

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

**TO: MEMBERS OF THE GOVERNING BOARD**

**SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES**

**REQUESTED ACTION: APPROVAL**

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**EMPLOYMENT 2024-2025**

**Regular Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Anastacia Lamba	Rising Scholars Supervisor	09/03/2024

**Adjunct Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Kevin Dotts	Adjunct Instructor Business (not to exceed 67%)	09/05/24-12/13/24
Hervin Mendoza	Adjunct Instructor Chemistry (not to exceed 67%)	10/01/24-12/13/24

**Temporary Change in Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Taylor Ercole	From Administrative Assistant IV Facilities to Interim Assistant Director of Facilities	08/01/24-12/31/24

**Volunteer Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Blair Blossom	Athletics	09/05/24-06/30/25
Kimberly Schmelz	Athletics	09/05/24-06/30/25
William Theobald	Math & Science Volunteer	08/22/24-06/30/25

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**Salvatore Abbate**  
Human Resources

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August 23, 2024  
**Date Submitted**

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**Kellie Sims Butler, Ph.D.**  
Superintendent-President

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September 4, 2024  
**Date Approved**

**Short-Term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Sheila Agno	Orientation Adjunct	General	08/01/24-06/30/25	\$78.90/hr
Saki Cabrera	Faculty Nursing Wellness Coordinator	SEA	07/01/24-06/30/25	\$24,000.00 (over 12 mos)
Kailey Caperton	Cosmetology Lab Tech	Strong Workforce	09/05/24-12/31/24	\$18.11/hr
Karen Cook	Additional Faculty Assignment	Strong Workforce	08/12/24-12/20/24	\$78.90/hr
Tracy Cossu	JLA – EMS	General	09/05/24-06/30/25	\$26.00/hr
Kayla Elias	Skills Lab – Nursing	General	08/12/24-06/30/25	\$66.95/hr
Kayla Elias	Orientation Adjunct Faculty Nursing	General	08/01/24-06/30/25	\$66.95/hr
James Hodgman	Special Project	General	09/05/24-06/30/25	\$26.00/hr
Jordan Hudson	JLA - EMS	General	09/05/24-06/30/25	\$26.00/hr
Yasmin Khan	Asst Coach - Softball	General	09/05/24-06/30/25	\$22.00/hr
Shannon Marshall	Special Project	Outreach	09/05/24-06/30/25	\$26.00/hr
Allison Mattioli	Special Project	Student Retention & Outreach	09/05/24-03/08/25	\$65.00/hr
Alexis Pauletich	Skills Lab – Nursing	General	08/12/24-06/30/25	\$57.74/hr
Hellanh M. Rantisi	Cosmetology Lab Tech	Strong Workforce	09/05/24-12/31/24	\$18.11/hr
Francisco Romero	Electrician	General	08/22/24-06/30/25	\$22.05/hr
Camacho	(Revised)			
Elena Salomatova	ELC Assistant	General Childcare Contract	09/05/24-06/30/25	\$18.91/hr
Leilani Singh	Theater Event Technician	General	09/05/24-06/30/25	\$17.25/hr
Dara Talback	Additional Adjunct Assignment	Perkins V	07/01/24-12/20/24	\$62.33/hr
Susie Taylor	Skills Lab – Nursing	General	08/12/24-06/30/25	\$57.74/hr
Daniel Torres	General Maintenance Engineer	General Fund	09/05/24-06/30/25	\$22.05/hr
Verenice Vera Vega	ELC Assistant	CA State Preschool Program	09/05/24-06/30/25	\$18.91/hr
Sarah Wasley-Smith	Additional Adjunct Assignment	Perkins V	08/01/24-05/30/25	\$69.35/hr

**REQUEST FOR REDUCED WORKLOAD**

In accordance with section 10.2 of the CCA/CTA/NEA Collective bargaining agreement, the following instructors are requesting a reduced workload for the 2024-2025 academic year. The reduction is authorized under section 22713 of the California Education Code. The request for a reduced workload is recommended.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reduction</u></b>
Erin Craig	Nursing Instructor	49.15%
Susanna Gunther	Mathematics Instructor	50%

**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:**

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

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**CONTRACT SERVICES AGREEMENTS**

**Finance and Administration**

**Susan Wheet, Vice President**

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Bay Area Model Guild	Vendor to provide live models for AY 2024-25 Art classes.	09/05/24-06/30/25	Not to Exceed \$6,500.00
SyTech Solutions	Vendor to provide reproduction services of inactive HR employment files. Files to be scanned and uploaded to HR computers; physical documents to be stored up to six months.	07/01/24-07/05/24	Not to Exceed \$3,393.53
Valsoft Corporation	Vendor to provide Web and SQL server migration of SARS Anywhere, Admin, Messages (email & text), Security, API, eTrack, including testing and configuration	09/05/24-06/30/25	Not to Exceed \$2,700.00

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**Susan Wheet**  
Vice President,  
Finance & Administration

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August 23, 2024

**Date Submitted**

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**Kellie Sims Butler, Ph.D.**  
Superintendent-President

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September 4, 2024

**Date Approved**

**PERSONAL SERVICES AGREEMENTS**

**Academic Affairs**

**David Williams, Vice President**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Molosphy	Vendor to conduct four interactive workshops on building a successful life through education for justice impacted youth at Golden Hills Continuation School.	09/05/24-10/05/24	Not to Exceed \$4,000.00

**PERSONAL SERVICES AGREEMENTS**

**Finance and Administration**

**Susan Wheet, Vice President**

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Not the Only, Inc (NTO)	Design and deliver two workshops on managing difficult conversations tailored to the needs of the SCC management team. Session 1 scheduled for 11/20/2024; session 2 scheduled for 3/26/2025; each session will be 3.5 hours in duration.	11/20/24-03/26/25	Not to Exceed \$30,000.00

**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:**

**NAME AND  
ADDRESS**

Boyz Under the Hood  
PO Box 5015  
Vallejo, CA 94591

**ITEM AND  
ESTIMATED VALUE**

Cash Donation  
\$500.00

**RECEIVING  
DEPARTMENT**

Automotive Technology

Acceptance of this donation 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: \_\_\_\_\_

*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**

August 23, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Kellie Sims Butler, Ph.D.**  
Superintendent-President

September 4, 2024

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



(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: Boyz Under the Hood TITLE: Laura Miller, President

BUSINESS/ AGENCY NAME: Boyz Under the Hood TYPE OF BUSINESS: Non-Profit  
(If applicable)

ADDRESS: P.O. Box 5015 CITY, STATE, ZIP: Vallejo, CA 94591

CONTACT E-MAIL: laura-who@comcast.net CONTACT TEL. # 7078533367

INTENDED RECIPIENT: (School/Dept. Name or Individual Recipient) Automotive Technology  
(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.

Check #1040 \$500 donation

Estimated retail value of these goods: \$ \_\_\_\_\_

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

Jusan wheet

Title: VP of Finance + Administration

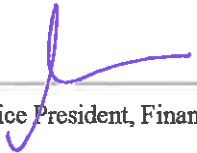
Donation(s) Accepted    Donation(s) Not Accepted    Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**APPROVAL SIGNATURES**

1. \_\_\_\_\_  
Chief Technology Officer      Date

2. \_\_\_\_\_  
Associate Vice President, Human Resources      Date

3.  8/16/2024  
Vice President, Finance and Administration      Date

4. \_\_\_\_\_  
Vice President, Academic Affairs      Date

5. \_\_\_\_\_  
Chief Student Services Officer      Date

6. \_\_\_\_\_  
Superintendent-President:      Date

Date Donation(s) Accepted and Board-approved on: \_\_\_\_\_

Follow-up to Board approval: \_\_\_\_\_ Delivery Date: \_\_\_\_\_ Location: \_\_\_\_\_

Date thank you letter sent: \_\_\_\_\_

RC/ea

Comments/Attachments

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 24/25-05 RECOGNIZING PRISONER  
OF WAR AND MISSING IN ACTION RECOGNITION  
DAY**

**REQUESTED ACTION:**

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

**SUMMARY:**

Solano College recognizes the service and sacrifice of our active duty, veterans, and military family population.

Resolution No. 24/25-05 is being presented for approval.

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: 24205*

*Board Policy: 4400*

*Estimated Fiscal Impact: N/A*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

**Quinten R. Voyce & Amber Cargo-Reed**  
Trustees

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7000

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

August 24, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Kellie Sims Butler, Ph.D.**  
Superintendent-President

September 4, 2024

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



RECOGNIZING NATIONAL PRISONER OF WAR AND MISSING IN ACTION  
RECOGNITION DAY

RESOLUTION NO. 24/25-05

WHEREAS POW MIA stands for "Prisoner of War/Missing in Action." It is a designation used to recognize and honor members of the armed forces who were captured as prisoners of war or are unaccounted for (missing in action) during military conflicts serving the United States.

WHEREAS National POW/MIA Recognition Day was established in 1979 through presidential proclamation. Since then, each subsequent president has issued an annual proclamation commemorating the third Friday in September as National POW/MIA Recognition Day

WHEREAS Solano Community College strives to serve our active duty, veteran, and military family population with honor, gratitude, and open recognition.

WHEREAS special acknowledgment for those who were, or still are, Prisoners of War or Missing in Action highlights the sacrifice of members of the military and their families.

WHEREAS Solano Community College Board Policy 1150 allows for the flying of commemorative flags on campus by resolution passed by the Governing Board; now therefore be it

RESOLVED that the Governing Board of the Solano Community College District recognizes September 20th, 2024 as POW/MIA Recognition Day and further be it

RESOLVED that the official flag of POW/MIA recognition may be flown in accordance with Board Policy 1150 for the week of September 16 through the 20th.

PASSED AND ADOPTED, this the fourth of September, 2024, by the Governing Board of Solano Community College District.

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Denis Honeychurch, J.D.  
Board President

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Kellie Sims Butler, Ph.D.  
Board Secretary

AGENDA ITEM 12.(b)  
MEETING DATE September 4, 2024

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

**TO: Members of the Governing Board**

**SUBJECT: RESIGNATION TO RETIRE**

**REQUESTED ACTION:**

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

**SUMMARY:**

<u>Name</u>	<u>Assignment &amp; Years of Service</u>	<u>Effective</u>
Tracy J Vest	Executive Assistant, Human Resources & Finance 8 years, 2 months service with SCC	12/30/2024

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: 24205*

*Board Policy: 4400*

*Estimated Fiscal Impact: N/A*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

**Salvatore Abbate**  
Human Resources

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

**ADDRESS**

707-864-7263

**TELEPHONE NUMBER**

**VICE PRESIDENT APPROVAL**

August 23, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Kellie Sims Butler, Ph.D.**  
Superintendent-President

September 4, 2024

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

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONTRACT WITH UNLIMITED SECURITY  
SPECIALISTS, INC. TO PROVIDE UNARMED SECURITY  
SERVICES

REQUESTED ACTION:

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

**SUMMARY:** The Board is being asked to approve a one-year agreement with Unlimited Security Specialists Inc, (USS) to provide weekly unarmed campus security services between August 18, 2024 and August 30, 2025.

Attached is the contract and scope of work.

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:	N/A	Board Policy:	Estimated Fiscal Impact: \$260,000.00
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SUPERINTENDENT’S RECOMMENDATION:	<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

Susan Wheet

Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road

Fairfield, CA 94534

ADDRESS

707 864-7209

TELEPHONE NUMBER

Susan Wheet

Finance & Administration

VICE PRESIDENT APPROVAL

August 23, 2024

DATE SUBMITTED TO

SUPERINTENDENT-PRESIDENT

Kellie Sims Butler, Ph.D.

Superintendent-President

September 4, 2024

DATE APPROVED BY

SUPERINTENDENT-PRESIDENT

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## UNLIMITED SECURITY SPECIALISTS INC.

### SECURITY SERVICES AGREEMENT

This Agreement made **August 18, 2024** by and between **Unlimited Security Specialists Inc. (USS)** and ; **Solano Community College at 4000 Suisun Valley Road, Fairfield, CA 94534 (Client)**.

#### The Parties Agree as Follows:

Client requests that **USS** furnish Client, on the terms and subject to the conditions of this Agreement, the services of **USS Personnel (Security Agents)** and related equipment at Client's premises located at **4000 Suisun Valley Road, Fairfield, CA. 94534**.

The number of Security Agents, the times at which Security Agents shall render services to Client, the equipment to be furnished by **USS** and the rates and amount to be paid by Client to **USS** for such services and equipment are set forth in the Schedule of Charges for Security Services and Equipment which is on the last page of this Agreement. **Unlimited Security Specialists Inc.** is providing such services and equipment subject to all of the terms and conditions hereof.

**Unlimited Security Specialists Inc.** will render invoices to Client every week, or longer intervals as **USS** and Client agree to in writing. The first billing period for said services will begin

**August 18, 2024** and shall continue **until August 30, 2025**

Invoices will be dated by **USS** the first Monday of each month and are due and payable in full by Client upon receipt. It shall be presumed that all invoices mailed to Client are received by Client within two days of mailing. All amounts not paid within net 30 days of the date of invoice will be deemed overdue, and will bear late charges at the lower of 2% per month or the maximum percentage allowed by law.

This Agreement shall not be binding on **USS** unless accepted in writing by an authorized agent of **USS**, and is terminable at any time by **USS** or Client upon 30 days of written notice to the other party.

## **SECURITY SERVICE**

The services to be rendered under this Agreement by **USS** shall be in conformity with written operating procedures (Post Orders) mutually agreed upon by Client and **USS**. If, at the request of Client, Security Agents are assigned duties other than those agreed to by **USS**, Client shall assume any and all liability arising there from. Post Orders are subject to change as required by Client and must be communicated to **USS** in writing. **Unlimited Security Specialists Inc.** will remove from service, as soon as qualified replacement is available, any officer who, in **USS** opinion, is not qualified to perform the work assigned.

If Client takes exception to any services performed hereunder or claims that **USS** has failed to perform any services, such exception or claim must be submitted in writing to **USS** within five business days or services in question shall be deemed accepted by Client.

## **PERSONNEL**

Client authorizes and empowers **USS** personnel, including but not limited to Security Agents, to enter onto and into the Premises for the purpose of rendering services pursuant to this Agreement and all other purposes and activities reasonably related thereto. Client warrants and represents that it is in legal possession of the Premises, or that it is duly authorized to enter into this Agreement and make the authorization set forth in this paragraph, on behalf of the person or entity in legal possession of the premises.

All Security Agents and other personnel of **USS** are the employees or agents solely of **USS**, and not the Client. **Unlimited Security Specialists Inc.** reserves the right to hire, suspend, discipline or discharge any and all of its Security Agents and other **USS** personnel. If Client is dissatisfied with the services of a particular Security Agent and if Client notifies **USS**, in writing or Via Email, of its dissatisfaction, then so long as such dissatisfaction is reasonable, **USS** shall endeavor to replace such Security Agent with another Security Agent as soon as practicable. **Unlimited Security Specialists Inc.** is acting solely as an independent contractor.

Client agrees not to employ, directly or indirectly, any person who has been employed by **USS** within 120 days following the last day **USS** employed such person. In the event Client breaches this provision, then, in addition to any and all other remedies to which **USS** shall be entitled, Client agrees to pay **USS** forthwith the sum of Three Thousand Dollars (\$3,000.00) per person to cover **USS** recruitment, screening and training costs.

If additional personnel/coverage is desired by Client after the rate effective hereof, the rate to be charged hereunder will be agreed to at that time.

## **BILLING, TERMS AND RATES**

Client hereto agrees that **USS** shall have the right to increase the hourly rates provided for herein at any time or times after the expiration or one year from the date hereof, upon giving Client written notice 30 days in advance of the effective date of such increase. If Client desires not to pay such increased charge, Client must notify **USS** in writing 10 days prior to the effective date of any such increase. Failure by Client to give **USS** such notice shall be deemed agreed to by Client to the increased rates. Notwithstanding anything to the contrary herein, in the event the direct labor cost of **USS** is increased by virtue of any increase in state or federal minimum work rates, other legislation, regulation or taxes, **USS** may increase its rates to reflect such increase. In addition, the rates may be increased in the event of any strike or emergency conditions which render the services more difficult to provide. A 1.5% rate increase will automatically be applied at the beginning of each calendar year, starting in 2024

## **PROPERTY**

Client acknowledges and agrees that this Agreement is for the providing of services only, that all equipment furnished by **USS** pursuant to this Agreement shall be for the use of **USS** personnel, that title and possession of such equipment shall remain in **USS** at all times, and that the personnel **USS** may enter onto and into the Premises at any time for the purpose of removing any or all such equipment. Removal of any or all such equipment shall be without prejudice to the rights of **USS** to the collection of all amounts due under this Agreement.

## **LIMITS OF LIABILITY**

Client acknowledges that **USS** is not an insurer, and that the security services provided hereby do not constitute maximum security. The security services are intended to act only as a deterrent and to provide only a degree of security to carry out the written operating procedures or Post Orders. The amounts payable to **USS** under this Agreement are not based upon the value of the Client's property, nor the property of others located in or about Client's premises. The services provided under this Agreement are solely for the benefit of Client and neither this Agreement nor any services rendered hereunder shall create or be deemed to create any rights in any other party as a third party beneficiary. Client agrees to indemnify and hold **USS** harmless against any and all claims by such third parties. **Unlimited Security Specialists Inc.** shall maintain Workers' Compensation Insurance covering its Security Officers and other personnel engaged in the furnishing of services under this Agreement. In addition, **USS** shall maintain for its own protection Comprehensive General Liability and Automobile coverage (\$2,000,000). **Unlimited Security Specialists Inc.** shall not be liable for any claim, demand or liability resulting in whole or part from any negligent or willful act of Client, or any of Client's employees, officers, directors or representatives.

## **TERMINATION AND RIGHTS**

If Client shall fail to pay any amount hereunder within 30 days after the same is due and payable, or if Client shall fail to perform any other provision hereof within 10 days after **USS** shall have requested in writing the performance thereof, or if any proceeding in bankruptcy, receivership of insolvency shall be commenced by or against Client or Client's property, or if Client makes any assignment for the benefit of creditors, **USS** shall have the right, without prior notice to Client, immediately to terminate this Agreement and cease rendering all services to Client hereunder, and **USS** shall be entitled to recover the existing amount due from Client and all other sums to which **USS** may be entitled under law, and shall be entitled to remove from the Premises all equipment furnished by **USS** located or installed thereon. Removal of any such equipment or the cessation of any such services supplied by **USS** shall not be a breach by **USS** of this Agreement or a waiver by **USS** of any damages or rights.

Client agrees to pay **USS** the reasonable costs incurred by **USS** in collection of any amounts owed by Client, or in enforcing any other rights of **USS** hereunder, including, in the event **USS** institutes legal proceedings to collect such amounts or enforce such rights, reasonable attorney's fees and disbursement incurred in such proceedings.

**Unlimited Security Specialists Inc.** assumes no liability for delay or interruption of the services of any personnel of **USS** due to strikes, riots, floods, fires, acts of the public enemy, terrorism or any cause beyond the control of **USS** , or any act of God or matter of force majeure.

Any controversy or claim arising out of or relating to this Agreement, or breach thereof, shall be settled at arbitration in accordance with the Commercial Arbitration Rules of American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Such arbitration shall take place in **Los Angeles California**.

Any party hereto may obtain any provisional remedy, including but not limited to an attachment in any court of competent jurisdiction, without waiving the right to arbitration.

In the event any of the terms or provisions of this Agreement shall be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.

This Agreement is intended by the parties as a final expression of their agreement and is a complete and exclusive statement of the terms thereof. This Agreement supersedes all prior representations, understandings and agreements of the parties and the parties rely upon the contents of this Agreement in executing it. This Agreement can only be modified by an agreement signed by the parties. No waiver of a breach of any term or condition of this Agreement shall be construed to be a waiver of any succeeding breach of any other term or condition of this Agreement.

This Agreement shall be governed by, and its terms construed in accordance with, the laws of the **California**.

This Agreement contains no implied terms. Nothing herein shall be deemed to be for the benefit of any person or entity not a party hereto.

Any notices, demands or other communications required or desired to be given hereunder by any party hereto shall be in writing and shall be deemed to have been given if delivered personally, delivered by a reputable overnight courier, or sent by registered or certified mail, return receipt requested (deposited in postage prepaid) to the party at the address set forth at end of this Agreement (unless and until a party shall give notice of change of address and such new address shall be the place to which notices, demands or other communications can be delivered or mailed).

**Unlimited Security Specialists Inc.** is an Equal Opportunity Employer, and provides a drug-free workplace. All Clients are expected to comply with the regulations that pertain to both.



## **1. HOURS OF GUARD SERVICE**

### **Coverage Schedule**

**10:00PM-6:00AM One (1) Unarmed Guard (Monday-Friday)**

**6:00AM-2:00PM One (1) Unarmed Guard (Sat & Sun)**

**2:00PM-10:00PM One (1) Unarmed Guard (Sat & Sun)**

**10:00PM-6:00AM One (1) Unarmed Guard (Sat & Sun)**

**Regular unarmed guard, hourly rate will be \$50.00 per hour. Estimated weekly total for Solano Community College with an unarmed guard is \$4,800.00. Please note, this is only an estimate as hours usually fluctuate or may include a holiday.**

The Overtime rate is for each hour of service rendered by each Security Officer in excess of eight hours on any single shift within a 24-hour period or in excess of 40-hours in any single week. For each security officer who is required to appear in court or at a deposition as a witness as a result of an occurrence at Client's facility, USS shall bill Client at the Overtime rate for the amount of hours the Security Officer is required to be present in court, plus parking charges and travel time to and from court.

The Holiday rate is for services by each Security Officer on any of the following holidays:

**New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.**

### **Equipment Billing**

Client also acknowledges and agrees that this Agreement is for the providing of services only, that all equipment furnished by USS pursuant to this Agreement shall be for the use of USS personnel, that title and possession of such equipment shall remain in USS at all times.

CLIENT HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT AND HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS HEREOF.

**Solano Community College**

**Unlimited Security Specialists Inc.**

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

**Authorized Signature**

**Authorized Signature**

\_\_\_\_\_

**Signer's Name**

\_\_\_\_\_

**Joe Cardona**

\_\_\_\_\_

**Signer's Title**

**Signer's Title**

**Date**\_\_\_\_\_

**Date**\_\_\_\_\_

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

**TO: Members of the Governing Board**

**SUBJECT: LEASE ADDENDUM MOU FOR ADDITIONAL SWING  
SPACE AT 220 CAMPUS LANE - FALL 2024**

**REQUESTED ACTION:**

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

**SUMMARY:**

On February 21, 2024, Governing Board approval was received for the leasing of 7,166 square feet of swing space to be used for the Cosmetology Department for 18 months due to the renovation of building 300 during the Fall 2024 semester. The total cost of the contract is \$782,288, including construction services, utilities, and monthly rental. Board approval is now being requested for an addendum MOU to the lease for 1,692 square feet of additional space at the rate of \$129,000 for construction and lease, bringing the total cost to \$911,288.00 for the 18-month time period. The MOU is attached.

**STUDENT SUCCESS IMPACT:**

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

<i>Government Code:</i>	<i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$911,288.00</i>
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**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

Susan Wheet  
Vice President, Finance & Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7209

**TELEPHONE NUMBER**

Susan Wheet  
Finance & Administration

**VICE PRESIDENT APPROVAL**

August 23, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Kellie Sims Butler, Ph.D.**  
Superintendent-President

September 4, 2024

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



**SOLANO INNOVATION CENTER**  
**MEMORANDUM OF UNDERSTANDING**  
**LEASE AMENDMENT**

This Memorandum of Understanding is proposed on August 22, 2024 by and between MacKenzie Realty Operating Partnership, LP, a Delaware Limited Partnership ("Landlord") and Solano Community College ("Tenant").

The Parties wish to set forth the key business terms upon which they have agreed with respect to the proposed terms and conditions described below, subject to execution of a mutually acceptable and legally binding Lease Amendment.

**Building:** Solano Innovation Center, 220 Campus Lane, Fairfield, CA 94534

**Premises:** Suite 120, approximately 1,682 rentable square feet on the 1<sup>st</sup> floor, at 220 Campus Lane, Fairfield, CA 94534 (final RSF to be verified by architect)

**Use:** Education

**Term:** Eighteen (18) months coterminous on March 15, 2026 with Lease dated January 24, 2024

**Commencement:** September 16, 2024

**Base Rent:** \$ 4,870 per month Full Service

**Escalations:** Consumer Price Index (CPI) Annual Escalations

**Monies Due at Lease Execution:**

Base Rent:	\$ 4,870 (first month)
Security Deposit:	<u>4,900</u>
Total:	\$ 9,770

**Tenant Improvements:** Landlord shall provide Premises in as-is condition, Tenant shall pay for construction on the Premises for up to 100 linear feet of wall to enclose the 1,682 RSF, as shown in Exhibit A. Construction on Premises shall be performed by Landlord utilizing building standard finishes.

<b>Signage:</b>	Tenant shall have the right to signage on suite plaque and main lobby directory
<b>Parking:</b>	Tenant shall have the option to access and utilize existing parking lot for \$0.00 per month. Electronic Vehicle charging stations may also be available for Tenant's use in the future.
<b>Twenty-Four Hour Access:</b>	Tenant shall have the right to have Twenty-Four Hour Access to the Building and Suite therein, by both use of an individualized Safety PIN and individual keys for employees.
<b>Differentiating Factors:</b>	Landlord has furnished, installed, and maintains hand sanitizer dispenser within the Premises, elevator landings and inside elevators, restroom vestibules, stairwells, and lobbies. Landlord has installed a touchless door entry system for the main entrance to the building.
<b>Increases and Operating Expenses Over Base Year:</b>	<p>Pass through of operating expenses over base year (Base Year shall be 2024). Subject to the above, included in the Base Rent are the following Operating Expenses, which are estimated to be \$1.04 per rentable square foot per month, including:</p> <ol style="list-style-type: none"> <li>1. Pro rata share of all building and landscape maintenance other than interior of the Premises.</li> <li>2. Pro rata share of real estate taxes and assessments.</li> <li>3. Pro rata share of all-Risk insurance of building and common area.</li> <li>4. Pro rata share of entire common area janitorial, common area utilities, including gas, electricity, water and garbage removal.</li> <li>5. Pro rata share of all other common area operating expenses.</li> <li>6. Cleaning of the interior of the Premises.</li> <li>7. Electricity and gas allocable to the Premises.</li> </ol>
<b>Confidentiality:</b>	The Parties shall keep the terms and conditions of this Proposal and any subsequent negotiations between the parties hereto confidential. The Lease of the Premises shall incorporate the terms and conditions contained herein, and such other provisions as may be agreed to by the parties. Upon the parties signature of this Memorandum, Landlord shall be authorized to prepare a formal Lease for execution by all Parties. This Memorandum is intended to set forth the primary business points, terms and conditions to be included in that Lease. However, the parties shall not be obligated until such Lease has been executed and it is expressly understood that any party may propose terms and conditions that are not contained herein.

*[Signature Page Follows]*

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

**LANDLORD: MacKenzie Realty Operating Partnership, LP, a  
Delaware limited partnership**

By: Wiseman Commercial, Inc., a California corporation, its Managing  
Member

By: \_\_\_\_\_  
Zen Hunter-Ishikawa - Chief Business Development Officer

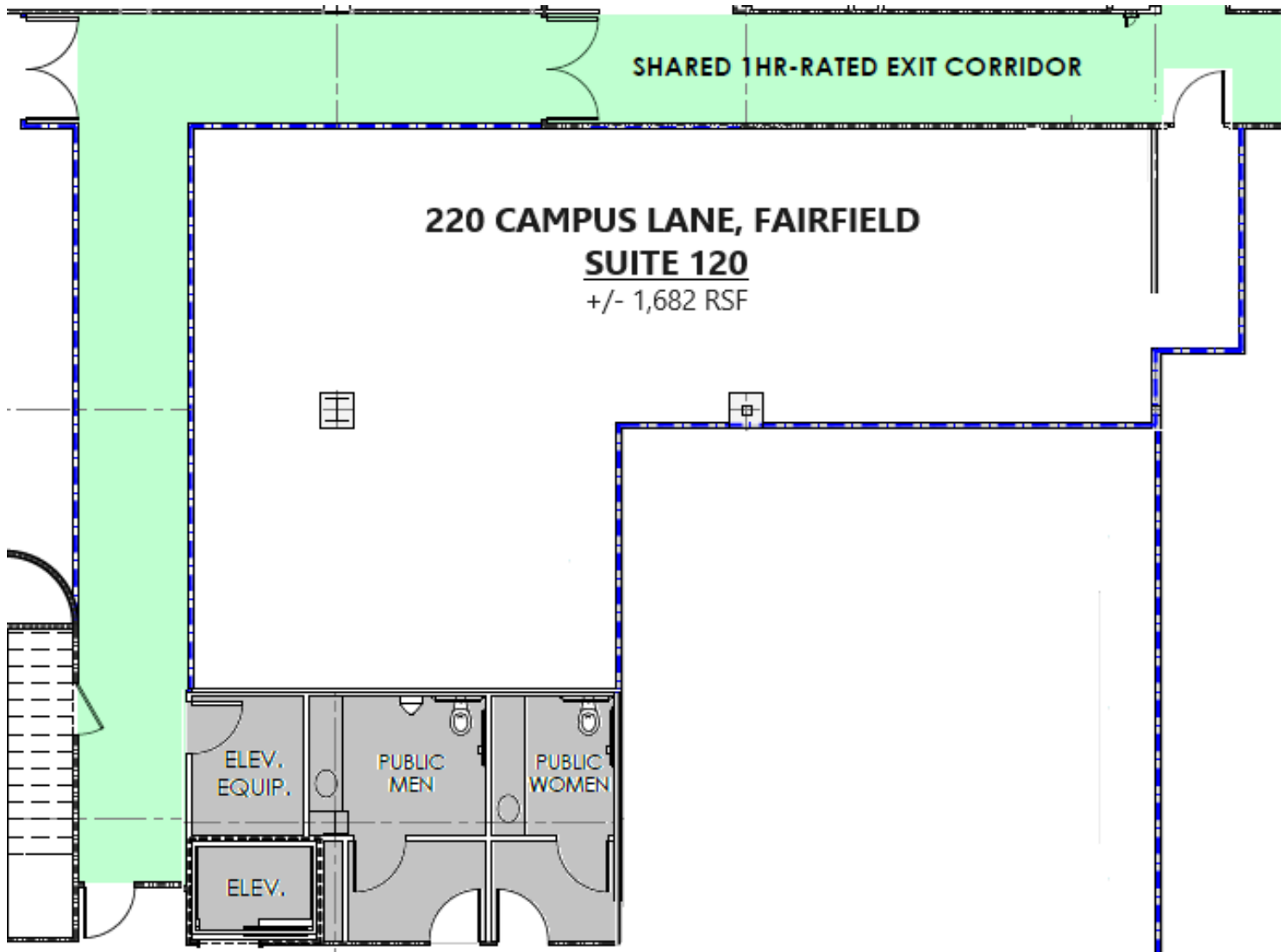
Date: \_\_\_\_\_

**TENANT: Solano Community College**

By: \_\_\_\_\_  
Susan Wheet - Authorized Signer

**EXHIBIT A**

**Floor Plan**



**EXHIBIT B**  
**Construction Proposal**

**WISEMAN**  
Commercial

# CONSTRUCTION PROPOSAL

8/19/2024

SCC Expansion BID | c/o Wiseman Commercial, Inc. | One Harbor Center, Suite 320 | Suisun City, CA 94585

707-427-1212 office | 707-427-1857 fax | www.WisemanCo.com

	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
Solano Community College		EXPAND EXISTING TENANT SPACE CONSTRUCTING AN ADDITIONAL BREAK ROOM		
	1	CEILING TILE-REPAIR OR REPLACE ACOUSTICAL CEILING TILES AT ALL NEW WALLS INSTALLED	\$800.00	\$800.00
	1	DRYWALL-FRAMING & DRYWALL TO SMOOTH FINISH AND FULL HEIGHT DEMISING FIRE RATED WALLS	\$17,980.00	\$17,980.00
Susan Wheet	1	ELECTRICAL-SEPARATION OF ALL EXISTING LIGHTING AND POWER CIRCUITS AT NEW DEMISED SPACE. RE-WIRE EXISTING LIGHTING TO NEW MOTIONS SENSOR CONTROLS	\$2,604.00	\$2,604.00
	1	FLOORING-INSTALL NEW BASE ON ALL WALLS	\$630.00	\$630.00
	1	GENERAL CONDITIONS	\$3,334.00	\$3,334.00
	1	INSULATION-NEW INSULATION AT ALL NEW WALLS	\$794.00	\$794.00
	1	LABOR & MATERIALS	\$1,979.00	\$1,979.00
SCC Expansion	1	MECHANICAL-SEPARATION OF EXISTING HVAC DUCTING AND SUPPLIED ZONES. REROUTING SUPPLY AND RETURN DUCTS AND GRILLES. RELOCATE THERMOSTATS. CAP OFF EXISTING DUCTS FROM NEIGHBORING ZONES.	\$2,989.00	\$2,989.00
	1	PROJECT MANAGEMENT	\$1,692.00	\$1,692.00
	1	PAINT-PAINT ALL NEW WALLS TO MATCH EXISTING	\$1,168.00	\$1,168.00
PREPARED BY: Adam Goodrich PROPOSAL 1				
			SUBTOTAL	\$33,970.00
		SPECIAL CONDITIONS NOTED BELOW (if any):		
		Excludes: permits & fees, after hours & Overtime, flooring		
			PROFIT	\$2,178.00
			TOTAL	\$36,148.00
		Accepted By:		
	Signature	Print Name	Date	



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

**TO: Members of the Governing Board**

**SUBJECT: PUBLIC HEARING AND ADOPTION OF THE 2024-2025  
DISTRICT BUDGETS**

**REQUESTED ACTION:**

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

**SUMMARY:**

At the Governing Board Study Session held on August 21, 2024 Susan Wheet, Vice President of Finance and Administration, presented the Board with the proposed District's 2024-2025 budgets.

The 2024-2025 District Budgets are being presented for a public hearing and adoption at this time in accordance with the California Code of Regulations (CCR), Title 5, Section 58301. The District recommends adoption of the proposed budget and spending plan that were developed and shared with the campus community over the last several months during its budget development cycle.

The proposed 2024-25 District Budgets may be viewed on the Finance and Administration website: [http://www.solano.edu/finance\\_admin/district\\_budget.php](http://www.solano.edu/finance_admin/district_budget.php)

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy: 3000, 3005</i>	<i>Estimated Fiscal Impact: N/A</i>
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<b>SUPERINTENDENT'S RECOMMENDATION:</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b>	<input type="checkbox"/> <b>DISAPPROVAL</b>
	<input type="checkbox"/> <b>NOT REQUIRED</b>	<input type="checkbox"/> <b>TABLE</b>

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**

August 23, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Kellie Sims Butler, Ph.D.**  
Superintendent-President

September 4, 2024

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



**SOLANO**

**SERVING SOLANO COUNTY AND THE CITY OF WINTERS, CALIFORNIA**

**ADOPTED BUDGET 2024-25**  
**Governing Board Meeting**  
**September 2024**

***TRANSFORMING STUDENTS' LIVES***



**SOLANO**  
COMMUNITY COLLEGE

**REPORT BY:**

**Susan Wheet**

**VICE PRESIDENT, FINANCE & ADMINISTRATION**

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**With the hard work of the Business Services Team:**

**Shannon Beckham**

**DIRECTOR OF BUSINESS SERVICES**

**Virgie Bender · Edith Sanchez · Sylvia Ramirez (Interim)**  
**ASSISTANT CONTROLLERS**

**Janice David · Haley Howells · Zhiyan Huang**  
**ACCOUNTANTS**

# **SOLANO COMMUNITY COLLEGE DISTRICT**

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## **GOVERNING BOARD**

**Denis Honeychurch, J.D.**  
PRESIDENT & Area #4

**Amanda Lopez-Lara**  
VICE PRESIDENT & Area # 7

**Karimah Karah, J.D.**  
Area # 1

**A. Marie Young**  
Area # 2

**Rosemary Thurston**  
Area #3

**Quinten Voyce**  
Area # 5

**Amber Cargo-Reed**  
Area # 6

**Sriya Srinivasan**  
STUDENT TRUSTEE

**Kellie Sims Butler, Ph.D.**  
BOARD SECRETARY

## **SUPERINTENDENT-PRESIDENT'S CABINET**

**Kellie Sims Butler, Ph.D.**  
SUPERINTENDENT-PRESIDENT

**Lucky Lofton**  
Vice President, Facilities and Bonds

**Lisa Neeley, MFA**  
VICE PRESIDENT, STUDENT SERVICES

**Susan Wheet, MBA**  
VICE PRESIDENT, FINANCE & ADMINISTRATION

**David Williams, Ph.D.**  
VICE PRESIDENT, ACADEMIC AFFAIRS

**Salvatore Abbate**  
DIRECTOR OF HUMAN RESOURCES

# SOLANO COMMUNITY COLLEGE DISTRICT

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## Mission Statement

<b>MISSION:</b>	Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students' lives with undergraduate education, transfer courses, career and technical education, certificate programs, workforce development and training, basic-skills education, and lifelong-learning opportunities.
<b>VISION:</b>	Solano Community College will be a recognized leader in educational excellence – transforming students' lives.

## STRATEGIC GOALS: *(from the 2019-2022 strategic plan)*

<b>Goal 1:</b>	Honor and empower students by helping them succeed in achieving their educational or career goals
<b>Goal 2:</b>	Honor and empower students to transfer in a timely fashion
<b>Goal 3:</b>	Honor and empower students to attain their education goals in a timely fashion while embracing the process of learning
<b>Goal 4:</b>	Honor and empower students to gain meaningful employment/careers in their chosen field of study
<b>Goal 5:</b>	Honor and empower student equity and success by eliminating equity gaps with a focus on disproportionately impacted populations
<b>Goal 6:</b>	Strengthen ties to the community and local school districts to ensure access to college for all students
<b>Goal 7:</b>	Honor and empower the college community by maintaining adequate and sustainable financial resources to create an environment that supports teaching and learning
<b>Goal 8:</b>	Maintain a campus culture that honors and empowers teaching and learning

## CALIFORNIA STATE BUDGET (COMMUNITY COLLEGES)

The Governor's "May Revise" budget proposal for 2024-25 offered budget stability for California Community Colleges in order to focus on the Roadmap to the Future and Vision 2020. Although the overall State General Fund budget is approximately 4.2% less than 2023-24, California Community College funding remains steady. The tables on the next few pages summarize the state's 2024-25 budget:

Allocations	2023-24 Rates	2024-25 Rates	Change from 2023-24 (Amount)	Change from 2023-24 (Percent)
Base Credit <sup>a</sup>	\$5,238	\$5,294	\$56	1.07%
Incarcerated Credit <sup>a</sup>	7,346	7,425	79	1.07%
Special Admit Credit <sup>a</sup>	7,346	7,425	79	1.07%
CDCP	7,346	7,425	79	1.07%
Noncredit	4,417	4,465	48	1.07%
Supplemental Point Value	1,239	1,252	13	1.07%
Student Success Main Point Value	730	738	8	1.07%
Student Success Equity Point Value	184	186	2	1.07%

<sup>a</sup>Ten districts receive higher credit FTE rates, as specified in statute.

**Table 7: California Community Colleges One-Time Funding by Program<sup>a</sup>**  
(In Millions)

Program	2023-24 Revised	2024-25 Enacted	Explanation of Change
FAFSA delay assistance	\$0.0	\$20.0	One-time funds added
Expand e-Transcript California	0.0	12.0	One-time funds added
LGBTQ+ Pilot Program	10.0	10.0	Second year of one-time funds allocated in 2023-24
Mapping Articulated Pathways for Credit for Prior Learning	0.0	6.0	One-time funds added
<b>Total</b>	<b>\$10.00</b>	<b>\$48.00</b>	

<sup>a</sup> Table reflects total programmatic funding for the system, including amounts from prior years available for use in the years displayed.

## LOCAL SUPPORT FUNDING IS LARGELY STABLE FOR ONGOING PROGRAMS

Table 6 shows ongoing local assistance funding by program for 2023-24 and 2024-25. As the table shows, some categorical programs receive cost-of-living adjustments while most others receive level or workload-based funding. Decreases in funding are related to removal of one-time funds or revised estimates of underlying factors.

**Table 6: California Community Colleges Ongoing Funding by Program<sup>a</sup> (In Millions)**

Program	2023-24 Enacted	2024-25 Enacted	Change Amount	Percent Change	Explanation of Change
Student Centered Funding Formula	\$9,421.11	\$9,571.33	\$150.22	1.59%	Adjusted for COLA, growth, and other base adjustments
Adult Education Program – Main <sup>b</sup>	652.22	659.14	6.91	1.06%	COLA
Student Equity and Achievement Program	523.98	523.98	0.00	0.00%	
Student Success Completion Grant	362.60	412.60	50.00	13.79%	Adjust for revised estimates of recipients
Strong Workforce Program	290.40	290.40	0.00	0.00%	Of the total funding, one-time \$5 million allocated to Pathways for Low-Income Workers Demonstration Project and \$60 million to Rebuilding Nursing Infrastructure Grant Program annually for 5 years through 2028-29
Part-time faculty health insurance	200.49	200.49	0.00	0.00%	
Extended Opportunity Programs and Services (EOPS)	183.08	185.04	1.96	1.07%	COLA

Disabled Students Programs and Services (DSPS)	172.82	174.67	1.85	1.07%	COLA
Full-time faculty hiring	150.00	150.00	0.00	0.00%	
California College Promise (AB 19)	91.21	91.21	0.00	0.00%	
Integrated technology	89.50	89.50	0.00	0.00%	
Financial aid administration	78.50	80.42	1.92	2.44%	Waived fees and per unit adjustment
Apprenticeship (community college districts)	64.34	64.69	0.35	0.54%	COLA
CalWORKs student services	55.05	55.64	0.59	1.07%	COLA
NextUp (foster youth program)	54.11	54.11	0.00	0.00%	
Basic needs centers	43.29	43.29	0.00	0.00%	
Mathematics, Engineering, Science Achievement (MESA)	39.42	39.42	0.00	0.00%	
Mandated Costs Block Grant and reimbursements	38.28	38.80	0.52	1.36%	COLA and enrollment-based adjustment
Cooperative Agencies Resources for Education (CARE)	33.48	33.84	0.36	1.07%	COLA
Student mental health services	32.47	32.47	0.00	0.00%	
Institutional effectiveness initiative	27.50	27.50	0.00	0.00%	
Part-time faculty compensation	26.54	26.54	0.00	0.00%	
Rising Scholars Network	25.00	25.00	0.00	0.00%	

Part-time faculty office hours	23.63	23.63	0.00	0.00%	
Economic and Workforce Development	22.93	22.93	0.00	0.00%	
Homeless and Housing Insecurity Program 'Rapid Rehousing'	20.56	20.56	0.00	0.00%	
California Virtual Campus	20.00	20.00	0.00	0.00%	
California Online Community College (Calbright College)	15.00	15.00	0.00	0.00%	
Equal Employment Opportunity Program	17.00	13.88	-3.12	-18.38%	Decrease in available Equal Opportunity Fund
Nursing Program Support	13.38	13.38	0.00	0.00%	
Puente Project	13.33	13.33	0.00	0.00%	
Lease revenue bond payments	12.80	12.79	-0.01	-0.07%	Lease revenue debt service adjustments
Dreamer Resource Liaisons	11.60	11.60	0.00	0.00%	
Veterans Resource Centers	10.82	10.82	0.00	0.00%	
Classified Employee Summer Assistance Program	10.00	10.00	0.00	0.00%	
Immigrant legal services through CDSS	10.00	10.00	0.00	0.00%	
Umoja	9.18	9.18	0.00	0.00%	
AANHPI Student Achievement Program	8.00	8.00	0.00	0.00%	
Foster Care Education Program	6.15	6.15	0.00	0.00%	



Childcare tax bailout	4.28	4.32	0.05	1.08%	COLA
Digital Course Content	3.00	3.00	0.00	0.00%	
Middle College High School Program	1.84	1.84	0.00	0.00%	
Academic Senate	1.80	1.80	0.00	0.00%	
Historically Black Colleges and Universities (HBCU) Transfer Pathway project	1.38	1.38	0.00	0.00%	
African American Male Education Network and Development (A2MEND)	1.10	1.10	0.00	0.00%	
Transfer education and articulation (excluding HBCU Transfer Pathway project)	0.70	0.70	0.00	0.00%	
FCMAT	0.80	0.77	-0.03	-3.75%	Removal of one-time funds
<b>Total</b>	<b>\$12,894.66</b>	<b>\$13,106.21</b>	<b>\$ 211.55</b>	<b>1.64%</b>	

<sup>a</sup>Table reflects total programmatic funding for the system, including amounts from prior years available for use in the years displayed.

<sup>b</sup>The Adult Education program total includes resources that go to the K-12 system but are included in the CCC budget. The K-12 Strong Workforce program and K-12 Apprenticeship programs are not listed above but are also included in the CCC budget.

# **STATE BUDGET IMPACT ON SOLANO COMMUNITY COLLEGE DISTRICT**

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## **Cash Impacts**

### **Operational Impacts**

The overall impact on Community Colleges is a Cost-of-Living Adjustment (COLA) increase of 1.07% in total revenues.

### **State Structural Deficits**

The State Department of Finance has warned that they still expect the state to have additional structural deficits in the future.

### **Solano CCD Structural Deficits**

Solano CCD is now out of Hold Harmless. With the new SCFF, the college is funded based on the base allocation, supplemental allocation, and student success allocation. Please see the breakdown on the following page.

Additionally, the district expects to have deficit spending over the next several years, anticipating increases to salaries and expenses to returning more in-person classes. This spending is planned as a way of reducing the ending fund balance.

## 2024-25 REVENUE ASSUMPTIONS

Revenue assumptions in the unrestricted general fund project an increase of 1.07% in 2024-25. The primary source of revenues, known as apportionment revenue, is shown below:

Basic Allocation	FTES Allocation	Supplemental Allocation	Success Allocation	Total Allocation
\$10,979,297	\$37,658,072	\$9,641,464	\$6,931,598	\$65,210,431

## 2024-25 EXPENSE ASSUMPTIONS

ITEM	Increase over Projected 2023-24 Actuals
Salaries & Benefits (including rising costs of insurance)	3.5% Decrease
Supplies, Services, Equipment	15.77% Increase
OPEB contribution	Same

# **DISTRICT FUNDS**

## **1. GENERAL FUNDS**

- a. Unrestricted [11]
- b. Restricted – Federal [12x]
- c. Restricted – State [13x}
- d. Local [14x]

## **2. DEBT SERVICE FUNDS**

- a. Measures G & Q Bond Interest & Redemption [21x]

## **3. SPECIAL REVENUE FUNDS**

- a. Child Development [33x]

## **4. CAPITAL PROJECTS FUNDS**

- a. Capital Outlay [41x]
- b. Measure Q – Construction [42x]

## **5. FIDUCIARY FUNDS**

### **a. TRUST FUNDS**

- i. Student Representation Fee [72x]
- ii. Student Body Center Fee [73x]
- iii. Student Financial Aid [74x]
- iv. Student Body – ASSC/Clubs [81x]
- v. Retiree Health Benefit JPA Fund [84x]

## GENERAL FUND: UNRESTRICTED [11x]

	YTD (Actual) Update end of Qtr 4	Tentative/ TEMP Budget	Adopted Budget
	2023-24	2024-25	2024-25
<b>REVENUES:</b>			
Base Allocation (FTES & Basic Alloc.	\$ 47,736,273	\$ 48,473,159	\$ 48,637,369
Supplemental Allocation	\$ 9,467,440	\$ 9,539,392	\$ 9,641,464
Student Success Allocation	\$ 6,754,470	\$ 6,858,215	\$ 6,931,598
<b>Sub Total</b>	\$ 63,958,183	\$ 64,870,766	\$ 65,210,431
<b>23/24 FY</b>			
Other State Revenue	\$ 637,952	\$ 1,270,000	\$ 2,488,364
Prior FY Apportionment Adjustment	\$ 1,125,370		\$ -
GFU-Pell Admin & Interest	\$ 23,940	\$ 14,025	\$ 28,395
BFAP 2%	\$ 70,383	\$ 294,418	\$ 414,381
<b>TOTAL REVENUES</b>	\$ 66,258,603	\$ 66,449,209	\$ 68,141,571
<b>EXPENDITURES:</b>			
Academic Salaries	\$ 27,869,554	\$ 25,954,883	\$ 26,284,083
Classified Salaries	\$ 14,215,575	\$ 13,923,113	\$ 13,659,692
Benefits	\$ 19,159,963	\$ 17,588,400	\$ 19,167,106
Supplies and Materials	\$ 782,693	\$ 1,075,410	\$ 1,106,835
Other Operating	\$ 9,191,093	\$ 10,081,836	\$ 10,314,836
Capital Outlay	\$ 108,743	\$ 249,300	\$ 251,300
Other Outgo	\$ -	\$ 320,000	\$ 320,000
Contingency appropriation	\$ -	\$ 250,000	\$ 250,000
GFU-Pell Admin	\$ 41,421	\$ 14,025	\$ 28,395
BFAP 2%	\$ 67,319	\$ 294,418	\$ 414,381
<b>TOTAL EXPENDITURES</b>	\$ 71,436,360	\$ 69,751,385	\$ 71,796,628
<b>NET FUND BALANCE</b>			
<b>INCREASE/(DECREASE)</b>	\$ (5,177,756)	\$ (3,302,176)	\$ (3,655,057)

## GENERAL FUND: UNRESTRICTED [11x]

### Fund Balance

<b>NET FUND BALANCE INCREASE/(DECREASE)</b>	\$ (5,177,756)	\$ (3,302,176)	\$ (3,655,057)
<b>BEGINNING FUND BALANCE</b>	\$ 37,890,826	\$ 31,347,163	\$ 32,713,070
<b>ENDING FUND BALANCE</b>	<b>\$ 32,713,070</b>	<b>\$ 28,044,987</b>	<b>\$ 29,058,013</b>
<b>FUND BALANCE COMPOSITION/RATIO:</b>			
Potential Salary Improvements	\$ 5,400,000	\$ 3,600,000	\$ 3,600,000
Potential Technology/ Non- Capitol Exp	\$ 869,212	\$ 869,212	\$ 869,212
STRS/PERS Premium Reserve	\$ 4,525,000	\$ 4,525,000	\$ 4,525,000
Designated Reserve: OPEB Liability	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Board Required Minimum 5% Reserve	\$ 3,571,818	\$ 3,487,569	\$ 3,589,831
<i>Stability Reserve</i>	\$ 14,347,040	\$ 11,563,206	\$ 12,473,969
<b>ENDING FUND BALANCE</b>	<b>\$ 32,713,070</b>	<b>\$ 28,044,987</b>	<b>\$ 29,058,013</b>
Fund Balance / Reserve Ratio	45.8%	40.2%	40.5%
Required + Stability Reserve Ratio	25.1%	21.6%	22.4%

NOTE: Fund Balances subject to change.

## GENERAL FUND: RESTRICTED – Federal [12x]

	YTD (Actual) Update end of Qtr 4	Carryover (Avail. Bal. as of 6/30/2024)	New allocation 25 FY	Tentative/ TEMP Budget	Adopted Budget
	2023-24			2024-25	2024-25
<b>REVENUES:</b>					
FEDERAL TOTAL REVENUES	\$ 706,548	40,169	\$ 833,523	\$ 854,256	\$ 873,692
<b>EXPENDITURES:</b>					
Federal Programs -					
CARES/HEERF				\$ -	
College Work Study	\$ 159,229	\$ 16,276	\$ 222,698	\$ 260,457	\$ 238,974
Perkins	\$ 428,190	\$ -	\$ 480,213	\$ 443,272	\$ 480,213
TANF/Calworks	\$ 42,453	\$ -	\$ 47,527	\$ 47,527	\$ 47,527
Veterans 38	\$ 885	\$ 23,893	\$ -	\$ 24,778	\$ 23,893
FCKE	\$ 75,791	\$ -	\$ 83,085	\$ 78,222	\$ 83,085
TOTAL Federal Programs	\$ 706,548	\$ 40,169	\$ 833,523	\$ 854,256	\$ 873,692
NET Due to Other Sources/Agencies	\$ 4,874	-			
NET DEF REV (C/O with commitment)	\$ 40,169	-			
	\$ 751,591	\$ 40,169	\$ 833,523	\$ 854,256	\$ 873,692

## GENERAL FUND: RESTRICTED – State [13x]

	YTD (Actual) Update end of Qtr 4	Carryover (Avail. Bal. as of 6/30/2024)	New allocation 25 FY	Tentative/ TEMP Budget	Adopted Budget
	2023-24			2024-25	2024-25
REVENUES:					
STATE TOTAL REVENUES	\$ 16,429,531	26,014,558	\$ 14,771,376	\$ 38,782,182	\$ 40,785,934
EXPENDITURES:					
State Programs -					
Student Equity & Achievement	\$ 2,924,639	\$ 4,160,432	\$ 3,238,962	\$ 7,906,260	\$ 7,399,394
Strong Workforce (Local)	\$ 1,391,188	\$ 3,527,831	\$ 871,540	\$ 5,246,929	\$ 4,399,371
Strong Workforce (Regional)	\$ 84,992	\$ 1,753,774	\$ 711,857	\$ 2,443,753	\$ 2,465,631
Physical Plant & Instructional Support	\$ 954,309	\$ 2,830,715	\$ -	\$ 380,209	\$ 2,830,715
EOPS	\$ 586,642	\$ 535,055	\$ 674,288	\$ 1,224,674	\$ 1,209,343
DSPS	\$ 650,071	\$ 220,786	\$ 841,989	\$ 931,219	\$ 1,062,775
College Promise	\$ 669,677	\$ 985,164	\$ 799,415	\$ 1,786,074	\$ 1,784,579
Interfund Transfers/Other Outgo (CalWorks)	\$ 262,072	\$ 36,078	\$ 242,591	\$ 339,844	\$ 278,669
Financial Aid Administration (SFAA-BFAP)	\$ 371,290	\$ -	\$ 375,954	\$ 336,526	\$ 375,954
Lottery	\$ 568,843	\$ 1,919,347	\$ 555,087	\$ 1,454,501	\$ 2,474,434
Covid Recovery Block Grant (one time fund)	\$ 1,520,436	\$ 247,552	\$ -	\$ 9,261	\$ 247,552
LAEP	\$ 9,306	\$ -	\$ -	\$ 1,194,680	\$ -
Undocumented Rrscs Liaisons	\$ 29,973	\$ 213,719	\$ 82,927	\$ 295,802	\$ 296,646
NextUp	\$ 197,282	\$ 1,153,994	\$ 593,632	\$ 1,932,259	\$ 1,747,626
EEO	\$ 17,525	\$ 159,233	\$ -	\$ 161,232	\$ 159,233
Equal Employment Opportunity	\$ 116,868	\$ 144,401	\$ -	\$ 252,356	\$ 144,401
FCKE	\$ 160,073	\$ 9,552	\$ 165,177	\$ 144,064	\$ 174,729
Local Systemwide Tech Data Security	\$ 306,612	\$ 203,388	\$ 175,000	\$ 686,929	\$ 378,388
CARE	\$ 117,226	\$ 149,915	\$ 181,767	\$ 298,970	\$ 331,682
Culturally Responsive Pedagogy & Practices	\$ 225,690	\$ 70,800	\$ -	\$ 207,512	\$ 70,800
Culturally Comp-Faculty Prof Dev (one-time)	\$ 1,861	\$ 600	\$ -	\$ 560	\$ 600
Culturally Comp-Faculty Prof Dev	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Nursing	\$ 158,369	\$ -	\$ 151,870	\$ 203,894	\$ 151,870
Student Retention and Outreach	\$ 435,778	\$ 667,116	\$ -	\$ 927,657	\$ 667,116
MESA	\$ 201,474	\$ 1,503,784	\$ -	\$ 1,389,781	\$ 1,503,784
Adult Block Ed	\$ -	\$ 44,784	\$ 46,096	\$ 84,865	\$ 90,880
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# GENERAL FUND: RESTRICTED – State [13x]

(Continued)

	YTD (Actual) Update end of Qtr 4	Carryover (Avail. Bal. as of 6/30/2024)	New allocation 25 FY	Tentative/ TEMP Budget	Adopted Budget
	2023-24			2024-25	2024-25
<b>EXPENDITURES:</b>					
CONTINUED FROM PRIOR PAGE					
Zero Textbook (One-time)	\$ 28,856	\$ 151,144	\$ -	\$ 157,425	\$ 151,144
Asian-American, Native Hawaiian & Pacific	\$ 19,700	\$ 260,597	\$ 112,639	\$ 419,791	\$ 373,236
Financial Aid Technology	\$ 68,619	\$ 95,949	\$ 48,101	\$ 182,822	\$ 144,050
Student Success Completion	\$ 1,628,582	\$ 6,490	\$ 1,653,282	\$ 1,182,658	\$ 1,659,772
Guided Pathways	\$ 217,914	\$ 90,090	\$ -	\$ 122,522	\$ 90,090
Mental Health Services	\$ 295,535	\$ 59,424	\$ 219,465	\$ 419,169	\$ 278,889
Classified Prof Development (One-time)	\$ 9,488	\$ 3,404	\$ -	\$ 8,619	\$ 3,404
Basic Needs Services	\$ 139,765	\$ 19,628	\$ -	\$ 54,073	\$ 19,628
Basic Needs Center	\$ 203,527	\$ 365,707	\$ 294,191	\$ 642,262	\$ 659,898
Student Food & Housing Supp	\$ 184,393	\$ 505,187	\$ -	\$ 755,118	\$ 505,187
Rising Scholars	\$ 182,202	\$ 102,328	\$ 154,000	\$ 294,042	\$ 256,328
Textbook Reimb-Teaching Incar (one-time)	\$ 246,119	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
LGBTQ+	\$ 23,312	\$ 105,931	\$ 64,581	\$ 112,302	\$ 170,512
CCC Equitable Placement & Completion	\$ 17,773	\$ 486,850	\$ -	\$ 500,329	\$ 486,850
Deaf and Hard of Hearing	\$ -	\$ 110,833	\$ -	\$ 110,833	\$ 110,833
Transfer Ed amd Articulation - Seamless	\$ 30,636	\$ 18,059	\$ -	\$ 24,487	\$ 18,059
Instructional Equipment One-Time	\$ 77,886	\$ 29,676	\$ -	\$ 51,847	\$ 29,676
RERP	\$ -	\$ 59,692	\$ -	\$ 59,692	\$ 59,692
Rancho Santiago CCD	\$ -	\$ 18,578	\$ -	\$ 18,578	\$ 18,578
Systemwide Technology and Data Security	\$ -	\$ 609,138	\$ -	\$ 109,138	\$ 609,138
Hunger Free Campus	\$ 1,115	\$ 10,516	\$ -	\$ 10,516	\$ 10,516
Zero Textbook Cost	\$ 1,188	\$ 691	\$ -	\$ 21,423	\$ 691
Veterans Resource Center (one time)	\$ 36,895	\$ 3,478	\$ -	\$ 11,957	\$ 3,478
Veterans Resource Center (on-going)	\$ 92,873	\$ 236,152	\$ 114,924	\$ 381,274	\$ 351,076
Cal LAW	\$ 20,792	\$ 78,208	\$ -	\$ 98,990	\$ 78,208
A2MEND	\$ 18,147	\$ 18,877	\$ -	\$ 20,200	\$ 18,877
Hire UP Program	\$ 899,881	\$ 850,119	\$ 1,750,000	\$ 1,330,248	\$ 2,600,119
Rising School Juvenile Justice	\$ 6,522	\$ 601,432	\$ 312,500	\$ 900,216	\$ 913,932
Student Transfer Achievement	\$ 6,851	\$ 558,366	\$ -	\$ 564,120	\$ 558,366
CESAP	\$ 8,763	\$ 19,994	\$ -	\$ 27,719	\$ 19,994
SFAA (One-Time funds)	\$ -	\$ -	\$ 139,541	\$ -	\$ 139,541
<b>TOTAL State Programs</b>	<b>\$ 16,429,531</b>	<b>\$ 26,014,558</b>	<b>\$ 14,771,376</b>	<b>\$ 38,782,182</b>	<b>\$ 40,785,934</b>

## GENERAL FUND: RESTRICTED LOCAL [14x]

	YTD (Actual) Update end of Q4	Tentative/ TEMP Budget	Adopted Budget
	2023-24	2024-25	2024-25
<b>REVENUES:</b>			
Local Sources (recurring and carryover)	\$ 1,268,476	\$ 5,716,079	\$ 5,692,528
Local Sources - projected/future awards	\$ 2,156,980	\$ 1,940,382	\$ 988,626
<b>TOTAL REVENUES</b>	<b>\$ 3,425,456</b>	<b>\$ 7,656,461</b>	<b>\$ 6,681,154</b>
<b>EXPENDITURES:</b>			
<b>Local Programs -</b>			
Facilities-Campus Reservations	\$ 74,840	\$ 377,080	\$ 402,116
President's SCC-Local Funds	\$ 320,723	\$ 786,798	\$ 527,011
Health Center	\$ 419,327	\$ 1,309,535	\$ 990,081
Parking	\$ 424,424	\$ 933,087	\$ 821,941
Graphics Dept	\$ 50,038	\$ 113,293	\$ 101,663
SCC Theatre	\$ -	\$ 63,494	\$ 76,207
UC Berkeley-Puente	\$ 33,950	\$ 46,078	\$ 162,128
Athletic Teams	\$ 28,036	\$ 85,929	\$ 73,693
CIRM (5-year grant) - reimbursable	\$ 9,503	\$ 2,812,443	\$ 2,379,799
NIMBL - reimbursable	\$ 16,045	\$ 46,362	\$ 44,112
Other Local Programs	\$ 30,430	\$ 1,082,362	\$ 1,102,401
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,407,315</b>	<b>\$ 7,656,461</b>	<b>\$ 6,681,154</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>\$ 2,018,140</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
Deferred Revenue	\$ 320,339		
<b>TOTAL NET REVENUES (EXPENDITURES)</b>	<b>\$ 1,697,801</b>	<b>\$ -</b>	<b>\$ 0</b>

## BOND INTEREST & REDEMPTION [21x]

	YTD (Actual) Update end of Qtr 4	Tentative/ TEMP Budget	Adopted Budget
	2023-24	2024-25	2024-25
<b>REVENUES:</b>			
Local Sources			\$ -
Other Sources	\$ 22,772,520	\$ 19,130,553	\$ 19,130,553
<b>TOTAL REVENUES</b>	<b>\$ 22,772,520</b>	<b>\$ 19,130,553</b>	<b>\$ 19,130,553</b>
<b>EXPENDITURES:</b>			
GOB 2006 Series-Series B	\$ 4,073,588	\$ 5,050,381	\$ 5,050,381
GOB Measure Q-Series A -QA	\$ 100,833	\$ -	\$ -
SCC GOB Measure Q-Series B (485)-QB	\$ 90,833		\$ -
SCC GORB 2014 Series A (487) Meas G	\$ 1,444,167		\$ -
GOB Measure Q-Series C -QC	\$ 158,333	\$ 327,500	\$ 327,500
2019 GenOb Refunding Bonds-Series A	\$ 532,500	\$ 785,833	\$ 785,833
SCC GOB Measure Q-Series D (424)-QD	\$ 345,000	\$ -	\$ -
2021 GenOb Ref Bonds-Series A (437)	\$ 1,015,000	\$ 1,023,333	\$ 1,023,333
SCC GOB Measure Q-Series E (436)-QE	\$ 833,333	\$ 166,667	\$ 166,667
<b>Sub-Total (Principal)</b>	<b>\$ 8,593,588</b>	<b>\$ 7,353,714</b>	<b>\$ 7,353,714</b>
GOB 2006 Series-Series B	\$ 2,793,896	\$ 2,724,208	\$ 2,724,208
GOB Measure Q-Series A -QA	\$ 778,313	\$ 847,418	\$ 847,418
SCC GOB Measure Q-Series B (485)-QB	\$ 1,567		\$ -
SCC GORB 2014 Series A (487) Meas G	\$ 36,104		\$ -
GOB Measure Q-Series C -QC	\$ 1,450,150	\$ 1,441,442	\$ 1,441,442
2019 GenOb Refunding Bonds-Series A	\$ 3,386,811	\$ 3,374,736	\$ 3,374,736
SCC GOB Measure Q-Series D (424)-QD	\$ 698,100	\$ 691,200	\$ 691,200
2021 GenOb Ref Bonds-Series A (437)	\$ 1,273,073	\$ 1,267,596	\$ 1,267,596
SCC GOB Measure Q-Series E (436)-QE	\$ 1,456,806	\$ 1,420,140	\$ 1,420,140
<b>Sub-Total (Interest)</b>	<b>\$ 11,874,820</b>	<b>\$ 11,766,739</b>	<b>\$ 11,766,739</b>
Other Fees	\$ 9,070	\$ 10,100	\$ 10,100
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,477,479</b>	<b>\$ 19,130,553</b>	<b>\$ 19,130,553</b>

## CHILD DEVELOPMENT [33x]

	YTD (Actual) Update end of Qtr 4 2023-24	Tentative Budget 2024-25	Adopted Budget 2024-25
<b>REVENUES:</b>			
<b>TOTAL REVENUES</b>	\$ 1,700,482	\$ 1,650,009	\$ 1,898,644
<b>EXPENDITURES:</b>			
CSPP- CA State PreSchool Program	\$ 771,320	\$ 810,000	\$ 895,191
CCTR- Child Center	\$ 510,329	\$ 537,000	\$ 663,700
Child Care Food Program	\$ 25,625	\$ 60,000	\$ 60,000
Child Dev Training Consortium	\$ -	\$ 375	\$ -
Reserves-CCTR and CSPP	\$ -	\$ 200	\$ 200
SCOE-Qlty Rating Impr Sys (QRIS)	\$ 154	\$ 4,767	\$ 9,076
ARPA-State Stipends (AB131) CSPP	\$ -	\$ 13,052	\$ 13,052
CCL Stipends	\$ -	\$ 11,500	\$ -
CDSS Stipend FY24	\$ -	\$ 24,466	\$ 24,466
ARPA- State Stipends (AB131)	\$ -	\$ 3,750	\$ 3,750
One-time rate Supplement AB 185	\$ -	\$ 37,472	\$ 37,472
AB110 Temp Rate Increase	\$ -	\$ 95,441	\$ 95,441
CDSS Stipends and Rate Supplements	\$ -	\$ 3,575	\$ 3,575
State Stipends AB140 CCTR	\$ -	\$ 13,293	\$ 25,953
Cost of Care CSPP	\$ -	\$ 29,118	\$ 60,768
SB140 Center One-time payment CSPP	\$ -	\$ 3,000	\$ 3,000
SB140 2nd Quarter One-time payment CSPP	\$ -	\$ 3,000	\$ 3,000
<b>TOTAL EXPENDITURES</b>	\$ 1,307,427	\$ 1,650,009	\$ 1,898,644
<b>FUND BALANCE INCREASE (DECREASE)</b>	\$ 393,054	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ 157,713	\$ 138,433	\$ 550,767
Prior Year Adjustments to Fund Balance		\$ -	\$ -
Adjusted Beginning Fund Balance (Audited Fin Stmnts)		\$ -	\$ -
<b>ENDING FUND BALANCE</b>	\$ 550,767	\$ 138,433	\$ 550,767

**NOTE:** Fund Balances subject to change.

## CAPITAL OUTLAY [41x]

	YTD (Actual) Update end of Qtr 4 2023-24	Tentative Budget 2024-25	Adopted Budget 2024-25
<b>REVENUES:</b>			
Federal Sources			\$ -
State Sources			
Local Sources	\$ 1,221,653	\$ 1,140,000	\$ 1,140,000
<b>TOTAL REVENUES</b>	<b>\$ 1,221,653</b>	<b>\$ 1,140,000</b>	<b>\$ 1,140,000</b>
<b>EXPENDITURES:</b>			
Services & Other Operating- 411	\$ 496,354	\$ 620,000	\$ 600,000
Other Staff Salaries-41601		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 496,354</b>	<b>\$ 620,000</b>	<b>\$ 600,000</b>
<b>NET FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ 725,299</b>	<b>\$ 520,000</b>	<b>\$ 540,000</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 6,405,743</b>	<b>\$ 6,405,743</b>	<b>\$ 7,131,043</b>
Prior Year Adjustments to Fund Balance			\$ -
Adjusted Beginning Fund Balance (Audited Fin Stmtnts)			
<b>ENDING FUND BALANCE</b>	<b>\$ 7,131,043</b>	<b>\$ 6,925,743</b>	<b>\$ 7,671,043</b>

**NOTE:** Fund Balances subject to change.

## MEASURE Q CAPITAL PROJECTS [42x]

		YTD (Actual) Update end of Qtr 4	Tentative Budget	Adopted Budget
		2023-24	2024-25	2024-25
<b>REVENUES:</b>				
Measure Q - Series B	\$	463,833	\$ 435,000	\$ 435,000
Measure Q - Series C	\$	125,309	\$ 120,000	\$ 120,000
Measure Q - Series D	\$	217,524	\$ 246,000	\$ 246,000
Measure Q - Series E	\$	1,729,415	\$ 1,776,000	\$ 1,776,000
Measure Q - Series F	\$	30,712,206	\$ 132,000	\$ 132,000
<b>TOTAL REVENUES</b>	\$	33,248,288	\$ 1,771,000	\$ 1,771,000
<b>EXPENDITURES:</b>				
Measure Q - Series B	\$	7,150	\$ 1,081,860	\$ 1,081,860
Measure Q - Series C	\$	17,554	\$ 1,085,987	\$ 1,085,987
Measure Q - Series D	\$	3,707,448	\$ 2,346,343	\$ 2,346,343
Measure Q - Series E	\$	22,777,450	\$ 18,476,931	\$ 18,476,931
Measure Q - Series F	\$	188,760	\$ 20,932,495	\$ 20,932,495
<b>TOTAL EXPENDITURES</b>	\$	26,698,361	\$ 43,923,616	\$ 43,923,616
<b>NET FUND BALANCE INCREASE (DECREASE)</b>	\$	6,549,927	\$ (42,152,616)	\$ (42,152,616)
<b>OTHER FINANCING SOURCES (USES):</b>				
Other Uses/Sources			\$ -	\$ -
<b>TOTAL OTHER SOURCES (USES)</b>			\$ -	\$ -
<b>FUND BALANCE INCREASE (DECREASE)</b>	\$	6,549,927	\$ (42,152,616)	\$ (42,152,616)
Measure Q - Series B Fund Balance	\$	10,784,495	\$ 9,967,326	\$ 11,241,178
Measure Q - Series C Fund Balance	\$	3,018,614	\$ 965,987	\$ 3,126,369
Measure Q - Series D Fund Balance	\$	7,433,251	\$ 2,100,343	\$ 3,943,328
Measure Q - Series E Fund Balance	\$	45,222,800	\$ 16,700,931	\$ 24,174,765
Measure Q - Series F Fund Balance	\$		\$ 29,875,000	\$ 30,523,446
<b>BEGINNING FUND BALANCE (Total)</b>	\$	66,459,160	\$ 59,609,587	\$ 73,009,087
Measure Q - Series B Fund Balance	\$	11,241,178	\$ 9,320,466	\$ 10,594,318
Measure Q - Series C Fund Balance	\$	3,126,369	\$ -	\$ 2,160,382
Measure Q - Series D Fund Balance	\$	3,943,328	\$ -	\$ 1,842,985
Measure Q - Series E Fund Balance	\$	24,174,765	\$ -	\$ 7,473,834
Measure Q - Series F Fund Balance	\$	30,523,446	\$ 9,074,505	\$ 9,074,505
<b>ENDING FUND BALANCE</b>	\$	73,009,087	\$ 17,141,271	\$ 17,141,271

**NOTE:** Fund Balances subject to change.

## STUDENT REPRESENTATION FEE [72x]

	YTD (Actual) Update end of Q4	Tentative/ TEMP Budget	Adopted Budget
	2023-24	2024-25	2024-25
<b>REVENUES:</b>			
Federal Sources			
State Sources			
Local Sources			
	\$ 47,261	\$ 93,143	\$ 47,264
<b>TOTAL REVENUES</b>	<b>\$ 47,261</b>	<b>\$ 93,143</b>	<b>\$ 47,264</b>
<b>EXPENDITURES:</b>			
Academic Salaries			
Other Staff Salaries			
Employee Benefits			
Supplies & Materials			
Indirect Cost	\$ 1,654	\$ 915	\$ 1,654
Services & Other Operating		\$ 77,521	
Capital Outlay			
Due Back to CCCCCO- PY			
Due Back to CCCCCO	\$ 21,976	\$ 12,163	\$ 21,976
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,630</b>	<b>\$ 90,599</b>	<b>\$ 23,630</b>
<b>FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ 23,631</b>	<b>\$ 2,544</b>	<b>\$ 23,634</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 66,989</b>	<b>\$ 77,521</b>	<b>\$ 90,620</b>
Prior Year Adjustments to Fund Balance			
Adjusted Beginning Fund Balance (Audited Fin Stmnts)			
<b>ENDING FUND BALANCE</b>	<b>\$ 90,620</b>	<b>\$ 80,065</b>	<b>\$ 114,254</b>

**NOTE:** Fund Balances subject to change.

## STUDENT BODY CENTER FEE [73x]

	YTD (Actual) Update end of Q4	Tentative/ TEMP Budget	Adopted Budget
	2023-24	2024-25	2024-25
<b>REVENUES:</b>			
Federal Sources			
State Sources			
Local Sources	\$ 30,276	\$ 28,085	\$ 30,279
<b>TOTAL REVENUES</b>	<b>\$ 30,276</b>	<b>\$ 28,085</b>	<b>\$ 30,279</b>
<b>EXPENDITURES:</b>			
Academic Salaries			
Other Staff Salaries			
Employee Benefits			
Supplies & Materials			
Services & Other Operating	\$ 174	\$ 132	\$ 177
Capital Outlay			
<b>TOTAL EXPENDITURES</b>	<b>\$ 174</b>	<b>\$ 132</b>	<b>\$ 177</b>
<b>NET FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ 30,101</b>	<b>\$ 27,954</b>	<b>\$ 30,101</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 258,013</b>	<b>\$ 282,140</b>	<b>\$ 288,114</b>
Prior Year Adjustments to Fund Balance			
Adjusted Beginning Fund Balance (Audited Fin Strmnts)			
<b>ENDING FUND BALANCE</b>	<b>\$ 288,114</b>	<b>\$ 310,094</b>	<b>\$ 318,215</b>

**NOTE:** Fund Balances subject to change



## FINANCIAL AID [74x]

	YTD (Actual) Update end of Q4 2023-24	Tentative/ TEMP Budget 2024-25	Adopted Budget 2024-25
<b>REVENUES:</b>			
<b>Federal/State Sources</b>			
PELL (estimate)	\$ 10,535,493	\$ 9,000,000	\$ 10,437,888
FSEOG-Fed.Supp.Educ.Oppor.Grant	\$ 165,834	\$ 260,735	\$ 260,603
Federal Direct Loan (estimate)	\$ 1,420,150	\$ 1,400,000	\$ 408,275
Chafee	\$ 27,500	\$ 30,000	\$ 27,500
CalGrant AB/C (estimate)	\$ 1,347,272	\$ 1,274,040	\$ 1,351,709
Emergency Financial Assistance	\$ 892,221	\$ 701,480	\$ 894,599
Emerg Financial Assist-Supp	\$ 121,426	\$ 121,426	\$ 242,852
<b>TOTAL REVENUES</b>	<b>\$ 14,509,896</b>	<b>\$ 12,787,681</b>	<b>\$ 13,623,425</b>
<b>EXPENDITURES:</b>			
<b>Federal/State Sources</b>			
PELL (estimate)	\$ 10,524,558	\$ 9,000,000	\$ 10,437,888
FSEOG-Fed.Supp.Educ.Oppor.Grant	\$ 165,834	\$ 260,735	\$ 260,603
Federal Direct Loan (estimate)	\$ 1,420,150	\$ 1,400,000	\$ 408,275
Chafee	\$ 25,000	\$ 30,000	\$ 27,500
CalGrant AB/C (estimate)	\$ 1,376,355	\$ 1,274,040	\$ 1,351,709
Emergency Financial Assistance	\$ 889,843	\$ 701,480	\$ 894,599
Emerg Financial Assist-Supp	\$ -	\$ 121,426	\$ 242,852
Other uses			\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,401,740</b>	<b>\$ 12,787,681</b>	<b>\$ 13,623,426</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 108,156</b>	<b>\$ -</b>	<b>\$ (0)</b>
Deferred Revenue	\$ 190,497		\$ -
<b>NET REVENUES (EXPENDITURES)</b>	<b>\$ (82,341)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
<b>Due from Other Sources</b>	<b>\$ 61,932</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Due to Other Sources</b>	<b>\$ 20,410</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET FUND BALANCE INCREASE (DECREASE)</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>\$ -</b>
Prior Year Adjustments to Fund Balance	\$ (350)	\$ -	
Adjusted Beg. Fund Balance (to match Audited Fin Strmnts)		\$ -	
<b>ENDING FUND BALANCE</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>

NOTE: Fund Balances subject to change.

## STUDENT BODY – ASSC/CLUBS [81x]

	YTD (Actual) Update end of Q4	Tentative/ TEMP Budget	Adopted Budget
	2023-24	2024-25	2024-25
<b>REVENUES:</b>			
Local Sources – actual	\$ 50,693	\$ 244,947	\$ 116,462
Local Sources – prior years	\$ 225,159		\$ 190,807
<b>TOTAL REVENUES</b>	<b>\$ 275,851</b>	<b>\$ 244,947</b>	<b>\$ 307,269</b>
<b>EXPENDITURES:</b>			
8100 Student Clubs (ASSC)	\$ 94,105	\$ 217,442	\$ 253,274
ASSC-Drama Club	\$ 1,486	\$ 2,732	\$ 7,956
Alpha Gamma Sigma			\$ 300
Phi Theta Kappa	\$ 5,105	\$ 1,432	\$ 2,887
French Club	\$ 80	\$ 1,370	\$ 1,930
Gamers Club	\$ -	\$ 386	\$ 851
The Human Collective	\$ -	\$ 3,740	\$ 4,282
Campus Cat Club	\$ 168	\$ 883	\$ 1,165
Clothes 4 Hope	\$ -	\$ 424	\$ 424
Puente Club	\$ -	\$ 712	\$ 1,012
Filipino American Student Union	\$ -	\$ 867	\$ 1,317
Rotaract Club	\$ -	\$ 750	\$ 900
The Entrepreneur Club	\$ -	\$ 150	\$ 600
STEM Club	\$ 54	\$ 1,213	\$ 1,909
A2MEND	\$ -	\$ 450	\$ 900
Dance Club	\$ 263	\$ 338	\$ 823
Pride Club	\$ -	\$ 706	\$ 1,412
Arts and Crafts Club	\$ 50	\$ 400	\$ 550
Muslim Student Association	\$ 1,500	\$ 450	\$ 3,400
InterVarsity Christian Fellowship	\$ -	\$ 450	\$ 900
The Creative's Collective	\$ 55	\$ 804	\$ 1,249
International Society of Pharm Engineers (ISPE)	\$ -	\$ 420	\$ 420
Photography Club	\$ -	\$ 745	\$ 745
Horticulture Club	\$ -	\$ 650	\$ 1,600
PreMed Club 2023	\$ -	\$ 1,390	\$ 2,510
Auto Tech Club	\$ -	\$ 773	\$ 1,223
Asian Pacific Islander Club	\$ -	\$ 150	\$ 600
Baker's Favorite Club	\$ 10	\$ 150	\$ 590
Community Service Club	\$ -	\$ 150	\$ 600
Fashion Club	\$ -	\$ 550	\$ 1,400
Reproductive Health Club	\$ 1,210	\$ 4,270	\$ 9,390
Alph Beta Gamma Honors Society	\$ 150	\$ -	\$ 150
Blue Gene Algae Club	\$ -		\$ 1,300
Solano's Orgullo Latino (SOL) Club	\$ -		\$ 300
MESA Club	\$ -		\$ 300
Writer's Society Club	\$ -		\$ 300
<b>TOTAL EXPENDITURES</b>	<b>\$ 104,237</b>	<b>\$ 244,947</b>	<b>\$ 309,469</b>
<b>(DECREASE)</b>	<b>\$ 171,614</b>	<b>\$ 0</b>	<b>\$ (2,200)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 244,663</b>	<b>\$ 244,663</b>	<b>\$ 416,277</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 416,277</b>	<b>\$ 244,663</b>	<b>\$ 414,077</b>

**NOTE:** Fund Balances subject to change.

## RETIREE HEALTH BENEFET JPA FUND [84X]

	YTD (Actual) Update end of Q4	Tentative/ TEMP Budget	Adopted Budget
	2023-24	2024-25	2024-25
<b>REVENUES:</b>			
Contributions	\$ 320,000	\$ 320,000	\$ 320,000
Interest	\$ 184,720	\$ 200,000	\$ 200,000
<b>TOTAL REVENUES</b>	<b>\$ 504,720</b>	<b>\$ 520,000</b>	<b>\$ 520,000</b>
<b>EXPENDITURES:</b>			
Withdrawals		\$ -	
Portfolio Fees	\$ 8,217	\$ 8,200	\$ 8,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,217</b>	<b>\$ 8,200</b>	<b>\$ 8,200</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 496,503</b>	<b>\$ 511,800</b>	<b>\$ 511,800</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Change in Market Value - Positive/(Negative)	\$ 511,689	\$ 400,000	\$ 400,000
<b>TOTAL OTHER SOURCES (USES)</b>	<b>\$ 511,689</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>TOTAL CHANGE IN FUND BALANCE INCREASE/(DECREASE)</b>	<b>\$ 1,008,192</b>	<b>\$ 911,800</b>	<b>\$ 911,800</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 6,030,623</b>	<b>\$ 7,038,815</b>	<b>\$ 7,038,815</b>
Prior Year Adjustments to Fund Balance			
Adjusted Beginning Fund Balance (Audited Fin Stmtns)			
<b>ENDING FUND BALANCE</b>	<b>\$ 7,038,815</b>	<b>\$ 7,950,615</b>	<b>\$ 7,950,615</b>
<b>Additional Board Reserve (General Budget)</b>	<b>\$ 4,000,000</b>	<b>\$ 4,000,000</b>	<b>\$ 4,000,000</b>
<b>TOTAL OPEB RESERVE</b>	<b>\$ 11,038,815</b>	<b>\$ 11,950,615</b>	<b>\$ 11,950,615</b>
Total Liability as of 6/30/2023	\$ 13,762,283.00	\$ 13,762,283.00	\$ 13,762,283.00
% Funded	80.21%	86.84%	86.84%
<b>NOTE: Fund Balances subject to change.</b>			

## 5-Year Outlook – Unrestricted Fund

	YTD Actuals 2023-24	Tentative Budget 2024-25	Adopted Budget 2024-25	Projected Budget 2025-26	Projected Budget 2026-27	Projected Budget 2027-28	Projected Budget 2028-29
<b>REVENUES:</b>							
SCFF	63,958,183	64,870,766	65,210,431	67,492,796	69,686,312	71,776,901	73,930,208
Other	2,300,420	1,578,443	2,931,140	2,750,000	2,750,000	2,750,000	2,750,000
<b>TOTAL REVENUES</b>	<b>66,258,603</b>	<b>66,449,209</b>	<b>68,141,571</b>	<b>70,242,796</b>	<b>72,436,312</b>	<b>74,526,901</b>	<b>76,680,208</b>
<b>EXPENDITURES:</b>	<b>71,436,360</b>	<b>69,751,385</b>	<b>71,796,628</b>	<b>71,515,610</b>	<b>72,259,794</b>	<b>74,420,088</b>	<b>76,645,190</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>(5,177,757)</b>	<b>(3,302,176)</b>	<b>(3,655,057)</b>	<b>(1,272,814)</b>	<b>176,518</b>	<b>106,814</b>	<b>35,018</b>
Beginning Fund Balance	37,890,826	31,347,163	32,713,069	28,044,987	26,772,173	26,948,691	27,055,505
Estimated Ending Balance	<b>32,713,069</b>	<b>28,044,987</b>	<b>29,058,012</b>	<b>26,772,173</b>	<b>26,948,691</b>	<b>27,055,505</b>	<b>27,090,523</b>
<b>FUND BALANCE COMPOSITION</b>							
Salary Improvements 2022-23 (taken from reserve over 5 years)	5,400,000	3,600,000	3,600,000	1,800,000	-	-	-
Technology/ Non- Capitol Expense Reserve	869,212	869,212	869,212	89,212	124,516	145,878	152,882
STRS/PERS Premium Reserve	4,525,000	4,525,000	4,525,000	4,525,000	4,525,000	4,525,000	4,525,000
Designated Reserve: OPEB Liability	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Board Required Minimum 5% Reserve	3,571,818	3,487,569	3,589,831	3,575,780	3,612,990	3,721,004	3,832,260
Stability Reserve	12,951,004	11,563,206	12,473,968	12,782,180	14,686,186	14,663,622	14,580,381
<b>ENDING FUND BALANCE</b>	<b>\$ 31,317,034</b>	<b>\$ 28,044,987</b>	<b>\$ 29,058,012</b>	<b>\$ 26,772,173</b>	<b>\$ 26,948,691</b>	<b>\$ 27,055,505</b>	<b>\$ 27,090,523</b>
Fund Balance Reserve Ratio	43.8%	40.2%	40.5%	37.4%	37.3%	36.4%	35.3%
Required + Stability Reserve Ratio	23.1%	21.6%	22.4%	22.9%	25.3%	24.7%	24.0%
<b>NOTE:</b> Fund Balances currently under review - 'subject to change'.							

# GANN Limit Report

<b>California Community Colleges</b> <b>Gann Limit Worksheet</b> <b>Budget Year 2024-25</b>			
DISTRICT:	SOLANO		
DATE:	July 1, 2024		
<b>I. Appropriations Limit:</b>			
A. Appropriations Limit			\$ 55,304,698
B. Price Factor:		1.0362	
C. Population factor:			
1 2022-23	Second Period Actual FTES	6,164.1700	
2 2023-24	Second Period Actual FTES	6,753.2100	
	Population Change Factor	1.0956	
	( C.2. divided by C.1.)		
D. Limit adjusted by inflation and population factors			\$ 62,785,251
	(line A multiplied by line B and line C.3.)		
E. Adjustments to increase limit:			
1 Transfers in of financial responsibility			
2 Temporary voter approved increases			
3 Total adjustments - increase			-
F. Adjustments to decrease limit:			
1 Transfers out of financial responsibility			
2 Temporary voter approved increases			
3 Total adjustments - decrease			-
G. Appropriations Limit			\$ 62,785,251
<b>II. Appropriations Subject to Limit</b>			
A. State Aid <sup>1</sup>			\$ 42,269,911
B. State Subventions <sup>2</sup>			-----
C. Local Property taxes			25,871,660
D. Estimated excess Debt Service taxes			-----
E. Estimated Parcel taxes, Square Foot taxes, etc.			-----
F. Interest on proceeds of taxes			-----
G. Less: Costs for Unreimbursed Mandates <sup>3</sup>			-----
H. Appropriations Subject to Limit			\$ 68,141,571
<b>Please contact Jubilee Smallwood, jsmallwood@cccco.edu, for any instructions regarding the Gann Limit.</b>			
<sup>1</sup> Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours			
<sup>2</sup> Home Owners Property Tax Relief, Timber Yield Tax, etc...			
<sup>3</sup> Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.			

# Proposition 30 EPA (Education Protection Account) Report

(Part of Unrestricted General Fund)

CALIFORNIA COMMUNITY COLLEGES Annual Financial and Budget Report SUPPLEMENTAL DATA		Schools and Local Public Safety Protection Act Prop 30 EPA Expenditure Report			
FY: 2023-24 Budget Year: 2024-25		DISTRICT ID: 280		Name: Solano CCD	
ACTIVITY CLASSIFICATION	ACTIVITY CODE			UNRESTRICTED	
EPA Proceeds:	8630			5,859,816	
ACTIVITY CLASSIFICATION	ACTIVITY CODE	SALARIES & BENEFITS (1000-3000)	OPERATING EXPENSES (4000-5000)	CAPITAL OUTLAY (6000)	TOTAL
Instructional Activities	0200-5900	5,859,816			5,859,816
Other Support Activities (list below)	6XXX				
Total Expenditures for EPA*					5,859,816
Revenue less Expenditures					0
*Total Expenditures for EPA may not include Administrator Salaries or other administrative costs. Note: using CCCCC Exhibit A, 23/24 FY, P1 (3/25/2024).					

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION NO. 24/25-04 ADOPTING  
PREQUALIFICATION PROCESS FOR PRIME  
CONTRACTORS PURSUANT TO PUBLIC CONTRACT  
CODE SECTION 20651.5 FOR THE BUILDING 1600  
MODERNIZATION PROJECT

**REQUESTED ACTION:**

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

**SUMMARY:**

Public Contract Code section 20651.55 allows the District to require contractors to “prequalify” for District projects. This process is intended to create a responsible and responsive pool of contractors, while preserving competition and fostering a level playing field.

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code: NA</i>	<i>Board Policy: NA</i>	<i>Estimated Fiscal Impact: \$0 Measure Q Funds</i>
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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) 863-7260

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

August 26, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

Kellie Sims Butler, Ph.D.  
Superintendent-President

September 4, 2024

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 24/25-04 ADOPTING  
PREQUALIFICATION PROCESS FOR PRIME  
CONTRACTORS PURSUANT TO PUBLIC CONTRACT  
CODE SECTION 20651.5 FOR THE BUILDING 1600  
MODERNIZATION PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Further, by ensuring that the potential contractors all meet minimum requirements designated by the public entity, this process also decreases the District's exposure to undue risk, e.g., contractor default, defective work, claims, and skewed bid results.

District staff is requesting that the Board approve prequalification procedures for prime contractors for the District's Building 1600 Modernization Project and authorize District staff to proceed with the prequalification process in compliance with Public Contract Code section 20651.5.

The following Prequalification documents are attached hereto:

- Resolution No. 24/25-04 of Solano Community College District Adopting Prequalification Process for Prime Contractors Pursuant to Public Contract Code Section 20651.5 for the Building 1600 Modernization Project, including:
  - Exhibit "A": Prequalification Questionnaire;
  - Exhibit "B": Prequalification Rating System with Appeal Process.

**RECOMMENDATION:**

The Superintendent-President recommends that the Board approve, pass, and adopt Resolution No. 24/25-04 adopting the Prequalification Process for Prime Contractors Pursuant to Public Contract Code Section 20651.5 for the Building 1600 Modernization Project and authorize District staff to proceed with the prequalification process.



**RESOLUTION NO. 24/25-04  
OF THE  
SOLANO COMMUNITY COLLEGE DISTRICT  
ADOPTING PREQUALIFICATION PROCESS FOR PRIME CONTRACTORS  
PURSUANT TO PUBLIC CONTRACT CODE SECTION 20651.5  
FOR THE BUILDING 1600 MODERNIZATION PROJECT**

**WHEREAS**, the Solano Community College District ("District") desires to prequalify potential prime contractors for the District's Building 1600 Modernization Project;

**WHEREAS**, Public Contract Code section 20651.5 directs community colleges to require prospective prime contractors to submit a standardized prequalification questionnaire and financial statement (collectively "Prequalification Package"), prior to submitting a bid/proposal for the aforementioned District project;

**WHEREAS**, Public Contract Code section 20651.5 authorizes community colleges to establish a uniform system of rating prospective contractors based upon the completed Prequalification Packages ("Prequalification Process");

**WHEREAS**, District staff have developed a standardized questionnaire in accordance with Public Contract Code section 20651.5 attached hereto as **Exhibit "A"** ("Questionnaire");

**WHEREAS**, District staff have developed a uniform system of rating potential prime contractors based upon the completed Questionnaires in accordance with Public Contract Code section 20651.5 attached hereto as **Exhibit "B"** ("Rating System");

**WHEREAS**, the Rating System includes a process for potential prime contractors to appeal certain decisions with respect to the Prequalification Process ("Appeal Process"); and

**WHEREAS**, the District desires to adopt the Prequalification Process, including the Questionnaire, Rating System, and Appeal Process.

**NOW, THEREFORE**, the Governing Board of the Solano Community College District hereby finds, determines, declares, orders and resolves as follows:

**Section 1.** That the above recitals are true and correct.

**Section 2.** That the Questionnaire, the Rating System, and the Appeal Process are authorized pursuant to Public Contract Code section 20651.5.

**Section 3.** That the District's Superintendent-President, or designee, is authorized to implement the Prequalification Process, including accepting the final list of prequalified prime contractors, consistent with Public Contract Code section 20651.5.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Solano Community College District on this 4th day of September 2024, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Denis Honeychurch, J.D.  
President of the Governing Board of the  
Solano Community College District

Attested to:

\_\_\_\_\_  
Kellie Sims Butler, Ph.D.  
Clerk of the Governing Board of the  
Solano Community College District

**Exhibit "A"**

**Prequalification Questionnaire**

**Exhibit "B"**

**Prequalification Rating System**

**SOLANO COMMUNITY COLLEGE DISTRICT  
PREQUALIFICATION QUESTIONNAIRE FOR PRIME CONTRACTORS  
September, 2024**

Pursuant to Public Contract Code section 20651.5, each prospective prime contractor shall submit the following information to establish its qualifications to perform construction work as the prime contractor on the District's Building 1600 Modernization Project.

**A. CONTRACTOR'S CONTACT INFORMATION**

Firm name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of individual completing statement)

Years in business as a licensed contractor: \_\_\_\_\_

Types of work performed with own forces: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Years in business under current firm name: \_\_\_\_\_

Years at the above address: \_\_\_\_\_

## CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Firms that Are Corporations or Limited Liability Companies:
  - a. Date incorporated / Article of Organization Filed: \_\_\_\_\_
  - b. Under the laws of what state: \_\_\_\_\_
  - c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least 10% of the corporation's stock.

Name	Position	Years with Co.	% Ownership

2. For Firms that Are Partnerships:
  - a. Date of formation: \_\_\_\_\_
  - b. Under the laws of what state: \_\_\_\_\_
  - c. Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

Name	Position	Years with Co.	% Ownership

3. For Firms that Are Sole Proprietorships:
  - a. Date of commencement of business: \_\_\_\_\_
4. For Firms that Intend to Bid as a Joint Venture:
  - a. Date of commencement of joint venture: \_\_\_\_\_
  - b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects. Attach all additional references and/or information on separate signed sheets.

Name of Firm	% of Ownership of Joint Venture

5. Associated Firms

For any of the above business structures, identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past 7 years.

Person's Name	Name of Construction Firm & License No.	Dates of Person's Participation with Firm

Attach all additional references and/or information on separate signed sheets.

At any time during the past five years, has your firm shared office space, warehouse space, yard, plant or shop facilities, staff, equipment, telecommunications or other assets with any other construction firm? (If yes, identify and explain below.)

Construction Firm	Description of Sharing Agreement	Location of Facilities

Attach all additional references and/or information on separate signed sheets.

## **B. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE**

- Has there been any change in ownership of the firm at any time during the past 7 years? **NOTE:** A corporation whose shares are publicly traded is not required to answer this question.

☐ Yes ☐ No

If "yes," explain on a separate signed sheet.

- Is the firm a subsidiary, parent, holding company, or affiliate of another construction firm? **NOTE:** Include information about other firms if one firm owns 10% or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If "yes," explain on a separate signed sheet. Include name of the related company and percent ownership.

- Are any corporate officers, partners or owners connected to any other construction firms? **NOTE:** Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If "yes," explain on a separate signed sheet.

- Has any owner, partner, CSLB qualifier or corporate officer of the firm operated as a contractor under any other name or license number (not listed above) in the last 7 years?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the name and license number of the other company.

- State your firm's gross revenues for each of the past 3 years:

Year	Gross Revenue
	\$
	\$
	\$

6. How many years has your firm been in business in California as a contractor under your present business name and license number? \_\_\_\_  
\_\_\_\_\_
7. Is your firm currently the debtor in a bankruptcy case or was your firm in bankruptcy at any time during the last 7 years?  
☐ Yes      ☐ No  
If "yes," please attach a copy of the bankruptcy petition and a copy of the Bankruptcy Court's discharge or any other document that ended the case, if any.

### **LICENSES/REGISTRATION**

8. Please provide the following licensing information:
- a. Name of license holder exactly as on file with the Contractors State License Board: \_\_\_\_\_  
\_\_\_\_\_
  - b. License classification(s): \_\_\_\_\_
  - c. License #: \_\_\_\_\_
  - d. Expiration Date of License #: \_\_\_\_\_
  - e. If any of your firm's license(s) are held in the name of a corporation, limited liability company, or partnership, list the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - f. Public Works Contractor's Registration (PWCR) # as on file with Department of Industrial Relations: \_\_\_\_\_
  - g. Expiration Date of PWCR #: \_\_\_\_\_
9. Has any CSLB license held by your firm or its Responsible Managing Employee or Responsible Managing Officer been suspended or revoked within the last 7 years?  
☐ Yes      ☐ No  
If "yes," explain on a separate signed sheet.
10. Has your firm changed names or license number in the past 7 years?  
☐ Yes      ☐ No  
If "yes," explain on a separate signed sheet, including the reason for the change.



## **DISPUTES**

11. At any time in the last 7 years, has your firm been assessed liquidated damages under a construction contract with any public or private owner?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet, identifying projects by owner, owner's address, and date of completion.
12. At any time in the last 7 years, has your firm, or any owners, officers or partners, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public works project?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet, including the name of the person who was associated with that company, the year of the event, owner, owner's address and basis for the action.
13. At any time in the last 7 years, has a public agency found your company was not a responsible bidder?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet, including the year of the event, owner, owner's address and basis for the finding.
14. Has your firm, any of its officers, supervisors, managers, or any firm or individual identified above ever been terminated for cause from a public works contract, including but not limited to any notice of intent to terminate or termination that was later revoked or withdrawn?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet, including the year of the termination, owner, owner's address and basis for the termination.
15. In the past 7 years, has any claim exceeding \$50,000 against your firm or by your firm against an owner been filed in court or arbitration concerning your firm's work or payment on a construction project?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet, including the project name, court or arbitration case name and number, and a brief description of the status of the claim.

## **INSURANCE**

16. Does Contractor have liability insurance with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate?
- ☐ Yes ☐ No
- If "No," provide on a separate signed sheet what limits are available to the Contractor.

17. Does Contractor have current workers' compensation insurance as required by the California Labor Code or is Contractor legally self-insured pursuant to California Labor Code section 3700 et seq.?

☐ Yes ☐ No

18. In the last 7 years, has any insurance carrier, for any form of insurance, refused to renew an insurance policy for your firm?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the name of the insurance carrier, form of insurance and year of the refusal.

### **CRIMINAL MATTERS AND RELATED CIVIL SUITS**

19. Has your firm or any of its owners, partners or officers ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of the investigation and grounds for the filing.

20. Has your firm or any of its owners, partners or officers ever been convicted of a crime involving construction, the awarding of a contract of a government construction project, the bidding or performance of a government contract, antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of conviction and grounds for the conviction.

### **SAFETY**

21. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project? \_\_\_\_\_

22. Within the past 7 years, has the California or federal OSHA cited and assessed penalties against your firm, or any associated firm, for "serious," "willful" or "repeat" violations of its safety or health regulations?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

23. Within the past 7 years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed

penalties against your firm or the owner of the project on which your firm was the Contractor?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, describing the citation(s).

24. State the Contractor's Workers' Compensation Experience Modification Rate for the past 3 premium years:

Year	Modification Rate

If your EMR is 1.00 or higher, you may attach a letter of explanation.

25. Within the past 7 years, has there ever been a period when your firm and/or any associated firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If yes, explain on separate signed sheet, including the date(s) and reason(s) for the absence of workers' compensation insurance.

#### **PREVAILING WAGE AND APPRENTICESHIP COMPLIANCE**

26. Does your firm regularly utilize a third-party consultant to review labor compliance documents of subcontractors on a public works project?

☐ Yes ☐ No

27. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to employ on any public works project awarded by the District:

Name	Address	Phone

28. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you have requested and/or employed apprentices in the past three years:

Name	Address	Phone

29. If your firm operates its own State-approved apprenticeship program:
- Identify the craft or crafts in which your firm provided apprenticeship training in the past year;
  - State the year in which each such apprenticeship program was approved and attach evidence of the most recent California Apprenticeship Council approval(s);
  - For each craft, list the number apprentices employed by your firm and the number of individuals that completed apprenticeships while employed by your firm during the last three years.

Craft	Year	No. Apprentices	No. Completed

30. In the past 7 years, has there been more than one occasion in which your firm was required, or is currently required, to pay either back wages or penalties for failure to comply with California prevailing wage laws or federal Davis-Bacon prevailing wage requirements, or California apprenticeship laws or regulations?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, describing the nature of the violation(s), project, owner, and amount paid, if any.

31. At any time during the past 7 years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or laws pertaining to use of apprentices on public works projects?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including date(s) of such findings and attaching the DAS' final decision(s).

## **BONDING**

32. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states your current bonding capacity (both single job limit and aggregate limit)? NOTE: Contractor must have independent capacity to provide a 10% bid bond, 100% payment bond, and 100% performance bond, each issued by an admitted surety insurer, without bonding by subcontractors.

☐ Yes ☐ No

33. Provide the name, address and telephone number of the surety agent:

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34. List all sureties that have written bonds for your firm currently and during the last 7 years:

Name	Address	Dates of bonds

35. In the last 7 years, has any surety paid on your firm's behalf as a result of a default to satisfy any claims made against a payment or performance bond issued on your firm's behalf?

☐ Yes      ☐ No

If "yes," explain on a separate signed sheet, including the amount of each claim, name and telephone number of claimant, date of and grounds for the claim, and present status.

36. If your firm was required to pay a premium of more than 1% for a performance and payment bond on any project on which your firm worked in the last 7 years, state the percentage that your firm was required to pay: \_\_\_\_\_.

You may explain on a separate signed sheet, why you were required to pay a premium of more than 1%.

37. In the last 7 years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place when one was required?

☐ Yes      ☐ No

If "yes," explain on a separate signed sheet, including the name of the surety company and the period during which your firm had no bond in place.

#### **C. PROJECT REFERENCES**

On the form attached as Exhibit A, list all California community college projects (both under construction and completed) during the past 5 years, with a total contract price of \$10 million or more, in which the Contractor under all firm names identified in Section B has participated. Use and attach additional signed sheets when needed to explain or clarify any response or to include more responses with all requested information.

#### **D. FINANCIAL INFORMATION**

Contractor must submit a reviewed or audited financial statement with accompanying notes and supplemental information for the past 2 full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required financial statement.

**CERTIFICATION**

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

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

Proper Name of Contractor: \_\_\_\_\_

\_\_\_\_\_

Signature by an officer of the Contractor: \_\_\_\_\_

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

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

**EXHIBIT A**

1. Project Name/Identification:

- a. Project Name: \_\_\_\_\_  
\_\_\_\_\_
- b. Project address/location: \_\_\_\_\_  
\_\_\_\_\_
- c. Owner (name of district reference and tel. no.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Architect (name and tel. no.): \_\_\_\_\_  
\_\_\_\_\_
- e. Construction Manager (name and tel. no.): \_\_\_\_\_  
\_\_\_\_\_
- f. Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- g. Original completion date: \_\_\_\_\_
- h. Actual date of completion: \_\_\_\_\_
- i. Time extensions granted: \_\_\_\_\_
- j. Initial contract value: \_\_\_\_\_
- k. Final contract value: \_\_\_\_\_

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

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

**SOLANO COMMUNITY COLLEGE DISTRICT  
PRIME CONTRACTOR PREQUALIFICATION EVALUATION PROCEDURE  
September, 2024**

Name of Contractor: \_\_\_\_\_

- 1. Confirm Prequalification Statement Submitted is Responsive** – if the answer to any of the questions is “no,” then the Prequalification Package is nonresponsive.

A. Completeness

Did the Contractor provide all requested information in its submitted Prequalification Statement?

Yes                      No

B. Signed Under Penalty of Perjury

Is the Prequalification Questionnaire signed under penalty of perjury by an individual who has the authority to bind the Contractor on whose behalf he or she is signing?

Yes                      No

- 2. Incomplete, Misleading or Inaccurate Information** – if the answer to any of the questions is “yes,” then reject the Contractor.

A. Is the information provided by the Contractor misleading or inaccurate in any material manner?

Yes                      No

B. Is the information contained in the Prequalification Package out of date, and not updated under penalty of perjury, so that it is no longer accurate?

Yes                      No

- 3. Confirm Essential Criteria**

a. Community College Projects (See Section C. of Questionnaire)

Has the Contractor contracted for construction involving a minimum of three (3) California community college projects with the past five (5) years, with a total contract price of \$10 million or more?

Yes                      No

(If no, then Contractor is not qualified)



b. License (See Sections B.8. and B.9. of Questionnaire)

Has the Contractor held all Contractor's license(s) necessary to perform its work for at least seven (7) years, without suspension or revocation?

Yes                      No

(If no, then Contractor is not qualified)

c. Registration (See Section B.8. of Questionnaire)

Is the Contractor currently registered as a Public Works Contractor with the Department of Industrial Relations?

Yes                      No

(If no, then Contractor is not qualified)

d. Disqualification (See Section B.12. and B.13. of Questionnaire)

Has the Contractor ever been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited, from performing work and/or bidding on work for any community college district or other public agency within the State of California in the past seven (7) years?

Yes                      No

(If yes, then Contractor is not qualified)

e. Default and Termination (See Section B.14. and B.35. of Questionnaire)

Has Contractor ever been terminated for cause (including any notice of intent to terminate or termination that was either revoked or withdrawn) / has a surety firm completed a contract on Contractor's behalf, or paid for completion because Contractor was in default and/or terminated by community college district or other public agency within the State of California within the past seven (7) years?

Yes                      No

(If yes, then Contractor is not qualified)

f. Bankruptcy (See Section B.7. of Questionnaire)

Has Contractor declared bankruptcy or been placed in receivership within the past seven (7) years?

Yes                      No

(If yes, then Contractor is not qualified)

g. Insurance (See Section B.16. of Questionnaire)

Does Contractor have liability insurance with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate?

Yes                      No

(If no, see from attachment to Questionnaire if they are capable of attaining the above limits. If not, then Contractor is not qualified)

h. Workers' Compensation (See Section B.17. of Questionnaire)

Does Contractor have current workers' compensation insurance as required by the California Labor Code or is Contractor legally self-insured pursuant to California Labor Code section 3700 et seq.?

Yes                      No

(If no, then Contractor is not qualified)

i. Bonding Capacity (See Sections B.32. through B.37. of Questionnaire)

Does Contractor demonstrate that it can provide a 10% bid bond, 100% payment bond, and 100% performance bond, each issued by a surety admitted and authorized to transact business as a surety in California?

Yes                      No

(If no, then Contractor is not qualified)

j. Criminal Matters and Related Civil Suits (See Section B.19. and B.20. of Questionnaire)

Has the Contractor, or any of its owners or officers, been found liable in a civil suit or guilty in a criminal action for making a false claim or material misrepresentation to a public agency, or been convicted of a crime involving the bidding, award or performance of a contract on a government construction project or any crime involving fraud, theft, or any other act of dishonesty?

Yes                      No

(If yes, then Contractor is not qualified)

k. Liquidated Damages (See Section B.11. of Questionnaire)

Has the Contractor, at any time in the last seven (7) years, been assessed liquidated damages under a construction contract with any public or private owner?

Yes                      No

(If yes, then Contractor is not qualified)

#### **4. Contact References**

The District must contact each of Contractor's references from a minimum of 1 of its most recent community college district projects. A contractor who receives a score less than 35 points on the interview will not be qualified. If a contractor receives a score between 35 and 40 points from two interviews, then a third interview will be conducted. A score of 40 or higher on at least two interviews is required for prequalification.

#### **5. Review Financial Strength**

Assessment	Formula	Minimum
Working Capital	Current Assets-Current Liabilities	≥ 10% of Estimated Cost
Net Worth	Total Assets-Total Liabilities	≥ 0
Current Ratio	Current Assets/Current Liabilities	≥ 1.25
Leverage	Total Liabilities/Equity	< 2.5

#### **6. Complete Evaluation Worksheet**

Insert total score from evaluation worksheet. If Contractor meets the Essential Criteria, References and Financial Strength, Contractor must have 31 out of 55 points or higher to qualify.

#### **7. Appeal Process**

If the Contractor decides to appeal the District's qualification decision, it shall follow this procedure:

- a. Within three (3) working days of notification from the District, Contractor shall submit a written request to the District asking for an explanation of any aspect of the District's determination.
- b. Within three (3) working days from receipt of the District's written response to the Contractor's request, Contractor may submit, in writing, a request for reconsideration by the District's staff. Contractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

If the Contractor chooses not to avail itself of this process, the proposed prequalification rating may be adopted by the District without further proceedings.

**SOLANO COMMUNITY COLLEGE DISTRICT  
PRIME CONTRACTOR PREQUALIFICATION EVALUATION REFERENCE FORM  
September, 2024**

The District should fill out the information in Section I and then telephone the contact person. The District should then ask the questions in Section II, ensuring that it obtains the information as to whether the Contractor's performance in that area was unsatisfactory, below average, average or above average. The District should then complete section III with that information and determine whether a third telephone interview is necessary. If Contractor passes the References and Financial Assessment, total Numerical Rating of all the Evaluation Reference Forms for that Contractor at the corresponding place on the Evaluation Worksheet.

**Section I - General Project Information**

Name of Contractor:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency/Community College District:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:

## Section II – Telephone Interview Questions

Please rate the Contractor as unsatisfactory, below average, average, or above average.

### 1. Planning and Coordination of Work

Did the Contractor pursue and develop a thorough understanding of the scope of work? Did the Contractor proactively anticipate and coordinate agencies and jurisdictions, and utilities shutdown schedules and mechanics? Was the Contractor able to plan and execute complex critical path tasks for successful completion?

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### 2. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Contractor? Was the Contractor cooperative in trying to resolve problems? If not, provide specific examples.

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### 3. Performance and Accountability

- a. Scheduling - Rate the Contractor's performance with regard to adhering to project schedules. Did the Contractor meet the project schedule? If not, was the delay attributable to the Contractor?

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- b. Personnel - Rate the Contractor's performance with regard to providing adequate personnel.

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- c. Project Management - Rate the Contractor's ability to manage and coordinate its own subcontractors (if no subcontractors, rate the Contractor's overall project management). Was the Contractor able to effectively resolve problems? If not, provide specific examples.

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- d. Timely Payments - Rate the Contractor with respect to timely payments by the Contractor to either subcontractors or suppliers (if no knowledge of difficulties, the score to this question should be "5").

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- e. Change Orders - Rate the Contractor's performance with regard to change orders and extras. Did the Contractor unreasonably claim change orders? Were the Contractor's prices on change orders reasonable? If not, provide specific examples.

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- f. Working Relationships - Rate the Contractor's working relationships with other parties (i.e. owner, designer, prime contractors, other subcontractors, etc.). Did the Contractor relate to other parties in a professional manner? If not, provide specific examples.

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- g. Paperwork Processing - Rate the Contractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, Operations and Maintenance manuals, As-Built drawings, warranties, etc.). Did the Contractor submit the required paperwork promptly and in proper form? If not, provide specific examples.

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- h. Litigation – Did the Contractor threaten litigation or arbitration of any claims? Did the Contractor actually file for litigation or arbitration against the District? Did the District agree to settle any litigation or arbitration? If not, who prevailed in the trial or arbitration?

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[SCORE SHEET ON NEXT PAGE]

### Section III – Score Sheet for Telephone Interviews

Contractor's Name: \_\_\_\_\_

	Unsatisfactory	Below Average	Average	Above Average	RATING
<b>1. Planning and Coordination of Work</b>	-5	0	7	15	
<b>2. Quality of Work</b>	-5	0	1	5	
<b>3. Performance and Accountability</b>					
a. Scheduling	0	1	2	4	
b. Personnel	0	1	3	5	
c. Project Management	0	1	3	5	
d. Timely Payments	0	1	3	5	
e. Change Orders	0	1	2	4	
f. Working Relationship	0	0	1	2	
g. Paperwork Processing	0	0	1	2	
f. Litigation	0	0	2	3	
<i>Maximum Possible: 50</i>					
<b>Total:</b>					



**SOLANO COMMUNITY COLLEGE DISTRICT  
PRIME CONTRACTOR PREQUALIFICATION EVALUATION WORKSHEET  
September, 2024**

Name of Contractor: \_\_\_\_\_

**1. Essential Criteria** Pass/Fail

If any one of the essential criteria is not met, there is no need to complete the remainder of the evaluation.

**2. References** Pass/Fail

Use the attached Evaluation Reference Form for each reference contacted for Contractor.

**3. Financial Strength** (Section D. of Questionnaire) Pass/Fail

**4. Scored Questions**

**a. Years in Business Under Current License** (Section B.6 of Questionnaire)

10 or more years	=	20 Points	_____ Points
5 to 9 years	=	15 Points	
2 to 4 years	=	5 Points	
Less than 2 years	=	0 Points	

**b. Size of Completed Projects** (Section C of Questionnaire)

3 Completed Projects larger than \$25 million	=	15 Points	_____ Points
5 Completed Projects larger than \$10 million	=	10 Points	
3 Completed Projects larger than \$10 million	=	8 Points	
5 Completed Projects larger than \$1 million	=	6 Points	
3 Completed Projects larger than \$1 million	=	2 Points	

**c. Non-Compliance with Applicable Laws** (Sections B.22, 23, 25, 30, and 31 of Questionnaire)

0 Projects	=	10 Points	_____ Points
1 to 5 Projects	=	5 Points	
6 or more Projects	=	0 Points	

**d. Workers' Compensation Modifier** (Section B.24 of Questionnaire)

Less than or equal to 0.85	=	10 Points	_____ Points
More than 0.85 and less than 1.0	=	5 Points	
More than 1.0	=	0 Points	

<b>Minimum Points</b>	<b>= 31 out of 55</b>	<b>TOTAL POINTS</b>
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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM**

**TO:** Members of the Governing Board

**SUBJECT:** AMBULANCE SIMULATOR SOLE SOURCE PROVIDER –  
SIMULATOR SOLUTIONS

**REQUESTED ACTION:**

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

**SUMMARY:**

Governing Board approval is requested for the purchase of an ambulance simulator for instructional use by students in our EMT program. The simulator, which will be installed inside the classroom, duplicates an ambulance, and is more feasible for the college than paying maintenance costs of an actual ambulance vehicle. The college has performed its due diligence in researching vendors for this specialized equipment and has identified Simulator Solutions to be a sole-source provider. The cost includes delivery and installation.

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Fiscal Impact: \$101,797.00</i>
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**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

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

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7117

**TELEPHONE NUMBER**

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

**VICE PRESIDENT APPROVAL**

August 15, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**KELLIE SIMS BUTLER, Ph.D.**  
Superintendent-President

September 4, 2024  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



**SOLE SOURCE JUSTIFICATION**  
Solano Community College District  
Purchasing Department

**Instructions:** Please use this form whenever a specific product is required and no alternative source is acceptable or when a specific vendor is required and no other vendor is available or acceptable.

**Definition: Sole Source items** have unique performance features not found in other items and are available only from a single manufacturer or dealer with exclusive distribution rights.

**Acceptable Reasons for Sole Source:**

- There is only one source or one supplier that can provide the product or service;
- The supplier / manufacturer have exclusive rights or patents, copyrights, secret processes that make the product available from only one source;
- The product or service has to match with existing products already installed and currently being used by the District and / or Campuses;

**Reasons Not Acceptable for Sole Source:**

- Personal preference for product or vendor;
- Lack of advanced planning;
- "No Substitution" – is always contestable and prone to protests;
- Competitive bidding factors such as: Cost, vendor performance, local service, maintenance, and delivery;
- Explanations for actual need and basic use do not indicate uniqueness of the product;

**Required Information:**

1. What is the particular product chosen?
2. Who is the particular vendor chosen?
3. What performance features are unique for the product that is not available from any other product? List ALL specific features. (Attach documents as needed)
4. Why are these specific performance features required to perform its intended function? (Attach documents as needed)
5. What other comparable models currently available have been evaluated and why are they rejected? List specific reasons and provide brand name, model, and vendor. (Attach documents as needed)

=====

**Certification:**

*I am aware of the State of California requirements for competitive bidding and the established criteria for justification of sole source purchases. I have enclosed documentation in this justification. I hereby certify the validity of the information and feel confident that this justification meets the State's criteria and would withstand an audit by the State Board of Controls or a public protest.*

REQUESTER	PURCHASING USE ONLY
Signature: Date:	____ Approved      ____ Disapproved
Print Name: Title:	Director of Purchasing Signature: Date:
Phone Number: Email:	Comments:

P.O. Box 748  
Coleman, TX 76834  
325-220-0321

Adam Iqueda, EMT-P, M.S.L.  
Emergency Medical Tech Instructor  
Purchase Quote: 240314  
Total Price: \$101,797.00

March 14, 2024

<b>Ambulance Simulator</b>	<b>Platinum</b>
Classroom Model Base Price	\$71,300
Training (up to 4 hours)	Included
Comprehensive Warranty (years 0-1)	Included
<b>Delivery &amp; Installation</b>	
Delivery	\$5,800
Installation	\$8,000
<b>Included Items</b>	
Standard Graphics (Logo; Striping)	<b>Included</b>
Standard Cabinetry (CPR Seat/Blanket Box)	<b>Included</b>
Cot Docking System (Stryker)	<b>Included</b>
Rear Fold Up Bumper	<b>Included</b>
Upholstery/Flooring	<b>Included</b>
Functional Oxygen and Suction Outlets	<b>Included</b>
Pneumatic Movement/Air Compressor	<b>Included</b>
<b>AUDIO/VIDEO PKG.</b>	<b>Included</b>
Cameras/DVR (4 High Definition Cameras)	
Two-way Audio	
Instructor Control Panel with 32" Monitor	
Wireless Speaker (loop siren noise)	
<b>IV PKG</b>	<b>\$250</b>
Hazardous Waste Bin/Sharps Box	
IV Hanger	
<b>SAFETY PKG</b>	<b>\$750</b>
Overhead Grab Bar	
Seatbelts; Squad Safety Net	
<b>CABINETRY PKG.</b>	<b>\$1,700</b>
Additional Cabinetry Above Bench Seat	
Plexiglass add-on (all cabinetry)	
Storage Containers Inside Cabinetry	
<b>Stryker Power Pro Cot (Refurbished)</b>	<b>\$13,997.00</b>
<b>GRAND TOTAL IF TAX EXEMPT:</b>	<b>\$101,797.00</b>

**\*\*If your institution is not tax exempt, it will be up to your institution to forward the appropriate sales tax due to the proper authority. Simulator Solutions does not collect sales tax outside of Texas.**

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

**TO: Members of the Governing Board**

**SUBJECT: PURCHASE OF INSTRUCTIONAL MEDICAL EQUIPMENT  
FROM DIA MEDICAL SOLUTIONS**

**REQUESTED ACTION:**

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

**SUMMARY:**

Governing Board approval is requested for the purchase of instructional medical equipment for use by students in our Health Sciences programs. The purchase is part of our simulation expansion project and includes a reconditioned birthing bed, new and reconditioned defibrillators, and new infusion pumps.

**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:* *Board Policy:* *Fiscal Impact: \$165,288.47*

**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**

August 15, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**KELLIE SIMS BUTLER, Ph.D.**  
Superintendent-President

September 4, 2024  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



## QUOTE # EST41322

STATUS: Approved - Ready for Customer

Advancing Training & Simulation for the  
Next Generation of Medical Professionals

DATE	3/25/2024	EXP DATE	4/24/2024
TO ORDER	Login to your account at DiaMedicalUSA.com Email: Orders@DiaMedicalUSA.com P: (877) 593-6011   F: (248) 671-1550		

BILL TO
Attn: Accounts Payable Solano Community College 4000 Suisun Valley Rd Fairfield CA 94534 United States

SHIP TO
Attn: Sheila Hudson Solano Community College 4000 Suisun Valley Road Bldg 1900 - Warehouse Fairfield CA 94534 United States

QTY	DESCRIPTION	ITEM #	UNIT PRICE	TOTAL
1	Hill-Rom Affinity IV Birthing Bed - Reconditioned  Includes: - Stirrups - Placenta Bucket - New Foam Mattress - One (1) Year Limited Warranty  *Does NOT Include Calf Supports - Please Contact Your DiaMedical USA Account Manager If You Wish To Add Calf Supports	_BS033754	\$6,295.00	\$6,295.00
2	Zoll R-Series® ALS Defibrillator - Reconditioned - 3L - Biphasic - Pacing Parameters - AED (ALS) - PMA Approved - 12 Month Warranty	DF152089-ALS	\$11,820.00	\$23,640.00



### TIPS Contract Holder

Contracts: 230301, 210102, 230804  
Email: TIPS@DiaMedicalUSA.com



### GSA Contract Holder

Contract: 35F79718D0438  
Email: GSA@DiaMedicalUSA.com



### National Service Network

Repairs | Service | Contracts |  
Rentals  
Email: Service@DiaMedicalUSA.com

# QUOTE # EST41322

**STATUS: Approved - Ready for Customer**

**Advancing Training & Simulation for the Next Generation of Medical Professionals**

<b>DATE</b>	3/25/2024	<b>EXP DATE</b>	4/24/2024
<b>TO ORDER</b>	Login to your account at DiaMedicalUSA.com Email: Orders@DiaMedicalUSA.com P: (877) 593-6011   F: (248) 671-1550		

QTY	DESCRIPTION	ITEM #	UNIT PRICE	TOTAL
2	Zoll X-Series Defibrillator - New - With: - Pacing - Nellcor - 3/5 Lead - SPO2 - NIBP - IBP/TEMP - CPR Expansion Pack - ETCO2 - DMST	603-0211511-01	\$42,610.00	\$85,220.00
6	B. Braun Infusomat Space Pump New - Instructional Use	IV080266	\$5,695.00	\$34,170.00
	Shipping Includes Liftgate Service For Freight Items  *Liftgate service will bring freight to ground level. White glove & additional services may be provided by request.  Contact For Delivery: - NAME - PHONE	Notes - Liftgate Service		



## TIPS Contract Holder

Contracts: 230301, 210102, 230804  
Email: TIPS@DiaMedicalUSA.com



## GSA Contract Holder

Contract: 35F79718D0438  
Email: GSA@DiaMedicalUSA.com



## National Service Network

Repairs | Service | Contracts |  
Rentals  
Email: Service@DiaMedicalUSA.com



## QUOTE # EST41322

STATUS: Approved - Ready for Customer

Advancing Training & Simulation for the  
Next Generation of Medical Professionals

DATE	3/25/2024	EXP DATE	4/24/2024
TO ORDER	Login to your account at DiaMedicalUSA.com Email: Orders@DiaMedicalUSA.com P: (877) 593-6011   F: (248) 671-1550		

### NOTES

Please note on your purchase order:

- On-site contact for freight delivery orders.
- If your order must be received by a specific date.
- If your facility has special delivery acceptance availability or holiday hours.

Quoted items may have a longer lead time than expected. If items are needed by a specific date please let us know.

SUBTOTAL	\$149,325.00
SHIPPING METHOD	LTL Freight
SHIPPING	\$3,457.50
SALES TAX	\$12,505.97
TOTAL	\$165,288.47

Please email your tax-exempt certificate to  
Accounting@DiaMedicalUSA.com if applicable.

*You will be charged for tax if an exemption status is not on file.*

\*\*By approving your order, you agree to [DiaMedical USA Equipment LLC's Terms and Conditions](#).



#### TIPS Contract Holder

Contracts: 230301, 210102, 230804  
Email: TIPS@DiaMedicalUSA.com



#### GSA Contract Holder

Contract: 35F79718D0438  
Email: GSA@DiaMedicalUSA.com



#### National Service Network

Repairs | Service | Contracts |  
Rentals  
Email: Service@DiaMedicalUSA.com



AGENDA ITEM 12.(i)  
MEETING DATE September 4, 2024

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

**TO: Members of the Governing Board**

**SUBJECT: STRATA INFORMATION GROUP, INC. 12 MONTHS CRM  
CONTRACT IMPLEMENTATION**

**REQUESTED ACTION:**

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

**SUMMARY:** Under the terms of the Professional Services Agreement dated May 3, 2024, Strata Information Group, Inc. (SIG) will provide consulting services for the staff of SCC as directed to perform the following work referenced in the attached Statement of Work.

**STUDENT SUCCESS IMPACT:**

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

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

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

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7159

**TELEPHONE NUMBER**

Lisa Neeley, M.A.  
**VICE PRESIDENT APPROVAL**

August 23, 2024  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

**Kellie Sims Butler, Ph.D.**  
Superintendent-President

September 4, 2024  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**Strata Information Group, Inc.**  
**Statement of Work**  
**(SOLANO-28684-SOW17672-BANFINAIDCONS)**  
**July 31, 2024**

Solano Community College	Banner Financial Aid Consulting
--------------------------	---------------------------------

Under the terms of the Professional Services Agreement dated May 3, 2024, Strata Information Group, Inc. (SIG) will provide consulting services for the staff of Solano Community College as directed to perform the following work.

**Description of Work:**

Solano Community College has requested annual Banner Financial Aid consulting services. It is anticipated that these services will be performed remotely and will include, but not limited to the following:

- CCPG impacts of household size
- Prep for end of Summer term SAP processing (federal)
- California revised SAP policies, processes for transfer credits (State impacting federal)
- Report 2023 FWS earnings to ED with new file/schema 1.0b
- CCCApply Online CCPG application implementation (ETHOS, Banner setup)
- FISAP reporting
- Transfer Monitoring, file changes
- Financial Value Transparency/Gainful Employment reporting (FVT/GE); Banner/Clearinghouse setup, testing, error resolution
- Impact of Year in College changes on awarding and COD
- Impact of household size on CalGrant awarding
- COD originations for Fall 24/25 with new schema 5.0b (Pell and Loan)
- Fall 24/25 first disbursements with new ISIR data, Pell intensity, year in college
- COD disbursement reporting for Fall 24/25 (see originations above)
- October release of 25/26 ISIRs, analysis of impacts/changes on setup
- Prep for end of Fall term SAP processing (federal and state)
- New Year Roll, setup for 25/26
- Summer 25/26 Pell awarding, new definitions for eligibility
- Planning for 26/27
- Support for ISE / SaaS migration and support for job automation
- Ad-hoc support and functional training as needed

**Service Period:** July 1, 2024 – June 30, 2025

**Cost Summary:**

Item	Rate Type	Rate	Quantity	Tax	Amount
Banner Financial Aid	Hourly – Remote	\$180	300	\$0	\$54,000
Engagement Management	Hourly – Remote	\$180	30	\$0	\$5,400
Sales Tax:					\$0
Total Cost:					\$59,400

**Notes:**


- The price(s) quoted above are valid for 90 calendar days after the date of the execution of this contract. If a standard rate change occurs during the 90-day period, the prices in the SOW shall remain fixed and binding.
- Costs are based on client current contract rates; rates may increase based on the term of the underlying contract.

- SIG will bill monthly for services. Payments are due Net 30 days. In the event payment is not made within such period, SIG, at its option, may charge interest on all sums owing after such due date at a rate equal to the lesser of 1.5% per month or the highest lawful rate.
- Includes engagement management, preparation time, labor, and the development of engagement reports.
- Costs exclude all state taxes, if applicable, unless otherwise noted.
- Project Completion Criteria - SIG will fulfill its obligation described in this SOW when the first of the following occurs:
  - SIG completes and delivers the tasks described in the Description of Work
  - SIG provides the number of hours of services specified in the Cost Summary
  - The Service Period ends
- Project Change Control Procedure - The following Project Change Control Procedure details the process required for making changes to the SOW. A Project Change Order ("Change Order") will be the vehicle for communicating change. The Change Order must be submitted in writing and contain the following information:
  - Technical description of the change
  - Business rationale for the change
  - Effect the change will have on the Project's estimated schedule and delivery date
  - Effect the change will have on the Project's cost estimate
  - Effect the change will have on the Project's staffing requirements
  - Estimated hours needed to complete the remaining tasks
  - The Change Order must be reviewed, approved, and signed by both parties to authorize the implementation of the proposed change.

For Solano Community College:

For Strata Information Group, Inc.:

\_\_\_\_\_  
Signature Date

 7/31/2024  
\_\_\_\_\_  
Brent Rhymes Date  
Chief Executive Officer

\_\_\_\_\_  
(Please print name and title)

AGENDA ITEM 12.(j)  
MEETING DATE September 4, 2024

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 24/25-06 PROCLAIMING THE FOURTH  
WEEK OF SEPTEMBER AS HISTORICALLY BLACK  
COLLEGES AND UNIVERSITIES (HBCUs) WEEK**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval of Resolution No. 24/25-06 to proclaim the 4<sup>th</sup> week of September Historically Black Colleges and Universities (HBCUs) Week.

**STUDENT SUCCESS IMPACT:**

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

*Ed. Code: N/A*

*Board Policy: N/A*

*Estimated Fiscal Impact: N/A*

**SUPERINTENDENT'S RECOMMENDATION:**

☒ APPROVAL ☐ DISAPPROVAL  
☐ NOT REQUIRED ☐ TABLE

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

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

**ADDRESS**

(707) 864-7159

**TELEPHONE NUMBER**

**Kellie Sims Butler, Ph.D.**  
Superintendent-President

Lisa Neeley, M.F.A.  
**VICE PRESIDENT APPROVAL**

August 23, 2024  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

September 4, 2024  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION PROCLAIMING THE FOURTH WEEK OF SEPTEMBER AS  
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCUs) WEEK  
AT SOLANO COMMUNITY COLLEGE**

**RESOLUTION NO. 24/25-06**

**WHEREAS** Historically Black Colleges and Universities (HBCUs) have had a vital role in providing educational opportunities, fostering academic excellence, and strengthening leadership and resilience within the Black and African American community for over a century.

**WHEREAS** HBCUs are recognized for their longstanding legacy of molding trailblazers, visionaries, and public servants, enabling students to make immense contributions to this country as Black professionals and tradespeople.

**WHEREAS** HBCUs represent about 3% of U.S. colleges and universities, but they produce nearly 20% of all African American graduates and 25% of African American graduates in STEM fields.

**WHEREAS** HBCUs have played a crucial role in the cultural and social life of African American communities, preserving and promoting African American history, culture, and traditions; they have served as centers of activism, fostering movements that have led to social change and greater civil rights.

**WHEREAS** a 2023 presidential proclamation, Proclamation 10628, designated September 24<sup>th</sup> through 30<sup>th</sup> as national HBCU week.

**WHEREAS** in alignment with Proclamation 10628, the California Assembly officially designated the fourth week of September as HBCU week in California through Assembly Concurrent Resolution (ACR) 222.

**WHEREAS** Solano Community College recognizes the importance of promoting awareness, appreciation, and support for HBCUs in our community.

**WHEREAS** the support of HBCU Week aligns with our college's strategic plan and commitment to diversity, equity, inclusion, and accessibility in education.

**WHEREAS** Solano Community College, as a public institution of higher education, is dedicated to providing opportunities for all people so that they can reach their highest potential.

**RESOLVED**, that the Solano Community College District Governing Board proclaims the fourth week of September as Historically Black Colleges and Universities Week.

**PASSED AND ADOPTED**, this fourth day of September, 2024, by the Governing Board of Solano Community College District.

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION PROCLAIMING THE FOURTH WEEK OF SEPTEMBER AS  
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) WEEK  
AT SOLANO COMMUNITY COLLEGE**

**RESOLUTION NO. 24/25-06**

**(Continuing – Page 2)**

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**DENIS HONEYCHURCH, J.D.  
BOARD PRESIDENT**

---

**KELLIE SIMS BUTLER, Ph.D.,  
BOARD SECRETARY**

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

**TO: Members of the Governing Board**

**SUBJECT: EEO ANNUAL CERTIFICATION**

**REQUESTED ACTION:**

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

**SUMMARY:**

The following EEO Annual Certification is being presented to the Governing Board for information. The attached describes the various activities that the district implemented in 2023-2024 to promote Equal Employment Opportunity for Solano Community College District.

**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: 87107*

*Board Policy: 4035*

*Estimated Fiscal Impact: up to \$136,986  
received from  
CCCCO*

**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**

Kellie Sims Butler, Ph.D.  
Superintendent-President

**VICE PRESIDENT APPROVAL**

August 23, 2024

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

September 4, 2024

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



## CCCCO Equal Employment Opportunity (EEO) Annual Certification Form

Name of District:	Solano Community College
Submission Date:	Click or tap to enter a date

In July of 2021, the Board of Governors of the California Community Colleges adopted new Equal Employment Opportunity (EEO) regulations to provide the necessary framework for more robust and accountable EEO programs. As a part of the framework, districts are tasked with engaging in annual reporting of EEO-related activities in order to receive EEO funds appropriated by the Legislature.<sup>1</sup>

California Code of Regulations, title 5, Section 53024.2 sets forth the categories of information that must be reported as part of this annual certification:

(a) Districts shall certify annually to the Chancellor that they have timely complied with all of the following:

- (1) recorded, reviewed, and reported the data required regarding qualified applicant pools and longitudinal data;
- (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
- (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division;
- (4) expended Equal Employment Opportunity funds in accordance with the purposes set forth in subdivision (c) of section 53030.

This form combines the reporting of all items listed in Section 53024.2 into a single document, expressly subsuming and replacing the EEO Fund District Expenditure Report and the Multiple Method Allocation Certification Forms used in past years.

### Instructions:

1. Complete Sections B through E.
2. Compile and format data in an Excel workbook related to Section B.
3. After Sections B through E are finished, ensure the checklist in Section A is complete and fill out the signature page in Section F.
4. Submit this Annual Certification Form and Section B data (as an Excel workbook file) in one email to [eeosubmissions@CCCCO.edu](mailto:eeosubmissions@CCCCO.edu) by **September 30, 2024**.

---

<sup>1</sup>Section 87102 of the Education Code provides in relevant part:

(a) As a condition for the receipt of funds pursuant to Section 87107, the governing board of the community college district that opts to participate under the article shall periodically submit to the board of governors an affirmation of compliance with this article, and, to promote faculty diversity, commencing with the 2023–24 academic year, shall implement strategies from the Multiple Methods identified by the office of the Chancellor of the California Community Colleges. Each participating community college district's equal employment opportunity program shall ensure participation in, and commitment to, the program by community college district personnel. Each participating community college district's equal employment opportunity plan shall include steps that the community college district will take to eliminate improper discrimination or preferences in its hiring and employment practices. Each plan shall address how the community college district will make progress in achieving the ratio of full-time to part-time faculty hiring, as indicated in Section 87482.6, while still ensuring equal employment opportunity.



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## **Section A: Certification Components Checklist**

Pursuant to California Code of Regulations, title 5, section 53024.2(a), districts are required to certify annually to the Chancellor's Office that they have complied with the items listed below.

Before submitting this form to the Chancellor's Office, please ensure that this section (Section A) and the signature page (Section F) are complete.

### **Collection and Analysis of Recruitment, Retention, and Longitudinal Data**

- (1) The district has **recorded and reviewed** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
  - ☒ Yes
  - No
- (2) The district has **reported** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
  - ☒ Yes
  - No

### **EEO Strategies Updates**

- (3) The district has reviewed and updated, as needed, the Strategies Component of the district's EEO Plan. (Sections 53003(c)(1), 53024.1)
  - ☒ Yes
  - No

### **Response to Harassment and Discrimination Complaints**

- (4) The district has investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of division 6 of title 5. (Sections 53003(c)(4), 53026)
  - ☒ Yes
  - No

### **Use of EEO Funds**

- (5) The district has expended EEO funds in accordance with the purposes set forth in subdivision (c) of Section 53030.
  - ☒ Yes
  - No

## Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data

### Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes

Referring to your district's EEO Plan Components 10-12, report upon your district's strategies for recording and reviewing data related to the recruitment and retention of monitored groups.

For reference:

- Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District's Employees and Applicants
- Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories
- Component 12: Methods for Addressing Underrepresentation

EEO Plans: Summary of Anticipated Actions		
Referring to your district's EEO Plan, briefly summarize your district's plan to do the following:	collect applicant and employee data	Following faculty and manager recruitments Human Resources and the Superintendent-President meet to review the applicant pools, the diversity of the applicants screened in for interviews, and the recommended candidates. This information is reviewed yearly.
	review applicant and employee data for adverse impact	The districts reviews applicant data for all recruitments and hiring before the recruitments move forward to the interview process. If the applicant pool does meet the diversity goals set out in Title V. The recruitment will be extended with continued targeted recruitment.
	review applicant and employee data for underrepresentation	To address any identified underrepresentation of monitored groups pursuant to Plan Component 11, the District will revise its recruitment and hiring procedures and policies in accordance with Plan component 12 of the approved EEO plan. These provisions will be in place henceforth, whether underrepresentation exists, because the provisions are also valuable in ensuring equal employment opportunity.

Actions Taken (including actions in progress prior to EEO Plan submission)		
<p>Since submitting your EEO Plan, summarize actual actions taken and the methods used to review your district's applicant and employee data for:</p>	adverse impact	The District reviews each applicant pool at the time that positions close in order to make sure that the recruitments do not move forward without addressing any adverse impacts on candidates.
	underrepresentation	The District again reviews each applicant pool at the time that positions close in order to make that the recruitments do not move forward without addressing any underrepresentation.
	adverse impact	The District reviews applicant data after every recruitment closes for adverse impact on any candidate pools. In the case of candidates that may not have met the minimum qualification for faculty positions the district has included a link the equivalency process and form, allowing candidates to request equivalency. The District is working with Academic Senate to update the equivalency process.
	underrepresentation	Once the pool has been analyzed after the position closes, if it is found that a group is underrepresented that recruitment is reopened and targeted outreach will continue. For example, the District will send recruitment links to HBCU's for management and faculty positions.

Methods Used to Measure Outcomes	
Describe the methods your district has used/is using to <b>measure the outcomes</b> of efforts to address the following:	adverse impact
	underrepresentation
	<p>The District reviews all recruitments before the positions are opened to applicants. In that review things like job description minimum qualification are reviewed. That ensures there is minimum qualification requirement beyond the statewide minimum qualifications. We have an increase in the diversity of our applicant pools since we have put this process in effect.</p> <p>The District reviews all applicant pools to make sure there are no underrepresented groups. If it is found that there is an underrepresented group the recruitment will not forward to the screening process or interview process, and the recruitment timeline will be extended with focused recruitment efforts to the candidates from the underrepresented group.</p>

Observed Outcomes	
As a result of the actions taken by your district to address <b>adverse impact</b> , what specific outcomes have you observed?	As a result of these efforts the district has seen an increase in diverse candidate pools. The most noticeable increases have been in the Full-Time faculty pools, and management pools. The classified recruitments have continued to yield diverse pools, as these strategies have been implemented.
As a result of the actions taken by your district to address <b>underrepresentation</b> , what specific outcomes have you observed?	As a result of these efforts the district has seen an increase in diverse candidate pools. The most noticeable increases have been in the Full-Time faculty pools, and management pools. The classified recruitments have conditioned to yield diverse pools, as these strategies have been implemented.

Innovative Strategies Reporting	
Please highlight the use and impact (if applicable) of any innovative strategies, resources, or tools your district has employed.	The District has put a focus on retention of employees, and the creation of a more inclusive work environment, through the embracing of the Interest Based Approach. The Interest Based Approach has created an environment of calibration and allowed for addressing concerns in a constructive and positive manner.

## Section B, Part 2: Longitudinal Data Reporting

### Instructions:

- Compile demographic data for a) applicants and b) employees. Demographic data includes but is not limited to the following. *Note: Data must be broken down to subcategories as required by the CCCCCO's Management Information Systems (MIS) reporting obligations,*
  - Employee/job classification
  - Gender
  - Race/Ethnicity
  - Disability status
- To make reporting as uniform as possible, format data into tables displaying numbers and percentages. Applicant and employee data should be presented separately. The following is an example format for a table of applicant data displaying job classification by gender:

Example Table. 20XX-20XX Applicant Job Category by Gender.

	Female		Male		Non-binary		Unknown/ Blank		Total	
	#	%	#	%	#	%	#	%	#	%
Executive, Admin., Managerial										
Academic, Tenured/ Tenure-Track										
Academic, Temporary										
Professional (Non-Faculty)										
Clerical/ Secretarial										
Technical/ Paraprofessional										
Skilled Crafts										
Service/ Maintenance										

- Place tables into an Excel workbook with each tab containing a different, and clearly labeled table. Tab name examples:
  - AppJobGender (i.e., applicant pool, job category, gender)
  - EmpJobRace (i.e., employees, job classification, race/ethnicity)
- Name your workbook using the following format:
  - year\_district\_EEOAnnualCert (ex.: 2024\_LRCCD\_EEOAnnualCert)
- Submit your Excel workbook using the same email in which you submit this Certification Form ([eeosubmissions@CCCCO.edu](mailto:eeosubmissions@CCCCO.edu)). The EEO Certification Form submission process is not complete without the submission of your district's Excel workbook.

## Section C: EEO Strategies Updates (EEO Plan Component 13 and other EEO Plan Components)

In this section, provide updates on district pre-hiring, hiring, and post-hiring strategies expressed in the EEO Plan.

### Section C, Part 1: EEO Plan Component 13

#### Instructions:

- Use your district's EEO Plan Component 13 submission to guide completion of this form. If your district did not use the [Component 13 template](#) in its EEO Plan, you will need to transfer your EEO Plan Component 13 submission into the template before completing this section.
- Remove any rows (i.e., implementation strategies) that do not apply to your district's Component 13 submission.
- Add lines for additional/alternative strategies, as necessary.
- Because strategies and metrics were reported by year in the Component 13 matrix (i.e., Year 1, Year 2, Year 3), please include only the strategies and metrics that are relevant to the point in time at which you complete this annual form.

Example:			
Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))	Year 1: Implement new applicant tracking software in which applicant pool data can be disaggregated by EEO categories, and prospective division/departments.	Year 1: Review applicant pool data for all full-time faculty and part-time faculty for 2023-2024 academic year.	90% of applicants were tracked using the new software, 10% of applicants completed their applications prior to the full transition to the new software. Analysis of Adverse Impact and Underrepresentation is underway utilizing data collected. Preliminary findings indicate Black (2%) and Latinx (9%) applicants continue to be underrepresented in faculty application submissions.  Year 2: District intends to complete and analyze Year 1 data and develop strategies to address identified Adverse Impact and Underrepresented groups.

[Form begins on the next page →]



Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>PRE-HIRING</b>			
<b>Provide training to employees, students &amp; trustees. (53024.1(d))</b>	Summer 2024: Implementation of more robust EEO training.	Spring 2025: Review of outcomes from interview committees	This new training program includes modules on implicit bias, legal framework, role of the screening committee, interview experience, and the student perspective when hiring. The new training focuses on meaningful strategies for interview committees to address implicit bias and the deficit mindset. Effective Spring 2025 all interviews will 100% comprised of employees that have completed the updated training.
<b>Review and update District EEO/DEI policy statement. (53024.1(k))</b>	Summer 2025: New more powerful EEO/DEI policy statement.	Summer of 2025: Prominently posting of DEI statement on the website and in district buildings.	Posting on powerful anti-racism statement related to any District functions and activities, included but not limited to teaching, hiring and interactions with the community.
<b>Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals.</b>	Spring 2025: Updated Board policy to reflect EEO and DEIA performance in all administrators' evaluations.	Summer of 2025: All administrator review will include measurable lawful EEO deliverables.	Summer of 2025: 100% of administrator's reviews moving forward will include measurable lawful EEO metrics.

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>HIRING</b>			
Consistent and ongoing training for hiring committees. (53024.1(c)) *Cross reference Plan Component 8.	Summer 2024: Implementation of more robust EEO training.	Spring 2025: Review of outcomes from interview committees	This new training program includes modules on implicit bias, legal framework, role of the screening committee, interview experience, and the student perspective when hiring. The new training focuses on meaningful strategies for interview committees to address implicit bias and the deficit mindset. Effective Spring 2025 all interviews will 100% comprised of employees that have completed the updated training.
Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))	Spring 2024: The Board of Trustee received EEO training	Spring 2024: All Boards member received training related EEO practices and implicit Bias	The Board received training related to the District policies for EEO and implicit Bias.

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>POST-HIRING</b>			
Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))	Academic Year 23-24: Focus on Interest Based Approach (IBA) Training	Academic 24-25: Expand training offerings and evaluations of the training	Ongoing: Have 50% of the employee base complete the IBA training and implement the concepts into everyday business practices. This will be an ongoing focus of the district with the goal of 100% of the employees completing the training.
Timely and thoroughly investigate all harassment & discrimination complaints & take appropriate corrective action in all instances where a violation is found. (53024.1(h))	Academic Year 24-25: Review and update of board policies and procedures related to discrimination and harassment complaints.	Academic Year 24-25: Endure all complaint procedures are current and timely	Summer 25: Completion of updates board policies and procedures related to discrimination and harassment complaints, To ensure all complaints are investigated in a timely and thorough process.

## Section D: Response to Harassment and Discrimination Complaints

*In addition to the requirement that community college districts investigate and appropriately respond to formal harassment or discrimination complaints filed pursuant to section 59300 et seq. of title 5 of the California Code of Regulations, section 59340(b) requires districts to provide an annual report detailing the number and disposition of complaints alleging unlawful discrimination.*

District Officer or Designee	
<b>Name, title, and email of District Officer or Designee responsible for receiving complaints:</b>	Salvatore Abbate, Human Resources Director, salvatore.abbate@solano.edu
<b>Notes</b> (please indicate changes to District Officer or Designee appointment over the previous fiscal year here):	

Complaints Received		
<b>Employment</b>	Number of <b>discrimination complaints</b> received in the previous academic year:	0
	Number of <b>informal charges</b> received in the previous academic year:	0
<b>Non-Employment</b>	Number of <b>discrimination complaints</b> received in the previous academic year:	5
	Number of <b>informal charges</b> received in the previous academic year:	0
	<b>Total number</b> of discrimination complaints and informal charges received:	5

Complaints Resolved		
<b>Employment</b>	Number of <b>discrimination complaints</b> resolved in the previous academic year:	0
	Number of <b>informal charges</b> resolved in the previous academic year:	0
<b>Non-Employment</b>	Number of <b>discrimination complaints</b> resolved in the previous academic year:	3
	Number of <b>informal charges</b> resolved in the previous academic year:	1
	<b>Total number</b> of discrimination complaints and informal charges resolved:	4

Types of Complaints and Resolution (Employment)					
Considering the <b>total number</b> of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
How many complaints are based on the following protected categories:		How many of the complaints are:			
	[Total]	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity	0	0	0	0	0
Gender	0	0	0	0	0
Sexual harassment	0	0	0	0	0
Disability/Medical Condition	0	0	0	0	0
Other	0	0	0	0	0
In the box below, list specific "Other" protected categories and report total number for each and describe status: (ex.: Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved))					

Types of Complaints and Resolution (Non-Employment)					
Considering the <b>total number</b> of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
How many complaints are based on the following protected categories:		How many of the complaints are:			
	[Total]	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity	1	0	0	0	1
Gender	0	0	0	0	0
Sexual harassment	3	0	0	0	0
Disability/Medical Condition	1	0	0	0	0
Other					

**In the box below, list specific “Other” protected categories and report total number for each and describe status: (ex.: Religion (4 total))**

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**Unresolved Complaints from Previous Academic Years**

If applicable, how many complaints from previous academic years (i.e., complaints that arose before the 2023-24 academic year) remain unresolved?

**Employment:** 0

**Non-Employment:** 0

For each unresolved complaint, please briefly explain the factors that keep the complaint from being resolved:

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### Section E: Use of EEO Funds<sup>2</sup>

<b>Report</b>	<b>EEO/Diversity Allocation Fund (Ed. Code § 87108)</b>
(a) Total Unexpended Allocation from Previous Year (Carry Over)	\$ 96,230.63
(b) 2022-2023 Allocation	\$ 138,888.00
(c) 2022-2023 Expenditures (Same total listed below in column 1)	\$ 112,737.35
Unexpended Allocations (a + b - c) ** Below, please describe anticipated use of funds and projected date.	\$ 122,381.28

<b>Controlling Account</b>	<b>EEO/Diversity Allocation Fund (Ed. Code § 87108)</b>	<b>Other Funds</b>	<b>Total</b>
1000 Academic Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Supplies & Materials	976.57		976.57
5000 Other Oper. Exp. & Svcs.	111,760.78		111,760.78
6000 Capital Outlay			
7000 Other Outgo			
Totals	112,737.35		112,737.35

<b>Unexpended Allocations (if applicable)</b>	
Explain why funds are unexpended.	The districts has plans to continue to offer additional IBA training sessions as well as additional training related to anti-racism and DIEA principals.
Describe any actions or strategies that will be taken to utilize the funds and outline anticipated dates.	A majority of the unexpended funds were spent in 2023-2024 (\$116,868.39) for Anti-racism trainings, employee listening sessions and IBA trainings.

<sup>2</sup> "EEO Funds" does not include EEO One-Time Funding or funding from Innovative Best Practices Grants.

(1) Performance Indicators	(2A) EEO Diversity Fund Expenditures (Ed. Code § 87108)	(2B) Other Fund Expenditures (identify amount and source)	(3) Description of Activities <sup>3</sup>
1. Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators.	\$	\$	
2. Outreach and recruitment.	\$	\$	
3. Professional development on equal employment opportunity.	\$	\$	
4. Professional development on DEIA.	\$ 32,000		The District commissioned an outside consult group to develop a more comprehensive EEO training.
5. Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025.	\$	\$	
6. Other reasonable and justifiable activities to promote equal employment opportunities. Please list activities in Description of Activities column.	\$  80,737.35	\$	The district continues to focus on Interest-Based Approach (IBA) Training, as well as leadership consulting related to EEO and DEIA principals.

<sup>3</sup> Where appropriate, please explain how the funded activities support the District's efforts as specified in the Strategies Component of the District's EEO Plan.



## Section F: Signatures – Affirmation of Accuracy and Completeness

*I CERTIFY THAT THIS REPORT IS ACCURATE AND COMPLETE.*

### Chair, Equal Employment Opportunity Advisory Committee

<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

### Chief Human Resources Officer

<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

### Chief Executive Officer (Chancellor or President/Superintendent)

<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

### President/Chair, District Board of Trustees

<b>Date of governing board's approval/certification:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>