

AGENDA ITEM 7.(b)  
MEETING DATE April 16, 2008

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

**TO:** Members of the Governing Board  
**SUBJECT:** CONSENT CALENDAR - DONATION  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

| <u>Name and Address</u>                                                             | <u>Item</u>                                                               | <u>Department</u> |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------|
| Conrad Rond<br>Vallejo Electric Motor Shop<br>925 Maine Street<br>Vallejo, CA 94590 | (2) 6.5KW Generators w/stands, starters<br>(1) 10 H.P. West 3 phase motor | CTE/Mechatronics  |

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

Charles R. Shatzer, Interim Director  
Solano Community College Foundation

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7117

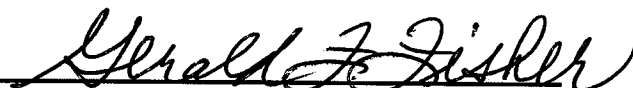
**TELEPHONE NUMBER**

Solano College Educational Foundation

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
GERALD F. FISHER  
Superintendent/President

April 4, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**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 2007-08****Regular Assignment**


| <b><u>Name</u></b> | <b><u>Assignment</u></b>                                                     | <b><u>Effective</u></b> |
|--------------------|------------------------------------------------------------------------------|-------------------------|
| Jill Compton       | Administrative Assistant III,<br>Math/Science Division<br>CSEA, Chapter #211 | 4/17/08                 |
| Corrine Kirkbride  | Math Instructor<br>CCA/CTA/NEA                                               | 8/11/08                 |
| Marcie McDaniels   | Counselor<br>CCA/CTA/NEA                                                     | 8/4/08                  |
| Margherita Molnar  | Anatomy/Biology Instructor<br>CCA/CTA/NEA                                    | 8/11/08                 |
| Amy Obegi          | Early Childhood Education/<br>Human Development Instructor<br>CCA/CTA/NEA    | 8/11/08                 |
| Pei-Lin Van't Hul  | Scheduling Specialist<br>CSEA, Chapter #211                                  | 4/17/08                 |

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**Richard Christensen, Ed.D.**  
Director of Human Resources

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**April 4, 2008**  
Date Submitted

  
**GERALD F. FISHER**  
Superintendent/President

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**April 4, 2008**  
Date Approved

**Short-term, Temporary & Substitute Assignments** (Continued)

| <b><u>Name</u></b> | <b><u>Assignment</u></b>                                                         | <b><u>Dates</u></b> | <b><u>Hourly Rate</u></b> |
|--------------------|----------------------------------------------------------------------------------|---------------------|---------------------------|
| Ingeborg Bourdon   | Instructor, Contract Training                                                    | 3/18/08 – 6/30/08   | \$ 63.43                  |
| Ruth Brown         | Administrative Assistant III,<br>Humanities (Banner Backfill)                    | 4/5/08 – 6/30/08    | \$ 23.21                  |
| Joseph Finnigan    | College Police Officer                                                           | 3/19/08 – 6/30/08   | \$ 18.23                  |
| Jenny Gonzalez     | Administrative Assistant I,<br>Fire Technology                                   | 3/20/08 – 6/30/08   | \$ 17.04                  |
| Leslie Hubbard     | Instructor, Contract Training                                                    | 3/18/08 – 6/30/08   | \$ 55.76                  |
| Karen Meris        | Office Assistant, Financial Aid<br>(Banner Backfill)                             | 2/1/08 – 6/30/08    | \$ 15.59                  |
| Sarah Phelan       | English Instructor                                                               | 4/1/08 – 5/23/08    | \$ 63.43                  |
| Sandra Rotenberg   | Online Coordinator                                                               | 12/26/07 – 1/13/08  | \$ 59.59                  |
| Lori Rybarczyk     | Office Assistant, Financial Aid<br>(Banner Backfill)                             | 2/1/08 – 6/30/08    | \$ 15.59                  |
| Quinten Voyce      | Administrative Assistant I<br>Office of Research & Planning<br>(Banner Backfill) | 4/8/08 – 5/23/08    | \$ 14.95                  |

**Independent Contractors**

| <b><u>Name</u></b>                                 | <b><u>Service</u></b>                                                                           | <b><u>Dates of Contract</u></b> | <b><u>Amount</u></b>       |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------|----------------------------|
| <b>Academic Affairs</b>                            |                                                                                                 |                                 |                            |
| <b><u>Robin Steinback, Responsible Manager</u></b> |                                                                                                 |                                 |                            |
| Governet                                           | Provide technical services for Curriculum Development and Approval Tracking System (CurricUNET) | 4/1/08 – 3/31/09                | Not to exceed \$ 40,000.00 |
| <b>Foundation</b>                                  |                                                                                                 |                                 |                            |
| <b><u>Charles Shatzer, Responsible Manager</u></b> |                                                                                                 |                                 |                            |
| Lillian Nelson                                     | Establishment of an electronic Accounting/Bookkeeping and Event/Data-Base Management System     | 4/17/08 – 12/31/08              | Not to exceed \$ 10,000.00 |

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR****Governing Board Meeting****April 16, 2008****Page 3**

**Small Business Development Center**  
**Charles Eason, Responsible Manager**

|                         |                                                                  |                   |             |
|-------------------------|------------------------------------------------------------------|-------------------|-------------|
| Johnnie Barber, Jr.     | Consulting & technical assistance,<br>City of Benicia Contract   | 4/17/08 – 6/30/08 | \$ 1,260.00 |
| Robert Berger           | Consulting & technical assistance,<br>Solano College cash match  | 5/2/08            | \$ 840.00   |
| Mitzi Bunch             | Consulting & technical assistance,<br>City of Vacaville Contract | 4/17/08 – 6/30/08 | \$ 1,470.00 |
| Brian Cushing           | Consulting & technical assistance,<br>SBDC Program Income        | 3/21/08 – 3/31/08 | \$ 157.50   |
| Carolynne Gamble        | Consulting & technical assistance,<br>City of Benicia Contract   | 4/17/08 – 6/30/08 | \$ 1,260.00 |
| E. Floyd Hicks          | Consulting & technical assistance,<br>Solano College cash match  | 4/17/08 – 6/30/08 | \$ 2,940.00 |
| Jerry Ann Jinnett       | Consulting & technical assistance,<br>Solano College cash match  | 4/17/08 – 6/30/08 | \$ 1,260.00 |
| Jerry Ann Jinnett       | Consulting & technical assistance,<br>City of Dixon Contract     | 4/17/08 – 6/30/08 | \$ 1,680.00 |
| Teri Johnson            | Consulting & technical assistance,<br>Solano College cash match  | 4/17/08 – 6/30/08 | \$ 840.00   |
| Teri Johnson            | Consulting & technical assistance,<br>City of Benicia Contract   | 4/17/08 – 6/30/08 | \$ 1,680.00 |
| Jill<br>Kuwamoto-Oyoung | Consulting & technical assistance,<br>City of Vallejo Contract   | 4/17/08 – 6/30/08 | \$ 840.00   |
| Robert Lane             | Consulting & technical assistance,<br>Solano County Contract     | 4/17/08 – 6/30/08 | \$ 1,680.00 |
| Anni Minuzzo            | Consulting & technical assistance,<br>Solano College cash match  | 4/17/08 – 6/30/08 | \$ 420.00   |
| Charles Monahan         | Consulting & technical assistance,<br>City of Fairfield Contract | 4/17/08 – 6/30/08 | \$ 2,940.00 |

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**  
**Governing Board Meeting**  
**April 16, 2008**  
**Page 4**

**Independent Contractors** (Continued)

| <b><u>Name</u></b>                                                                           | <b><u>Service</u></b>                                            | <b><u>Dates of Contract</u></b> | <b><u>Amount</u></b> |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------|----------------------|
| <b>Small Business Development Center</b><br><b><u>Charles Eason, Responsible Manager</u></b> |                                                                  |                                 |                      |
| Randall Shores                                                                               | Consulting & technical assistance,<br>City of Dixon Contract     | 4/17/08 – 6/30/08               | \$ 2,520.00          |
| Sandy Stelter                                                                                | Consulting & technical assistance,<br>City of Suisun Contract    | 4/17/08 – 6/30/08               | \$ 3,780.00          |
| Diana Thomas                                                                                 | Consulting & technical assistance,<br>City of Fairfield Contract | 4/17/08 – 6/30/08               | \$ 420.00            |
| Arthur Washington                                                                            | Consulting & technical assistance,<br>Solano College cash match  | 4/17/08 – 6/30/08               | \$ 840.00            |
| Greg Weinerth                                                                                | Consulting & technical assistance,<br>SBDC Program Income        | 4/17/08 – 6/30/08               | \$ 437.50            |

**Professional Experts**

| <b><u>Name</u></b> | <b><u>Assignment</u></b> | <b><u>Dates</u></b> | <b><u>Amount</u></b> |
|--------------------|--------------------------|---------------------|----------------------|
| Lisa Quinterro     | Art Model, Art 4/5       | 4/16/08             | \$ 75.00             |
| Rachael Staudt     | Art Model, Art 4/5       | 4/7/08              | \$ 75.00             |
|                    |                          | 4/14/08             | \$ 75.00             |

AGENDA ITEM 7.(d)  
MEETING DATE April 16, 2008

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

**TO: Members of the Governing Board**

**SUBJECT: WARRANT LISTINGS**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

It is recommended that the following warrants be approved:

|          |                |                                     |             |
|----------|----------------|-------------------------------------|-------------|
| 03/04/08 | Vendor Payment | 11000001-11000008                   | \$ 2,685.00 |
| 03/06/08 | Vendor Payment | 11000009-11000030                   | 119,659.75  |
| 03/07/08 | Vendor Payment | 11000103-11000110/11000031-11000102 | 6,278.50    |
| 03/12/08 | Vendor Payment | 11000113-11000190                   | 650,779.12  |
| 03/13/08 | Vendor Payment | 11000191-11000282/11000283-11000289 | 9,541.00    |
| 03/14/08 | Vendor Payment | 11000290-11000300                   | 973,261.62  |
| 03/17/08 | Vendor Payment | 11000301-11000416                   | 223,576.59  |
| 03/18/08 | Vendor Payment | 11000417-11000428                   | 1,659.89    |
| 03/20/08 | Vendor Payment | 11000429-11000616                   | 16,587.75   |
| 03/21/08 | Vendor Payment | 11000620-11000643                   | 737,912.74  |
| 04/01/08 | Vendor Payment | 11000644-11000744                   | 484,945.30  |
| 04/02/08 | Vendor Payment | 11000745-11000759                   | 6,200.08    |

Copies of the Warrant Listings are available at the Board Meeting, in the Office of the Superintendent/President, in the Office of the Vice President of Administrative and Business Services, and in the Library.

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

Mazie L. Brewington, Vice President  
Administrative & Business Services

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

**ADDRESS**

707-864-7167


**TELEPHONE NUMBER**

Administrative & Business Services

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**AGENDA ITEM** 7.(e)  
**MEETING DATE** April 16, 2008

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

**TO:** Members of the Governing Board

**SUBJECT:** CONSTRUCTION CHANGE ORDER NO. 1 APPROVAL  
FOR ALTEN CONSTRUCTION, INC. – BID NO. 08-003

**REQUESTED ACTION:** CONTRACT CHANGE ORDER APPROVAL

**SUMMARY:**

Board approval is requested for Change Order No. 1 to Alten Construction, Inc.'s base contract for Building 1700A-Renovation and Building 1700B-Construction. Revised contract amount is as follows:

|                                |                        |                              |
|--------------------------------|------------------------|------------------------------|
| Contract Award Amount          | \$10,171,200.00        |                              |
| Prior Change Orders            | \$ 0.00                |                              |
| <b>Change Order No. 1</b>      | <b>\$ 75,361.00</b>    |                              |
| Total Change Orders            | \$ 75,361.00           | .7% of Contract Award Amount |
| <b>Revised Contract Amount</b> | <b>\$10,246,561.00</b> |                              |

Ron Richards from Kitchell will be at the meeting to answer any questions from the Governing Board.

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

Frank W. Kitchen  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7176

**TELEPHONE NUMBER**

Maintenance & Operations  
**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

## 04/16/08 ALTEN CONSTRUCTION, INC PCO's RECOMMENDED FOR APPROVAL

| PCO | Description                                                                                                            | Negotiated Amount | Reason                | Summary                                                                                                                                                                                                                                                                                                                                                                            | CO |
|-----|------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1   | Abatement of ceramic tile in Phase II.                                                                                 | \$ 25,507.00      | Unforeseen Conditions | During construction it was determined that the ceramic tile in the locker rooms of Phase II contained lead and needed to be properly abated. The Contractor was directed to remove and dispose of all of the ceramic tile in the locker rooms.                                                                                                                                     | 1  |
| 2   | Restore electrical service to the gymnasium.                                                                           | \$ 3,166.00       | Unforeseen Conditions | During construction it was determined that the electrical service to Building 1700 was interrupted due to unsupported above ceiling conduit, damaged during ceiling demolition. The Contractor was directed to repair all of the damaged conduit and wire and bring the electrical service back into working order.                                                                | 1  |
| 3   | Provide cleaning of the temporary restroom/shower facilities.                                                          | \$ 3,101.00       | Owner Request         | During construction it was determined that the temporary restroom and shower facilities needed additional cleaning on the weekends. The Contractor was directed to provide cleaning of the temporary facilities.                                                                                                                                                                   | 1  |
| 4   | Repair electrical feeder lines damaged during Phase II locker room concrete cutting.                                   | \$ 6,027.00       | Unforeseen Conditions | During construction it was determined that the electrical feeder lines were damaged during concrete slab cutting at the Phase II locker room. The electrical feeder lines were not shown on the contract drawings and were previously placed in the concrete slab as part of the original construction. The Contractor was directed to repair the damaged electrical feeder lines. | 1  |
| 5   | Demolition of an additional 198 square feet, 4" thick concrete slab not shown for demolition on the contract drawings. | \$ 3,125.00       | Unforeseen Conditions | During construction it was determined that there was an additional 198 square feet of 4" concrete slab that needed to be removed in the men's and in the women's locker room. The Contractor was directed to remove the concrete and prepare the area for new concrete slab.                                                                                                       | 1  |
| 7   | Add painting to ceilings at Room 1702.                                                                                 | \$ 2,436.00       | Unforeseen Conditions | During construction it was determined that the ceiling in Room 1702 did not call for a painted finish. The Contractor was directed to paint the ceiling in Room 1702.                                                                                                                                                                                                              | 1  |



| PCO                       | Description                                                                                           | Negotiated Amount | Reason                | Summary                                                                                                                                                                                                                                                                      | CO |
|---------------------------|-------------------------------------------------------------------------------------------------------|-------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 8                         | Repair and replace French drain (a perforated pipe for drainage) not shown on the contract documents. | \$ 1,269.00       | Unforeseen Conditions | During construction it was determined that the French drain (a perforated pipe for drainage) in Phase II of the locker rooms was damaged and needed repairs. The Contractor was directed to repair the damaged areas and replace portions that were not able to be repaired. | 1  |
| 9                         | Replace cleanouts and relocate 4" vent line in Phase II locker rooms.                                 | \$ 6,311.00       | Unforeseen Conditions | During construction it was determined that the 4" vent line needed to be repiped and provided in a new location to avoid furring out the existing walls. The Contractor was directed to relocate the 4" vent line.                                                           | 1  |
| 15                        | Upgrade the scoreboard operation to include a wireless option.                                        | \$ 3,213.00       | Owner Request         | During construction it was determined that the gymnasium scoreboard equipment did not include a wireless operation option. The Contractor was directed to upgrade the scoreboard equipment to provide a wireless controller option.                                          | 1  |
| 16                        | Demolition of existing Phase III bleachers.                                                           | \$ 21,206.00      | Owner Request         | During construction it was determined that the District did not contract to provide demolition of the existing bleacher system. The Contractor was directed to provide demolition and dispose of the existing bleacher system.                                               | 1  |
| <b>TOTAL \$ 75,361.00</b> |                                                                                                       |                   |                       |                                                                                                                                                                                                                                                                              |    |



# Change Order

**Solano Community College District**  
4000 Suisun Valley Road  
Fairfield, CA 94534

**Project #** Building 1400 Renovations  
Tel: 707-864-7189 Fax: 707-207-0423

**Kitchell CEM**

**Date:** 3/31/2008

**To Contractor:**

Alten Construction, Inc.  
720 12th Street  
Richmond, CA 94801

Architect's Project No.: 05080.01  
Contract Date: 11/15/2007  
Contract Number: 08-003  
Change Order Number: 01

This contract is hereby revised by the following items:

| PCO | Description                                                                                                                                                           | Amount       |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 01  | Abatement and disposal of ceramic tile located in the locker rooms of Phase II not included in the asbestos abatement specification.                                  | \$ 25,507.00 |
| 02  | Restore of electrical service in Bldg 1700 discontinued due to unsupported conduits that collapsed during ceiling demolition.                                         | \$ 3,166.00  |
| 03  | Provide additional cleaning of the temporary restroom/shower facilities.                                                                                              | \$ 3,101.00  |
| 04  | Repair electrical feeder lines damaged during concrete cutting. Damaged lines were not shown on the contract drawing and were previously placed in the concrete slab. | \$ 6,027.00  |
| 05  | Demolition of an additional 198 square feet, 4" thick concrete slab not shown for demolition on the contract drawings.                                                | \$ 3,125.00  |
| 07  | Additional painting of the ceilings in Room 1702.                                                                                                                     | \$ 2,436.00  |
| 08  | Repair and replace existing french drain system in locker rooms of Phase II.                                                                                          | \$ 1,269.00  |
| 09  | Move 4" vent line in women's team room located in Phase II.                                                                                                           | \$ 6,311.00  |
| 15  | Upgrade new scoreboard operation to include a wireless option.                                                                                                        | \$ 3,213.00  |
| 16  | Demolition of existing bleachers located in the gymnasium.                                                                                                            | \$ 21,206.00 |

|                                                                                |                  |
|--------------------------------------------------------------------------------|------------------|
| The original Contract Value was.....                                           | \$ 10,171,200.00 |
| Sum of changes by prior Change Orders .....                                    | \$ -             |
| The Contract Value prior to this Change Order was .....                        | \$ 10,171,200.00 |
| The Contract Value will be changed by this Change Order in the amount of ..... | \$ 75,361.00     |
| The new Contract Value Including this Change Order will be .....               | \$ 10,246,561.00 |
| The Contract duration will be changed by .....                                 | 0 Days           |
| The Substantial Completion date as of this Change Order is .....               | 20-Jan-09        |

**Alten Construction, Inc.**

Contractor  
720 12th Street  
Richmond, CA 94801  
Address  
By \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**TLCD Architecture**

Architect  
111 Santa Rosa Avenue, Suite 300  
Santa Rosa, CA 95404  
Address  
By Craig Gavert  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Solano Community College District**

Owner  
4000 Suisun Valley Road  
Fairfield, CA 94534  
Address  
By Frank W. Kitchen  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

AGENDA ITEM 7.(f)  
MEETING DATE April 16, 2008

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

**TO: Members of the Governing Board**  
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 1 APPROVAL  
FOR J.W. & SONS, INC. – BID NO. 08-002**

**REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL**

**SUMMARY:**

Board approval is requested for Change Order No. 1 to J.W. & Sons, Inc.'s base contract for Building 1800A. Revised contract amount is as follows:

|                                |                       |                               |
|--------------------------------|-----------------------|-------------------------------|
| Contract Award Amount          | \$1,822,400.00        |                               |
| Prior Change Orders            | \$ 0.00               |                               |
| <b>Change Order No. 1</b>      | <b>\$ 46,596.00</b>   |                               |
| Total Change Orders            | \$ 46,596.00          | 2.6% of Contract Award Amount |
| <b>Revised Contract Amount</b> | <b>\$1,868,996.00</b> |                               |

Ron Richards from Kitchell will be at the meeting to answer any questions from the Governing Board.

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

Frank W. Kitchen  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7176

**TELEPHONE NUMBER**

Maintenance & Operations

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

## 04/16/08 J.W. &amp; SONS, INC. PCO's RECOMMENDED FOR APPROVAL

| PCO | Description                                                                                                   | Negotiated Amount | Reason               | Summary                                                                                                                                                                                                                                                                                                                                               | CO |
|-----|---------------------------------------------------------------------------------------------------------------|-------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1   | Perform additional lead and asbestos abatement due to additional lead and asbestos encountered in the field.  | \$ 4,748.00       | Unforeseen Condition | During construction additional lead and asbestos tests were performed and it was determined that pipe insulation, ceramic tile, wall texture, and epoxy glue contained lead or asbestos. The Contractor was directed to perform additional lead and asbestos abatement due to the additional lead and asbestos encountered in the field.              | 1  |
| 2   | Furnish and install additional toilet accessories.                                                            | \$ 1,123.00       | Owner Request        | During construction it was determined that additional soap dispensers, seat cover dispensers, mirrors, and sanitary napkin disposals were required in various locations in the building. The Contractor was directed to furnish and install the additional toilet accessories.                                                                        | 1  |
| 3   | Remove existing data and telephone cabling throughout the building.                                           | \$ 572.00         | Owner Request        | During construction it was determined that the existing data and telephone cabling shown to be abandoned in place should be removed so as not to conflict with the new installation. The Contractor was directed to remove and dispose of the existing data and telephone cabling throughout the building.                                            | 1  |
| 4   | Furnish and install two-inch diameter data conduits in lieu of the specified one-inch diameter data conduits. | \$ 562.00         | Owner Request        | During construction it was determined that the specified one-inch diameter data conduits was not sufficient for installation of the data and video cabling in the classrooms. The Contractor was directed to furnish and install two-inch diameter data conduits at these locations. This cost includes a credit for one-inch diameter data conduits. | 1  |

| PCO | Description                                                                                                                              | Negotiated Amount | Reason               | Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                               | CO |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 5   | Furnish and install a side-discharge Air Handling Unit (AHU) in lieu of the specified downward-discharge AHU.                            | \$ 9,233.00       | Unforeseen Condition | During construction it was determined that there were existing structural roof beams that conflicted with the downward-discharge ductwork from the Air Handling Unit (AHU). The Contractor was directed to provide a side-discharge AHU so the supply ductwork could be routed around the structural roof beams. This cost includes a credit for downward-discharge type ductwork.                                                                                    | 1  |
| 7   | Furnish and install studs (furring) on exterior walls to allow for electrical conduit routing through the walls.                         | \$ 6,677.00       | Unforeseen Condition | During construction it was determined that the exterior concrete walls required studs to be installed on the interior face of the wall to allow space to route electrical conduit. The Contractor was directed to furnish and install the studs (furring) on the inside face of all exterior walls to facilitate installation of electrical conduit.                                                                                                                  | 1  |
| 8   | Furnish and install four new electrical panels to replace existing panels.                                                               | \$ 9,884.00       | Owner Request        | During construction it was determined that four existing electrical panels shown to remain were past their useful life and should be replaced with new panels. The Contractor was directed to remove the existing electrical panels and furnish and install the new electrical panels.                                                                                                                                                                                | 1  |
| 9   | Remove existing ceiling framing and install new ceiling framing in the restrooms, photo lab and studio due to removal of existing walls. | \$ 10,703.00      | Unforeseen Condition | During construction it was determined that existing ceiling framing which was shown to remain on the drawings would need to be removed and new framing installed at the restrooms, photo lab and studio. Existing walls that were supporting the ceiling framing needed to be removed for room layout changes. The Contractor was directed to remove the existing ceiling framing and furnish and install new ceiling framing at the restrooms, photo lab and studio. | 1  |

| PCO                       | Description                                         | Negotiated Amount | Reason               | Summary                                                                                                                                                                                                                                                              | CO |
|---------------------------|-----------------------------------------------------|-------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 12                        | Revise interior signage to match District standard. | \$ 1,551.00       | Owner Request        | During construction it was determined that the specified signage did not match the District standard. The Contractor was directed to revise the signage to match the District standard size, color and type.                                                         | 1  |
| 14                        | Relocate existing plumbing piping at Room 1811.     | \$ 1,543.00       | Unforeseen Condition | During construction it was determined that piping for the exterior hose bib on the south side of the building was routed inside of a wall that was scheduled to be demolished. The Contractor was directed to relocate the piping to maintain the exterior hose bib. | 1  |
| <b>TOTAL \$ 46,596.00</b> |                                                     |                   |                      |                                                                                                                                                                                                                                                                      |    |



# Change Order

**Solano Community College District**  
4000 Suisun Valley Road  
Fairfield, CA 94534

**Project #** Building 1400 Renovations  
**Tel:** 707-864-7189 **Fax:** 707-207-0423

**Kitchell CEM**

**Date:** 4/16/2008  
**To Contractor:**  
J.W. and Sons, Inc.  
3855 Cypress Drive, Suite A  
Petaluma, CA 94954

**Architect's Project No.:** 06047.00  
**Contract Date:** 12/10/2007  
**Contract Number:** 08-002  
**Change Order Number:** 01

This contract is hereby revised by the following items:

| PCO | Description                                                                                                                              | Amount       |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1   | Perform additional lead and asbestos abatement due to additional lead and asbestos encountered in the field.                             | \$ 4,748.00  |
| 2   | Furnish and install additional toilet accessories.                                                                                       | \$ 1,123.00  |
| 3   | Remove existing data and telephone cabling throughout the building.                                                                      | \$ 572.00    |
| 4   | Furnish and install two-inch diameter data conduits in lieu of the specified one-inch diameter data conduits.                            | \$ 562.00    |
| 5   | Furnish and install a side-discharge Air Handling Unit (AHU) in lieu of the specified down-discharge AHU.                                | \$ 9,233.00  |
| 7   | Furnish and install studs (furring) on exterior walls to allow for electrical conduit routing through the walls.                         | \$ 6,677.00  |
| 8   | Furnish and install four new electrical panels to replace existing panels.                                                               | \$ 9,884.00  |
| 9   | Remove existing ceiling framing and install new ceiling framing in the restrooms, photo lab and studio due to removal of existing walls. | \$ 10,703.00 |
| 12  | Revise interior signage to match District standard.                                                                                      | \$ 1,551.00  |
| 14  | Relocate existing plumbing piping at Room 1811.                                                                                          | \$ 1,543.00  |

|                                                                                |                 |
|--------------------------------------------------------------------------------|-----------------|
| The original Contract Value was .....                                          | \$ 1,822,400.00 |
| Sum of changes by prior Change Orders.....                                     | \$ -            |
| The Contract Value prior to this Change Order was .....                        | \$ 1,822,400.00 |
| The Contract Value will be changed by this Change Order in the amount of ..... | \$ 46,596.00    |
| The new Contract Value Including this Change Order will be .....               | \$ 1,868,996.00 |
| The Contract duration will be changed by .....                                 | 0 Days          |
| The Substantial Completion date as of this Change Order is .....               | 25-Jul-08       |

**J.W. and Sons, Inc.**

Contractor  
3855 Cypress Drive, Suite A  
Petaluma, CA 94954  
Address

By John Arntz

Signature

Date

**TLCD Architecture**

Architect  
111 Santa Rosa Avenue, Suite 300  
Santa Rosa, CA 95404  
Address

By Craig Gavert

Signature

Date

**Solano Community College District**

Owner  
4000 Suisun Valley Road  
Fairfield, CA 94534  
Address

By Frank W. Kitchen

Signature

Date

AGENDA ITEM 7. (g)  
MEETING DATE April 16, 2008

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

**TO:** Members of the Governing Board  
**SUBJECT:** CONSTRUCTION CHANGE ORDER NO. 2 APPROVAL  
FOR J.W. & SONS, INC. – BID NO. 08-001

**REQUESTED ACTION:** CONTRACT CHANGE ORDER APPROVAL

**SUMMARY:**

Board approval is requested for Change Order No. 2 to J.W. & Sons, Inc.'s base contract for Building 1400. Revised contract amount is as follows:

|                                |                                             |
|--------------------------------|---------------------------------------------|
| Contract Award Amount          | \$3,265,000.00                              |
| Prior Change Orders            | \$ 15,525.00                                |
| <b>Change Order No. 2</b>      | <b>\$ 18,961.00</b>                         |
| Total Change Orders            | \$ 34,386.00 1.05% of Contract Award Amount |
| <b>Revised Contract Amount</b> | <b>\$3,299,486.00</b>                       |
| Total Project Budget           | \$3,299,486.00                              |

Ron Richards from Kitchell will be at the meeting to answer any questions from the Governing Board.

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

Frank W. Kitchen  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7176

**TELEPHONE NUMBER**

Maintenance & Operations

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**



## 04/16/08 J.W. AND SONS, INC. PCO's RECOMMENDED FOR APPROVAL

| PCO | Description                                                                   | Negotiated Amount | Reason                | Summary                                                                                                                                                                                                                                                                                                                  | CO |
|-----|-------------------------------------------------------------------------------|-------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 8   | Demolition of existing plumbing fixtures not shown on the contract documents. | \$ 1,239.00       | Unforeseen Conditions | During construction it was determined that there were plumbing fixtures not shown on the contract documents that needed to be removed and the supply lines capped off. The Contractor was directed to demolish the fixtures in question and cap off all of the plumbing fixture supply, waste and vent lines.            | 2  |
| 10  | Attachment of wood studs to existing concrete framing.                        | \$ 5,236.00       | Unforeseen Conditions | During construction it was determined that new wood-framed walls required an attachment to the existing concrete walls. The Contractor was directed to cut the existing wall furring at the concrete walls, attach the new wood studs to the concrete walls, and attach the existing wall furring to the new stud walls. | 2  |
| 13  | Repair of sanitary sewer lines damaged due to flooding                        | \$ 2,148.00       | Unforeseen Conditions | During construction it was determined that the new utility trench was flooding with water. The Contractor was directed to proceed with repair of the sanitary sewer line due to the water damage.                                                                                                                        | 2  |
| 15  | Upgrade operable partition vinyl fabric.                                      | \$ 5,231.00       | Owner Requested       | During submittal of the operable partition it was determined that the material was not per District standards. The Contractor was directed to upgrade the vinyl material to a higher standard for wear and tear, and stain resistance.                                                                                   | 2  |
| 16  | Signage changes.                                                              | \$ 2,228.00       | Owner Requested       | During construction demolition it was determined that the District's new signage standard was not part of the contract documents. The Contractor was directed to substitute the contractual signage with the District's new signage standard.                                                                            | 2  |
| 17  | Removal of concrete curbs not shown on the contract drawings.                 | \$ 975.00         | Unforeseen Conditions | During construction it was determined that there are concrete curbs in Rooms 1417 and 1418 not shown on the concrete drawings. The Contractor was directed to remove the concrete curbs in Rooms 1417 and 1418 that affect the new floor plans.                                                                          | 2  |

| PCO                       | Description                                           | Negotiated Amount | Reason                | Summary                                                                                                                                                                                                                                                                | CO |
|---------------------------|-------------------------------------------------------|-------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 19                        | Add new hollow metal frame at Room 1411.              | \$ 162.00         | Unforeseen Conditions | During construction it was determined that the entryway to Room 1411 did not have any framing and would be provided with a drywall finish only. The Contractor was directed to provide a hollow metal frame for the Room 1411 opening.                                 | 2  |
| 24                        | Removal of trees not shown on the contract documents. | \$ 1,742.00       | Unforeseen Conditions | During construction it was determined that there were trees located on the east side of Building 1400 that interfered with the new faculty dining courtyard concrete. The Contractor was directed to remove the trees and backfill the void left by the removed trees. | 2  |
| <b>TOTAL \$ 18,961.00</b> |                                                       |                   |                       |                                                                                                                                                                                                                                                                        |    |



# Change Order

**Solano Community College District**  
4000 Suisun Valley Road  
Fairfield, CA 94534

**Project #** Building 1400 Renovations  
Tel: 707-864-7189 Fax: 707-207-0423

**Kitchell CEM**

**Date:** 2/20/2008  
**To Contractor:**  
J.W. and Sons, Inc.  
3855 Cypress Drive, Suite A  
Petaluma, CA 94954

Architect's Project No.: 05038.00  
Contract Date: 11/5/2007  
Contract Number: 08-001  
Change Order Number: 02

This contract is hereby revised by the following items:

| PCO | Description                                                                                                                                                       | Amount      |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 08  | Demolition all plumbing fixtures including waste, vent and water lines not shown on the contract drawings.                                                        | \$ 1,239.00 |
| 10  | Attachment of wood studs for new walls to existing concrete walls. Existing wall furring was cut at wall attachment points and attached to new wood framed walls. | \$ 5,236.00 |
| 13  | Repair of sanitary sewer lines damaged due to flooding of the existing utility trench.                                                                            | \$ 2,148.00 |
| 15  | Upgrade operable partition vinyl fabric.                                                                                                                          | \$ 5,231.00 |
| 16  | Specified signage was changed to a new District standard signage.                                                                                                 | \$ 2,228.00 |
| 17  | Removal of concrete curbs in Rooms 1417 and 1418 not shown on the contract drawings.                                                                              | \$ 975.00   |
| 19  | Add a new hollow metal frame for opening at Room 1411. The existing opening shown on the contract drawings is a drywall frame only.                               | \$ 162.00   |
| 24  | Additional removal of trees not shown on the contract drawings located on the east side of Bldg 1400.                                                             | \$ 1,742.00 |

|                                                                                |                 |
|--------------------------------------------------------------------------------|-----------------|
| The original Contract Value was.....                                           | \$ 3,265,000.00 |
| Sum of changes by prior Change Orders.....                                     | \$ 15,525.00    |
| The Contract Value prior to this Change Order was.....                         | \$ 3,280,525.00 |
| The Contract Value will be changed by this Change Order in the amount of ..... | \$ 18,961.00    |
| The new Contract Value Including this Change Order will be.....                | \$ 3,299,486.00 |
| The Contract duration will be changed by.....                                  | 0 Days          |
| The Substantial Completion date as of this Change Order is .....               | 19-Jan-09       |

**J.W. and Sons, Inc.**

Contractor  
3855 Cypress Drive, Suite A  
Petaluma, CA 94954  
Address

By John Arntz  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**TLCD Architecture**

Architect  
111 Santa Rosa Avenue, Suite 300  
Santa Rosa, CA 95404  
Address

By Craig Gavert  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Solano Community College District**

Owner  
4000 Suisun Valley Road  
Fairfield, CA 94534  
Address

By Frank W. Kitchen  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

AGENDA ITEM 7. (h)  
 MEETING DATE April 16, 2008

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

**TO:** Members of the Governing Board

**SUBJECT:** CONSTRUCTION CHANGE ORDER NO. 17 APPROVAL  
 FOR W.A. THOMAS, INC. – BID NO. 06-005

**REQUESTED ACTION:** CONTRACT CHANGE ORDER APPROVAL

**SUMMARY:**

Board approval is requested for Change Order No. 17 to W.A. Thomas, Inc.'s base contract for the Student Services Center Building 400. Revised contract amount is as follows:

|                                   |                        |                               |
|-----------------------------------|------------------------|-------------------------------|
| Contract Award Amount             | \$10,387,480.00        |                               |
| Prior Change Orders               | \$ 958,995.00          |                               |
| <b>Change Order No. 17</b>        | <b>\$ 33,566.00</b>    |                               |
| Total Change Orders               | \$ 992,561.00          | 9.5% of Contract Award Amount |
| <b>Revised Contract Amount</b>    | <b>\$11,380,041.00</b> |                               |
| Total Project Budget              | \$15,274,530.00        |                               |
| Forecast Project Budget Remaining | \$ 3,894,489.00        |                               |

Ron Richards from Kitchell will be at the meeting to answer any questions from the Governing Board.

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

Frank W. Kitchen  
 Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

(707) 864-7176

**TELEPHONE NUMBER**

Maintenance & Operations

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
 SUPERINTENDENT/PRESIDENT**



**GERALD F. FISHER**  
 Superintendent/President

April 4, 2008

**DATE APPROVED BY  
 SUPERINTENDENT/PRESIDENT**

4/16/08 W.A. THOMAS CO., INC. PCO's RECOMMENDED FOR APPROVAL

| PCO          | Description                                                                                                                         | Negotiated Amount   | Reason             | Summary                                                                                                                                                                                                                                                                                                                                                                           | CO |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 111          | Changes to kiosk due to Department of State Architect DSA plan review.                                                              | \$ 5,547.00         | Agency Requirement | The kiosk building was added to the project by addendum after the plans had been approved by DSA. During construction, the DSA approved drawings for the kiosk were received and changes were required to comply with DSA comments. These changes included additional concrete reinforcement in the building foundation and changes to metal stud framing and attachment details. | 17 |
| 112          | Furnish and install additional data receptacles for offices and working spaces to accommodate furniture layout and equipment needs. | \$ 22,843.00        | Owner Request      | During construction and after owner move-in it was determined that additional data receptacles would be required to accommodate furniture layout and equipment needs. The Contractor was directed to furnish and install the additional data receptacles including all associated wiring.                                                                                         | 17 |
| 113          | Install sod grass in lieu of hydroseeding at the east side of Building 400 and between Building 300.                                | \$ 5,176.00         | Owner Request      | During construction the Contractor was directed to install sod grass instead of hydroseeding at the area between Building 300 and Building 400. This request also required minor changes in grading to accommodate the new sod grass.                                                                                                                                             | 17 |
| <b>TOTAL</b> |                                                                                                                                     | <b>\$ 33,566.00</b> |                    |                                                                                                                                                                                                                                                                                                                                                                                   |    |



# Change Order

**Solano Community College District**  
4000 Suisun Valley Road  
Fairfield, CA 94534

**Project #** BLDG 400, Student Services Ctr. (06-005)  
**Tel:** 707-864-7189 **Fax:** 707-207-0423

**Kitchell CEM**

**Date:** 4/16/2008

**To Contractor:**

W.A. Thomas Co., Inc.  
2356 Pacheco Blvd  
Martinez, CA 94553

Architect's Project No.:

Contract Date: 5/22/2006

Contract Number: 06-005

Change Order Number: 17

This contract is hereby revised by the following items:

| PCO | Description                                                                                                                         | Amount       |
|-----|-------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 111 | Changes to kiosk due to DSA plan review.                                                                                            | \$ 5,547.00  |
| 112 | Furnish and install additional data receptacles for offices and working spaces to accommodate furniture layout and equipment needs. | \$ 22,843.00 |
| 113 | Install sod grass in lieu of hydroseeding at the east side of the Building 400 and between Building 300.                            | \$ 5,176.00  |

|                                                                                |                  |
|--------------------------------------------------------------------------------|------------------|
| The original Contract Value was .....                                          | \$ 10,387,480.00 |
| Sum of changes by prior Change Orders.....                                     | \$ 958,995.00    |
| The Contract Value prior to this Change Order was .....                        | \$ 11,346,475.00 |
| The Contract Value will be changed by this Change Order in the amount of ..... | \$ 33,566.00     |
| The new Contract Value Including this Change Order will be .....               | \$ 11,380,041.00 |
| The Contract duration will be changed by .....                                 | 0 Days           |

**W.A. Thomas, Inc.**

Contractor  
2356 Pacheco Blvd  
Martinez, CA 94553  
Address

By Laurence Maller

Signature

Date

**LPA**

Architect  
5161 California Avenue  
Irvine, CA 92617  
Address

By Michael Henning

Signature

Date

**Solano Community College District**

Owner  
4000 Suisun Valley Road  
Fairfield, CA 94534  
Address

By Frank W. Kitchen

Signature

Date

AGENDA ITEM 7.(1)  
 MEETING DATE April 16, 2008

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

**TO: Members of the Governing Board**  
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 20 APPROVAL  
 FOR RALPH LARSEN AND SON, INC. – BID NO. 06-002**

**REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL**

**SUMMARY:**

Board approval is requested for Change Order No. 20 to Ralph Larsen and Son, Inc.'s base contract for the Solano Community College Vallejo Center. Revised contract amount is as follows:

|                                   |                        |                               |
|-----------------------------------|------------------------|-------------------------------|
| Contract Award Amount             | \$13,130,000.00        |                               |
| Prior Change Orders               | \$ 1,150,472.00        |                               |
| <b>Change Order No. 20</b>        | <b>\$ 80,565.00</b>    |                               |
| Total Change Orders               | \$ 1,231,037.00        | 9.4% of Contract Award Amount |
| <b>Revised Contract Amount</b>    | <b>\$14,361,037.00</b> |                               |
| Total Project Budget              | \$16,513,545.00        |                               |
| Forecast Project Budget Remaining | \$ 2,152,508.00        |                               |

Ron Richards from Kitchell will be at the meeting to answer any questions from the Governing Board.

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

Frank W. Kitchen  
 Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

(707) 864-7176

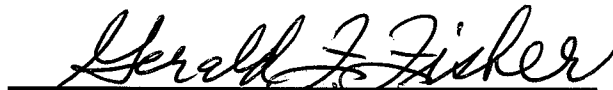
**TELEPHONE NUMBER**

Maintenance & Operations

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
 SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
 Superintendent/President

April 4, 2008

**DATE APPROVED BY  
 SUPERINTENDENT/PRESIDENT**

**4/16/08 RALPH LARSEN AND SON, INC.  
PCO's RECOMMENDED FOR APPROVAL**

| PCO | Description                                                                                           | Negotiated Amount         | Reason                      | Summary                                                                                                                                                                                                                                                                                                                                                                             | CO |
|-----|-------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 93  | Add expansion joints to concrete seat walls.                                                          | \$ 787.00                 | Owner Request               | During construction it was determined that additional expansion joints to the concrete seatwalls would aid in preventing cracking of the concrete due to shrinkage.                                                                                                                                                                                                                 | 20 |
| 98  | Provide a welded connection in lieu of bolting at structural glass canopy supports.                   | \$ 590.00                 | Owner Request               | During construction it was determined that a welded connection would need to be used in lieu of a bolted connection to achieve better water protection at the structural glass canopy on the main entry. The Contractor was directed to remove the bolted connections and provide a welded connection.                                                                              | 20 |
| 246 | Extended overhead costs for change order work beyond contract time (120 calendar day time extension). | \$ 77,021.00              | Owner Request               | During construction the Contractor was directed to perform additional Owner requested change order work. This additional change order work caused the Contractor to incur additional construction site overhead costs for a period of 120 calendar days, which included superintendent labor, transportation, phone, toilet facilities, office trailer, and job storage containers. | 20 |
| 247 | Re-route waste lines at electrical Room A-111.                                                        | \$ 1,717.00               | Regulatory Code Requirement | During construction it was determined that the location of the waste lines for the second floor bathrooms would create a code violation with some of the equipment in the first floor electrical room. The Contractor was directed to re-route the waste lines out of the designated area of the electrical equipment to avoid the code violation.                                  | 20 |
| 248 | Add cylinders to exit door hardware to allow doors to be alarmed.                                     | \$ 450.00                 | Owner Request               | During construction it was determined by the Owner that the exterior doors of the classrooms should have alarms installed for added security and protection. The Contractor was directed to provide the necessary locking cylinders that would allow the doors to be alarmed.                                                                                                       | 20 |
|     |                                                                                                       | <b>TOTAL \$ 80,565.00</b> |                             |                                                                                                                                                                                                                                                                                                                                                                                     |    |





# Change Order

**Solano Community College District**  
4000 Suisun Valley Road  
Fairfield, CA 94534

**Project #** Vallejo Center  
**Tel:** 707-864-7189 **Fax:** 707-207-0423

**Kitchell CEM**

**Date:** 4/16/2008  
**To Contractor:**  
Ralph Larsen & Son, Inc.  
300 8th Avenue  
San Mateo, CA 94401-4221

**Architect's Project No.:**  
**Contract Date:** 5/1/2006  
**Contract Number:** 06-002  
**Change Order Number:** 20

This contract is hereby revised by the following items:

| PCO | Description                                                              | Amount       |
|-----|--------------------------------------------------------------------------|--------------|
| 93  | Add chamfer joints to concrete seat walls.                               | \$ 787.00    |
| 98  | Provide a welded connection in lieu of bolting at Glass Canopy supports. | \$ 590.00    |
| 246 | Extended Overhead costs for Change Order work beyond contract time.      | \$ 77,021.00 |
| 247 | Re-route waste lines at electrical Room A-111.                           | \$ 1,717.00  |
| 248 | Add cylinders to exit door hardware to allow doors to be alarmed.        | \$ 450.00    |

|                                                                                |    |               |
|--------------------------------------------------------------------------------|----|---------------|
| The original Contract Value was .....                                          | \$ | 13,130,000.00 |
| Sum of changes by prior Change Orders .....                                    | \$ | 1,150,472.00  |
| The Contract Value prior to this Change Order was .....                        | \$ | 14,280,472.00 |
| The Contract Value will be changed by this Change Order in the amount of ..... | \$ | 80,565.00     |
| The new Contract Value Including this Change Order will be .....               | \$ | 14,361,037.00 |
| The Contract duration will be changed by ( calendar days ) .....               |    | 120           |

**Ralph Larsen & Son, Inc.**

Contractor  
300 8th Avenue  
San Mateo, CA 94401-4221  
Address  
By Darrel Tucker  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**KMD**

Architect  
222 Vallejo Street  
San Francisco, CA 94111  
Address  
By Stephen Wong  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Solano Community College District**

Owner  
4000 Suisun Valley Road  
Fairfield, CA 94534  
Address  
By Frank W. Kitchen  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

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

**TO:** **Members of the Governing Board**

**SUBJECT:** **ADDENDUMS TO MACRO PLASTICS, INCORPORATED,  
AGREEMENTS FOR CONTRACT EDUCATION**

**REQUESTED ACTION:** **APPROVAL**

---

**SUMMARY:**

An addendum to an agreement previously submitted to the Governing Board on January 17, 2008, between Solano Community College and Macro Plastics, Incorporated, for contract education is being presented for approval. All contracts contain a clause stating that "additional training may be scheduled as needed with an addendum to this contract."

The District will provide one additional twenty-hour class in Introduction to Programmable Logic Controllers Training. Training will be held at Solano Community College from April 1-29, 2008.

Macro Plastics, Incorporated, will compensate the District for all educational services rendered at a flat rate of \$2,500.00. The fee includes program development, coordination, instruction, training materials, evaluation, and Certificates of Completion.

**CONTINUED ON NEXT PAGE:**

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

---

Deborah Mann, Program Developer  
Contract Education and Community Services

---

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

---

**ADDRESS**

707 864-7195

---

**TELEPHONE NUMBER**

Academic Affairs

---

**ORGANIZATION**

April 4, 2008

---

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

---

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: ADDENDUMS TO MACRO PLASTICS, INCORPORATED,  
AGREEMENTS FOR CONTRACT EDUCATION**

**REQUESTED ACTION: APPROVAL**

---

**SUMMARY:**

**CONTINUED FROM PREVIOUS PAGE:**

An addendum to an agreement previously submitted to the Governing Board on May 2, 2007, between Solano Community College and Macro Plastics, Incorporated, for contract education is being presented for approval. All contracts contain a clause stating that "additional training may be scheduled as needed with an addendum to this contract."

The District will provide six additional one hour workshops in Nutrition and Health Training. Training will be held at Macro Plastics Incorporated from April 23, 2008 - October 30, 2008.

Macro Plastics, Incorporated, will compensate the District for all educational services rendered at a flat rate of \$1,300.00. The fee includes program development, coordination, instruction, training materials, evaluation, and Certificates of Completion.

Copies of the agreements are available in the Office of the Superintendent/President and in the Office of Contract Education and Community Services.

**SOLANO COMMUNITY COLLEGE DISTRICT  
AGREEMENT FOR EDUCATIONAL SERVICES**

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **MACRO PLASTICS INCORPORATED, 2250 HUNTINGTON DRIVE, FAIRFIELD, CA 94533**, hereinafter referred to as "Macro Plastics."

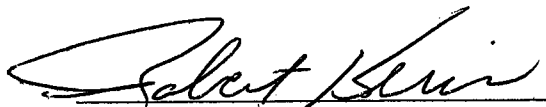
**WHEREAS**, Macro Plastics desires to engage the District to render special educational services,

**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- A. The District will provide Introduction to PLC (Programmable Logic Controller) Training.
- B. The District will develop, coordinate, deliver, and evaluate the training. Employees will attend 20 hours of training. Training will take place from 8:00 A.M -12:00 noon, on Tuesdays, April 1, 8, 15, 22 and 29. Training will be delivered on-site at Solano Community College. Successful completers will receive Certificates of Completion. Additional training may be scheduled as needed with an addendum to this contract.
- C. Macro Plastics will identify all employees who will participate in training.
- D. Macro Plastics will compensate the District for all services rendered and expenses at a rate of six thousand four hundred dollars and no cents (\$2,500.00.) The cost is inclusive for all instruction and teaching/training materials.
- E. Payments by Macro Plastics Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Macro Plastics and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Macro Plastics and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Macro Plastics, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Macro Plastics. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

Macro Plastics will indemnify, and hold harmless in any actions of law or equity, the District, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of Macro Plastics under this Agreement or of any persons directly or indirectly employed by, or acting as agent for Macro Plastics, but not including the sole negligence or willful misconduct of the District. This indemnification shall extend to claims losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve Macro Plastics from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of Macro Plastics operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

- H. Macro Plastics agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of Macro Plastics' non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.



Robert Kerin  
Director Human Resources  
Macro Plastics Incorporated  
Fairfield, CA

Date

3-25-08

Gerald F. Fisher  
Superintendent/President  
Solano Community College  
Fairfield, CA

Date

**SOLANO COMMUNITY COLLEGE DISTRICT  
AGREEMENT FOR EDUCATIONAL SERVICES**

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **MACRO PLASTICS INCORPORATED, 2250 HUNTINGTON DRIVE, FAIRFIELD, CA 94533**, hereinafter referred to as "Macro Plastics."

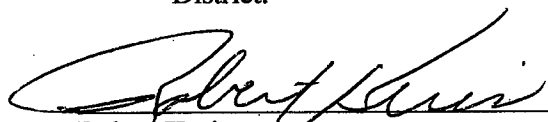
**WHEREAS**, Macro Plastics desires to engage the District to render special educational services,

**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- A. The District will provide **Health and Nutrition Training** for all Macro Plastics employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. The employees will attend training at six all employee meetings on April 23 at 5:00 P.M, or April 24, 7:00 A.M., July 30, at 5:00 P.M. or July 31 at 7:00 A.M. and on October 29 at 5:00 P.M., or October 30 at 7:00 A.M. Training topics will be determined by Macro Plastics. Macro Plastics agrees to determine training topic priorities and communicate same to the District. Training will be delivered on-site at Macro Plastics. Additional training can be scheduled as needed with an addendum to this contract.
- C. Macro Plastics will identify all employees who will participate in training.
- D. Macro Plastics will compensate the District for all services rendered and expenses at a rate of One Thousand three hundred dollars and no cents (\$1,300.00.) The cost is inclusive for all instruction and teaching/ training materials.
- E. Payments by Macro Plastics Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Macro Plastics and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Macro Plastics and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Macro Plastics, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Macro Plastics. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

Macro Plastics will indemnify, and hold harmless in any actions of law or equity, the District, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of Macro Plastics under this Agreement or of any persons directly or indirectly employed by, or acting as agent for Macro Plastics, but not including the sole negligence or willful misconduct of the District. This indemnification shall extend to claims losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve Macro Plastics from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of Macro Plastics operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

- H. Macro Plastics agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of Macro Plastics' non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

  
Robert Kerin  
Director Human Resources  
Macro Plastics Incorporated  
Fairfield, CA

Date 3-25-08

\_\_\_\_\_  
Gerald F. Fisher  
Superintendent/President  
Solano Community College  
Fairfield, CA

Date \_\_\_\_\_

AGENDA ITEM 9.(a)  
MEETING DATE April 16, 2008

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

**TO: Members of the Governing Board**

**SUBJECT: BALLOT FOR CALIFORNIA COMMUNITY COLLEGE  
TRUSTEES (CCCT) BOARD OF DIRECTORS ELECTION -  
2008**

**REQUESTED ACTION: APPROVAL OF SUBCOMMITTEE RECOMMENDATION**

**SUMMARY:**

A subcommittee of the Governing Board, consisting of Trustees Keith (Chair); Claffey, and Murphy will advance recommendations for election to the statewide California Community College Trustees (CCCT) Board of Directors. Each member Community College District Board of the League shall have one vote for each of the ten (10) vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The ten (10) candidates who receive the most votes statewide will serve two-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board of Directors will vote to break the tie. A copy of the official ballot is provided as Attachment #1. This ballot must be postmarked by April 25, 2008.

The Governing Board is requested to approve the recommendation of the subcommittee.

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

Gerald F. Fisher  
Superintendent/President  
**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7112

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

April 4, 2008  
**DATE SUBMITTED TO**

*Gerald F. Fisher*

**GERALD F. FISHER**  
Superintendent/President

April 4, 2008  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**



|                           |
|---------------------------|
| <b>REVISED<br/>BALLOT</b> |
|---------------------------|

**CCCT 2008 BOARD  
OFFICIAL BALLOT**

Vote for no more than ten (10) by checking the boxes next to the names

**NOMINATED CANDIDATES**

*List order based on Secretary of State's February 22, 2008, random drawing*

- ☐ \*Anita Grier, San Francisco CCD
- ☐ John Rodgers, Kern CCD
- ☐ \*Edward Ortell, Citrus CCD
- ☐ Bernard Jones, Allan Hancock Joint CCD
- ☐ \*Paul Fong, Foothill-DeAnza CCD
- ☐ \*Mary Figueroa, Riverside CCD
- ☐ A. C. "Tony" Ubalde, Jr., Solano CCD
- ☐ \*Katherine "Kay" Albiani, Los Rios CCD
- ☐ \*Charles Meng, Napa Valley CCD
- ☐ Bill McMillin, Ohlone CCD
- ☐ Brian Conley, Rancho Santiago CCD
- ☐ Nancy C. Chadwick, Palomar CCD
- ☐ Janet Chaniot, Mendocino-Lake CCD
- ☐ \*Judi Beck, Shasta-Tehama-Trinity Joint CCD
- ☐ \*Isabel Barreras, State Center CCD
- ☐ \*Carolyn Batiste, Mira Costa CCD
- ☐ Andrew Walzer, Santa Monica CCD
- ☐ Eva Kinsman, Copper Mountain CCD
- ☐ Bob Hughlett, Cerritos CCD
- ☐ Donald Nelson, Victor Valley CCD

\*Incumbent

**WRITE-IN CANDIDATES**

*Type each qualified trustee's name and district on the lines provided below.*

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**Board Secretary and Board President or Board Vice President must sign below:**

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
President or Vice President of the Board

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

**TO:** Members of the Governing Board

**SUBJECT:** SECOND READING AND APPROVAL OF REVISIONS TO  
HUMAN RESOURCES POLICIES, SERIES 4000

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. At this time, District staff presents for approval Human Resources Policies 4300 (Drug-Free Workplace); 4310 (Americans with Disabilities); 4420 (Extended Day and Summer School Employment); 4430 (Termination of Temporary and Substitute Employees); 4440 (Student Intern Instructors/Counselors); 4530 (Reemployment); 4540 (Sabbatical Leaves); 4700 (The Classified Service); 4730 (Compensation and Related Benefits); 4740 (Leaves); 4750 (Vacation and Holidays); 4760 (Layoff of Employees); 4770 (Disciplinary Action); 4775 (Discipline and Dismissal - Academic Employees); and 4790 (Whistleblower Protection).

The Executive Council reviewed and approved these policies at their meeting held January 22, 2008. The Shared Governance Council reviewed and approved these policies at their meetings held February 13, 2008, February 27, 2008 or March 12, 2008.

This information was submitted to the Governing Board for information at the meeting held March 19, 2008.

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

Richard Christensen, Ed.D.  
Director of Human Resources

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

April 4, 2008  
**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



**GERALD F. FISHER**  
Superintendent/President

April 4, 2008  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT****DRUG-FREE WORKPLACE****4300****POLICY:**

The Solano Community College District, by virtue of this policy, commits to the adoption, implementation and enforcement of Public Law 100-690 also known as the Drug-Free Workplace Act of 1988. The Superintendent/President, or designee, shall establish programs and procedures to ensure the maintenance of a drug-free workplace in accordance with this policy. The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by employees.

This policy applies to every aspect of District-wide employment and its educational programs in an effort to provide a drug-free workplace and drug-free educational environment. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

It shall be the responsibility of the Governing Board and the Superintendent/President to ensure effective implementation and support of the policy. Any employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion or dismissal.

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

Public Law 100-690, 5151-5160, 41 U.S.C. 701, et seq.  
(The Drug-Free Workplace Act of 1988)

Drug Free Schools and Communities Act, 20 U.S.C.  
Section 1145g and 34 C.F.R. Section 86.1 et seq.

BF/ew  
Poli4300  
RDC/zg

**ADOPTED:** June 20, 1990

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

|                                                             |
|-------------------------------------------------------------|
| Approved EC: <u>1/22/08</u><br>Approved SGC: <u>2/13/08</u> |
|-------------------------------------------------------------|

## SOLANO COMMUNITY COLLEGE DISTRICT

### AMERICANS WITH DISABILITIES

4310

**POLICY:** The Governing Board of the Solano Community College District ensures that employment practices do not unlawfully discriminate against qualified persons with disabilities in the application and recruitment processes, pre-employment testing, hiring, advancement, training, compensation and termination of employment, or in the terms, conditions and privileges of employment.

Solano Community College District, to the extent required by law, will make reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment unless undue hardship, **as defined by law**, would result.

### REFERENCES/

**AUTHORITY:** Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973  
California Government Code Sections 12926 and 12940 (FEHA)  
California Code of Regulations Sections 7293 - 7294

SLD/zg: ~~ADA Policy~~  
8/14/96  
RDC/zg

**ADOPTED:** May 21, 1997

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

|                                                                     |
|---------------------------------------------------------------------|
| <p>Approved EC: <u>1/22/08</u><br/>Approved SGC: <u>2/13/08</u></p> |
|---------------------------------------------------------------------|

## SOLANO COMMUNITY COLLEGE DISTRICT

## EXTENDED DAY AND SUMMER SCHOOL EMPLOYMENT

4420

**POLICY:** All extended day **and summer school** faculty members shall be employed by payroll memo/notice of employment and paid in regular equal monthly installments **in concert with the payroll dates.**

Extended day instructors are expected to meet all classes during the semester or session. Failure to meet such classes shall result in a loss in the following month's pay for the total hours missed, excluding sick leave, **personal necessity and bereavement leave.**

The sick leave does not apply to extended day faculty employed by **with** a special contract by another agency.

If the District is forced to cancel a class and prior notification is given to affected employee(s), the District shall not be obligated to pay the salary.

**REFERENCES/**

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

JW/ ew ~~SLD~~/zgRDC/zg

Poli ~~BP~~ 4420

**ADOPTED:** April 17, 1972

**REVISED:** February 18, 1987, \_\_\_\_\_

Approved EC: 1/22/08  
Approved SGC: 2/13/08

**SOLANO COMMUNITY COLLEGE DISTRICT**

**TERMINATION OF TEMPORARY AND ~~SUBSTITUTE~~ EMPLOYEES**

**4430**

**POLICY:** The Governing Board or designee may terminate the employment of temporary employees (**adjunct and substitute**) at ~~any time~~ **its discretion at the end of a day or week whichever is deemed appropriate.**

~~Substitute employees can be dismissed at the discretion of the Governing Board.~~

**The decision to terminate the employment is not subject to judicial review except as to the time of termination.**

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 87665, 87742

~~JW/ew SLD/zg~~ RDC/zg

~~Poli~~ ~~BP~~ 4430

**ADOPTED:** February 18, 1987

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

Approved EC: 1/22/08  
Approved SGC: 2/27/08

**SOLANO COMMUNITY COLLEGE DISTRICT****STUDENT INTERN INSTRUCTORS/COUNSELORS****4440**

**POLICY:** The District may participate cooperatively with other accredited institutions in student teaching and internship programs upon approval of the division/department involved, **the appropriate Vice President** and the Superintendent/President.

**REFERENCES/**

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

JW/ewSLD-RDC/zg

PoliBP4440

**ADOPTED:** April 3, 1972

**REVISED:** February 18, 1987, \_\_\_\_\_

Approved EC: 1/22/08  
Approved SGC: 2/13/08

**SOLANO COMMUNITY COLLEGE DISTRICT**

**REEMPLOYMENT**

**4530**

**POLICY:** When any ~~certificated~~ **academic** employee has resigned or been dismissed for cause and shall thereafter be reemployed by the Governing Board, the date of employment shall be deemed to be the date on which he/she rendered paid service after reemployment.

When an employee's services are terminated for lack of enrollment or discontinuance of service or are otherwise interrupted in a manner declared by law not to constitute a break in service, his/her original order of employment shall stand.

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 87417

JW/ew **RDC/zg**

Poli-4530

**ADOPTED:** February 18, 1987

**REVISED:**

Approved EC: 1/22/08  
Approved SGC: 2/27/08



**SOLANO COMMUNITY COLLEGE DISTRICT****SABBATICAL LEAVES****4540**

**POLICY:** Sabbatical leaves are granted to provide opportunities to improve professional skills which will benefit students and the District. Sabbatical leave guidelines are established through collective bargaining agreements with the faculty.

**Periods of Sabbatical Leave**

A sabbatical leave may not be granted for a period of less than one (1) full semester nor more than one (1) year. A one (1) year leave may be taken in separate semester periods rather than for a continuous one (1) year period provided that the leave for both of the semester periods shall be commenced and completed within a three (3) year period and that such a plan is clearly stated at the time of the original application. Any period of service by the individual intervening between the two (2) separate semester periods or separate quarters of the leave shall comprise a part of the service required for a subsequent such leave.

**Employment During Sabbatical Leaves**

In his/her application for sabbatical leave, the employee shall fully disclose all facts relating to any compensation to be received by him/her, other than expense reimbursement, whether from employment, grant, fellowship, or any other source which is an integral or related part of his/her sabbatical program. Such compensation that brings the employee's total income in excess of one hundred (100) percent of the employee's salary for that year had he/she not taken leave will be deducted from the District's contribution.

**Required Service After Sabbatical Leave - Written Agreement**

Every employee, as a condition to being granted a sabbatical leave, shall agree in writing to render a period of service in the employ of the Governing Board of the District following his/her return from the leave which is equal to twice the period of the leave.

**SABBATICAL LEAVES (Continued)**

4540

**Pro Rata Reduction of Payment Upon Default**

If the employee does not serve for the entire period of service agreed upon, the amount of compensation paid for the leave shall be reduced by an amount which is proportional to the amount of time not served. Exceptions may be made by the Governing Board and as stipulated in the Education Code.

If the employee fails to comply with the terms of the Sabbatical Leave Agreement or this policy or any state laws regarding sabbatical leaves, such default may result in loss of compensation to the employee.

**Liability for Death or Injury During Leave**

Both the Governing Board of the Community College District and the District shall be freed from any liability for the payment of any compensation or damages provided by law for the death or injury of any employee of the District employed in an **academic** position when the death or injury occurs while the employee is on any leave of absence.

In the event of the death or permanent disability of the employee at any time during the sabbatical leave, the employee or his/her estate will be relieved of any remaining financial obligation as incurred under this Section.

**Salary Increases and Placement on Salary Schedule**

An employee who is granted a sabbatical leave shall be subject to the salary schedule in effect at the time of his/her return. Upon his/her return to employment, an employee who has satisfied the conditions governing the granting of his/her leave may count, toward placement on the salary schedule, credits earned for professional improvement during sabbatical leave. The leave shall be considered as time in service in the District for salary schedule purposes.

**SABBATICAL LEAVES (Continued)**

**4540**

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 87767-71, 87774-75

Solano Community College Governing Board

**SLD/zg**

**BP 4540**

**ADOPTED:** April 3, 1972

**REVISED:** May 18, 1988

**DELETE (Exists in CBA)**

Approved EC: 1/22/08

Approved SGC: 2/13/08

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**

**THE CLASSIFIED SERVICE**

4700

**POLICY:** The classified service in the Solano Community College District shall consist of personnel employed in positions not requiring certification. All employees so assigned shall be known as the classified service.

Regular employees are individuals appointed on a continuing basis in an authorized position and include the following:

A. Probationary employees. A new employee in the classified service shall serve a probationary period and shall be designated as a probationary employee.

B. Permanent employees. Permanent status is accorded to an employee who has filled an authorized position on a regular basis and who has performed satisfactorily for a designated probationary period.

Employees are either:

A. Full-time employees. Regular employees appointed on a continuing basis in a position requiring service of eight (8) hours a day or forty (40) hours a week.

B. Part-time employees. Regular employees appointed on a continuing basis in a position which requires service of less than eight (8) hours a day or less than forty (40) hours a week.

**REFERENCES/** California Education Code, Sections 88001, 88004, 88013  
**AUTHORITY:**

JW/cw

Poli4700

**ADOPTED:** May 19, 1982  
**REVISED:** February 18, 1987

|                                                             |
|-------------------------------------------------------------|
| Approved EC: <u>1/22/08</u><br>Approved SGC: <u>2/13/08</u> |
|-------------------------------------------------------------|

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT****COMPENSATION AND RELATED BENEFITS****4730****POLICY:**Reclassification of Position

4730.1

The Governing Board may, upon the recommendation of the Superintendent/President and upon agreement with the appropriate collective bargaining unit, as required, reclassify a position to a more appropriate class, whether new or already created. Reclassification of a position may result from a study which reveals that the responsibility level or job duties of a particular position have changed sufficiently to meet the requirements of a different position class.

An employee has the right to request reclassification of a position.

Working Out of Classification

4730.2

Classified employees shall not be required to perform duties which are not fixed and prescribed for the position beyond five (5) days within a fifteen (15)-calendar day period. An employee may be required to perform duties beyond those assigned to the position for a period of more than five (5) working days provided that the salary is adjusted upward for the entire period he/she is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside normal assigned duties.

The intent of this section of the law is to permit school districts to temporarily work employees outside of their normal duties but, in so doing, to require that some additional compensation be provided during such temporary assignment.

No employee shall be required or permitted to work out of classification without prior approval of the Superintendent-President or designee.

**COMPENSATION AND RELATED BENEFITS (Continued)****4730**Workweek/Workday

4730.3

The Superintendent/President may make adjustments in workdays in case of emergency and/or in the interest of efficiency of operation of the District.

The actual schedule of days and hours worked may vary with the individual departments.

Academic Schedule - The regular workweek shall be forty (40) hours within any seven (7) day period and the workday shall be eight (8) hours within any twenty-four (24) hour period. These provisions do not restrict the extension of a regular workweek or workday on an overtime basis when necessary to carry on the business of the District.

Summer Schedule - The Governing Board may establish a ten (10)-hour-per-day, forty (40)-hour, four (4)-consecutive-day workweek for all or certain classes of its employees provided the establishment of such a workweek has the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through the employee organization representing a majority of the concerned employees.

Overtime (Fair Labor Standards Act)

4730.4

Fair Labor Standards Act overtime is defined to include any time required to be worked in excess of the standard workweek designated by the District.

Prior approval for overtime must be granted by the Dean on the recommendation of the appropriate supervisor.

The Governing Board shall provide for such compensation or compensatory time off at a rate equal to time and one-half the regular rate of pay of the employee designated and authorized to perform the overtime.

**COMPENSATION AND RELATED BENEFITS (Continued)**

**4730**

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 88010, 88026, 88027, 88031

Fair Labor Standards Act

JW/ew SLD/zg

Poli BP 4730

**ADOPTED:** May 19, 1982

**REVISED:** February 18, 1987

DELETE-Exists in CBA

Approved EC: 1/22/08

Approved SGC: 2/13/08

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT****LEAVES****4740****POLICY:**

Employees shall be granted leaves of absence as provided by the California Education Code, collective bargaining agreements and/or policy manual.

Leave records are maintained by the Personnel Office. Leave time is recorded in hours and may be taken in thirty (30) minute units; less than thirty (30) minutes will be charged as thirty (30) minutes and more than thirty (30) minutes shall be charged as one (1) hour.

**Quarantine****4740.1**

When a period of enforced quarantine occurs requiring an employee(s) to be absent from duty, he/she shall receive full salary, and no deduction shall be made from accrued sick leave.

A written statement from a licensed or other qualified physician and/or public health authorities relative to the quarantine restriction shall be required in all cases.

**Death of Employee or Former Employee****4740.2**

An employee may be permitted to be absent from duty for the purpose of attending the funeral services of an employee or a former employee of the District when the services are being held during the regular school day and do not interfere with the reasonable functioning of the District.

The appropriate manager may approve the request. Such absences shall not be deducted from authorized absences or leaves.

**Conference Attendance****4740.3**

A regular employee may be authorized to attend A meeting or conference without loss of salary and with reimbursement up to the authorized amount for necessary travel expenses and room and board upon receiving prior approval from the appropriate manager. Such leave shall not be charged against the employee.



**LEAVES (Continued)**

4740

**Long-Term Health Leave**

4740.4

A permanent employee who has been absent sixty (60) days because of industrial accident or illness and has used all days of earned illness absence and vacation time, may make a request to the Governing Board for a long-term health leave for a specified period of time not to exceed one (1) year. The leave may be renewed for one (1) additional six (6) month period by the Governing Board.

At the conclusion of the leave, an employee may return to a position within the class to which he/she was assigned providing the attending physician verifies that he/she is fully able to assume all the responsibilities of the position and providing a position is available. If at the conclusion of eighteen (18) months of absence, the employee is still unable to assume the duties of an available position in the same class, he/she will be placed on a re-employment list for a period of thirty-nine (39) months. If the employee is able to assume the duties of the position as verified by a physician's certificate within the thirty-nine (39) month period, he/she shall be considered for the first vacancy in the classification of his/her previous assignment. Re-employment shall take preference over all other candidates except those laid off for lack of work or funds. Upon resumption of duties, the break in service shall be disregarded and he/she shall be restored as a permanent employee.

**REFERENCES/**

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

California Education Code, Section 88192

JW/ew SLD/zg

Poli BP 4740

**ADOPTED:** May 19, 1982

**REVISED:** February 18, 1987

|                                                             |
|-------------------------------------------------------------|
| Approved EC: <u>1/22/08</u><br>Approved SGC: <u>2/13/08</u> |
|-------------------------------------------------------------|

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**

**VACATION AND HOLIDAYS**

**4750**

**POLICY:** The Governing Board shall provide paid vacation and paid holidays for regular employees of the District as specified in respective collective bargaining agreements or the Management Salary, Benefits and Policies Manual.

**Vacation Schedules**

**4750.1**

Vacations shall be scheduled for employees at times least disruptive to the efficient operation of the District and with mutual consent of the employee and supervisor.

**Holidays**

**4750.2**

The following holidays shall be observed by Solano Community College:

1. Independence Day
2. Labor Day
3. Admission Day or another day as agreed upon by the bargaining units
4. Veterans Day
5. Thanksgiving Day
6. Day following Thanksgiving Day
7. Christmas Day
8. Day after Christmas Day
9. New Year's Day
10. Day after New Year's Day
11. Martin Luther King, Jr. Day
12. Lincoln Day
13. Washington Day
14. Last day of Spring Recess
15. Memorial Day

Each holiday shall be observed on the day provided by law, by presidential or gubernatorial proclamation, by the Governing Board or as provided by the collective bargaining agreements as appropriate in each case.

Admission Day if not observed as a non-work day may be authorized as a floating holiday.

**VACATION AND HOLIDAYS (Continued)****4750**

When a holiday falls on Sunday it shall be observed on the succeeding Monday; when a holiday falls on a Saturday it shall be observed on the preceding Friday.

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 88203, 88205, 88205.5, 88206

JW/ew SLD/zg

Poli BP 4750

**ADOPTED:** May 19, 1982

**REVISED:** February 18, 1987

Approved EC: 1/22/08  
Approved SGC: 2/13/08

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**

**LAYOFF OF EMPLOYEES**

**4760**

**POLICY:** An employee may be terminated from employment or receive a reduction in assigned hours worked because of lack of work or lack of funds. Layoff is not a disciplinary action.

The District shall lay off employees in accordance with District guidelines, California Education Code regulations and collective bargaining agreements, as appropriate.

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 88014-88017

JW/ew SLD/zg

Poli BP4760

**ADOPTED:** May 19, 1982

**REVISED:** February 18, 1987

Approved EC: 1/22/08

Approved SGC: 2/13/08

## SOLANO COUNTY COMMUNITY COLLEGE DISTRICT

### DISCIPLINARY ACTION

4770

**POLICY:** A probationary employee may be released at any time by the Governing Board upon recommendation of the appropriate administrator or supervisor.

A permanent employee shall be subject to dismissal for cause as determined by the Governing Board and by procedures as established by the respective collective bargaining agreements, if applicable. The policies and procedures relating to dismissal are outlined under "Causes for Suspension, Demotion, Dismissal."

#### Causes for Discipline

4770.1

The Superintendent-President may for cause, dismiss, suspend, or demote any permanent or promotional probationary employee in the classified service.

Suspension: Temporary removal of an employee from his/her position with or without loss of pay as a disciplinary measure or removal of an employee preliminary to investigation of charges pending demotion or dismissal.

Demotion: Reduction of an employee from a given class (or group of similar positions combined under a common title) to a class having a lower salary rate. This does not apply to the reclassification of an entire group of employees.

Dismissal: Separation, discharge or permanent removal of an employee from his/her position for cause in accordance with the provisions of the California Education Code and Governing Board policies.

#### Causes for Suspension, Demotion, Dismissal

4770.2

One (1) or more of the following causes may be grounds for suspension, demotion, or dismissal of any person employed in the classified service:

- A. Incompetency or inefficiency in the performance of duties of the position.

## SOLANO COUNTY COMMUNITY COLLEGE DISTRICT

## DISCIPLINARY ACTION (Continued)

4770

- B. Insubordination (including, but not limited to, refusal to do assigned work).
- C. Carelessness or negligence in the performance of duty or in the care or use of District property.
- D. Discourteous, offensive, or abusive conduct or language toward other employees.
- E. Dishonesty.
- F. Drinking on the job, the possession of alcoholic beverages on the job, or reporting for work while under the influence of alcoholic beverages.
- G. Addiction to the use of narcotics.
- H. Personal conduct unbecoming to an officer or employee of the District.
- I. Engaging in political activity during assigned hours of employment.
- J. Conviction of any crime involving moral turpitude.
- K. Conviction for sex offense as defined in California Education Code, Section 88022.
- L. Repeated and unexcused absence or tardiness.
- M. Absence of three (3) or more days without authorization.
- N. Abuse of any leave privileges.
- O. Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records, or any other District records.
- P. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the Governing Board or by an appropriate state or local governmental agency.
- Q. Willful or persistent violation of the California Education Code or rules of the Governing Board
- R. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- S. Any willful failure of good conduct tending to injure the public service.
- T. Abandonment of position.

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**

**DISCIPLINARY ACTION (Continued)**

**4770**

U. Advocacy of overthrow of federal, state, or local government by force, violence, or other unlawful means.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 88013

*JW/ew-SLD/zg*

*Poli- BP 4770*

**ADOPTED:** May 19, 1982

**REVISED:** February 18, 1987

Approved EC: 1/22/08  
Approved SGC: 3/12/08

## SOLANO COMMUNITY COLLEGE DISTRICT

## DISCIPLINE AND DISMISSAL – ACADEMIC EMPLOYEES

4775

**POLICY:** A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code Section 87732. If the employee is to be penalized, the Board shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed;
- The Board has received a recommendation from the Superintendent/President.
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the Superintendent/President or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code sections 87666 through 87681, and 897740.

The Superintendent/President shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

**REFERENCES/  
AUTHORITY:**

California Education Code, Sections 87669 and 87732

RDC/zg

**ADOPTED:**

|                                                             |
|-------------------------------------------------------------|
| Approved EC: <u>1/22/08</u><br>Approved SGC: <u>2/27/08</u> |
|-------------------------------------------------------------|



## SOLANO COMMUNITY COLLEGE DISTRICT

### WHISTLEBLOWER PROTECTION

4790

**POLICY:**

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intention or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, district employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

**REFERENCES/  
AUTHORITY:**

California Labor Code, Section 1102.5  
 California Government Code, Section 53296  
 Private Attorney General Act of 2004 (Labor Code, Section 2698)  
 Solano Community College District Governing Board

RDC/zg

**ADOPTED:**

|                                                             |
|-------------------------------------------------------------|
| Approved EC: <u>1/22/08</u><br>Approved SGC: <u>2/13/08</u> |
|-------------------------------------------------------------|

AGENDA ITEM 9. (c)  
MEETING DATE April 16, 2008

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

**TO: Members of the Governing Board**

**SUBJECT: AMENDMENT TO AGREEMENT WITH TLCD  
ARCHITECTURE FOR BUILDINGS 1400, 1700, & 1800A**

**REQUESTED ACTION: APPROVAL OF ADDITIONAL SERVICES**

**SUMMARY:**

Board approval is requested for additional design services with TLCD Architecture for Buildings 1400, 1700, and 1800A. These services include an adjustment to the existing original contract. The owner-requested changes require design services that total \$27,490. The services include adding Information Technology scope of work to the projects and review and select a new bleacher system.

Attached are tables outlining the proposed amendments to each agreement with TLCD along with specific details regarding Scope Change Notices (SCN).

Ron Richards from Kitchell will be at the meeting to answer any questions from the Governing Board.

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

Frank W. Kitchen  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7176


**TELEPHONE NUMBER**

Maintenance & Operations

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

# AMENDMENT TO CONTRACT AGREEMENT WITH TLCD ARCHITECTURE

Governing Board Meeting April 16, 2008

|    | PROJECTS                              | ORIGINAL CONTRACT AMOUNT | PROPOSED FEE INCREASE | REVISED CONTRACT TOTAL |
|----|---------------------------------------|--------------------------|-----------------------|------------------------|
| 1. | Bldg. 1400<br>Add I.T. Scope of Work  | \$461,545                | \$3,825               | \$465,370              |
| 2  | Bldg. 1700A<br>Add I.T. Scope of Work | \$663,715                | \$7,120               | * \$670,835            |
| 3  | Bldg. 1700A<br>New Bleacher System    | \$670,835                | \$14,210              | ** \$685,045           |
| 4  | Bldg. 1700B<br>Add I.T. Scope of Work | \$471,097                | \$2,335               | \$473,432              |

\* Indicates new total for Project #2 by adding Proposed Fee Increases of SCN #4, for the Revised Contract Total.

\*\* Indicates new total for Project #3 by adding Proposed Fee Increases of SCN #6, for the Revised Contract Total.

|              | Proposed Fee Schedule Item #                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Cost             |
|--------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1            | <u>Bldg. 1400 SCN #12</u><br>Add Information Technology Scope of Work | Add Information Technology scope to project public bid package; coordinate preparation of bid addendum; provide construction administration services.                                                                                                                                                                                                                                                                                                                                     | \$ 3,825         |
| 2            | <u>Bldg. 1700A SCN #4</u><br>Add Information Technology Scope of Work | Add Information Technology scope to project public bid package; coordinate preparation of bid addendum; provide construction administration services.                                                                                                                                                                                                                                                                                                                                     | \$ 7,120         |
| 3            | <u>Bldg. 1700A SCN #06</u><br>New Bleacher System                     | Review options and coordinate selection with the PE/Athletics Division for a new bleacher system; prepare Construction Change Directives documents. Prepare plans and specifications for replacement of existing bleachers with all new electrically operable bleacher system. Revise floor stripping plan per Owner's request. Submit and process deferred bleacher system approval with Department of State Architect (DSA). Review contractor submittals, and administer construction. | \$ 14,210        |
| 4.           | <u>Bldg. 1700B SCN #5</u><br>Add Information Technology Scope of Work | Add Information Technology scope to project public bid package; coordinate preparation of bid addendum; provide construction administration services.                                                                                                                                                                                                                                                                                                                                     | \$ 2,335         |
| <b>TOTAL</b> |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>\$ 27,490</b> |

AGENDA ITEM 9.(d)  
MEETING DATE April 16, 2008

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

**TO: Members of the Governing Board**

**SUBJECT: AMENDMENT TO AGREEMENT WITH KMD  
ARCHITECTS FOR THE VACAVILLE CENTER  
PARKING LOT DESIGN**

**REQUESTED ACTION: APPROVAL OF ADDITIONAL SERVICES**

**SUMMARY:**

Board approval is requested for additional design services for Kaplan McLaughlin & Diaz (KMD) including construction documents for additional parking at the new Vacaville Center. This parking lot will be located south of the current planned parking lot in the proposed Phase I construction. The District has requested additional parking to be included as part of Phase I construction requiring an adjustment to the original design contract. The fee for services total \$10,767.50.

Attached is a table outlining the proposed amendments to KMD along with specific details regarding the additional design services.

Ron Richards from Kitchell will be at the meeting to answer any questions from the Governing Board.

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

Frank W. Kitchen  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7176

**TELEPHONE NUMBER**

Maintenance & Operations

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**AMENDMENT TO CONTRACT AGREEMENT WITH KAPLAN McLAUGHLIN DIAZ ARCHITECTS**  
**Governing Board Meeting - April 16, 2008**

| <b>PROJECTS</b>                                                 | <b>ORIGINAL CONTRACT<br/>AMOUNT</b>                                                                                                                                                                                                                                                                                                                                                                                      | <b>PROPOSED FEE<br/>INCREASE</b> | <b>REVISED CONTRACT<br/>TOTAL</b> |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------|
| Vacaville Center                                                | \$2,058,078.00                                                                                                                                                                                                                                                                                                                                                                                                           | \$10,767.50                      | \$2,068,845.50                    |
| <b>Item #</b>                                                   | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                       |                                  | <b>Cost</b>                       |
| <u>Scope Item 1.</u><br>Additional Parking Lot Design Services. | The Department of State Architect (DSA) approved design includes one additional parking lot for 140 parking spaces. District has requested design service to include construction documents for additional parking. These services will include civil and architectural designs, including ADA access from the parking lot to the new building, landscaping, site lighting, site drainage and irrigation system designs. |                                  | \$10,767.50                       |
|                                                                 | <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                  | <b>\$10,767.50</b>                |

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

**TO:** **Members of the Governing Board**

**SUBJECT:** **SECOND READING AND APPROVAL OF NEW STUDENT  
SERVICES POLICY 5055, SERIES 5000**

**REQUESTED ACTION:** **APPROVAL**

---

**SUMMARY:**

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. At this time, District staff presents for approval the Student Services Policy 5055 (Enrollment Priorities).

The Executive Council reviewed and approved new Policy 5055 (Enrollment Priorities) at their meeting held December 10, 2007. The Shared Governance Council reviewed and approved this new policy at their meeting held February 13, 2008.

This item was submitted to the Governing Board for information at their meeting held March 19, 2008.

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

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Lisa J. Waits, Ed.D., Vice President  
Student Services

---

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

---

**ADDRESS**

(707) 864-7223

---

**TELEPHONE NUMBER**

Student Services


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**ORGANIZATION**

April 4, 2008

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**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

---

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT****ENROLLMENT PRIORITIES****5055****POLICY:**

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and corequisites, or due to other, practical considerations.

The Superintendent/President or designee shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

**REFERENCES/  
AUTHORITY:**

Title 5, Sections 51006, 58106, 58108

LW:lg

BP5055

**ADOPTED:** XXXXXXXX

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| Executive Council Review: December 10, 2007<br>Shared Governance Review: February 13, 2008 |
|--------------------------------------------------------------------------------------------|

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

**TO:** **Members of the Governing Board**

**SUBJECT:** **FAIRFIELD-SUISUN TWILIGHT ROTARY CLUB  
DONATION TO THE FOUNDATION**

**REQUESTED ACTION:** **INFORMATION**

---

**SUMMARY:**

Presentation by Tamer Totah, President of the Fairfield-Suisun Twilight Rotary Club, of a check for \$5,000.00 to the Solano Community College Foundation.

The donation is for the establishment of a perpetual annual Scholastic Scholarship for a Solano Community College student with a Business or related major.

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

Charles R. Shatzer, Interim Director  
Solano Community College Foundation

---

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

---

**ADDRESS**

(707) 864-7177

---

**TELEPHONE NUMBER**

Solano Community College Foundation


---

**ORGANIZATION**

April 4, 2008

---

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

---

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**



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

**TO: Members of the Governing Board**

**SUBJECT: PRESENTATION HIGHLIGHTING THE COSMETOLOGY  
PROGRAM AT SOLANO COMMUNITY COLLEGE**

**REQUESTED ACTION: INFORMATION**

**SUMMARY:**

Robert Johnson, Dean of the Career Technical Education Division, will share highlights of the outstanding Cosmetology program at Solano Community College, its students, instructors, and contributions to Solano County and the regional industry.

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

Robert Johnson, Dean  
Career Technical Education

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7155

**TELEPHONE NUMBER**

Academic Affairs

**ORGANIZATION**

April 4, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



**GERALD F. FISHER**  
Superintendent/President

April 4, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**