Amount Disbursed (HBCUs, TCCUs, MSIs, and SIP)</b>	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.			

	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.			
<b>HEERF (a)(3) Amount Disbursed (FIPSE &amp; SAIHE &amp; SSARP)<sup>3</sup></b>	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.			
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.			
<b>HEERF (a)(4) Amount Disbursed (Proprietary Institutions Grant Funds for Students)</b>	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.			
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balance			

<sup>3</sup> Do NOT include funds from the Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) funds as part of this annual performance report.



	upon receiving affirmative written consent from students to do so? If funds were not used for this purpose, report \$0.				
<b>HEERF Amount of Grants Disbursed</b>	What was the amount of grants disbursed to students through all HEERF funds?				
<b>Average HEERF Amount Awarded</b>	Among students who received HEERF emergency financial aid grants, what was the average award amount per student?				

3) Institutional expenditures

a) Has your institution designated HEERF program funds for a specific purpose or budget objective in future quarters (for example, operation and maintenance of plant, academic programs, residential programs, future institutional aid)? \_\_\_\_\_

i) If no, are HEERF program funds being held in the institution's general fund for use as needed? \_\_\_\_\_

1.1. If no HEERF program funds are being held in the institution's general fund, explain your institution's approach (1,000 characters maximum):

ii) If yes, provide the amount designated for a specific purpose or budget objective by calendar year and HEERF program fund:

HEERF program fund	Calendar year 2022	Calendar year 2023	Calendar year 2024
(a)(1) Institutional Portion			
(a)(2) HBCUs, TCCUs, MSIs, SIP			
(a)(3) FIPSE, SAIHE, and SSARP			

b) Provide the total amount of HEERF funds expended during the reporting period on each of the following categories:

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. <sup>4</sup>				
Covering student outstanding account balances for costs such as debt forgiveness, room, board, tuition, or fees.				
Indirect cost recovery/facilities and administrative costs charged on the grants.				

<sup>4</sup> To support expenses related to the disruption of campus operations due to coronavirus consistent with applicable law. This includes eligible expenses under a student's cost of attendance under CARES Act Section 18004(c), or any component of a student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or childcare, per Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and Section 2003 of the American Rescue Plan Act of 2021 (ARP).

Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.					
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.					
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.					
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.					
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.					
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.					
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.					
Construction, renovation, and real property <sup>5</sup>					
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.					
Implementing evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines. <sup>6</sup>					

<sup>5</sup> The Consolidated Appropriations Act, 2022 (P.L. 117-103), signed into law by President Biden on March 15, 2022, expanded the allowable uses of funds for IHEs that received funds under the HEERF (a)(2) programs (ALN 84.425J; T84.425K; 84.425L; 84.425M). Specifically, IHEs that received HEERF (a)(2) grant funds now may expend them on the acquisition of real property, renovations, or construction related to preventing, preparing for, and responding to the coronavirus. Before commencing any renovations, construction, or real property projects supported by HEERF (a)(2) grant funds, grantees must receive approval for the project from the Department.

<sup>6</sup> Including funding to cover the cost of vaccine distribution.

Providing or subsidizing mental health resources for students who are experiencing additional mental health needs as a result of the COVID-19 pandemic, such as increasing the supply, diversity, and cultural competency of mental health providers; connecting students to care; and investing in community services and creating a culture of wellness and support. <sup>7</sup>					
Conducting direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances, described in section 479A of the Higher Education Act of 1965. <sup>8</sup>					
Replacing lost revenue from all sources. <sup>9</sup>					
Other Uses of (a)(1) Institutional Portion funds.					
<b>Quarterly Expenditures for Each Program</b>					
<b>Total of Quarterly Expenditures</b>					

<sup>7</sup> Note: Section 2003(5)(B) of the American Rescue Plan (ARP) requires that an institution use a portion of funds received under such Act to conduct direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances, described in section 479A of the Higher Education Act of 1965 (20 U.S.C. 1087tt). Institutions do not need to report an expense under this category every quarter but must do so at least once during the life of their HEERF grants. Please see the [HEERF ARP FAQs](#) for more information.

<sup>8</sup> Please include funding provided to cover the cost of vaccine distribution in this line. Note: Section 2003(5)(A) of the ARP requires that an institution use a portion of funds received under such act to implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines. Institutions do not need to report an expense under this category every quarter but must do so at least once during the life of their HEERF grants. Please see the [HEERF ARP FAQs](#) for more information.

<sup>9</sup> Please see the Department's HEERF Lost Revenue FAQs (March 19, 2021) for more information regarding what may be appropriately included in an estimate of lost revenue.

c) Estimate how much of the lost revenue reported above came from each of the following sources (if applicable):

Source of Lost Revenue	Estimated Amount	Explanatory Notes
Academic sources		
Unpaid student accounts receivable or other student account debts (including tuition, fees, and institutional charges)		
Room and board		
Enrollment declines, including reduced tuition, fees, and institutional charges		
Supported research		
Summer terms and camps		
Auxiliary services sources		
Cancelled ancillary events		
Disruption of food service		
Dormitory services		
Childcare services		
Use of facilities or venues, including external events such as weddings, receptions, or conferences (other than facilities associated with sectarian instruction or religious worship)		
Bookstore revenue		
Parking revenue		

Lease revenue			
Royalties			
Other operating revenue			
<b>Total (a)(1) funds</b>			
<b>Total (a)(2) funds</b>			
<b>Total (a)(3) funds</b>			
<b>TOTAL HEERF</b>			

## Form Instructions

Completing the Form: On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (3/31/22, 6/30/22, 9/30/22, 12/31/22), the 11-digit PR/Award Number (number is found in Box 2 of your Grant Award Notification (GAN)) for each HEERF grant funding stream as applicable, the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” Institutions that expended HEERF grant funds during the calendar quarter from January 1 – March 30, 2021 are required to post the quarterly report that involved the expenditure of HEERF II CRRSAA and HEERF I CARES Act funds. The Department did not previously affirmatively indicate this reporting requirement was in place for HEERF II CRRSAA funds. As such, institutions may have until the end of the second calendar quarter, June 30, 2021, to post these retroactive reports if they have not already done so.

In the charts, an institution must specify the amount of expended HEERF I, II, and III funds for each funding category: (a)(1) Institutional Portion; (a)(2), and (a)(3), if applicable. (a)(2) funds include Assistance Listing Numbers (ALNs) 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); (a)(3) funds are for ALN 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant) and 84.425S (SAIHE). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Round expenditures to the nearest dollar. If there is no expenditure to report for a given cell, fill it with a “0.” Please refrain from using any symbols throughout the form, including but not limited to “~”.

Posting the Form: This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under (a)(1) of the CARES Act, CRRSAA, and ARP (Student Aid Portion) are posted. It must be posted as a digital PDF. No handwritten or scanned PDFs are allowed. Please refrain from adding additional material to the uploaded form. The PDF must be named in the following manner: [8-digit OPEID]\_[Survey Name]\_[Quarter/Year]\_[Date of Release]. For example, 01177600\_HEERF\_Q32021\_101021. The 8-digit OPEID can be found at the [DAPIP website](#) or the [NCES website](#). In the event a DUNS number applies to multiple OPEIDs, use the OPEID for the campus with the highest enrollment. The quarter pertains to the calendar year, following the same cadence the reporting periods follows. The date of release should be reported as the deadline for form submission, 10 days after the end of each reporting period. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2023 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10). Each quarterly report must be separately maintained in a PDF document linked directly from the IHE’s HEERF reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact HEERFreporting@ed.gov, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.



**California Community Colleges  
Gann Limit Worksheet  
Budget Year 2022-23**

DISTRICT: SOLANO

**I. Appropriations Limit:**

A. <b>Appropriations Limit</b>			\$	46,045,502
B. Price Factor:		<u>1.0755</u>		
C. Population factor:				
1 <b>2020-21</b>	Second Period Actual FTES	<u>6,499.7500</u>		
2 <b>2021-22</b>	Second Period Actual FTES	<u>5,567.2800</u>		
	Population Change Factor	<u>0.8565</u>		
	( C.2. divided by C.1.)			
D. <b>Limit adjusted by inflation and population factors</b>			\$	42,415,539
	(line A multiplied by line B and line C.3.)			
E. Adjustments to increase limit:				
1 Transfers in of financial responsibility				
2 Temporary voter approved increases				
3 Total adjustments - increase				-
F. Adjustments to decrease limit:				
1 Transfers out of financial responsibility				
2 Temporary voter approved increases				
3 Total adjustments - decrease				-
G. <b>Appropriations Limit</b>			\$	42,415,539

**II. Appropriations Subject to Limit**

A. State Aid <sup>1</sup>	\$	35,782,042
B. State Subventions <sup>2</sup>		
C. Local Property taxes		20,695,574
D. Estimated excess Debt Service taxes		
E. Estimated Parcel taxes, Square Foot taxes, etc.		
F. Interest on proceeds of taxes		
G. Less: Costs for Unreimbursed Mandates <sup>3</sup>		
H. <b>Appropriations Subject to Limit</b>	\$	56,477,616

**Please contact Jubilee Smallwood, jsmallwood@cccco.edu, for any instructions regarding the Gann Limit.**

<sup>1</sup> Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours

<sup>2</sup> Home Owners Property Tax Relief, Timber Yield Tax, etc...

<sup>3</sup> Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.

AGENDA ITEM 14.(b)  
MEETING DATE November 16, 2022

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

**TO: Members of the Governing Board**

**SUBJECT: 2022-2023 ASSOCIATED STUDENTS OF SOLANO COLLEGE  
(ASSC) BUDGET**

**REQUESTED ACTION:**

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

**SUMMARY:**

ASSC will present the 2022-23 approved budget of the Associated Students of Solano College (ASSC) to the Governing Board for review and information, pursuant to SCCD Board Policy 3000.

**STUDENT SUCCESS IMPACT:**

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

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

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

Lisa Neeley, M.A.  
Vice President, Student Services

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

**ADDRESS**

(707) 864-7159

**TELEPHONE NUMBER**

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

Lisa Neeley  
**VICE PRESIDENT APPROVAL**

November 2, 2022  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 16, 2022  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

THE ASSOCIATED STUDENTS OF SOLANO COLLEGE  
Approved Budget Projections for the 2022-23 Academic Year

8100-5075-xxxx-696000

**Beginning adjusted balance**  
**I. REVENUE**

	APPROVED BUDGET 2021- 2022	ACTUALS 2021- 2022	APPROVED BUDGET 2022-2023
<b>Income</b>	<b>113,721</b>	<b>113,721.41</b>	<b>154,847.58</b>
8820 Contrib, Gifts, Grants & Endowments	0	0	0
8820 Inactive Club Funds	0	0	0
8820 Special Events Income	0	0	0
8840 Sales & Commissions	1,500	829.76	10,000
8860 Interest/Savings	800	947.97	800
8886 Student ID Fees (ASSC)	15,000	385	15,000
8981 Interfund Transfers - In	22,355	31,468.75	0
8981R Interfund Transfer-In Lost Revenue - Covid	0	20,073.31	0
<b>Total Income</b>	<b>39,655</b>	<b>53,704.79</b>	<b>25,800</b>

**II. EXPENSES**

<b>Expenses</b>			
2000-3000 Student Salaries/Benefits	0	0	0
4200 Books, Magazines, CDs, DVDs	0	0	1,000
4500 Noninstruct Supplies & Materials	2,850	336.63	1,250
4600 Printing & Copying	1,850	0	1,500
5150 Contracted Services	0	0	2,000
5210 Employee Travel & Conference	0	469.72	1,000
5220 Mileage Reimbursement	200	316.68	500
5230 Student Travel/Conference	0	967.68	2,500
5240 On/Off Campus Events	2,700	2,840	5,000
5300 Membership/Dues	350	0	500
5610 Rentals/Leases (Copier)	250	0	750
5620 Repair & Maintenance (ID Printer Warr)	200	0	2,500
5740 Election Costs	1,000	0	1,750
5795 Advertising	250	0	250
5810 Bank Services	2,530	1,142.99	2,000
6120 Site Improve - Campus Enrichment Plan	5,000	0	5,000
6410 Office Equipment	1,000	0	1,000
6420 Office Equipment >=5000	5,000	0	0
7300 Interfunds Transferred Out	5,550	5,204.92	8,000
7520 ASSC Leadership Scholarship	500	500	500

7520 Academic Scholarship	500	500	500
7520 Victoria Alvarez Scholarship	300	300	300
7520 Erika Valencia Scholarship	0	0	300
7600 Other Student Aid	200	0	1,000
<b>Total Expenses</b>	<b>30,230</b>	<b>12,579</b>	<b>39,100</b>
<b>Net Income/(Deficit)</b>	<b>9,425.00</b>	<b>41,126.17</b>	<b>(13,300.00)</b>
<b>III. CONTINGENCY RESERVE</b>			
7900 Reserve for Contingency	77,883.00	154,847.58	141,547.58
<b>ENDING FUND BALANCE</b>	<b>45,263</b>	<b>-</b>	<b>-</b>

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

**TO:** Members of the Governing Board

**SUBJECT:** BOARD INFORMATION ITEM - FOOTBALL

**REQUESTED ACTION:**

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

**SUMMARY:**

Board information item – Football.

**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>
<b>SUPERINTENDENT'S RECOMMENDATION:</b>		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Celia Esposito-Noy Ed.D. Superintendent-President		
<b>PRESENTER'S NAME</b> 4000 Suisun Valley Road Fairfield, CA 94534		
<b>ADDRESS</b>		Celia Esposito-Noy, Ed.D. Superintendent-President
707 864-7000		
<b>TELEPHONE NUMBER</b>		
<b>VICE PRESIDENT APPROVAL</b>		November 16, 2022
November 8, 2022		<b>DATE APPROVED BY</b> <b>SUPERINTENDENT-PRESIDENT</b>
<b>DATE SUBMITTED TO</b> <b>SUPERINTENDENT-PRESIDENT</b>		