

**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

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Leigh Anne Jones	From Enterprise Resource Analyst-DE/Canvas/AA to Administrative Assistant III-EOPS	01/03/2024
Isabella Rangel	From Account Clerk to Administrative Assistant III-ASTC	01/22/2024
Charlotte Wright	From Admin Assistant IV-AT & B (10-Mo) to Admin Assistant IV-AT&B (12-Mo)	02/01/2024

Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Tina Abbate	From Enterprise Resource Analyst to Scheduling Analyst	10/03/23 – 01/31/24 (Updated)
James “Kimo” Calilan	From Director, Information Services to Director, Information Security & Special Projects	02/01/24-01/31/25

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Rebecca Bordon	Account Technician	10/01/23 – 06/30/24

Salvatore Abbate
Human Resources

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

January 25, 2024

February 7, 2024

Date Submitted

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR
 Governing Board Meeting
 February 7, 2024
 Page 2

Interim Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Claudia Tenty	Interim Director of Information Services (Classified Management)	02/01/24-12/31/24

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
David Bellerive	Journey Level Asst - Fire	General	02/08/24-06/30/24	\$26.00/hr.
Alison Bolton	Curriculum Committee; ADJ Rep	General	08/14/23-05/23/24	\$1,000.00 stipend
Doug Green	Advanced Manufacturing Tours	Strong Workforce	01/10/24-06/01/24	\$78.90/hr.
Daniela Gutierrez	Student Services Generalist	SEA	02/08/24-06/30/24	\$18.91/hr.
David Harris	Asst Coach - Baseball	General	02/08/24-05/31/24	\$22.00/hr.
Charlize Hongo	Admin Assistant III	General	02/08/24-06/30/24	\$18.91/hr.
Kenneth Kramer	Special Project	General	02/22/24-06/30/24	\$75.00/hr.
Valentino Pica	Enterprise Resource Analyst	General	02/08/24-06/30/24	\$22.51/hr.

District Resignation

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Alfredo Hernandez	Director of Outreach & Recruitment 1 year 2 months service at SCC	01/19/2024
Shameeka Wilson	Outreach Specialist 1 month service at SCC	02/02/2024

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

TO: MEMBERS OF THE GOVERNING BOARD

**SUBJECT: PERSONAL SERVICES AGREEMENTS AND CONTRACTS
UNDER \$50,000**

REQUESTED ACTION:

<input type="checkbox"/> Information	OR	<input checked="" type="checkbox"/> Approval
<input checked="" type="checkbox"/> Consent	OR	<input type="checkbox"/> Non-Consent

PERSONAL SERVICES AGREEMENTS

**Academic Affairs
David Williams, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Bernadette Aldrich	Vendor will provide photography services for the spring 2024 dance production.	02/16/24-06/30/24	No to Exceed \$500.00
Angel Fuentes-Figueroa	Consultant to provide "AI in Higher Education" webinar series at the rate of \$1,000 per 90-minute webinar (\$250 for first 30-minute presentation). Webinars to be held in person and/or Zoom as needed from 12:00-1:30 pm.	01/11/24-05/09/24	Not to Exceed \$4,250.00
Conrad Huber	Vendor will provide lighting design services for the spring 2024 dance production.	02/16/24-06/30/24	No to Exceed \$1,500.00
Kristian Medina dba Cochitta Films	Vendor will provide videography services for the spring 2024 dance production.	02/16/24-06/30/24	No to Exceed \$1,000.00
Sacramento Association of Collegiate Officials	Vendor to provide referee services for Women's Basketball games and tournaments; includes all services and fees.	10/01/23-05/01/24	Not to Exceed \$6,325.00

**Human Resources
Salvatore Abbate, Director**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Brian Bedford	Consultant will facilitate trainings for faculty, staff, and managers, including strategies for implementing activities, assessing outcomes, and modifying strategies to advance EEO goals and DEI efforts of the college.	02/01/24-06/30/24	No to Exceed \$50,000.00

SOLANO COMMUNITY COLLEGE
 FINANCE & ADMINISTRATION CONSENT CALENDAR
 Governing Board Meeting
 February 7, 2024
 Page 2

Student Services
Lisa Neeley, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
ADVO Kids	Presenter for Foster Kinship Care Education March 19-22, 2024. Will provide class materials and facilitate “How to Access the Juvenile Court” for caregivers.	03/19/24-03/22/24	Not to Exceed \$400.00
Appelstein Training Resources	Presenter for Foster Kinship Care Education March 19-22, 2024. Will provide class materials and facilitate “No Such Thing as a Bad Kid.”	03/19/24-03/22/24	Not to Exceed \$400.00
Derek Clark	Presenter for Foster Kinship Care Education March 19-22, 2024. Will provide keynote address and facilitate 5 in-person workshops.	03/19/24-03/22/24	Not to Exceed \$12,790.00
Bradley Starkey-Owens	Consultant to provide Alternate Media/Assistive technology production and assistance for Accessibility Services Center, including the training of current/future staff in use of technology & equipment, and provide consulting services on existing technology/equipment providing recommendations for future at the rate of \$70 per hour.	02/08/24-06/30/24	Not to Exceed \$32,200.00

CONTRACT SERVICES AGREEMENTS

Finance and Administration
Susan Wheet, Vice President

<u>Name</u>	<u>Description</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Ocelot	Vendor to provide campus-wide access for ChatBot including 25 LiveChat licenses. Vendor Service Contract #00004747.	SEA	04/01/24-03/31/25	Not to Exceed \$46,110.00
Wash Automated	Vendor to provide sports laundry system. Price includes item, freight, and professional installation.	General	02/08/24-04/30/24	Not to Exceed \$17,358.92
Weidner CA	Vendor to provide wood/aluminum plaque and professional installation in building 800.	General	02/08/24-04/30/24	Not to Exceed \$1,459.21

Susan Wheet
 Vice President,
 Finance & Administration

 January 25, 2024
Date Submitted

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

 February 7, 2024
Date Approved

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: DISPOSITION, TRANSFER OR TRADE-IN OF CAMPUS EQUIPMENT

REQUESTED ACTION:

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

In compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of authorizing the disposal the equipment identified below which are unsatisfactory for retention and no longer suitable for school use.

SUMMARY:

<u>Asset Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Location</u>	<u>Original Value</u>
2484	Cissell Dryer	1	Room 1748	Unknown
N/A	Single use Baseball Locker	3	Baseball Clubhouse	Unknown
NA	Rolling task chairs	28	Building 800	Unknown

Acceptance of this disposal is recommended at this time.

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i>	<i>Board Policy: 3350</i>	<i>Estimated Fiscal Impact: N/A</i>
SUPERINTENDENT'S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> TABLE

Susan Wheet
Vice President,
Finance & Administration

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

January 25, 2024

Date Submitted

February 7, 2024

Date Approved



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

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

(Check only one)

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

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

Comment: Vendor "Wash Automated" will dispose

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
2484	Cissell Dryer	1700A	1748

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

Action Performed by: Alonso Frias Date 1/23/2024

Division or Organizational Unit: ATHL/KINE Health Sciences

Approved by: [Signature] Date 1-23-24
Unit Manager or Division Dean

For District Facilities Office Use

For Surplus Items:

Board authorization to sell _____

Invoice/receipt number and date _____

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



(Check only one)

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

Comment:	
----------	--

[illegible]

Action Performed by: Jason Yi Date 1/19/24

Division or Organizational Unit: Facilities Department

Approved by: _____ Date _____
Unit Manager or Division Dean

For District Facilities Office Use

Board authorization to sell

Invoice/receipt number and date

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

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

Transfer to (location)

Bldg No. 800 Room No. 807A

Comment _____

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.
Not Applicable	28 rolling task chairs (color: blue)		

Action Performed by _____ Date _____

Division or Organizational Unit _____

Approved by [Signature] 1/10/24
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: DONATIONS

REQUESTED ACTION:

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

SUMMARY:

<u>NAME AND ADDRESS</u>	<u>ITEM AND ESTIMATED VALUE</u>	<u>RECEIVING DEPARTMENT</u>
Evangeline Middleford 351 Ridgecrest Circle Suisun City, CA 94585	Microwave / \$300.00	Main Campus Cafeteria
Sarah Daly 1759 Nantucket Court Fairfield, CA 94534	Microwave / \$150.00	Main Campus Cafeteria
Angela Oppenheimer 1345 Louisiana Street Vallejo, CA 94590	2000 Honda Civic LX / \$1,697.00	Vallejo Automotive Technology

Acceptance of this donation is recommended.

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: 3350 Estimated Fiscal Impact: \$ In Kind Gifts

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

707 864-7299

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

January 25, 2024

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

February 7, 2024

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT



DONATIONS TO SOLANO COMMUNITY COLLEGE DISTRICT

(Required form to be completed and submitted by individuals who wish to donate goods and/or services to Solano Community College District. Potential donors will receive written notification from the designated District Office of acceptance or non-acceptance of donations. Acceptance of all donations is subject to program applicability and operations, storage, and other factors, at the discretion of the District.

~~PLEASE PRINT LEGIBLY~~

DONOR NAME: Evangeline Middleton TITLE: Parent / Community Member

BUSINESS/
AGENCY NAME: _____ TYPE OF BUSINESS: _____
(If applicable)

ADDRESS: 351 Ridgecrest Ave CITY, STATE, ZIP: Seaside, CA 94585

CONTACT E-MAIL: PatriciaMiddleton@earthlink.net CONTACT TEL. # 707 207 3430

INTENDED RECIPIENT: (School/Dept. Name or Individual Recipient) SCC Infoking
(acceptance subject to approval by the District)

TYPE OF DONATION: (check one)

Prospective donations of computers, media equipment, computer supplies, software, and/or other computer or media related materials and/or equipment also require review and pre-approval by the Chief Technology Officer, or designee.

☒ **Goods** (includes equipment, supplies, materials, other tangibles). Description must include year, make, model and current quality of operation and condition/appearance. PANASONIC NE1054F MICROWAVE (NEW)

Estimated retail value of these goods: \$ 300

☐ **Services** (specialized volunteer, other non-employee, vendor or contractor services). Description must include specific type of volunteer or other work or services, names and contact information of donors, and total time to be donated, subject to District approval _____

District support needed/installation or maintenance _____

Cost of maintaining donation _____



RESTAURANT
SUPPLY.com

Menu

855-838-1010

Search

Cart

Sign in and enjoy Member Exclusive Pricing Order History & Tracking 30-Day Lowest Price Match Guaranteed

New to RestaurantSupply.com? [Create Account](#)

My Lists

Top Brands

Foodservice Designs

Gift Cards

Financing

Toast POS

855-838-1010

30-Day Lowest Price Match Guaranteed

Home > Restaurant Equipment > Commercial Ovens > Commercial Microwave Ovens > Light Duty Microwave Ovens

Panasonic NE-1054F Stainless Steel Commercial Microwave Oven 10 Programmable Memory - 120V, 1000W

Panasonic NE-1054F Stainless Steel Commercial Microwave Oven 10 Programmable Memory - 120V, 1000W

Item: #87689 MFG: #NE-1054F GTIN: #0037988910151



Related Items



Carlisle 196507 Clear
Plastic 9-7/16" to 9-
3/4" Plate Cover

\$10.56 /Each

ADD TO CART

Specification

Ship Weight	47 lbs
Manufacturer	Panasonic



Panasonic NE-1054F Stainless Steel Commercial M...
#87689

Details

Reviews

\$320.00 /Each



DONATIONS TO SOLANO COMMUNITY COLLEGE DISTRICT

(Required form to be completed and submitted by individuals who wish to donate goods and/or services to Solano Community College District. Potential donors will receive written notification from the designated District Office of acceptance or non-acceptance of donations. Acceptance of all donations is subject to program applicability and operations, storage, and other factors, at the discretion of the District.

~~PLEASE PRINT LEGIBLY~~

DONOR NAME: Sarah Daly TITLE: _____

BUSINESS/
AGENCY NAME: _____ (If applicable) TYPE OF BUSINESS: _____

ADDRESS: 1759 Nantucket Ct. CITY, STATE, ZIP: Fairfield, CA

CONTACT E-MAIL: lowdaly03@yahoo.com CONTACT TEL. #: (415) 412-8552

INTENDED RECIPIENT: (School/Dept. Name or Individual Recipient) Solano CC
(acceptance subject to approval by the District)

TYPE OF DONATION: (check one)

Prospective donations of computers, media equipment, computer supplies, software, and/or other computer or media related materials and/or equipment also require review and pre-approval by the Chief Technology Officer, or designee.

☒ Goods (includes equipment, supplies, materials, other tangibles). Description must include year, make, model and current quality of operation and condition/appearance. 2023 Panasonic Microwave
new (Inverter) 1200 watts
model: NNSL67NS Estimated retail value of these goods: \$ 150-

☐ Services (specialized volunteer, other non-employee, vendor or contractor services). Description must include specific type of volunteer or other work or services, names and contact information of donors, and total time to be donated, subject to District approval _____

District support needed/installation or maintenance _____

Cost of maintaining donation _____



Solano Community College

Campus Donations

This form is required to be completed and submitted by individuals who wish to donate goods and/or services to Solano Community College District. Potential donors will receive written notification from the designated District Office upon acceptance or non-acceptance of donations. Acceptance of all donations is subject to program applicability and operations, storage, and other factors, at the discretion of the District.

Donor Name: Angela M. Oppenheimer Title: _____

Business/
Agency Name: _____ Business Type: _____
(If applicable)

Address: 1345 Louisiana Street City, State, Zip: Vallejo, CA 94590

Contact Email: mariposium@gmail.com Contact Tel # 415-370-4274

Recipient School/Department: Automotive Technology
(acceptance subject to approval by the District)

Recipient Contact Name: Andrew McGee

TYPE OF DONATION: (check one)

Prospective donations of computers, media equipment, computer supplies, software, and/or other computer or media related materials and/or equipment also require review and pre-approval by the Chief Technology Officer, or designee.

☒ **Goods** (includes equipment, supplies, materials, other tangibles). Description must include year, make, model and current quality of operation and condition/appearance
2000 Honda Civic LX sedan. Well-maintained vehicle, but needs engine work

Estimated retail value of these goods: \$ 1,697.00

☐ **Services** (specialized volunteer, other non-employee, vendor or contractor services). Description must include specific type of volunteer or other work or services, names and contact information of donors, and total time to be donated, subject to District approval

District support needed/installation or maintenance

Cost of maintaining donation _____

REQUIRED DONATION APPROVALS

Recipient School/Dept. Administrator (or Designee) Name: Jose Cortes

Recipient School/Dept. Administrator (or Designee) Title: Dean of Applied Technology and Business

☒ Donation(s) Accepted ☐ Donation(s) Not Accepted Date: 1/24/24

Comments:

APPROVAL SIGNATURES

1. _____
Chief Technology Officer
Date _____
2. _____
Associate Vice President, Human Resources
Date _____
3. [Signature]
Vice President, Finance and Administration
Date 01/25/24
4. [Signature]
Vice President, Academic Affairs
Date 1/24/2024
5. _____
Chief Student Services Officer
Date _____
6. _____
Superintendent-President:
Date _____

Date Donation(s) Accepted and Board-approved on: 02/07/2024

Follow-up to Board approval: _____ Delivery Date: _____ Location: _____

REGISTRATION - VEHICLE FROM

AUTO 09/22/2023 TO 09/22/2024 **TYPE** 11 **7ZKL617**
SALVAGED

VEHICLE IDENTIFICATION NUMBER
 2HGEJ667XYH602407

DATE FIRST SOLD 00/00/0000 **CLASS** BD **2013** **2000**
4D **170** **G** **UNLADEN WEIGHT** **\$143** **4800**

DATE ISSUED 08/24/2023

REGISTERED OWNER(S)
 OPPENHEIMER ANGELA MARIE
 1345 LOUISIANA ST
 VALLEJO CA 94590-4617

STATE OF CALIFORNIA
 DEPARTMENT OF MOTOR VEHICLES
 VALIDATED REGISTRATION CARD
 READ REVERSE SIDE - IMPORTANT INSTRUCTIONS

RJ1082120234206
S 1980042

L0005

State Farm
CALIFORNIA
INSURANCE CARD

State Farm Mutual Automobile Insurance Company
 PO Box 2358 Bloomington IL 61702-2358
INSURED OPPENHEIMER, LARRY & ANGELA

MUTL
VOL

POLICY NUMBER 180 0256-C06-06B
VEHICLE 2000 **MAKE** HONDA **MODEL** CIVIC
VEHICLE IDENTIFICATION NUMBER 2HGEJ667XYH602407
DATE FIRST SOLD 00/00/0000 **CLASS** BD **2013** **2000**
4D **170** **G** **UNLADEN WEIGHT** **\$143** **4800**

EFFECTIVE SEP 06 2023 TO MAR 06 2024
VEHICLE 2000 **MAKE** HONDA **MODEL** CIVIC
VEHICLE IDENTIFICATION NUMBER 2HGEJ667XYH602407
DATE FIRST SOLD 00/00/0000 **CLASS** BD **2013** **2000**
4D **170** **G** **UNLADEN WEIGHT** **\$143** **4800**

AGENT FREUND INS AND FIN SVC INC 25178
PHONE (415) 945-1111
ADDRESS 4150 FREUND BLVD
CITY FREUND CA 94590
STATE CA
ZIP 94590
COUNTRY USA
DATE 08/24/2023
TIME 10:10
BY LUT
COVERAGES A C 0250
SEE REVERSE SIDE FOR AN EXPLANATION

STATE OF CALIFORNIA
CERTIFICATE OF TITLE

55417092225
AUTOMOBILE

VEHICLE ID NUMBER 2HGEJ667XYH602407
4D

VEHICLE HISTORY
SALVAGED

YR 2000 **MAKE** HOND **PLATE NUMBER** 7ZKL617
FUEL 6 **TRANSFER DATE** 08/18/17 **FEES PAID** \$202
CLASS BD **2013** **YR** 2013 **NO** 09/22/2018
ISSUE DATE 09/22/17
ODOMETER READING 09/29/2013

REGISTERED OWNER(S)
 OPPENHEIMER ANGELA MARIE
 1345 LOUISIANA ST
 VALLEJO CA 94590

1a **DATE** **X**
1b **DATE** **X**

SIGNATURE OF REGISTERED OWNER
SIGNATURE OF REGISTERED OWNER

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The odometer now reads (no tenths) miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked. Mileage is VOID if altered or erased.

WARNING ☐ Odometer reading is not the actual mileage ☐ Mileage exceeds the odometer mechanical limits.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATE **DATE** **DATE**

PRINTED NAME OF BUYER OR AGENT SIGNED FOR A COMPANY **X**
PRINTED NAME OF SELLER OR AGENT SIGNED FOR A COMPANY **X**

IMPORTANT READ CAREFULLY
 Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.

2. X Signature releases interest in vehicle. (Company names must be countersigned)
 Release Date

CA176316290
015808
REG. 17 30RS (REV 02/2016)

KEEP IN A SAFE PLACE - VOID IF ALTERED

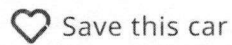
Advertisement

My Car's Value

2000 Honda Civic LX Sedan 4D 4.6 ★ (1216 Ratings) Write a review



VIN: **2HGEJ667XYH602407**



Create a free account for quicker access to saved cars, recall alerts and more.



Recalls: **2 Recalls Found**
Is my car affected?



Repair Estimator: **See Pricing**
What's a fair price?



Options Next Steps

1 Your Options

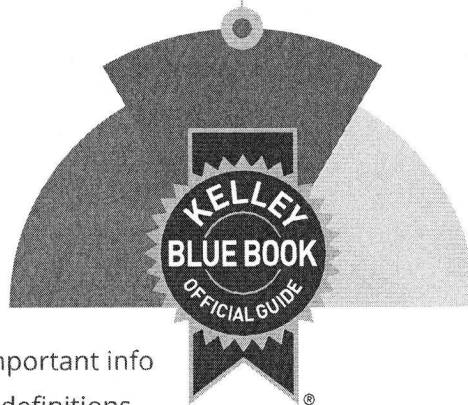
This website uses cookies and other tracking technologies to enhance user experience and to analyze performance and traffic on our website. We also share information about your use of our site with our social media, advertising and analytics partners. If we have detected an opt-out preference signal then it will be honored. Further information is available in our [Privacy Policy](#).

**Man
age
Cooki
es**

**Reject
All**

**Accep
t
Cooki
es**

Private Party Range
\$861 - \$2,532
Private Party Value
\$1,697



① Important info
& definitions

Value valid as of **01/20/2024**

Factors That Impact Value

Check that yours are correct below.

Mileage: **281,209** ✎ ZIP Code: **94590** 📍

Condition
Good ▼

[Edit Options](#)

**PRIVATE
SELLER** **Exchange**

This website uses cookies and other tracking technologies to enhance user experience and to analyze performance and traffic on our website. We also share information about your use of our site with our social media, advertising and analytics partners. If we have detected an opt-out preference signal then it will be honored. Further information is available in our [Privacy Policy](#).

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

TO: Members of the Governing Board

**SUBJECT: NOTICE OF COMPLETION FOR CONSTRUCTION
SERVICES FOR THE VALLEJO AUTOTECH SECURITY
ENHANCEMENT PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Autotech Security Enhancement Project Notice of Completion. On October 19, 2022, a Contract was awarded to Arthulia, Inc.

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

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

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

Lucky Lofton
Vice President, Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
Vice President, Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RECORDING REQUESTED BY:

When recorded mail to:

Lucky Lofton, Vice President, 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 modernization on the property hereinafter described was completed on: 2/7/2024
 7. The Project Name is: Vallejo Autotech Security Enhancement Project
 8. DSA Number (if applicable): #02-119982, File #48-C1
 9. The contractor for such work of modernization is: Arthulia, Inc.
 10. The name of the contractor's Surety Co. is: Arch Insurance Company
 11. The date of contract between the contractor and the above owner is: 10/19/2022
 12. The street address of said property is: 1687 North Ascot Parkway, Vallejo, CA 94591
 13. APN #: 0183-080-050
 14. The property on which said work of modernization was completed is in the City of Vallejo, County of Solano, State of California, and is described as follows: Replacement of the existing iron perimeter fence with new DSA (Division of the State Architect) approved 10' tall masonry block walls, miscellaneous site improvements with new gates and removable bollards.

Date

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

Verification

I, undersigned, say:

I am _____

("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)

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

TO: Members of the Governing Board

**SUBJECT: NOTICE OF COMPLETION FOR CONSTRUCTION
SERVICES FOR THE INFORMATION TECHNOLOGY
INFRASTRUCTURE – DISTRICT-WIDE SWITCHING
REFRESH PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Information Technology Infrastructure – District-wide Switching Refresh Project Notice of Completion. On December 7, 2022, a contract for the amount of \$743,916.13 was awarded to Development Group, Inc. for the Information Technology Infrastructure - District-wide Switching Refresh Project. 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.

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

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

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

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RECORDING REQUESTED BY:

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 modernization on the property hereinafter described was completed on: 2/7/2024
7. The Project Name is: Information Technology Infrastructure – District-wide switch refresh
8. DSA Number (if applicable): N/A
9. The contractor for such work of modernization is: Development Group, Inc.
10. The name of the contractor's Surety Co. is: The Ohio Casualty Insurance Company
11. The date of contract between the contractor and the above owner is: 12/7/2022
12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, CA 94534; 545 Columbus Parkway, Vallejo, CA 94591; 1687 North Ascot Parkway, Vallejo, CA 94591; 2001 North Village Parkway, Vacaville, CA 95688; 2000 North Village Parkway, Vacaville, CA 95688; 281 County Airport Road, Vacaville, CA 95688
13. APN #: 0027-242-110; 0133-180-160; 0129-240-020; 0081-800-340; 0183-080-050
14. The property on which said work of modernization was completed is in the Cities of Fairfield, Vallejo and Vacaville, County of Solano, State of California, and is described as follows: infrastructure and equipment required for the replacement of the Cisco 3850 switching devices and an upgrade to the Hyperflex cluster.

Date

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

Verification

I, undersigned, say:

I am _____

(“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)

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION NO. 24/24-06 TO APPROVE
APPOINTMENT TO CITIZENS' BOND OVERSIGHT
COMMITTEE (CBOC) – GLENN LOVEALL

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for Resolution No. 23/24-06, to appoint one citizen to the Citizens' Bond Oversight Committee (CBOC) representing a Construction and Trade Organization.

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

The Board CBOC Subcommittee comprised of Trustees Thurston and Cargo-Reed recommends the appointment of Glenn Loveall, Member-At-Large, Construction & Trades Organization.

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: Not Applicable.

Ed. Code: 15278 Board Policy: 3390 Estimated Fiscal Impact: \$0

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7299

TELEPHONE NUMBER

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

February 7, 2024

VICE PRESIDENT APPROVAL

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

January 29, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 23/24-06

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

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

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

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

PASSED AND ADOPTED, This 7th day of February 2024, by the Governing Board of the Solano Community College District.

DENIS HONEYCHURCH, J.D., PRESIDENT

CELIA ESPOSITO-NOY, ED.D., SECRETARY

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

TO: Members of the Governing Board

**SUBJECT: UPDATED CLASSIFIED MANAGER JOB DESCRIPTION:
DIRECTOR OF MARKETING AND COMMUNICATION
AND PUBLIC INFORMATION OFFICER**

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. The Director of Marketing and Communications and Public Information Officer is responsible for developing, expanding and enhancing public understanding of the college and its programs and their impact on the community and economy. This position will be placed on the Manager salary schedule at a range 48 and will be funded through Student equity, Strong workforce, and Outreach funds.

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: 88009

Board Policy: 4010, 4720

*Estimated Fiscal Impact: \$115,399.56
Plus Benefits Yearly*

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

January 25, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

DIRECTOR OF MARKETING AND COMMUNICATIONS & PUBLIC INFORMATION OFFICER

CLASS TITLE: Director of Marketing and Communications & Public Information Officer (Classified Manager)

BASIC FUNCTION: Under the direction of the Superintendent/President or designee, the Director of Marketing and Communications will lead and implement the organization's marketing and communication strategies; lead and sustain a robust communication model for enrollment management; develop and execute marketing campaigns; manage the organization's website and social media presence; serve as the Public Information Officer and oversee all public relations efforts in coordination with the Superintendent-President and Department of Public Safety; direct relationships with broadcast and digital media outlets.

The director develops, articulates, and executes all marketing and communications strategies with the approval of the Superintendent-President. The Director of Marketing and Communications collaborates with all divisions of the College to assure that strategic direction, branding, design, development, and publications best support the mission, vision, and core values of the College.

The director has the primary responsibility for developing and implementing a comprehensive branding, recruiting, and marketing strategy within the framework of the College's overall college relations, communications programs and community relationships. On a daily basis, the director is responsible for developing and managing internal and external communications and student recruitment and retention efforts through various media, enhancing public awareness of and trust in the College. The incumbent will work closely with the President, cabinet, and deans in setting overarching strategic priorities and devising marketing, communications, and public relations programs that support university-wide objectives.

PRIMARY DUTIES AND RESPONSIBILITIES:

Responsible for coordinating the college's marketing and communications efforts. Acts to support the instructional mission of the College and to promote positive student and customer relations.

- Plans, develops, schedules, executes, and evaluates targeted, cross-channel digital communication and advertising campaigns, strategies, tools, and tactics to meet College recruitment and communications objectives.
- Directs all media relations for the District to ensure accurate and timely coverage of events and news; serves as the District's spokesperson on public relations matters.
- Promotes and maintains the college's presence on social media, other relevant digital platforms, as well as traditional advertising and communication channels such as radio, newspaper, and television. Manages and maintains high-quality content, brand equity, display standards, and usage guidelines.
- Directs the development and editing of various publications, including press releases, feature articles, news stories, postings, reports, and other communications which highlight the goals, objectives, policies, programs, activities, and accomplishments of the District, its students, and staff for dissemination to print, broadcast, and digital media platforms.
- Oversee staffing and leadership development and direct the work of the College outreach team.
- Work closely with admissions staff, communications staff, and other campus stakeholders to develop strategic positioning, content, and messaging for outreach/in-reach initiatives to include automated CRM-driven communication to prospective and current students.
- Collaborate with faculty, administration and staff, students, and alumni to develop compelling, distinctive and

- relevant stories to illustrate and advance the College in target enrollment markets.
- Continually evaluates marketing and advertising results and implements strategies to consistently improve.
- Provides expertise on current and emerging digital trends, best practices, and technologies. Investigates and understands the various digital platforms used by each of the College's key target audiences, provides recommendations practices, and ensures messages are customized, formatted, and deliver maximum impact.
- Analyzes, reviews, and reports on the effectiveness of campaigns in an effort to maximize results. Works with employees to determine the allocation of funds to all market segments using digital and traditional advertising and promotional methods.
- Monitors departmental budgets to ensure effective use of funds.
- Provides support for divisional and College-wide events and activities as needed.
- Directs the development and maintenance of the College's website, social media networks, and digital marketing to ensure that the design and content achieves the appropriate public relations result and content is optimized for search engines and following SEO best practices.
- Support those who represent the college to the public by assisting with presentation development and related written materials.
- Develops project timelines, effectively communities with stakeholders and manages project elements to meet established deadlines.
- Directs the assignment of photography and videography content for the College
- Acts as advisor to the Superintendent-President in matters concerning internal and external communications, including crisis communications; manages crisis communication to mitigate negative news events and coverage; facilitates public safety information during emergencies, including natural disasters and/or health crises.
- Serves as a point of contact, in coordination with the Superintendent-President and Department of Public Safety, in the case of an emergency.
- Perform other tasks as assigned by the Superintendent-President.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of communications and public relations and its role in advancing an organizational agenda.
- Principles, theories, practices, and techniques of marketing, branding, and advertising.
- Communications media sources and their most effective uses, including print, broadcast, web, and social media.
- Methods and techniques for preparing and disseminating news releases and securing media placements.
- Design content and production of marketing and public relations materials.
- Community college mission and their place in the higher education landscape.
- Objectives and interests of professional, employee, student, business, and community groups and organizations impacting the agenda of the District.
- Capabilities of computer applications, systems and hardware used in the field of communications including but not limited to internet environments and desktop publishing.
- Principles of supervision, training, and staff development

ABILITY TO:

- Plan, develop, direct, and maintain a strategic communications, public relations, marketing, and external relations program for the District.
- Apply research and analytical techniques in the collection, summarization, and analysis of information for media distribution and presentations
- Coordinate and direct the production and distribution of a wide variety of promotional materials
- Evaluate the public relations value of information
- Present information on a wide variety of subjects using the full array of written, oral, and visual formats and techniques for diverse media outlets
- Identify the characteristics of diverse target audiences and determine the most effective communications techniques for reaching and motivating these groups for maximum support of District programs, services, and activities.
- Establish and maintain effective and cooperative working relationships with District administrators, business and community leaders, and representatives of communications media organizations
- Assess situations accurately, adopt an effective course of action, and maintain composure in all situations
- Exercise the authority of the position with diplomacy, honest, integrity, humor, and tact
- Exercise initiative, discretion, and critical judgment
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Motivate, direct, train, and develop others
- Travel to off-site events and meetings

QUALIFICATIONS:**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from a regionally accredited institution, preferably with a major in marketing, journalism, communications, English, creative writing, social media, multimedia, public relations or similar discipline.
- 3 years' full-time, professional level experience in managing a communications, public relations, or related program, which must have included experience with various media sources such as social media, web-based, broadcast, and print media.

DESIRED QUALIFICATIONS:

- Master's degree in related field
- Experience working in higher education or with higher education institutions
- 3 years' management level experience in related field

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

While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification routinely performs work duties and attends work-related meetings at other campus locations.

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

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

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

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

TO: Members of the Governing Board

**SUBJECT: AMENDMENT #7 TO KITCHELL CAPITAL
EXPENDITURE MANAGERS, INC. FOR PROGRAM
MANAGEMENT SERVICES**

REQUESTED ACTION:

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

SUMMARY: Board approval is requested for Amendment #7 to Kitchell Capital Expenditure Managers, Inc. (KCEM) for the continuation of project management services for the Measure Q Bond Program. On November 5, 2014 the Board approved a contract to KCEM in the amount of \$6,376,735. On August 19, 2015 the Board approved Amendment #1 to manage the following for the Fairfield Science Building Project: development of Criteria Documents, solicitation and selection of the design-builder, and procurement of construction management services.

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: _____

<i>Government Code:</i> N/A	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$15,268,060</i> <i>Measure Q Funds</i>
-----------------------------	----------------------	--

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

Susan Wheet
Vice President, Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet
Finance & Administration

VICE PRESIDENT APPROVAL

January 25, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: AMENDMENT #7 TO KITCHELL CAPITAL
EXPENDITURE MANAGERS, INC. FOR PROGRAM
MANAGEMENT SERVICES**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

On March 21, 2018 the Board approved Amendment #2 to extend the program management services for two years to May 30, 2020. On January 16, 2019 the Board approved Amendment #3 for additional estimating hours related to the Library/Learning Resource Center Project. On December 18, 2019 the Board approved Amendment #4 to extend program management services for two years to May 31, 2022. On October 20, 2021, the Board approved Amendment #5 to extend program management services through May 31, 2024. On April 6, 2022, the Board approved Amendment #6 to extend the project management software license to align with the extended construction of the Library/Learning Resource Center Project.

With the current bond sales of Series F and the future sale of Series G, approval of Amendment #7 is requested for an additional 5-year period, which would then expire on May 31, 2029. This extension should provide enough time for the Bond completion and close-out.

Contract Summary:

\$ 6,376,735	Original Contract Amount
\$ 10,906,419	Previously Approved Amendments (6)
<u>\$ 15,268,060</u>	Proposed Amendment #7
\$ 32,551,214	New Contract Amount, including Amendment #7

The Board is asked to approve this amendment to Kitchell Capital Expenditure Managers, Inc. in the amount of \$15,268,060, resulting in a new contract amount of \$32,551,214.

The contract can be reviewed at: <http://www.solano.edu/measureq/planning.php>

AMENDMENT # 7 TO AGREEMENT

PARTIES

This Seventh Amendment to Agreement ("Amendment") is entered into between Solano Community College District ("District") and **Kitchell Capital Expenditure Managers, Inc.** ("Consultant"), collectively the "Parties".

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated November 5, 2014 for **Program Management Services** ("Project"); and

WHEREAS, District and Consultant previously amended the Agreement on August 19, 2015, March 21, 2018, January 16, 2019, December 18, 2019, October 20, 2021, and April 6, 2022

WHEREAS, District and Consultant agree to amend the Agreement to provide continuation of project management services for an additional five-year period through May 31, 2029.

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

AGREEMENT

1. The following Articles of the Agreement shall be amended to read in its entirety:

- **Article 3.2 - Program Manager Staff**

The Program Manager agrees that the following full-time positions:

- Program Director
- Senior Project Manager
- Project Manager
- Project Manager
- Senior Fiscal Controls Manager –
- Project Engineer
- Senior Field Office Manager
- Principal in Charge (advisory)
- Operations Manager (advisory)

- **Article 4 – Schedule of Work**

The duration of Program Management Services under this agreement would be extended through May 31, 2029.

- **Article 6.1 – Fee and Method of Payment**

District shall pay Program Manager an amount equal to Fifteen million, two hundred sixty-eight thousand, sixty dollars and no cents (\$15,268,060) throughout the duration of this amendment for all services contracted for under the Agreement based on the Fee Schedule attached as Exhibit "D."

- **Article 25 – Communications**

Communications to the Program Manager for Kitchell CEM, Inc. should be sent to Don Haase at the same address listed in the original agreement.

- **Exhibit "B" – Criteria and Billing for Extra Services**

The initial paragraph in Exhibit "B" shall be changed to the following:

The following Extra Services to this Agreement, including Services not explicitly enumerated in this Exhibit "B" and mutually agreed to by the District and Program Manager, shall be performed by Program Manager if needed and requested by District as indicated in the Agreement.

- **Exhibit "D" – Fee Schedule**

Exhibit "D" shall be replaced in its entirety for the duration of the amendment to the new Exhibit "D" attached.

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: _____, 2024

Dated: _____, 2024

**SOLANO COMMUNITY COLLEGE
DISTRICT**

**KITCHELL CAPITAL EXPENDITURE
MANAGERS, INC.**

By: _____

By: _____

Print Name: Susan Wheet

Print Name: Don Haase

Print Title: VP of Finance &
Administration

Print Title: President

EXHIBIT "D"
FEE SCHEDULE

1. Compensation

- A. The Program Manager's Fee set forth in this Agreement shall be full compensation for all the Program Manager's Services incurred in its performance, including, without limitation, all costs for personnel, travel within two hundred (200) miles of the Project locations (travel reimbursements must be approved by the District prior to travel), office, per diem expenses, printing, providing, or shipping of deliverables in the quantities set forth in **Exhibit "A."** The parties acknowledge and agree, in general, that the program has an existing inventory (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, etc.) and significant expenditures in these areas are not anticipated.
- B. The amount of compensation shall be the amount set forth in the Agreement including all billed expenses, without advance written approval of the District.

2. Method of Payment

- A. Program Manager shall submit monthly invoices on a form and in the format approved by the District.
- B. Program Manager shall submit these invoices to the District via the District's authorized representative.
- C. Program Manager shall submit to District, on a monthly basis, documentation showing proof that payments were made to their sub-consultants, upon request.
- D. Upon receipt and approval of Program Manager's invoices, the District agrees to make payments on all undisputed amounts within thirty (30) days of receipt of the invoice.
- E. The District may withhold or deduct from amounts otherwise due Program Manager hereunder if Program Manager fails to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after Program Manager has fully cured such failure of performance, less costs, damages or losses sustained by the District resulting therefrom.

3. Hourly Rates:

- A. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the Fee for Extra Services. Hourly rates for assigned personnel working on Extra Services shall be at the rate current for the position of all personnel at the time Extra Services are being performed. Program Manager shall bill in quarter-hour increments for all Extra Services.

Position	FY2024/ 2025	FY2025/ 2026	FY2026 /2027	FY2027 /2028	FY2028/ 2029
Program Executive/ Principal In Charge	\$228	\$235	\$242	\$249	\$256
Program/Project Director	\$207	\$214	\$220	\$227	\$234
Senior Project Manager	\$197	\$203	\$209	\$215	\$221
Project Manager	\$195	\$201	\$207	\$213	\$219
Project Engineer	\$175	\$180	\$185	\$191	\$197
Senior Fiscal Controls Manager	\$185	\$191	\$197	\$203	\$209
Clerical/Senior Field Office Manager	\$79	\$81	\$83	\$85	\$88
Estimating Manager/Senior Estimator	\$216	\$222	\$229	\$236	\$243
Estimator	\$138	\$142	\$146	\$150	\$155
EAS/Commissioning/ Architectural Manager	\$221	\$227	\$234	\$241	\$249
Electrical Engineer	\$200	\$206	\$212	\$218	\$225
Mechanical Engineer	\$163	\$168	\$173	\$178	\$183
Architect	\$190	\$196	\$202	\$208	\$214
CAD Technician	\$108	\$111	\$114	\$118	\$122
Business Analytics/ Controls Director	\$233	\$240	\$247	\$255	\$262
Projects Controls Manager	\$173	\$178	\$183	\$189	\$195
Business Data Analyst	\$160	\$165	\$170	\$175	\$180
Project Controls Analyst	\$150	\$154	\$159	\$164	\$169
Scheduler	\$138	\$142	\$146	\$150	\$155

- B. The mark-up on any approved item of Extra Services performed by sub-consultant(s) or subcontractor(s) shall be zero percent (0%).

4. Monthly Billing Schedule

Through May 31, 2024	\$205,122
June 1, 2024 – May 31, 2025	\$234,785
June 1, 2025 – May 31, 2026	\$241,829
June 1, 2026 – May 31, 2027	\$249,083
June 1, 2027 – May 31, 2028	\$256,556
June 1, 2028 – May 31, 2029	\$264,252

5. Allowances

- A. Extra Services Allowance \$300,000

For Extra Services, including but not limited to, estimating, scheduling review, dashboard development, Program-level support work, and assisting Project Managers and District staff when project/program workload is greater than can be managed by the assigned seven (7) person Kitchell team and/or when special skills to supplement the assigned Kitchell team would benefit the Program, Projects and/or District.

- B. Additional BMET Services Allowance \$10,000

For New Bond Measure Financials Incorporation.

- C. For Allowances, there will be a line item on the monthly billing for each Allowance, which will only be billed against upon prior approval of the District. Time and Materials detail and District approval documentation will be included. If Allowances are not used, the District will not be billed for any portion of an Allowance.

- D. The Total Fee includes the Allowance amounts.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER #1 TO ARTHULIA, INC. FOR THE
VALLEJO CAMPUS AUTOTECH SECURITY
ENHANCEMENT PROJECT

REQUESTED ACTION:

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

SUMMARY:

Board Approval is requested for Change Order #1 to Arthulia, Inc., for the Autotech Security Enhancement Project. On October 19, 2022 the Board approved an agreement with Arthulia, Inc. for the Vallejo Campus Autotech Security Enhancement 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 infrastructure that supports classrooms or related College facilities

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: -\$21,807.42 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

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CHANGE ORDER #1 TO ARTHULIA, INC. FOR THE
VALLEJO CAMPUS AUTOTECH SECURITY
ENHANCEMENT PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

This project is now complete. There are unused allowance funds now being credited back to the District in the amount of \$21,807.42.

Arthulia, Inc.'s Change Order #1 is the sole and final change order for this project.

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

Original Contract Sum	\$ 682,000.00
Prior Change Orders	\$ 0.00
Proposed Change Order #1	<u>\$ -21,807.42</u>
Proposed New Contract Amount	\$ 660,192.58

The Board is asked to approve Deductive Change Order #1 to Arthulia, Inc. in the amount of -\$21,807.42. Contract completion date is extended through February 7, 2024.

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.: 23-004
Date: 2/7/2024

DSA File No.: 48-C1
DSA App. No.: 02-119982

Project: **Solano Community College District**
Vallejo Autotech Center
Autotech Security Enhancement Project

Aedis Architects
387 S 1st Street, Suite 300
San Jose, CA 95113

To: **Arthulia, Inc.**
PO Box 502
Millbrae, CA 94030

The Contract is Changed as Follows:

COR No.

001 Final deductive change order for unused allowance funds

(\$21,807.42)

TOTAL COST OF CHANGE ORDER

ADD (\$21,807.42)
DEDUCT

FINAL CHANGE ORDER AMOUNT

(\$21,807.42)

Original Contract Sum:	\$	682,000.00
Total change By Previous Change Orders:	\$	-
Contract Sum Prior to This Change Order:	\$	682,000.00
Original Contract Sum will be Increased by This Change Order:		(\$21,807.42)
The New Contract Sum Including This Change Order Will Be:	\$	660,192.58
The New Contract Completion Date Will Be:		7-Feb-24
Contract Time Will be Changed by This Change Order:		344 Days
The Current Contract Completion Date is:		28-Feb-23

(signatures on the following page)

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**

Kristoffer Bridges
Kitchell, CEM
4000 Suisun Valley Road
Fairfield, CA 94534

Date: _____

ARCHITECT

Pascal Najem
Aedis Architects
387 S 1st Street, Suite 300
San Jose, CA 95113

Date: _____

**DSA PROJECT
INSPECTOR**

Don Dumford/Jim Girard
Optima Inspections Inc.
622 Paradise Court
Fairfield, CA 94533

Date: _____

CONTRACTOR

Arthur Wong
Arthulia, Inc.
PO Box 502
Millbrae, CA 94030

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: CHANGE ORDER #1 TO MBC ENTERPRISES 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 MBC Enterprises Inc., for the Early Learning Center Project. On October 19, 2022 the Board approved an agreement with MBC Enterprises, Inc. for the Fairfield Campus Early Learning Center 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 infrastructure that supports classrooms or related College facilities

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$115,789.81 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

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CHANGE ORDER #1 TO MBC ENTERPRISES INC. FOR
THE FAIRFIELD CAMPUS EARLY LEARNING CENTER
PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

During the process of construction and RFI/Submittal review, the following changes needed to be made:

- PCO 006: During excavation and preparation of the building pad, an existing gas line was discovered that needed to be cut and capped at both sides of the building pad. This was an unforeseen condition.
- PCO 007: During the installation of a large storm drain line, existing campus utilities were discovered. To avoid these unforeseen utilities, the new storm drain line needed to be redesigned. This created additional site work and required additional materials.
- PCO 008: During excavation and preparation of the building foundation, an existing storm drain feeding Building 300 was discovered. This line needed to be relocated and connected to the new storm drain system. This was an unforeseen condition.
- PCO 009: The new storm drain line to the North of the new building is in the Zone of Influence of the Building Foundation. This required that the trench be backfilled with concrete slurry. This was an unexpected condition due to the location of the pipe.
- PCO 010: The new fire line to the new building crossed an existing sanitary sewer line. We are required to have a 12" separation between these lines which required additional material and excavation. This was an unforeseen condition.
- PCO 011: The Early Learning Staff requested a modification to the existing kitchen walls adjacent to classrooms. These modifications minimize noise and light into the classrooms by reducing open space at these walls.
- PCO 012: During the connection of our building sewer line to the main campus line, an existing leaking connection was discovered. This connection was fixed.

MBC Enterprises Inc.'s Change Order #1 request includes all the costs of both time and materials for the above listed items and extends the contract time, for completion in May 2024.

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

Original Contract Sum	\$ 1,374,225.00
Approved Change Orders	\$ 0.00
<i>Proposed Change Order #1</i>	<i>\$ 115,789.81</i>
<i>Proposed New Contract Amount</i>	<i>\$ 1,490,014.81</i>

The Board is asked to approve Change Order #1 to MBC Enterprises Inc., in the amount of \$115,789.81

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.: 23-003

Date: 2/7/2024

DSA File No.: 48-C1

DSA App. No.: 02-120119

Project: Solano Community College District
Fairfield Campus
Early Learning Center

HMR Architects
2130 21st Street
Sacramento, CA 95818

To: MBC Enterprises
8631 Universe Ave
Westminster, CA 92683

The Contract is Changed as Follows:

COR No.

- 006 Unforeseen Gas Line Removal:
Removal of existing gas line in building pad location. Unforeseen abandoned gas line was cut and capped at both ends.

\$2,235.54

- 007 Storm Drain Line Revision:
Installation of a large new storm drain line needed to be reconfigured to avoid existing utilities at the project site. This work required a redesign of the line location and additional storm drain components. This was an unforeseen condition.

\$25,037.67

- 008 Building 300 Storm Drain:
Storm Drain line feeding building 300 needed to be rerouted outside of the new building pad location. This was an unforeseen condition that required additional work.

\$14,145.03

- 009 Concrete Slurry:
Due to the proximity of the new Storm Drain to the new buildings the trench needed to be filled with concrete slurry. The new storm drain is in the Zone of Influence on the building foundation. This was an unforeseen condition.

\$18,748.21

- 010 Fire Line Offset"
New Fire Line to building needed to be offset by 12" from the existing Sanitary Sewer Line. The existing sanitary sewer line elevation was an unforeseen condition that required extra excavation and parts to create the offset.

\$7,670.14

- 011 Kitchen Wall Modifications:
The Early Learning Staff requested a modification to the Kitchen Walls to provide additional separation between the kitchen space and classrooms. This request was made after the building was completed and required redesign and modifications to a completed space.

\$44,567.82

- 012 Existing Sewer Line Repair:
During the connection of the new building sewer line it was discovered that the existing line was leaking at a nearby connection. The existing damaged connection was repaired.

\$3,385.40

TOTAL COST OF CHANGE ORDER

ADD \$115,789.81
DEDUCT

FINAL CHANGE ORDER AMOUNT

\$115,789.81

Original Contract Sum:	\$	1,374,225.00
Total change By Previous Change Orders:	\$	-
Contract Sum Prior to This Change Order:	\$	1,374,225.00
Original Contract Sum will be Increased by This Change Order:		\$115,789.81
The New Contract Sum Including This Change Order Will Be:	\$	1,490,014.81
The New Contract Completion Date Will Be:		24-May-24
Contract Time Will be Changed by This Change Order:		301 Days
The Current Contract Completion Date is:		28-Jul-23

(signatures on the following page)

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
4000 Suisun Valley Road
Fairfield, CA 94534

Date: _____

ARCHITECT

Kim Demongey
HMR Architects
2130 21st Street
Sacramento, CA 95818

Date: _____

**DSA PROJECT
INSPECTOR**

Don Dumford
Optima Inspections Inc.
622 Paradise Court
Fairfield, CA 94533

Date: _____

CONTRACTOR

Rudy Sultan
MBC Enterprises, Inc.
8631 Universe Ave
Westminster, CA 92683

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 AEDIS ARCHITECTS FOR
THE CAMPUS-WIDE INTERIOR REFRESH PROJECT
(PHASE 1)**

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 and engineering services for the Campus-Wide Interior Refresh Project (Phase 1) on the Fairfield Campus. On February 15, 2023 the Board approved a contract for AEDIS Architects to conduct an Initial Study/Assessment to determine the feasibility of this project. The study has since been completed and reviewed by the District. It was determined that this project should move forward.

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: \$ 402,070 Measure Q Funds

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

Lucky Lofton
Vice President, Facilities & Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Lucky Lofton
Vice President, Facilities & Executive Bonds Manager

VICE PRESIDENT APPROVAL

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

February 7, 2024

**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
THE CAMPUS-WIDE INTERIOR REFRESH PROJECT
(PHASE 1)**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Based on the Study/Assessment's findings, it was determined that modernization of the restrooms in buildings 500, 700, 800 and 1500 would be appropriate. Improvements to the buildings will include a full modernization of all restrooms in each building, reconfiguring existing restrooms for ADA compliance, DSA path of travel upgrades, District Standard signage at all restrooms, and replacement of current drinking fountains.

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

A proposal was requested from AEDIS Architects based upon their successful completion of the project's Initial Study/Assessment, general understanding of the District's Design and Construction Standards, and familiarity with the Fairfield Campus. AEDIS Architects is part of the District's approved Architectural Pool, which was Board-approved at the April 17, 2019 Board Meeting.

AEDIS Architects is recommended for award of this contract for the Campus-Wide Interior Refresh Project (Phase 1).

The Board is asked to approve a professional services contract to AEDIS Architects in the amount not to exceed \$402,070.00

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: LEASE AGREEMENT APPROVAL TO BLUEBOLT
OUTDOOR LLC FOR SOLAR BENCHES FOR THE QUAD
WATER CONSERVATION PROJECT

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the lease of six (6) Solar Benches, which will be located in the Quad area of the Fairfield Campus. These Solar Benches will display District pre-approved advertising material and commencing one year (12 months) after the completion of installation, the District shall receive rent equal to ten percent (10%) of the Net Advertising Revenues generated and received from the benches.

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 space and equipment.

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: \$0 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

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: LEASE AGREEMENT APPROVAL TO BLUEBOLT
OUTDOOR LLC FOR SOLAR BENCHES FOR THE QUAD
WATER CONSERVATION PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The lease agreement is for a duration of five (5) years and includes delivery, installation, and removal. The District will sign a Lease Agreement through Bluebolt Outdoor LLC that has been reviewed by the District's Purchasing Department. The District may terminate this Lease upon written notice to Bluebolt Outdoor based on the terms set forth in the Agreement.

The Board is asked to approve a lease agreement with Bluebolt Outdoor LLC, in the amount not to exceed \$0.

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: APPROVAL OF MATERIAL TESTING AND SPECIAL
INSPECTION SERVICES POOL OF FIRMS**

REQUESTED ACTION:

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

SUMMARY:

On June 5, 2019, the Board approved a pool of Material Testing and Special Inspection firms to provide services for capital improvement projects. It is time to renew this pool, and Board approval is requested to approve the new pool of firms.

A Request for Qualifications was issued on November 15, 2023 and on December 14, 2023 the District received eleven (11) Statements of Qualification in response. After a review of the submissions, the determination was made that all eleven (11) firms were responsive and qualified.

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 and provide new instructional space and equipment.

Ed. Code: NA

Board Policy: NA

Estimated Fiscal Impact: None

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

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF MATERIAL TESTING AND SPECIAL
INSPECTION SERVICES POOL OF FIRMS**

SUMMARY:

The review committee recommends the following eleven (11) qualified firms for the Material Testing and Special Inspection Services Pool (in alphabetical order):

ACHIEVEMENT ENGINEERING CORP.	SIGNET TESTING LABS, INC.
APEX TESTING LABORATORIES	SMITH-EMERY
CONSOLIDATED ENGINEERING CONSULTANTS	TERRACON
GEOCON CONSULTANTS, INC.	TWINING INC.
ISI INSPECTION SERVICES INC.	UNIVERSAN ENGINEERING SCIENCES
NINYO & MOORE	

The District's Independent Consultant Agreement for Professional Services was accepted by all eleven (11) firms. Project specific agreements will be brought back to the Board for approval.

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q BOND PROJECT INITIATION:
IT INFRASTRUCTURE IMPROVEMENTS PROJECT -
PHASE 5**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for initiation of the IT Infrastructure Improvements Project – Phase 5. The IT Infrastructure Improvements Project is to provide necessary network, communication systems, desktop services and equipment improvements in support of instructional, student support and office spaces.

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:

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: N/A. Projects are part of the total Measure Q expenditure of \$348,000,000

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

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q BOND PROJECT INITIATION:
IT INFRASTRUCTURE IMPROVEMENTS PROJECT -
PHASE 5**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Phases 1 and 2 of the IT Infrastructure Improvements were completed. This project is the fifth phase of the overall IT Infrastructure Improvements Project and is aligned with the fifth tranche of bond funding.

The Board is asked to approve the initiation of the IT Infrastructure Improvements Project – Phase 5 as described in the attached Project Initiation Form.

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q BOND PROJECT INITIATION:
SMALL CAPITAL PROJECTS – PHASE 5**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for initiation of the Small Capital Projects - Phase 5. Small Capital Projects - Phase 5 will consist of smaller scale improvement projects intended to provide necessary instructional, student support, office space, and general facility improvements District-wide.

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:

Ed. Code: NA Board Policy: NA Estimated Fiscal Impact: N/A. Projects are part of the total Measure Q expenditure of \$348,000,000

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

January 28, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: MEASURE Q BOND PROJECT INITIATION:
SMALL CAPITAL PROJECTS – PHASE 5**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

This is for the fifth phase of the Small Capital Projects and is aligned with the fifth tranche of the bond program.

The Board is asked to approve the initiation of the Small Capital Projects - Phase 5 as described in the attached Project Initiation Form.

AGENDA ITEM 12.(k)
MEETING DATE February 7, 2024

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

TO: Members of the Governing Board

SUBJECT: ACADEMIC CALENDAR FOR 2025-2026

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Solano Community College Academic Calendar for 2025-2026. This calendar has been recommended by the Academic Calendar Committee and has 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:* N/A

SUPERINTENDENT'S RECOMMENDATION:

☒ APPROVAL ☐ DISAPPROVAL
☐ NOT REQUIRED ☐ TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7117

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

January 12, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Solano Community College ACADEMIC CALENDAR

2025-2026

DRAFT

DRAFT

SUMMER

FALL

SPRING

JUNE 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					

AUGUST 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						

JANUARY 2026						
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

JULY 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		

SEPTEMBER 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				

FEBRUARY 2026						
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

AUGUST 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						

OCTOBER 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	

MARCH 2026						
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 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						

APRIL 2026						
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 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			

MAY 2026						
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						

Summer 2025: June 9 - Aug 1		
Eight-Week Session: June 9 - Aug 1		
Juneteenth		Jun 19
Independence Day		Jul 4
Fall 2025: Aug 11 - Dec 12		
Eight-Week Session I: Aug 11 - Oct 6		
Eight-Week Session II: Oct 8 - Dec 5		
Prof. Development Day		Aug 7
Prof. Development Day Required		Aug 8
Labor Day		Sept 1
Professional Development Day		Oct 7
Veteran's Day		Nov 11
Thanksgiving		Nov 27-28
Finals		Dec 6-12
Christmas		Dec 25-26
New Year's Day		Jan 1
Spring 2026: Jan 12 - May 21		
Eight-Week Session I: Jan 12 - Mar 10		
Eight-Week Session II: Mar 13 - May 14		
Prof. Development Day		Jan 8
Prof. Development Day Required		Jan 9
Martin Luther King Jr Day		Jan 19
Lincoln Day		Feb 13
Washington Day		Feb 16
Prof. Development Day		Mar 11-12
Spring Break		Mar 30-Apr 5
Finals (start evening of May 14)		May 15-21
Commencement		May 21
Memorial Day		May 25
No Classes		
Holidays (campus closed)		

PROFESSIONAL DEVELOPMENT DAYS	
3	Fall
4	Spring
7	Total

WEEKEND CLASS DAYS INCLUDING FINALS		
	Sat	Sun
Fall	16	16
Spring	16	16

# Instructional Days (M-F)						
	M	T	W	Th	F	Total
Fall	16	15	16	16	16	79
Spring	15	17	16	16	15	79

# Final Days (M-F)						
	M	T	W	Th	F	Total
Fall	1	1	1	1	1	5
Spring	1	1	1	1	1	5

The Academic Calendar complies with 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: CLINICAL EXPERIENCE AGREEMENT FOR
ASSOCIATE DEGREE NURSING PROGRAM WITH
CHILDREN'S HOSPITAL & RESEARCH CENTER,
OAKLAND dba UCSF BENIOFF CHILDREN'S HOSPITAL
OAKLAND**

REQUESTED ACTION:

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

SUMMARY:

This agreement with Children's Hospital & Research Center, Oakland dba UCSF Benioff Children's Hospital Oakland benefits Solano Community College Registered Nursing Program students by providing them with clinical experience. This agreement must be current, reviewed periodically, and revised, as indicated. A copy of the agreement will be available in the Office of the Superintendent-President, in the Office of the Dean of the School of Health Sciences, and in the offices of Children's Hospital & Research Center, Oakland. The term of this agreement becomes effective upon the date the last party signs and shall remain in effect for 5 years.

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: None</i>
------------------	----------------------	--------------------------------------

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

January 17, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Affiliation Agreement for Student Experience

THIS AGREEMENT made and entered into the date of the last signature of the Parties, by and between ("SOLANO COMMUNITY COLLEGE") and **Children's Hospital & Research Center at Oakland d/b/a UCSF Benioff Children's Hospital Oakland** ("CHILDREN'S"). (SCHOOL and CHILDREN'S are hereinafter sometimes individually referred to as "Party" and collectively as "Parties".)

WITNESSETH:

WHEREAS, it is agreed by the Parties to be of mutual interest and advantage that the **Nursing** students and instructors of the SCHOOL be given the opportunity to utilize CHILDREN'S for educational purposes:

NOW THEREFORE, in consideration of the agreements hereinafter expressed and the mutual benefits to be derived therefrom, the Parties hereto agree as follows:

AGREEMENT

I. CHILDREN'S SHALL:

- A. Maintain the facilities used for the **Nursing** students' learning experience in such a manner that said facilities shall at all times conform to the requirements of the **Board of Registered Nursing**.
- B. Assure that CHILDREN'S staff is adequate in number and quality to insure safe, continuous healthcare services to clients for whom CHILDREN'S is responsible.
- C. Permit each student designated by the SCHOOL to receive **Nursing** experience at CHILDREN'S in accordance with CHILDREN'S policies and procedures, and furnish and permit such Nursing students and SCHOOL **Nursing** instructors free access to appropriate facilities and clients for **Nursing** experience, including the necessary equipment and supplies for providing services to CHILDREN'S clients. Nothing in this paragraph shall be construed as limiting CHILDREN'S right to apply general restrictions/limitations on student practice of specific procedures.

- D. Provide to SCHOOL the necessary space or facilities for conferences and classes for student instruction by SCHOOL instructors, as available.
- E. Furnish appropriate educational facilities in such a manner that there will be no conflict or overlap in the use thereof between the SCHOOL's Nursing students and those from other educational institutions.
- F. Retain the right to require the SCHOOL to withdraw from CHILDREN'S any Nursing student or clinical instructor whose performance is unsatisfactory or whose characteristics and activities are detrimental to CHILDREN'S in carrying out its responsibilities.
- G. Allow Nursing students and instructors of the SCHOOL to utilize CHILDREN'S eating facilities at the Nursing students' and instructors' sole expense, as available.
- H. Permit and encourage members of CHILDREN'S staff to participate in the instruction of Nursing students following the policies outlined in CHILDREN'S Structure Standards Addendum Q, as they apply to Nursing. Addendum Q may, from time to time be amended, copies of which shall be made available to SCHOOL.
- I. As time allows, permit CHILDREN'S designated personnel to attend meetings of SCHOOL's Nursing faculty.
- J. Provide emergency care, at the student's expense, for any student who becomes sick or injured by conditions arising out of or in the course of that student's participation in experience at CHILDREN'S.
- K. Have no responsibility for providing Worker's Compensation, professional liability, health, or any other insurance or liability coverage for the benefit of SCHOOL, its officers, directors, employees, clinical instructors, or Nursing students.
- L. Consult with representatives of the SCHOOL and mutually agree with the SCHOOL as to all of the matters referred to in Part II providing for further agreements between parties.
- M. Defend, indemnify and hold harmless the SCHOOL, its trustees, officers, employees, and Nursing students, from and against any and all claims, liabilities and losses, by whomever asserted, to the extent it or they arise out of negligent acts or omissions on the part of CHILDREN'S or its directors, officers, or employees, in conducting the Nursing program at CHILDREN'S as authorized by this Agreement.
- N. Retain responsibility for Nursing care and related duties performed by Nursing students.

II. **SCHOOL SHALL:**

- A. In consultation with CHILDREN'S designated personnel, plan for the experience to meet the learning needs of Nursing students assigned to CHILDREN'S.
- B. Designate Nursing students enrolled in its Nursing Program who are determined by SCHOOL to be clinically qualified to be assigned for clinical experience in Nursing at CHILDREN'S at such times and areas and in such numbers as are mutually agreed to by both Parties.
- C. Require the SCHOOL's Nursing faculty to notify CHILDREN'S in advance of changes in scheduled Nursing students' assignments within CHILDREN'S.
- D. Provide the necessary Nursing faculty to supervise and control instruction and Nursing experience at CHILDREN'S.
- E. Be responsible for (1) directly supervising SCHOOL's Nursing students assigned to CHILDREN'S, including professional activities and conduct while at CHILDREN'S, and (2) coordinating instruction, supervision, and evaluation of SCHOOL's Nursing students at CHILDREN'S.
- F. Provide orientation for Nursing students and instructors assigned to CHILDREN'S and plan such orientation in conjunction with CHILDREN'S Education and Development Department.
- G. Coordinate with Children's to ensure that each student has training prior to the beginning of his/her clinical experience in all applicable state or federally mandated topics affecting health care providers, including, but not necessarily limited to, hazardous materials, handling and disposal precautions related to blood-borne pathogens, and patient privacy (HIPAA, etc.).
- H. Keep all attendance and academic records of Nursing students participating in the Nursing program.
- I. Require every Nursing student and instructor to conform to all applicable CHILDREN'S policies, procedure, and regulations, as they may from time to time be amended (copies of which shall be made available to the SCHOOL), and all requirements and restrictions specified jointly by representatives of the SCHOOL and CHILDREN'S.
- J. Comply with all reasonable requests of CHILDREN'S under Part I above.
- K. Arrange for periodic conferences between appropriate representatives of CHILDREN'S and the SCHOOL, to evaluate the experience of Nursing students provided under this agreement.

- L. Provide and be responsible for the care and control of any SCHOOL supplies, materials, and equipment used at CHILDREN'S for instruction of Nursing students.
- M. Require all Nursing students to conform to CHILDREN'S health requirements regarding PPD/TB testing and immunization status prior to the start of each student's clinical experience.
- N. Provide proof of current Workers' Compensation Insurance for its Nursing instructors assigned to CHILDREN'S in a form and amount covering SCHOOL'S full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.
- O. Inform Nursing students that they remain Nursing students of SCHOOL and that CHILDREN'S in no way assumes any liability under any law relating to Worker's Compensation on account of Nursing students receiving this training.
- P. Provide proof of current professional liability (malpractice) insurance coverage in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 aggregate per year for each Nursing students and clinical instructors assigned to CHILDREN'S.
- Q. Provide proof of current general liability insurance coverage in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 aggregate per year for each Nursing student and clinical instructor assigned to CHILDREN'S. SCHOOL shall name CHILDREN'S as an additional insured and provide a certificate of insurance evidencing this endorsement.
- R. Provide to CHILDREN'S proof of each and all of the insurance coverages required by this Agreement, which proof(s) shall provide that CHILDREN'S is to be notified in writing at least ten (10) days prior to any change in or cancellation of coverage.
- S. Defend, indemnify and hold harmless CHILDREN'S, its trustees, officers, directors, affiliates and employees, from and against any and all claims, liabilities and losses, by whomever asserted, to the extent it or they arise out of negligent acts or omissions on the part of SCHOOL or its directors, officers, employees, affiliates, instructors or Nursing students in conducting the Nursing program at CHILDREN'S as authorized by this Agreement.

III. GENERAL PROVISIONS

- A. There will be no exchange of funds between CHILDREN'S and the SCHOOL or its Nursing students or instructors hereunder.

B. It is understood between the parties that under no circumstances is any member of the SCHOOL'S Nursing faculty or student body to be considered an agent or employee of CHILDREN'S by virtue of or with respect to activities conducted under or by virtue of this Agreement.

IV. This agreement shall become effective upon the date the last party signs and shall continue for five years or until terminated by either party by written notice of termination sent by email, registered mail at least 60 days prior to date of termination to the following:

Attn:

Jodi Hirsch
Vice President for Legal Affairs
Children's Hospital & Research Center at
Oakland
d/b/a UCSF Benioff Children's Hospital
Oakland
747 52nd Street, Oakland, CA 94609
Jodi.hirsch@ucsf.edu

With a copy to:
Ann Kriozere
Director of Contracting
Children's Hospital & Research Center at
Oakland
d/b/a UCSF Benioff Children's Hospital
Oakland
747 52nd Street
Oakland, CA 94609
Ann.kriozere@ucsf.edu

V. This agreement may be altered, changed, or amended only by mutual agreement of the Parties in a writing signed by an authorized representative of each Party.

VI. The laws of the state of California shall govern this agreement. Venue for any legal proceeding arising under or to enforce the terms of this Agreement shall be in Alameda County, California.

SCHOOL: SOLANO COMMUNITY COLLEGE

By:  _____

Name: Celia Esposito-Noy

Title: Superintendent-President

Date: December 14, 2023

Address: Solano Community College

**CHILDREN'S HOSPITAL & RESEARCH
CENTER AT OAKLAND d/b/a UCSF BENIOFF
CHILDREN'S HOSPITAL OAKLAND**

By:  _____

Name: Joan Zoltanski

Title: Interim President

Date: 1/2/2024

Address: 747 52nd Street
Oakland, CA 94609

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

TO: Members of the Governing Board

**SUBJECT: CLINICAL EXPERIENCE AGREEMENT FOR
ASSOCIATE DEGREE NURSING PROGRAM WITH
TRAVIS UNIFIED SCHOOL DISTRICT, FAIRFIELD, CA
94533**

REQUESTED ACTION:

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

SUMMARY:

This agreement with Travis Unified School District benefits Solano Community College Registered Nursing Program students by providing them with clinical experience. These agreements must be current, reviewed periodically, and revised, as indicated. A copy of the agreement will be available in the Office of the Superintendent-President, in the Office of the Dean of the School of Health Sciences, and in the offices of Travis Unified School District. The term of this agreement remains effective as of date of the last signature of the Parties on this agreement, and shall continue until one party elects to terminate the MOU by providing 60 day written notice.

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: None</i>
------------------	----------------------	--------------------------------------

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

1/12/2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

CLINICAL EXPERIENCE AGREEMENT

This Renewal Agreement is between **Travis Unified School District** (hereafter known as *TUSD*) located at **2751 DeRonde Dr., Fairfield, CA 94533**, and **Solano Community College** (hereinafter known as *SCHOOL*) located at **4000 Suisun Valley Road, Fairfield, California 94534-3197**, and is effective as of the date of the last signature of the Parties on this Agreement.

RECITALS

- A. *TUSD* operates schools and programs for K through 12th grade students.
- B. *SCHOOL* owns and operates an **Associate Degree Nursing Program (ADN)** which is accredited by the **California Board of Registered Nursing**. *SCHOOL* desires its students to obtain practical experience at a *TUSD* Facility through participation in a clinical program for its **Registered Nursing** students ("Program").
- C. It is to the mutual benefit of the parties to this Agreement that the students of *SCHOOL*'s *Program* use such a Facility for their clinical experience.

Now, therefore, the parties agree as follows:

1. GENERAL INFORMATION

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

AAA

2. SCHOOL'S RESPONSIBILITIES

- A. Student Profile. *SCHOOL* shall complete and send to *TUSD* a profile for each student enrolled in the Program which shall include the student's name, address and telephone number, driver's license number and social security number, prior to the beginning of the planned clinical experience.
- B. Schedule of Assignments. *SCHOOL* shall notify the *TUSD* Facility of its planned schedule of student assignments, including the name of the student, level of academic preparation and length and dates of clinical experience prior to the planned clinical experience.
- C. Program Coordinator. *SCHOOL* shall designate a faculty member to coordinate with a designee of *TUSD* in the planning of the Program to be provided students.
- D. Records. *SCHOOL* shall maintain all personnel and academic records of the students.
- E. Rules and Regulations. *SCHOOL* shall enforce rules and regulations governing the students that are mutually agreed upon by *SCHOOL* and *TUSD*.
- F. Supervision. *SCHOOL* shall supervise all instruction and clinical experiences for students assigned in groups at *TUSD*.
- G. Health and Background Policy. *SCHOOL* shall provide *TUSD*, prior to a student's arrival at the *TUSD* Facility, with proof of immunity consistent with *TUSD* employee health policy and notify *TUSD* if student is a known carrier of an infectious or communicable disease. If such information indicates that patients of *TUSD* would be placed at risk if treated by a particular student, *TUSD* reserves the right to refuse to allow such student to participate in the clinical experience at the *TUSD*.
- H. Student Responsibilities. *SCHOOL* shall notify the students that they are responsible for:
 - 1) Following the clinical and administrative policies, procedures, rules and regulations of *TUSD*.
 - 2) Arranging for their own transportation and living arrangements when not provided by *SCHOOL*.
 - 3) Arranging for and assuming the cost of their own health insurance.
 - 4) Assuming responsibility for their personal illness, necessary immunizations, tuberculin test, and annual health examination.
 - 5) Maintaining confidentiality of patient information. No student shall have access to or have the right to receive any medical record, except when necessary in the

regular course of the clinical experience. The discussion, transmission or narration in any form by students of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the Program is forbidden except as a necessary part of the practical experience.

- 6) Following dress code of *TUSD* and wearing name badges identifying themselves as students.
- 7) Attending an orientation of *TUSD* provided by its staff and instructors.
- 8) Providing services to *TUSD*'s patients under the direct supervision of a faculty provided by *SCHOOL* or *TUSD* -provided staff/preceptors.
- I. Payroll Taxes and Withholdings. *SCHOOL* shall be solely responsible for any payroll taxes, withholdings, workers' compensation and any other insurance or benefits of any kind for students, employees, and agents of *SCHOOL* providing services under this Agreement. *SCHOOL* shall defend, indemnify, and hold *TUSD* harmless from all liability and responsibilities therefore.

3. TUSD'S RESPONSIBILITIES

- A. Clinical Experience. *TUSD* shall accept from *SCHOOL* the mutually agreed upon number of students enrolled in the aforementioned Program and shall provide said students with supervised clinical experience.
- B. TUSD Designee. *TUSD* shall designate a member of *TUSD*'s staff to participate with the designee of *SCHOOL* in planning, implementing and coordinating the training Program, including orientation.
- C. Access to Facilities. *TUSD* shall permit students enrolled in the Program access to *TUSD* Facilities as appropriate and necessary for their Program, provided that the presence of the students shall not interfere with the activities of *TUSD*. Facilities includes space for clinical conferences and access to *TUSD*'s Medical Library.
- D. Withdrawal of Students. *TUSD* may request *SCHOOL* to withdraw from the Program any student who *TUSD* determines is not performing satisfactorily, or who refuses to follow *TUSD*'s administrative policies, procedures, rules and regulation. Such request must be in writing and must include a statement as to the reason or reasons why *TUSD* desires to have the student withdrawn. Said request shall be complied with within five (5) days of receipt of same. *TUSD* reserves the right to suspend from participation immediately any student who poses an imminent danger of harm to patients or others.
- E. Emergency Health Care/First Aid. *TUSD* shall, on any day when student is receiving training at its Facility, provide to students necessary emergency health care or first aid for accidents occurring in its Facility. Except as provided regarding such emergencies, *TUSD* shall have no obligation to

furnish medical or surgical care to any student. Students will be financially responsible for all such care rendered in the same manner as any other patient.

- F. Staffing. *TUSD* shall provide staff adequate in number and quality to insure safe and continuous health care services to patients. Student shall perform in a training capacity only and shall not be utilized to treat patients in lieu of trained professionals employed by *TUSD*.
- G. Supervision. In situations of single preceptorships/internships, *TUSD* shall assume daily supervision of student.

4. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

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

5. STATUS OF SCHOOL AND TUSD

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

6. INDEMNIFICATION

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

7. INSURANCE

- A. The *SCHOOL* shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it and *TUSD* against liability arising from or

incident to the use and operation of a *TUSD* Facility by the *SCHOOL*'s students and naming *TUSD* as an additional insured.

- B. Coverage under such insurance shall be not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) aggregate for each professional liability insurance and comprehensive general liability insurance.
- C. The *SCHOOL* shall also maintain and provide evidence of workers' compensation and disability coverage as required by law.
- D. The *SCHOOL* shall provide *TUSD* with a certificate of insurance evidencing the insurance coverage required under this section and providing for not less than thirty (30) days written notice to the *TUSD* of the cancellation of such insurance. The *SCHOOL* shall promptly notify *TUSD* of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

8. TERM AND TERMINATION

- A. Term. This Agreement shall be effective as of the date of the last signature of the Parties on this Agreement, and shall continue until one party elects to terminate the MOU by providing 60 days' written notice.
- B. Termination.
 - 1) Mutual Agreement. This Agreement may be terminated at any time upon the written concurrence of the parties.
 - 2) Without Cause. This Agreement may be terminated without cause with 60 days' prior written notice by either party. Such termination shall not take effect, however, with regard to students already enrolled until such time as those students have completed their training for the school semester during which such termination notice is given.

9. GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties. Notwithstanding the foregoing, should any provision of this Agreement be in conflict with a governing State or federal law, it shall be deemed amended accordingly.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this Section shall be null and void.
- C. Attorney's Fees. In the event that any action, including arbitration, is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonable attorney's fees, in addition to such other relief as the court or arbitrator may deem appropriate.
- D. Captions. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.
- E. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- F. Entire Agreement. This Agreement, including all Attachments, is the entire Agreement between the parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

AAA

- G. Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.
- H. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
- I. Notices. Notices required under this Agreement shall be sent to the parties by email and certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

1. Notice to *TUSD*

Allyson Rude Azevedo
Director, Student Services
2751 DeRonde Dr
Fairfield, CA 94533
(707) 437-4604 ext 1215
aazevedo@travisusd.org

2. Notice to *SCHOOL*

David Williams Ph.D.
Vice President, Academic Affairs
Solano Community College
4000 Suisun Valley Road, Room 805A
Fairfield, CA 94534

Telephone: (707) 864-7117
FAX: (707) 646-2062
David.Williams@solano.edu

- J. Remedies. The various rights, options, elections, powers, and remedies of the respective parties hereto contained in, granted, or reserved by this Agreement, are in addition to any others that said parties may be entitled to by law, shall be construed as cumulative, and no one of them is exclusive of any of the others, or of any right or priority allowed by law.

- K. Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.
- L. Waiver of Provisions. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.
- M. Compliance with Law and Regulatory Agencies. TUSD and SCHOOL shall comply with all applicable provisions of law and other valid rules and regulations of all governmental agencies having jurisdiction over: (i) the operation of TUSD; (ii) the licensing of health care practitioners; and (iii) the delivery of services to patients of governmentally regulated third party payers whose members/beneficiaries receive care from TUSD. This shall specifically include compliance with applicable provisions of Title 22 of the California Code of Regulations. SCHOOL shall also comply with all applicable standards and recommendations of the Joint Commission on Accreditation of Healthcare Organizations, bylaws and rules and regulations, and policies and procedures of TUSD, its Medical Staff and Medical Staff departments.

10. EXECUTION

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

TUSD

Travis Unified School District

By: 

Gabe Moulaison

Title: _____

Chief Business Officer

Date: 12/27/23

SCHOOL

Soiano Community College

By: _____

David Williams Ph.D

Title: _____

Vice President

Date: _____

Amr

AGENDA ITEM 12.(n)
MEETING DATE February 7, 2024

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

TO: Members of the Governing Board

**SUBJECT: JOB DESCRIPTION: INTERIM DIRECTOR, JUVENILE JUSTICE
PROGRAM**

REQUESTED ACTION:

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

SUMMARY:

Approval is requested for a new Classified Manager job description for Interim Director, Juvenile Justice Program.

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: Grant Funded

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) 864-7000

TELEPHONE NUMBER

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

Li

VICE PRESIDENT APPROVAL

January 30, 2024

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

February 7, 2024

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION

CLASS TITLE: Interim Director, Juvenile Justice Program (Classified Manager).
This is a grant-funded position

BASIC FUNCTION:

Under the direction of the Dean of External Programs (Dean) and in collaboration with *Rising Scholars Program* staff and other related academic support services, the Juvenile Justice Program (JJP) director oversees, implements, and directs the daily operations of Solano Community College's juvenile justice-impacted program. In the absence of an official S.O.A.R. director who serves adult formerly incarcerated students on campus, the JJP interim director may serve, at the discretion of the Dean, as interim lead for the S.O.A.R. program.

The JJP interim director oversees, implements, and directs the daily operations of the Juvenile Justice-Impacted program including: hiring and supervising JJP staff, setting hours of operation, and scheduling related services at the three SCC campuses and offsite locations. Develops and directs services for all JJP students; prepares and maintains records, assists with the management of related grants, creates monthly, quarterly, and annual reports, and maintains statistical data relevant to the program. Recommends and directs JJP students to other campus-based and outside programs to increase academic success, degree achievement, and personal well-being.

DUTIES AND RESPONSIBILITIES

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

- In consultation with the Dean of External Programs and the Rising Scholars faculty coordinator(s), develop and implement the strategic direction of the JJP that will meet the needs of the college and students;
- Supervise, advise, and assess staff assigned to the JJP;
- Organize, coordinate, and oversee the activities and daily operations of the JJP;
- Work collaboratively with other campus programs and support services to ensure the academic success and well-being of JJP students and potential students;
- Identify and coordinate training and workshops for JJP students and juvenile justice-impacted youths, utilizing best practices that honor equity, diverse learning styles, and Universal Design in Learning (UDL);
- Establish and maintain the JJP budget, monitor budget and grant expenditures, collect data, and produce monthly and annual budget reports;
- Assign staff schedules, maintain student and work records, and submit timesheets for monthly payroll;
- Plan, coordinate, and facilitate academic support workshops throughout each semester to be held on the SCC campus, and other locations like the Juvenile Detention Facility;
- Monitor and evaluate tutoring and academic success services in the program;

- Collaborate with faculty and staff assigned to the JJP and with other academic support services; to recruit, hire, and train staff, ensuring that student needs are adequately met;
- Provide direction to JJP staff and other academic support services as they relate to the program;
- Create and implement workshops and programming to meet the needs of JJP staff, students, and juvenile justice-impacted persons;
- Develop and maintain program information and content (web page, brochures, etc.) for the JJP as directed by the Dean;
- Promote JJP services through outreach efforts both on and off campus;
- Provide pre-enrollment assistance to prospective students;
- Maintain regular communication with community partners, students, and prospective students;
- Attend meetings, conferences, seminars, and workshops to maintain current knowledge regarding justice-impacted populations and best practices
- Communicate with SCC personnel, community organizations, government agencies, and others to exchange information, coordinate activities, and resolve issues pertaining to justice-impacted students and communities;
- Provide technical guidance and specialized information to students regarding SCC policies, regulations, and program requirements;
- Perform other job-related duties as assigned by the Dean.

OTHER SKILLS & COMPETENCIES:

Must have the ability to...

- supervise, direct, and work collaboratively with faculty, staff, and students;
- accurately complete paperwork, interpret and adhere to policies, regulations, and Education Code;
- collect, maintain, and analyze data and generate reports pertaining to the JJP;
- read, analyze, interpret, apply, and explain financial and statistical reports, laws, rules, regulations, policies, and procedures;
- write information for reports or publications that conform to prescribed style and format;
- effectively present information to top management, public groups, colleagues, and students;
- interpret and apply local, state, and federal laws, rules, procedures and guidelines;
- perform duties efficiently, accurately, effectively, and in a timely manner
- meet schedules and timelines;
- keep abreast of trends, technological advances and changes in regulations applicable to the JJP;
- maintain comprehensive records and files according to legal guidelines
- relate sensitively to students with special needs

DISTINGUISHING CHARACTERISTICS

The JJP director enthusiastically promotes social justice and functions as a leader and liaison among related SCC stakeholders. The JJP director develops and maintains strong working relationships and partnerships with SCC leadership, students, staff, administrators, and various departments on campus. The JJP director develops and maintains strong working relationships with external partners and the community like the Juvenile Detention Facility, various continuation schools, social services, housing assistance, food assistance, workforce development, reentry organizations, probation, parole, and correctional institutions. The JJP director must be devoted to serving marginalized populations and committed to the principles of diversity, equity, inclusion, and accessibility.

QUALIFICATIONS:

Required: Bachelor's degree from a regionally accredited institution; at least one year of experience supervising, developing, or implementing academic support services for justice-impacted populations.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California Driver's License

Must not be prohibited from legal entry into a correctional institution or secondary school.