

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2022-2023

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Katherine Hamera	Science Laboratory Technician	01/09/2023
Katya Jimenez	Student Services Generalist – Admissions & Records	01/04/2023
Lorena Perez	Police Services Technician	01/04/2023

Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
David Ames	Adjunct Instructor – Automotive Technology (not to exceed 67%)	01/12/23 – 05/25/23
Jennifer Clemens	Adjunct Instructor - Biology (not to exceed 67%)	01/12/23 – 05/25/23
Brianna Michaud	Adjunct Instructor - Biology (not to exceed 67%)	01/12/23 – 05/25/23
Laura Mugica	Adjunct Instructor - Biology (not to exceed 67%)	01/12/23 – 05/25/23
Robert Whitton	Adjunct Instructor - English (not to exceed 67%)	01/12/23 – 05/25/23

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Rebecca Bordon	Accounting Technician	01/01/23 – 06/30/23

Salvatore Abbate
Human Resources

November 23, 2022

Date Submitted

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

December 7, 2022

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 December 7, 2022
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Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Rhuenette Alums	SCC Academic Senator	General	08/11/22 - 05/23/23	\$1,000 Lump Sum
Kristen Anderson	Curriculum Review/ADT DEV	General	12/08/22 – 01/17/23	\$2,500 Lump Sum
Theresa Armstrong	Theater Event Technician	General	12/08/22 – 06/20/23	\$17.25/hr.
Daniel Baptista	Ground Maintenance Technician	General	12/08/22 – 06/30/23	\$15.68/hr.
Lexi Bartels	Theater Event Technician	General	12/08/22 – 06/20/23	\$17.25/hr.
Lani Bastidas	Universal Shell Redesign	General	11/17/22-12/30/22	\$2,500 Lump Sum
Seth Bernardo	Welding Lab Technician	Perkins	01/09/23 - 05/31/23	\$20.17/hr.
Alison Bolton	Curriculum Committee	General	08/11/22 - 05/23/23	\$1,000 Lump Sum
Noah Briceno	Athletic Trainer	General	11/17/22 - 05/31/23	\$19.33/hr. (Revised)
Damon Cooke	Student Services Generalist	SEA	12/08/22 - 06/30/23	\$18.91/hr.
Jessica Fleshman	Program Administration EMT	General	12/01/22 – 12/30/22	\$1,091.20 Lump Sum
Gwen Gallagher	Peer Online Course Review Training	SEA	08/15/22 – 12/16/22	\$2,500 Lump Sum
Nikolai Hansen	Automotive Laboratory Technician	Perkins	12/08/22 – 06/30/23	\$20.17/hr.
Angel Iqueda	Program Administration EMT	General	12/01/22 – 12/30/22	\$64.65/hr.
Ashlie Lawson	Peer Online Course Review Training	SEA	08/15/22 – 12/16/22	\$2,500 Lump Sum
Laura Maghoney	Peer Online Course Review Training	SEA	08/15/22 – 12/16/22	\$2,500 Lump Sum
Terri Martin	Student Services Generalist	SEA	12/08/22 – 06/30/23	\$18.91/hr.
Makali Mates	Theater Event Technician	General	12/08/22 – 06/20/23	\$17.25/hr.
Marilyn Nguyen	Student Services Specialist II	SEA	12/08/22 - 06/30/23	\$18.91/hr.
Sarah Nordin	Peer Online Course Review Training	SEA	08/15/22 – 12/16/22	\$2,500 Lump Sum
John Perez	Peer Online Course Review Training	SEA	08/15/22 – 12/16/22	\$2,500 Lump Sum
Genele Rhoads	Peer Online Course Review Training	SEA	08/15/22 – 12/16/22	\$2,500 Lump Sum
Sheila Smith	IMANI Sisterhood Program	SEA	11/28/22 – 11/28/22	\$500 Lump Sum
Robin Sytsma	Peer Online Course Review Training	SEA	08/15/22 – 12/16/22	\$2,500 Lump Sum
Delfina Veliz	Custodian	General	12/08/22 – 06/30/23	\$15.68/hr.
Amanda Vicario	Student Services Generalist	SEA	12/08/22 – 06/30/23	\$18.91/hr.
Andrew Wesley	SCC Academic Senator	General	08/11/22-05/23/23	\$1,000 Lump Sum

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION

REQUESTED ACTION: APPROVAL

PERSONAL SERVICES AGREEMENTS

Academic Affairs
David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Graciela Case	Mentor students in ASL Interpreting program, offering one-on-one interaction & guidance for exposure to deaf community.	01/17/23-05/01/23	Not to Exceed \$400.00
Veronica Harmon	Mentor students in ASL Interpreting program, offering one-on-one interaction & guidance for exposure to deaf community.	01/17/23-05/01/23	Not to Exceed \$400.00
Aerick Hood	Rise Up Animation Mentee who will be speaking to students about his experiences as an artist and animator and offering them feedback and advice.	12/10/22-12/19/22	Not to Exceed \$200.00
Ana Panaligsn	Guest speaker for outreach event for new students; will be speaking about her experiences at Solano and now at UC Davis	12/10/22-12/19/22	Not to Exceed \$100.00

Susan Wheet
Vice President, Finance & Administration

November 23, 2022

Date Submitted

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

December 7, 2022

Date Approved

Student Services
Lisa Neeley, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Beau Belisle	Provide 10 minute chair massages to students as a Finals Week de-stress activity on 12/8/22, between 10:00 AM to 2:00 PM, at the Main Campus, at \$100 per hour, not to exceed four hours. Contractor will provide own massage chair and supplies.	12/08/2022	Not to Exceed \$400.00
Morgan McMillon Dba Cute & Cudlee Mobile Petting Zoo	Vendor will provide a mobile petting zoo to students on 12/8/22 for four hours (10:00 am to 2:00 pm) at a designated space (20'x30') on the Fairfield campus as a wellness activity during finals week. In the event of rain, an alternative date and time will be mutually agreed upon.	12/08/2022	Not to Exceed \$2100.00
Zachary Pfeufer	Provide 10 minute chair massages to students as a Finals Week de-stress activity on 12/8/22, between 10:00 AM to 2:00 PM, at the Main Campus, at \$100 per hour, not to exceed four hours. Contractor will provide own massage chair and supplies.	12/08/2022	Not to Exceed \$400.00
Bahiya Spaulding	Consultant will design a custom art piece that is culturally relevant to the experiences of African America females. Will host a 3-hour paint party workshop enabling IMANI Sisterhood Program participants, using a step by step process to create an individualized version of the featured design.	12/08/2022- 12/15/2022	Not to Exceed \$300.00

AGENDA ITEM 12.(a)
MEETING DATE December 7, 2022

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 22/23-18 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. 22/23-18 is requested.

STUDENT SUCCESS IMPACT:

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

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

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

November 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RESOLUTION NO. 22/23-18
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 **7th day of December** by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

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

AGENDA ITEM 12.(b)
MEETING DATE December 7, 2022

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

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION:

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

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Veronica Arellano	Custodian 5 years of service at SCC	03/31/2023
Alison Aubert	Athletic Trainer (revised) 28 years, 11 months of service with SCC	12/31/2022

STUDENT SUCCESS IMPACT:

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

Ed. Code: 24205 Board Policy: 4400 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Salvatore Abbate
Human Resources

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

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

November 23, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

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

**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 FRIDGE**

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 mini refrigerator 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 23, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 07, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

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 one (1) mini refrigerator and one (1) dryer 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 7th day of December 2022, by the Governing Board of Solano Community College District.

SARAH CHAPMAN, Ph.D., BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D., SECRETARY

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 AWARD TO CSW|ST2 FOR PROJECT
DESIGN SERVICES FOR FAIRFIELD CAMPUS
PARKING LOT IMPROVEMENTS PROJECT

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a professional services agreement to CSW|Stuber-Stroeh Engineering Group, Inc. (CSW|ST2) for project design and construction administration services for the Parking Lot Improvements Project, on the Fairfield Campus. This project consists of supplemental topographic surveying and construction document design for the replacement and resurfacing of parking lots and roads on campus.

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: Renovate instructional space and update equipment.

Ed. Code:	Board Policy:	Estimated Fiscal Impact: \$80,700.00 Measure Q Funds
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SUPERINTENDENT'S RECOMMENDATION: ☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton
VP, Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7260

TELEPHONE NUMBER

Lucky Lofton
VP, Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

November 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO CSW|ST2 FOR PROJECT
DESIGN SERVICES FOR FAIRFIELD CAMPUS
PARKING LOT IMPROVEMENTS PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The consultant's scope of work includes full design and engineering services for design/construction documents, bid phase services, and construction administration services.

An RFP (Request for Proposals) was issued to the District's Civil Engineering Services Pool consultants. One (1) proposal was received. A committee reviewed the proposals and is recommending CSW|ST2 be awarded this contract. The proposal sufficiently addressed the requested outcomes of the RFP, and pricing is comparable to similar projects competed for the District by the Consultant.

The Board is asked to approve a professional services contract with CSW|Struber-Stroeh Engineering Group, Inc. (CSW|ST2), in the amount of \$80,700.00.

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO HMR ARCHITECTS, INC. FOR
THE VALLEJO CENTER SECURITY STUDY PROJECT

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the award of a professional services agreement to HMR Architects, Inc. for Architectural Services for the Vallejo Center Security Study Project. This project consists of a comprehensive assessment of existing security systems, and recommendations regarding improvements and potential expansion of the system to provide enhanced safety and protection of the campus.

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: Board Policy: Estimated Fiscal Impact: **\$80,500 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 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO HMR ARCHITECTS, INC. FOR
THE VALLEJO CENTER SECURITY STUDY PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The scope of work for the architectural team includes full architectural and engineering services for all phases of the project, including design, DSA (Division of the State Architect) submittal and construction administration. Scope beyond the Assessment Phase is contingent upon the District's acceptance and approval of the study.

An RFP (Request for Proposals) was issued to the District's Architectural Services Pool consultants, which was Board approved at the April 17, 2019 Board Meeting. One (1) proposal was received. A committee reviewed the proposal and is recommending HMR Architects, Inc. be awarded this contract. The proposal sufficiently addressed the requested outcomes of the RFP, and pricing is fair upon comparison of previous like projects.

The Board is asked to approve a professional services contract with HMR Architects, Inc. in the amount not to exceed \$80,500.

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 AMENDMENT #1 TO AEDIS ARCHITECTS
FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE
BUILDING 300 MODERNIZATION PROJECT

REQUESTED ACTION:

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

SUMMARY:

On May 18, 2022 the Board approved a professional services contract to Aedis Architects for architectural services for the Fairfield Campus Building 300 Modernization Project.

Board approval is now requested for Amendment #1 to increase the original professional services Agreement fee with Aedis Architects for additional design services needed for the Project.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$25,885 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lucky Lofton
VP, Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
VP, Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

November 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AMENDMENT #1 TO AEDIS ARCHITECTS
FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE
BUILDING 300 MODERNIZATION PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

During the Division of the State Architect's (DSA) review of the project documents, additional project scope was identified to meet current code requirements. This additional scope includes the replacement of portions of existing casework, utilities, and installation of a new water fountain to meet current ADA (Americans with Disabilities Act) compliance. Restrooms will also need to be reconfigured to meet current ADA compliance and Title 24 requirements.

The additional design work needed to complete this scope of work is beyond the original design scope of the Architect.

\$ 218,735.00 Original Contract Amount
\$ 25,885.00 Proposed Amendment #1
\$ 244,620.00 New Contract Amount

The Board is asked to approve this contract Amendment #1 to Aedis Architects in an amount not to exceed \$25,885.00.

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

AMENDMENT #1 TO AGREEMENT

PARTIES

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

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated May 18th, 2022, for architectural services related to the District's Fairfield Campus **Building 300 Modernization Project** ("Project"); and

WHEREAS, District and Consultant agree to amend the Agreement to modify the original services being performed for the **Building 300 Modernization Project**; and

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

AGREEMENT

1. Section 4. Compensation of the Agreement is amended to read:

4. Compensation. District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not-to-exceed **Two Hundred Forty-Four Thousand, Six Hundred Twenty and 00/100 Dollars (\$244,620.00)**. This fee is a total of the May 18th, 2022 Agreement in the amount of \$218,735.00 and Amendment #1 in the amount of \$25,885.00. District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Work shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made.

2. Exhibit A 'Description of Services to be Performed by Consultant', Section 'Scope of Work and Deliverables' shall be amended to include the following, in addition to items already listed:
 - Removal and replacement of casework and lab tables for ADA compliance at three classrooms, including plumbing, data and electrical.
 - Reconfiguration of restrooms for ADA compliance including new lighting, lighting controls, Title 24, plumbing, and new ADA drinking fountain with bottle filler.
 - All design items listed above will be reviewed and approved by DSA.
3. Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).

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

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

Dated: _____, 2022

SOLANO COMMUNITY COLLEGE DISTRICT

By: _____

Print Name: Lucky Lofton
Print Title: VP, Facilities and Executive
Bonds Manager

Dated: _____, 2022

AEDIS ARCHITECTS

By: _____

Print Name: _____
Print Title: _____

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO AEDIS ARCHITECTS FOR
ARCHITECTURAL SERVICES FOR THE BUILDING 1600
COSMETOLOGY MODERNIZATION PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a professional services contract to Aedis Architects for architectural services for the Building 1600 Cosmetology Modernization Project on the Fairfield Campus. The intent of the Project is to partially modernize Building 1600 to accommodate a growing Cosmetology Program and to bring the building up to current standards.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$49,480.00 Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

November 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

December 7, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO AEDIS ARCHITECTS FOR
ARCHITECTURAL SERVICES FOR THE BUILDING 1600
COSMETOLOGY MODERNIZATION PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The scope of work is only for the initial study/assessment needed to determine the full scope of the future project. The information from the study/assessment will be used to determine the full scope of the future project. The scope of services includes review of previous documents, assessment of building systems to prioritize needs, ADA (Americans with Disabilities Act) compliance, and development of a Rough Order of Magnitude (ROM) budget. A final report will be developed, which will include the study's findings, the building assessment, tiered professional ROM estimate, and a high-level schematic.

A Request for Qualifications and Proposal (RFQ/P) was issued to the Architectural Services Pool consultants. Six (6) proposals were received. All proposals were reviewed by a committee and evaluated on personal, scope of services provided and price. Aedis Architects' proposal was deemed to be the best value for this project scope.

Aedis Architects is recommended for award of a contract for the architectural services for the Building 1600 Cosmetology Modernization Project. The Board is asked to approve an architectural services contract with Aedis Architects in the amount not to exceed \$49,480.00.

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER #1 TO AMERICAN MODULAR
SYSTEMS INC. FOR THE FAIRFIELD CAMPUS EARLY
LEARNING CENTER PROJECT

REQUESTED ACTION:

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

SUMMARY:

Board Approval is requested for Change Order #1 to American Modular System, Inc. (AMS) for the Early Learning Center Project. On October 6, 2021 the Board approved a Purchase Order to AMS for the purchase of a new modular building for the Early Learning Center Program.

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 infrastructure that supports classrooms or related College facilities

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$11,442.00 Measure Q Funds

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

November 28, 2022

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

December 7, 2022
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: CHANGE ORDER #1 TO AMERICAN MODULAR
SYSTEMS INC. FOR THE FAIRFIELD CAMPUS EARLY
LEARNING CENTER PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

During the process of design and design review of the modular building, the following changes needed to be made:

- Deepened foundation due to Geotechnical Report finding;
- Upgrades to building electrical panel; and
- Additional exterior building lights.

AMS' Change Order #1 request includes all the costs of both time and materials for the above listed items.

Following is a summary of the contract and impact of Change Order #1 if approved:

Original Contract Sum	\$ 1,689,432.00
Prior Change Orders	\$ 0.00
Change Order #1	<u>\$ 11,442.00</u>
New Contract Amount	\$ 1,700,874.00

The Board is asked to approve Change Order #1 to American Modular Systems, Inc. in the amount of \$11,442.00.

The Change Order 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: 707-646-7710

KITCHELL CEM

4000 Suisun Valley Road, Building 1102
Fairfield, CA 94534

Change Order # 001
Project No.: Not Applicable
Date: 12/7/2022

DSA File No.: 48-C1
DSA App. No.: 02-120119

Project: Solano Community College District
Fairfield Campus
Early Learning Center (Modular Building)

HMR Architects
2123 21st Street
Sacramento, CA 95818

To: American Modular Systems
787 Spreckles Ave
Manteca, CA 95336

The Contract is Changed as Follows:

PCO No.

006 Deepended Foundation requirement per Geotechnical Report.

\$7,112.00

011 Upgrade Electrical Panel B

\$1,690.00

012.1 Additional Exterior Lights on Building

\$2,640.00

TOTAL COST OF CHANGE ORDER

ADD \$11,442.00

FINAL CHANGE ORDER AMOUNT

Deduct \$11,442.00

Original Contract Sum:	\$ 1,689,432.00
Total change By Previous Change Orders:	\$ -
Contract Sum Prior to This Change Order:	\$ 1,689,432.00
Original Contract Sum will be Increased by This Change Order:	\$11,442.00
The New Contract Sum Including This Change Order Will Be:	\$ 1,700,874.00

The New Contract Completion Date Will Be:
Contract Time Will be Changed by This Change Order:
The Current Contract Completion Date is:

29-May-23
122 Days
27-Jan-23

The undersigned Contractor approved the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

**PROJECT
MANAGER**

Noe Ramos
KITCHELL CEM
4000 Suisun Valley Road
Fairfield, CA 94534

Date: _____

ARCHITECT

HMR Architects
2130 21st Street
Sacramento, CA 95818

Date: _____

**DSA PROJECT
INSPECTOR**

Not Applicable

Date: _____

CONTRACTOR

American Modular Systems Inc
787 Spreckels Ave
Manteca, CA 95336

Date: _____

OWNER

Lucky Lofton
V.P., Facilities and Executive Bonds Manager
Solano Community College District

Date: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT AWARD TO DEVELOPMENT GROUP, INC.
FOR INFORMATION TECHNOLOGY INFRASTRUCTURE
PROJECT: CAMPUS-WIDE SWITCHING REFRESH

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a contract to Development Group, Inc. (DGI) for the Information Technology Infrastructure Project – Campus-Wide Switching Refresh. The scope of work includes all necessary infrastructure and equipment required for the replacement of the Cisco 3850 switching devices and an upgrade to the Hyperflex cluster.

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 upgraded technology infrastructure for continuity of future operation

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$743,916.13 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 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO DEVELOPMENT GROUP, INC.
FOR INFORMATION TECHNOLOGY INFRASTRUCTURE
PROJECT: CAMPUS-WIDE SWITCHING REFRESH**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A proposal was requested from DGI. The proposal was reviewed, and the proposed pricing was determined to be fair and appropriate to the scope of work requested. All pricing includes discounts from CMAS Contract #3-17-70-2686N, a piggyback contract.

The Board is asked to approve a contract to Development Group, Inc. in the amount of \$743,916.13.

The contract 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 HPI ARCHITECTURE FOR
ARCHITECTURAL PLANNING SERVICES FOR THE ON-
CAMPUS HOUSING PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a professional services contract to HPI Architecture for architectural planning services for the On-Campus Housing Project. The scope of services includes programming and visioning services, conceptual planning and architectural services for possible SB169 housing, and grant application support for SB169 funding.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$294,000 Measure Q Funds

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

November 28, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO HPI ARCHITECTURE FOR
ARCHITECTURAL PLANNING SERVICES FOR THE ON-
CAMPUS HOUSING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A proposal was requested from HPI Architecture based upon their experience and expertise with on-campus housing projects, their work with senior housing, and their past work assisting other California Community Colleges in developing student housing and SB 169 grant applications. The proposal was reviewed by District staff, our housing consultant and other housing project team members. The services and fee were deemed to be appropriate for the work needed and requested.

HPI Architecture is recommended for award of a contract for the architectural planning services for the On-Campus Housing Project. The Board is asked to approve an architectural services contract with HPI Architecture in the amount not to exceed \$294,000.

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

AGENDA ITEM 12.(k)
MEETING DATE December 7, 2022

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

TO: Members of the Governing Board

SUBJECT: ACADEMIC CALENDARS FOR 2023-2024 AND 2024-2025

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Solano Community College Academic Calendar for 2024-25 and an amended Academic Calendar for 2023-24 which adds Juneteenth as a mandated holiday per AB1655. These calendars have been recommended by the Academic Calendar Advisory Committee and have received the endorsement of the Solano Community College Faculty Association in accordance with the collective bargaining agreement.

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: 6500* *Estimated Fiscal Impact:*

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

707-864-7102

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

November 17, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Solano Community College District 2023-24 Academic Calendar

SUMMER 2023

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FALL 2023

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SPRING 2024

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LEGEND

SUMMER 2023: June 12 – August 4

Six-week Session: June 12 – July 21

Eight-week Session: June 12 – August 4

Juneteenth June 19

Independence Day July 4

FALL 2023: August 14 – December 15

Eight-week Session I: August 14 – October 9

Eight-week Session II: October 11 – December 8

Professional Development Day August 10

Professional Development Day (Required) August 11

Labor Day September 4

Professional Development Day October 10

Veterans Day November 10

Thanksgiving Day November 23 – 26

Finals Week December 9 – 15

Christmas December 25

New Year's Day January 1

No Classes

SPRING 2024: January 16 – May 23

Eight-week Session I: January 16 – March 12

Eight-week Session II: March 15 – May 16

Professional Development Day January 11

Professional Development Day (Required) January 12

Martin Luther King, Jr. Day January 15

Lincoln Day February 16

Washington Day February 19

Professional Development Day March 13-14

Spring Break April 8-14

Finals Week (Starts Evening of May 16) May 17-23

Memorial Day May 27

Commencement May 23

No Classes

Holidays (campus closed)

PROFESSIONAL DEVELOPMENT DAYS

Fall 2023 3

Spring 2024 4

WEEKEND CLASS DAYS INCLUDING FINALS

Sat Sun

Fall 2023 13 14

Spring 2024 15 15

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Amended Calendar:
Added Juneteenth Holiday
6-19-2022

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NUMBER OF INSTRUCTIONAL DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2023	16	16	16	16	15	79
Spring 2024	15	17	16	16	15	79

FINAL EXAMINATION DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2023	1	1	1	1	1	5
Spring 2024	1	1	1	1	1	5

* The Academic Calendar applies to 175 Instructional Workdays.
The Classified Calendar is a separate document, addressing Classified Workdays.

Approved by Governing Board 4/21/2021
-3 Revised xxxxxxxx



Solano Community College District 2024-25 Academic Calendar

SUMMER 2024

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FALL 2024

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SPRING 2025

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

LEGEND

SUMMER 2024 June 10 – August 2		
Eight-week Session: June 10 – August 2		
Juneteenth		June 19
Independence Day		July 4
FALL 2024 August 12 – December 13		
Eight-week Session I: August 12 – October 7		
Eight-week Session II: October 9 – December 6		
Professional Development Day		August 8
Professional Development Day (Required)		August 9
Labor Day		September 2
Professional Development Day		October 8
Veterans Day		November 11
Thanksgiving Day		November 28
Finals Week		December 7-13
Christmas		December 25
New Year's Day		January 1
No Classes		
SPRING 2025 January 13 – May 22		
Eight-week Session I: January 13 – March 11		
Eight-week Session II: March 14 – May 15		
Professional Development Day		January 9
Professional Development Day (Required)		January 10
Martin Luther King, Jr. Day		January 20
Lincoln Day		February 14
Washington/President's Day		February 17
Professional Development Day		March 12-13
Spring Break		April 7-13
Finals Week (Starts Evening of May 15)		May 16-22
Memorial Day		May 26
Commencement		May 22
No Classes		
Holidays (campus closed)		

PROFESSIONAL DEVELOPMENT DAYS

Fall 2024	3
Spring 2025	4

WEEKEND CLASS DAYS INCLUDING FINALS

	Sat	Sun
Fall 2024	15	15
Spring 2025	15	15

NUMBER OF INSTRUCTIONAL DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2024	15	16	16	16	16	79
Spring 2025	15	17	16	16	15	79

FINAL EXAMINATION DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2024	1	1	1	1	1	5
Spring 2025	1	1	1	1	1	5

* The Academic Calendar applies to 175 Instructional Workdays.
The Classified Calendar is a separate document, addressing Classified Workdays.

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

TO: Members of the Governing Board

SUBJECT: SABBATICAL LEAVE FOR ACADEMIC YEAR 2023-2024

REQUESTED ACTION:

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

SUMMARY:

The Sabbatical Leave Committee recommends that the following instructors be granted a Sabbatical Leave for the 2023-2024 academic year:

Professor Laura Pirott (Fall 2023)
Professor Lauren Taylor-Hill (Fall 2023)
Professor Isabel Anderson (Spring 2024)
Professor Ferdinanda Florence (Spring 2024)

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: 87767 Board Policy: 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 17, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY
COLLEGE DISTRICT AND CHABOT-LAS POSITAS
COMMUNITY COLLEGE DISTRICT FOR CALIFORNIA
EARLY CHILDHOOD MENTOR PROGRAM**

REQUESTED ACTION:

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

SUMMARY:

This agreement is entered into by and between the Chabot-Las Positas Community College District (CLPCCD) on behalf of its California Early Childhood Mentor Program and the Solano Community College District (SCCD).

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: _____

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$13,825</i>
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SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

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 21, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY
COLLEGE DISTRICT AND CHABOT-LAS POSITAS
COMMUNITY COLLEGE DISTRICT FOR CALIFORNIA
EARLY CHILDHOOD MENTOR PROGRAM**

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

The CLPCCD has applied for and has received a grant from the California State Department of Education for the purposes of operating a Mentor Program.

The CLPCCD has received authorization from its Board of Trustees to enter into agreement with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

A copy of the Agreement is available for review in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of the Vice President of Academic Affairs.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement is being executed as of October 18th, 2022 for the contract term beginning July 1, 2022, entered into by and between: the Chabot-Las Positas Community College District (CLPCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Solano Community College/Solano County Community College District, hereinafter known as "Contractor."

This agreement is entered into through the Chabot-Las Positas Community College District Board of Trustees approval process, pursuant to its meeting on Tuesday, October 18, 2022.

Appropriation or Grant Number CN21-7015

RECITALS:

Whereas, the Chabot-Las Positas Community College District has applied for and has received a grant from the California Department of Social Services for the purposes of operating a Mentor Program; and

Whereas, the CLPCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. TERM: The term of this Agreement shall commence on July 1, 2022 and terminate June 30, 2023 except as otherwise set forth in this agreement.
2. SERVICES TO BE RENDERED BY CONTRACTOR: The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.
3. PAYMENT: Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.
4. INDEPENDENT CONTRACTOR: The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.
 - a. Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.
5. EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES: Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to

Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.

6. ASSIGNMENT: Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. TERMINATION: District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. WRITTEN NOTICE: All notices required or permitted to be given by this Agreement shall be deemed given when delivered electronically, through DocuSign, and/or personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

a. Any party by a written notice to the other parties may change the address or email address of notice or the names of the persons or parties to receive written notice.

9. GOVERNING LAW: This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in Dublin, California.

10. SEVERABILITY: If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. NON-WAIVER: The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. NO AUTHORITY TO BIND DISTRICT: Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. AMENDMENTS: No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. CONFLICT OF INTEREST: Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event Contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. DAMAGES: Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION:** District agrees to defend and indemnify and hold harmless Contractor, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of District, its Board of Trustees, officers, agents, and employees.

a. Contractor agrees to defend and indemnify and hold harmless District, its Board of Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of Contractor, its Board of Trustees, officers, agents, and employees.

b. Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS:** Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to be performed under this Agreement, including all applicable provisions for subrecipient monitoring of federal funding awards.

18. **LIABILITY OF DISTRICT:** District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this Agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.

21. ENTIRE AGREEMENT/MODIFICATION: This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date specified immediately adjacent to their signatures below.

"District"

"Contractor"

By:

DocuSigned by:
Jonah Nicholas
CBF080886F1744F...

Signature of CLPCCD person
authorized to execute agreement

Print Name: Jonah Nicholas

Title: Vice Chancellor Business
Services

Date:

10/17/2022

By:

Signature

Print Name:

Title:

Address:

Date:

Recommended By:

Signature:

DocuSigned by:
Neva Bandelow
68B14C38CD6842A...

Print Name: Neva M. Bandelow

Title: Director, California Early Childhood Mentor Program

Address: 25555 Hesperian Blvd, Hayward, CA 94545

Date:

10/17/2022



Attachment A

Solano Community College/Solano County Community College District

July 1, 2022 – June 30, 2023

A. Chabot-Las Positas Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:

1. Updated materials and assistance to facilitate implementation of the program including a *Coordinator Handbook*, *LiveBinders*, reporting forms and one-on-one technical assistance.
2. \$1485 for instructional costs related to the offering of a Mentor and Director Mentor Seminar, as described in the *Coordinator Handbook*. The Coordinator may make a written request to the District for an additional \$1,584 maximum to offer the Mentor Teacher/Adult Supervision Course in the contract year.
3. \$2806 for the Contractor's Local Coordinator to implement and develop the program, arrange for the course offering, recruit prospective Mentors, place student teachers with Mentors and approve Post-Practicum, Individual Student Mentoring, Mentoring Record, Birth to Three/FCCH Mentoring Record, Mentoring Practicum Request, Director Mentoring Birth to Three/FCCH Mentoring Request, Director Mentoring Record Request, and Director Mentor Placement Contract Request. The Contractor's Coordinator may be paid directly by the Chabot-Las Positas Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner.
4. \$6480 in stipend support for 3 Mentors. All stipends will be paid directly by the Chabot-Las Positas Community College District and calculated according to the formula and procedures reflecting the most recent budget allotment, and as may reasonably be revised by the District. Stipends are for the following purposes:
 - Practicum placement(s) for mentoring practicum students placed with Mentors
 - Post-Practicum Stipend(s) to support Mentors for continued mentoring of protégés who were former practicum students placed with Mentors
 - Individual Student Mentoring Contract(s) to support pairing a Mentor with an Early Childhood Education student for non-course based contact time
 - Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services



- Birth to Three/FCCH Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services for Infant/Toddler and Family Child Care teachers and providers
 - Mentor Seminar stipends for Mentors for fulfilling the requirements as set forth on the *CECMP website*.
5. \$214 for printing and copying costs for program implementation or Mentor materials, as stipulated in the *Coordinator Handbook*. The Contractor's Coordinator may be reimbursed directly by the Chabot-Las Positas Community College District in the sole discretion of the District, or through their local college.
 6. \$2840 in stipend support for Director Mentors. All stipends will be paid directly by the Chabot-Las Positas Community College District and calculated according to the formula and procedures reflecting the most recent budget allotment, and as may reasonably be revised by the District. Stipends are for the following purposes:
 - Birth to 3 Family Childcare Director Mentoring
 - DM Mentoring Record
 - DM Placement Contract

B. Contractor as a college agrees to designate a Local Coordinator. The Coordinator shall be responsible for the following activities:

1. Submitting the signed **Designation of Coordinator form** and this signed **Letter of Agreement** to the District no later than **March 15 of this contract year**.
2. Promoting the program on campus and in the community and updating coordinating supervisor and department heads where applicable regarding the Mentor Program.
3. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the sample syllabus provided on the CECMP website and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
4. Adhering to the Policy on the Mentor Option in Campus Labs as currently described on the CECMP website and as may reasonably be revised by the District. However, in FY 2022-23, all lab hours must be in person, unless authorized by the CECMP State office.
5. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program



staff based on current statewide allocations and student placement rates at the local college.

6. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described on the *CECMP website and Coordinator Handbook*, and as may reasonably be revised by the District.
7. Selection and Re-Certification as outlined in the *Coordinator Handbook* and *Selection Committee Handbook*.

Professional Growth

8. Facilitating or arranging for facilitation by Mentors with at least 3 years of experience with the program (for leadership development purposes) of a 1-2-unit credit-optional monthly Seminar for Mentors to build a reflective community of practice to discuss issues they confront in mentoring student teachers, combined with further study of reflective supervision, leadership and mentoring skills.
9. Facilitating or arranging for facilitation on a rotating basis with Director Mentors with at least 3 years of experience with the program (for leadership development purposes) of a Seminar for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues. Documentation of meeting notes and sign in sheets are to be sent to the main office quarterly.
10. Providing Mentor Seminar Instructors with Mentor and leadership materials such as the *Braving Trust*, or other current instructional materials as supplied by the District.
11. Ensuring that facilitators for the Mentor Seminars are regularly evaluated in accordance with college policies.
12. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.

Placements and Stipend Activities

13. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.
14. Providing the District with official course outlines for all courses in which students may be placed with Mentors.
15. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).



16. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
17. Approving the following as currently described in the *Coordinator Handbook*, and as may reasonably be revised by the District:
 - Mentor-protégé contracts for Post-Practicum placements;
 - Mentor-student contracts for Individual Student Mentoring;
 - Hourly Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
 - Mentoring Practicum Request;
 - Director Mentoring Birth to Three/FCCH Mentoring Request;
 - Director Mentoring Record Request;
 - Director Mentor Placement Contract Request;
18. Serving, if requested and willing, as a Field Trainer as currently described in the *Coordinator Handbook*, and as may reasonably be revised by the District.

Payments

19. Acknowledging that the Coordinator's stipend and any reimbursements due to the college will be withheld until the signed documents (Letter of Agreement and Designation of Coordinator form) are received by the Mentor Program Office at Chabot College.
20. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner within thirty days of expenditures. Pay may be docked in the following years' Letter of Agreement for all late paperwork.
21. Making and enforcing deadlines with all Mentors for dates when their forms must be submitted to the Coordinator.
22. Submitting all forms approving the placement within 30 days of placement beginning.
23. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
24. Submitting all final fiscal reporting to the District no later than the final fiscal year deadline (typically mid-June), in accordance with the *Payment Schedule* as provided to the Coordinator each contract year.
25. Submitting all requests for reimbursement to the District monthly in accordance with the *Payment Schedule* as provided to the Coordinator each contract year.



26. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely manner, and may be reflected in following years' budget.
27. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.

Evaluations

28. Facilitating program evaluation. Compiling all evaluations and making them accessible to the main office.
29. Requiring completion of protege/mentee Evaluation of Mentor Teacher and/or Director Mentor.

Agreements and Reports

30. Completing and submitting to the District Quarterly Reports as follows:
 - First Quarter: July 1- September 30, **due October 7**
 - Second Quarter: October 1 to December 31, **due January 7 of each contract year**
 - Third Quarter: January 1 to March 31, **due April 7 of each contract year**
 - Fourth Quarter: April 1-June 30, **due July 7 of each contract year**
31. Completing and submitting to the District all Annual Reporting materials on or before **July 10 of each contract year**.

Mentor Program Meetings

32. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
33. Facilitating the selection of eligible participants for the annual Mentor Institute.

Maintaining Records

34. Keeping records on each Mentor and Director Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Being prepared to submit those records to the main office or during a program audit or evaluation upon request.
35. Maintaining program data and records in archives for seven years.



C. Contractor will designate an instructor who will be responsible for teaching the Mentor Teacher/Adult Supervision Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included on the CECMP website, and as may be reasonably revised by the District.

D. Contractor agrees to provide the following resources for implementation of the program:

1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar as currently described on the *CECMP website* and as may be reasonably revised by the District.
2. Funds for program costs in excess of amounts provided in Section A of this agreement.

E. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through D. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to the Contractor. Under some circumstances a program may be put on written probationary notice for six months to one year, and a determination will be made after performance is reviewed if resources will be withdrawn.



Designation of Coordinator 2022-2023

This is to certify that:

1. The individual named below has been designated to serve as the CECMP Coordinator for the current Program Year
2. The Coordinator named below has been informed of their designation and has agreed to satisfactorily perform all required activities and submit all required reports in a timely manner.

REGION NAME:	COLLEGE NAME:
COORDINATOR	
Name: Anthony Ayala	Title: Instructor of Child Development and Family Studies
Email: anthony.ayala@solano.edu	
Supervisor Name: Sandy Lamba	Title: Dean, Social and Behavioral Sciences
Work Phone: 707-864-7142	Email: sandy.lamba@solano.edu

CO-COORDINATOR (OPTIONAL)	
Name:	Title:
Email:	
Supervisor Name:	Title:
Work Phone:	Email:

This information has been approved by:

"CONTRACTOR"

_____ Printed Name	_____ Signature	_____ Date
_____ Title	_____ Phone Number	_____ Email

AGENDA ITEM 12.(n)
MEETING DATE December 7, 2022

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

TO: Members of the Governing Board

**SUBJECT: STRATA INFORMATION GROUP (SIG) 12-18 MONTHS CRM
CONTRACT IMPLEMENTATION**

REQUESTED ACTION:

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

SUMMARY: Strata Information Group (SIG) will provide the following consulting services for SCC Staff to implement and launch the CRM platform: Set up, integration, reporting, email training, build portal, workflow etc.

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: \$118,300</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

Lisa Neeley

VICE PRESIDENT APPROVAL

November 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Strata Information Group, Inc.
Statement of Work
(SOLANO-SOW158-STULIFECYCLE)
August 24, 2022

Solano Community College District

Slate Support Services – Student Lifecycle

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

Description of Work:

On August 8, 2022, SCCD requested that SIG generate a proposal to provide SCCD with Slate consulting services as outlined below

Proposed Services:

Tasks	Hours	# of Trips
Functional and technical consulting:		
• Slate implementation:		
o Discovery/review setup	80	
o Integration	120	
o Reports	50	
o Events	40	
o Email training	40	
o Portal building	100	
o Workflow building	100	
o Trip reports and project management	35	
o Contingency	55	
• Travel		8
Totals:	620	8

Summary of Estimated Costs:

Labor:	Travel Expenses:	Total Cost:
\$102,300	\$16,000	\$118,300

Notes:

- Rate: \$165/hour for on-site and remote delivered services.
- SIG will invoice monthly for the consulting hours provided and travel expenses incurred.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip report(s).
- Travel expenses, if applicable:
 - o Travel time is capped at 8 hours per trip.
 - o Travel expenses are estimated at \$1,800 per consultant, per trip.
 - o SIG will make every attempt to reduce travel costs, including coach fares and the use of the client's recommended lodging.
 - o Actual travel expenses may be lower or higher than estimated. Costs may be adjusted between the labor and travel expense categories to accommodate this as long as the total cost is not exceeded.
 - o SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are generally based on GSA guidelines. Per diem rates are: \$59 per full on-site day \$44.25 per partial day.
- Costs exclude all state taxes, if applicable.

For Solano Community College District:

For Strata Information Group, Inc.:

Signature

Date

DocuSigned by:

 5B8F9C55A1684B6...

Aug-24-2022

Henry A. Eimstad
 President

Date

(Please print name and title)

General Outline of Services

These services may change depending on SCCD's priorities, needs, and availability of staff, funding, and other resources.

Detailed tasks:

- Provide design suggestion for Slate entities and datasets as well as form, email, and query suggestions related to Slate fields, prompts, and tables.
- Assist with the definition of a strategy and approach for loading student data into Slate, one that Solano can evolve over time as they bring in new categories and sources of data and considering multiple uses for this data (forms / workflows, advisor dashboards).
- Facilitate building a business process flow for two complete workflow examples – to be discussed with SCCD.
- Assist with the formation of a security model, taking into consideration that this instance of Slate will be used for a diverse set of purposes with different user types and security needs.
- Provide services related to data suggestions of data to pull from Colleague and other third-party sources in student.
- Provide guidance on portal, payment gateway, ping, and other Slate options related functionality.
- Assist in troubleshooting issues related to the implementation of student lifecycle.
- Provide best practices for using Slate as a document repository (and potentially help SCCD understand how to migrate legacy documents into Slate).
- Provide guidance on CRM best-practices, as requested by SCCD with a core focus on student retention.

AGENDA ITEM 12.(o)
MEETING DATE December 7, 2022

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

TO: Members of the Governing Board

**SUBJECT: SLATE BY TECHNOLUTIONS ANNUAL CUSTOMER
RELATIONSHIP MANAGEMENT (CRM) LICENSING FEE**

REQUESTED ACTION:

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

SUMMARY: Slate by Technolutions will license, host and support client relationship mgmt system. The licensing fee is based on the license tier for schools receiving between 1,500 than 7,500 applications per year.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$50,000</i>
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SUPERINTENDENT'S RECOMMENDATION: ☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

Lisa Neeley
Vice President, Student Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7159

TELEPHONE NUMBER

Lisa Neeley

VICE PRESIDENT APPROVAL

November 22, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Solano Community College

Slate by Technolutions

All licenses to Slate are comprehensive and include access to all admissions and advising features, functionality, service, support, design, and development, without limitation or restriction. There are no per-user or per-application fees or restrictions, and there are no separate implementation fees. All data migrations and integrations are included as part of the annual subscription.

Only four types of costs fall outside of the annual license: (1) any credit card processing fees charged by third parties; (2) nominal communication fees charged by third parties, such as telephony, printing, postage, and text messaging; (3) the registration cost for attending optional events and training such as the Slate Innovation Festival; and (4) travel expenses for events.

Based upon your application volume of receiving fewer than 7,500 submitted applications per year, you would fall into the license tier for schools and programs receiving between 1,500 and 7,500 applications per year. The total annual cost of this tier, inclusive of all admissions features, functionality, service, support, design, and development, would be \$50,000 for a single database.

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

TO: Members of the Governing Board

**SUBJECT: THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER #211 BARGAINING
PROPOSAL TO THE SOLANO COMMUNITY COLLEGE
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 California School Employees Association (CSEA), Chapter 211, has submitted its bargaining proposal to the District. Public comment on such proposal shall be received at the next Governing Board meeting scheduled for December 21, 2022.

The California School Employees 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

VICE PRESIDENT APPROVAL

November 23, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

December 7, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**Initial Proposal of the
California School Employees Association (CSEA) and its Solano Community College Chapter
#211 To the Solano Community College District
For Negotiations for the Successor Contract beginning July 1, 2023**

CSEA desires to alter or amend the current collective bargaining agreement expiring June 30, 2023, as follows:

Article VI: Association Rights

CSEA has an interest in establishing standards for amount of time allowed for meetings during the workday.

Article IX: Pay and Allowances

CSEA has an interest in a fair and equitable salary increase to our salary schedule as well as one-time monies from end of year savings.

Article XV: Professional Growth, Training and Education

CSEA has an interest in improving how bargaining unit members are compensated for professional growth credits.

Article XII: Holidays

CSEA has an interest in updating the holiday schedule to reflect updated holidays.

Article XXIV: Contract Out

CSEA has an interest in retaining bargaining unit work.

All other provisions of the collective bargaining agreement in force to June 30, 2023 shall remain in full force and effect.

The California School Employees Association and its Solano Community College #211 reserves the right to make additional proposals at any time during the bargaining process; including but not limited to responses to proposals made by the District.