

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2019-2020

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Emily Burt	Transfer Center / Articulation Coordinator	09/03/2019

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Sandra Diehl	Contract Horticulture Instructor (from .5 FTE to 1.0 FTE)	08/08/2019
Maire Morinec	Dean, School of Applied Technology & Business to Dean, Vacaville Center	08/01/2019

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Quiara Alexander	Beginning Interpreter, Level 2	General Fund	08/22/19 – 06/20/20	\$13.00 hr.
Kevin Anderson	Cybersecurity Camp Coord	Strong Workforce	07/22/19 – 07/26/19	\$2500 stipend
Isabel Anderson	FYE Welcome Day	Student Equity	07/01/19 – 06/30/20	\$64.87/hr.
Valerie Barreto	Teaching Apprentice-English	Basic Skills	08/22/19 – 06/30/20	\$21.00 hr.
Beatriz Cadenas	Student Equity and Success Special Projects	Student Equity	08/22/19 – 06/30/20	\$25.00 hr.
Jose Cortes	Teaching Aporentice Coord	Basic Skills	07/01/19 – 06/30/20	\$58.60/hr.
Aurora Cortez	Teaching Apprentice-English	Basic Skill	08/22/19 – 06/30/20	\$21.00 hr.
Lymarie Gonzalez	Theatre Event Technician	General Fund	08/22/19 – 06/20/20	\$15.50 hr.
Priscilla Jones-Foster	CalWorks Counseling	General Fund	07/10/19 – 06/30/20	\$69.05/hr.

Mary Jones
Human Resources

August 9, 2019

Date Submitted

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

August 21, 2019

Date Approved

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Stephen Lepera	Clinical Simulation	Nursing Program Support Grant	08/12/19 – 06/30/20	\$60.62/hr.
Carlena Miles	Teaching Apprentice-English	Basic Skills	08/22/19 – 06/30/20	\$21.00 hr.
Courtney Nelson	Teaching Apprentice-English	Basic Skills	08/22/19 – 06/30/20	\$21.00 hr.
Krechona Ngomba-Westbrook	ASTC Instructional Assistant	Basic Skills	08/08/19 – 06/30/20	\$16.56 hr.
Narisa Orosco-Woolworth	Counseling	EOPS	07/10/19 – 06/30/20	\$69.05/hr.
Chelsea Reid	Intern (ASL Interpreter) (UPDATED)	General Fund	07/09/19 – 06/30/20 (UPDATED)	\$25.00 hr. (UPDATED)
Diane Powell	Student Services Generalist	SEA	08/22/19 – 06/30/20	\$16.56/hr.
Stephanie Sherman	Teaching Apprentice-English	Basic Skills	08/22/19 – 06/30/20	\$21.00 hr.
Lavonne Slaton	Cybersecurity Camp	Strong Workforce	07/22/19 – 07/26/19	\$1000 stipend
Dirk Smith	Cybersecurity Camp	Strong Workforce	07/22/19 – 07/26/19	\$1000 stipend
Christopher Summers	Teaching Apprentice-English	Basic Skills	08/22/19 – 06/30/20	\$21.00 hr.
Kathleen Velasco	Teaching Apprentice-English	Basic Skills	08/22/19 – 06/30/20	\$21.00 hr.
Jonathan Wells	Teaching Apprentice-English	Basic Skills	08/22/19 – 06/30/20	\$21.00 hr.

SEPARATION OF SERVICE

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Laura Convento (deceased)	Business Operations Coordinator (5 years, 4 months of service)	07/15/19

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Effective</u>	<u>Assignment</u>
Sue Finn-Stratten	Counseling	08/12/19 – 06/30/20	Notetaking & accommodation assistance
Lolli Hilton	Liberal Arts	08/12/19 – 06/30/20	Theater assistance

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

TO: Members of the Governing Board
SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION
REQUESTED ACTION: APPROVAL

PERSONAL SERVICES AGREEMENTS

Superintendent-President

Celia Esposito-Noy, Ed.D.

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Kristie West	Develop, edit and distribute weekly Inside Solano publication. Assist with design for event announcements as needed	July 1, 2019- June 30, 2020	Not to exceed \$12,000.00

Academic Affairs

David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Carrie Marks	Guest presentation for FT3 Faculty Retreat, held at Solano Community College on May 28, 2019.	May 28, 2019- May 28, 2019	Not to exceed \$300.00

Robert V. Diamond
Vice President, Finance & Administration

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

August 9, 2019
Date Submitted

August 21, 2019
Date Approved

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

TO: Members of the Governing Board
SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION
REQUESTED ACTION: APPROVAL

PERSONAL SERVICES AGREEMENTS

Academic Affairs

David Williams, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Michael Cook	Set Designer for Fall Play Getting Out. Attend meetings with director, scene shop, lightning designer as needed; attend all production meetings, all tech rehearsals and provide detailed notes.	Sep 5, 2019- Oct 29, 2019	Not to exceed \$1,500.00

Finance and Administration

Robert Diamond, Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Melody Stockwell	Assist with maintaining Integrity of official Solano College Athletics Presto Website. Purpose is to hold Historical and current info for community and to showcase Solano's events and 10 Intercollegiate athletic programs.	Aug 8, 2019- June 30, 2020	Not to exceed \$5,000.00

Robert V. Diamond

Vice President, Finance & Administration

August 9, 2019

Date Submitted

Celia Esposito-Noy, Ed.D.

Superintendent-President

August 21, 2019

Date Approved

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

TO: **Members of the Governing Board**

SUBJECT: **WARRANTS**

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

7/1/2019	Vendor Payments	11094648-11094680	\$162,094.14
7/2/2019	Vendor Payments	11094681-11094684	\$2,671.55
7/3/2019	Vendor Payments	11094685-11094693	\$112,534.55
7/10/2019	Vendor Payments	11094694-11094696	\$22,922.28
7/10/2019	Vendor Payments	11094697-11094702	\$125,122.47
7/12/2019	Vendor Payments	11094703-11094705	\$13,433.00
7/12/2019	Vendor Payments	11094706-11094785	\$746,848.58

CONTINUED ON NEXT PAGE:

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 70902 & 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$2,801,678.66</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Robert V. Diamond
Vice President, Finance and Administration

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Robert V. Diamond, Finance and Administration

VICE PRESIDENT APPROVAL

August 9, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

August 21, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: WARRANTS

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

7/17/2019	Vendor Payments	11094786-11094864	\$20,436.20
7/18/2019	Vendor Payments	11094865-11094869	\$468,599.10
7/19/2019	Vendor Payments	11094870-11094872	\$9,076.50
7/19/2019	Vendor Payments	11094873-11094927	\$341,790.41
7/24/2019	Vendor Payments	11094928-11094937	\$64,555.61
7/24/2019	Vendor Payments	11094938-11094974	\$317,703.01
7/24/2019	Vendor Payments	11094975-11094980	\$112,845.43
7/30/2019	Vendor Payments	11094981-11094994	\$99,674.96
7/31/2019	Vendor Payments	11094995-11095052	<u>\$181,370.87</u>
TOTAL:			<u>\$2,801,678.66</u>

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

TO: **Members of the Governing Board**

SUBJECT: **NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR THE B400 ADDITIONAL SIGNAGE PROJECT**

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Board approval is requested for the B400 Additional Signage Project Notice of Completion. On May 16, 2019, a purchase order was awarded to Ellis & Ellis Sign Systems for the B400 Additional Signage Project. The scope of work included fabrication and installation of interior building signs for building 400 due to the relocation of the Veterans Center to Building 2700. Signs were fabricated to match existing interior signs.

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

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

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$0</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Lucky Lofton
Executive Bonds Manager

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

ADDRESS

(707) 863-7855

TELEPHONE NUMBER
Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

August 9, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

August 21, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

When recorded mail to:
Lucky Lofton, Executive Bonds Manager
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

Notice of Completion

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

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

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

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 8/21/19
 7. The Project Name is: B400 Additional Signage Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is: Ellis & Ellis Sign Systems
 10. The name of the contractor's Surety Co. is: N/A
 11. The date of contract between the contractor and the above owner is: 5/16/19
 12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 94534
 13. APN #: 0027-242-110
 14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Fabrication and installation of additional interior signs for Building 400 on the District's Fairfield campus.

Date

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

Verification

I, undersigned, say:

I am Executive Bonds Manager _____ Lucky Lofton

("President," "Owner," "Manager," etc.)

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

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

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

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

TO: **Members of the Governing Board**

SUBJECT: **NOTICE OF COMPLETION FOR CONSTRUCTION
SERVICES FOR THE VACAVILLE CENTER ANNEX
BUILDING ASL SIGNAGE PROJECT**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Board approval is requested for the Vacaville Center Annex Building ASL Signage Project Notice of Completion. On May 16, 2019, a purchase order was issued to Ellis & Ellis Sign Systems for the Vacaville Center Annex Building ASL Signage Project. The scope of work included the design and installation of a new exterior signs for the ASL Program at the Vacaville Annex Building per the District Standards.

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

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

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$0</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Lucky Lofton
Executive Bonds Manager

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

ADDRESS

(707) 863-7855

TELEPHONE NUMBER
Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

August 9, 2019
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

August 9, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

When recorded mail to:
Lucky Lofton, Executive Bonds Manager
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

Notice of Completion

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

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

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

NAMES

ADDRESSES

-
6. Work of modernization on the property hereinafter described was completed on: 8/21/19
 7. The Project Name is: Vacaville Center Annex Building ASL Signage Project
 8. DSA Number (if applicable): Not Applicable
 9. The contractor for such work of modernization is: Ellis & Ellis Sign Systems
 10. The name of the contractor's Surety Co. is: Not Applicable
 11. The date of contract between the contractor and the above owner is: May 16, 2019
 12. The street address of said property is: 2000 North Village Parkway, Vacaville, California 95688
 13. APN #: 0133-180-160
 14. The property on which said work of modernization was completed is in the City of Vacaville, County of Solano, State of California, and is described as follows: Design and installation of exterior signage for the ASL program at the Vacaville Annex Building.

Date

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

Verification

I, undersigned, say:

I am Executive Bonds Manager Lucky Lofton
("President," "Owner," "Manager," etc.)

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

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

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Mary Gumlia	Tenured Counselor/Counseling Instructor 18 years; 5 months of service at SCC	08/03/2019

STUDENT SUCCESS IMPACT:

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

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

- APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mary Jones
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

August 21, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

August 9, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: ADJUNCT/OVERLOAD FACULTY LIST

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

Attached for the Governing Board’s review is the Adjunct/Overload faculty list for the Fall 2019 semester. This includes 242 adjunct faculty and 102 contract faculty working overload, representing a total of 35,295.5 hours and \$2,756,736.07.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 87482 Board Policy: 4005 Estimated Fiscal Impact: \$2,756,736.07

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mary Jones.
Human Resources

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

August 21, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

August 9, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Fall 2019 Adjunct / Overload Faculty Assignments

Type	Division	Name
Overload	Health Sciences & Kinesiology	Adams, Dorene L
Adjunct	Health Sciences & Kinesiology	Agno, Sheila K
Adjunct	Health Sciences & Kinesiology	Aguirre, Erika L.
Adjunct	Mathematics & Science	Alaei, Dalileh
Overload	Mathematics & Science	Allen, Darryl G
Adjunct	Mathematics & Science	Allen, Matthew
Adjunct	Mathematics & Science	Almeida, Joseph
Adjunct	Applied Technology & Business	Alums, Rhuenette L
Adjunct	Social & Behavioral Sciences	Alvarado, Thea S
Overload	Liberal Arts	Anderson, Isabel M
Overload	Counseling	Anderson, James
Overload	Applied Technology & Business	Anderson, Kevin L
Adjunct	Liberal Arts	Anderson, Kristen
Adjunct	Mathematics & Science	Aptekar, Rachel
Adjunct	Mathematics & Science	Arnaiz, Damian O
Adjunct	Mathematics & Science	Asghary, Zahra
Adjunct	Health Sciences & Kinesiology	Aubert, Dustin
Overload	Social & Behavioral Sciences	Ayala, Anthony P
Adjunct	Social & Behavioral Sciences	Ayala, Brianne
Adjunct	Applied Technology & Business	Bacon, Katora
Adjunct	Mathematics & Science	Balint, Michael B
Adjunct	Mathematics & Science	Balsley, Samuel L
Adjunct	Applied Technology & Business	Barnes, Patti
Overload	Liberal Arts	Barsness, Sarah L
Adjunct	Applied Technology & Business	Bartoli, Robert
Overload	Applied Technology & Business	Beam, Erica L
Adjunct	Mathematics & Science	Benton, Isaac L
Adjunct	Applied Technology & Business	Berhel, Byron R
Overload	Applied Technology & Business	Berrett, Debra
Overload	Applied Technology & Business	Berrett, Mark W
Adjunct	Mathematics & Science	Berryhill, Katie J
Adjunct	Mathematics & Science	Berta, Scott
Adjunct	Applied Technology & Business	Bolton, Alison
Overload	Social & Behavioral Sciences	Bolz, C. Sabine
Adjunct	Health Sciences & Kinesiology	Boudreau, Rosanne
Overload	Health Sciences & Kinesiology	Bower, Brian
Overload	Mathematics & Science	Brewer, Kevin
Adjunct	Liberal Arts	Brookshire, Guy
Overload	Health Sciences & Kinesiology	Brown, Curtiss R
Adjunct	Liberal Arts	Brunner, Theresa
Overload	Social & Behavioral Sciences	Bundenthal, Thomas
Adjunct	Social & Behavioral Sciences	Bussewitz, Barry A
Adjunct	Health Sciences & Kinesiology	Butters, Wanda A
Adjunct	Social & Behavioral Sciences	Byrn, Karl J
Overload	Social & Behavioral Sciences	Cabrera, Saki
Adjunct	Mathematics & Science	Calef, Daniel F

Fall 2019 Adjunct / Overload Faculty Assignments

Type	Division	Name
Adjunct	Applied Technology & Business	Callison, Kathleen J
Adjunct	Social & Behavioral Sciences	Campbell, Jody L
Adjunct	Counseling	Campos, David A
Adjunct	Counseling	Cardenas, Theresa M.
Overload	Health Sciences & Kinesiology	Cardinal, Jeffrey S
Overload	Health Sciences & Kinesiology	Cary, Adrienne
Adjunct	Social & Behavioral Sciences	Cascaddan, Daniel
Adjunct	Liberal Arts	Catania, Amy Lynne
Adjunct	Social & Behavioral Sciences	Chavez, Lauren
Adjunct	Counseling	Cheah, Kelvin
Overload	Counseling	Cittadino, Nicholas J
Adjunct	Liberal Arts	Coad, David T
Adjunct	Liberal Arts	Cohen, Traci J
Adjunct	Applied Technology & Business	Cole, Shaunice L
Adjunct	Social & Behavioral Sciences	Collins, Christopher J
Adjunct	Mathematics & Science	Conde Pereira, Angel
Adjunct	Liberal Arts	Connolly, Nathan
Overload	Mathematics & Science	Conrad, Joseph F
Overload	Mathematics & Science	Conrad, Kathleen M
Overload	Applied Technology & Business	Cook, Karen S
Overload	Liberal Arts	Cortes, Jose
Overload	Counseling	Coulter, Kimberly
Adjunct	Liberal Arts	Coury, Carlene
Overload	Health Sciences & Kinesiology	Craig, Erin L
Adjunct	Health Sciences & Kinesiology	Creighton, Lynda A
Adjunct	Mathematics & Science	Cromheecke, Jessica L
Adjunct	Mathematics & Science	Damerel, Jordan
Adjunct	Liberal Arts	Davis, Carly L
Adjunct	Liberal Arts	Davis, Todd S
Adjunct	Liberal Arts	Dempsey, T. Michael
Adjunct	Learning Resources	Denen, Jenny Hobson
Overload	Mathematics & Science	Diehl, Sandra
Adjunct	Mathematics & Science	Dominguez, Steven
Overload	Mathematics & Science	Donovan, Sarah M
Overload	Health Sciences & Kinesiology	Dorrough, Debbie L
Overload	Learning Resources	Duane, Erin E
Adjunct	Applied Technology & Business	Duarte, Alonso
Adjunct	Liberal Arts	Dudman, Matthew
Overload	Liberal Arts	East, Evangeline
Adjunct	Social & Behavioral Sciences	Eastland, Lauren
Adjunct	Liberal Arts	Elizalde De Pereira, Martha A
Overload	Health Sciences & Kinesiology	Enemmuo, Vitalis
Overload	Mathematics & Science	Eskandari, Vahid
Overload	Mathematics & Science	Esteve, Carlos M
Adjunct	Applied Technology & Business	Everett, Michelle
Adjunct	Mathematics & Science	Farahnak, Fereydoon

Fall 2019 Adjunct / Overload Faculty Assignments

Type	Division	Name
Overload	Liberal Arts	Farmer, Erin D
Adjunct	Liberal Arts	Federle, Steven J
Overload	Mathematics & Science	Ferrebee, Kristina M
Adjunct	Social & Behavioral Sciences	Findlay, Simone M
Adjunct	Learning Resources	Fink, Mark A
Adjunct	Liberal Arts	Finnigan, Jennifer L
Adjunct	Mathematics & Science	Fioritto, Christopher J
Adjunct	Liberal Arts	Fitchhorn, Nadja D
Overload	Counseling	Flatland, Marianne
Overload	Liberal Arts	Florence, Ferdinanda P
Adjunct	Liberal Arts	Flower, Jessub Eli
Overload	Health Sciences & Kinesiology	Freed, Elizabeth A
Overload	Learning Resources	Frey, Atticus M
Adjunct	Health Sciences & Kinesiology	Frizzell, Gail
Adjunct	Mathematics & Science	Fuller, Levi
Overload	Learning Resources	Fuller, Ruth
Adjunct	Health Sciences & Kinesiology	Gabbard, Mary B
Overload	Liberal Arts	Gallagher, Hui Hui
Adjunct	Liberal Arts	Gann, Deanna
Adjunct	Applied Technology & Business	Garnier, Michael J
Adjunct	Health Sciences & Kinesiology	Gentile, Nicole
Adjunct	Mathematics & Science	Gerhart, Karen L
Adjunct	Liberal Arts	Gifford, Christina
Adjunct	Mathematics & Science	Gill, Daniel D
Adjunct	Mathematics & Science	Goesdasilva, Francisco
Adjunct	Mathematics & Science	Gonzalinajec, Trevor H
Overload	Applied Technology & Business	Goodwin, Michael W
Adjunct	Mathematics & Science	Graf, Robert
Adjunct	Mathematics & Science	Grant, Patrick G
Adjunct	Social & Behavioral Sciences	Gravely, Steven R
Overload	Applied Technology & Business	Green, Douglas J
Adjunct	Counseling	Greene, Amanda L
Adjunct	Mathematics & Science	Gregory, Sean A
Overload	Mathematics & Science	Grube, Thomas E
Adjunct	Counseling	Gumlia, Mary
Overload	Mathematics & Science	Gunther, Susanna E
Adjunct	Applied Technology & Business	Gutierrez, Anthony
Adjunct	Liberal Arts	Hamlin, Renee
Overload	Mathematics & Science	Hannan, Zachary
Adjunct	Health Sciences & Kinesiology	Hannigan, Bessie
Adjunct	Social & Behavioral Sciences	Harris, Kayla I
Adjunct	Social & Behavioral Sciences	Harris, Richard
Adjunct	Applied Technology & Business	Hassett, Susan J
Adjunct	Mathematics & Science	Hawkes, Wayne Chris
Adjunct	Mathematics & Science	Hefner-Gravink, Ann L
Overload	Applied Technology & Business	Hidy, Paul D

Fall 2019 Adjunct / Overload Faculty Assignments

Type	Division	Name
Overload	Mathematics & Science	Higashi, John M
Adjunct	Social & Behavioral Sciences	Huff, Virginia
Adjunct	Liberal Arts	Hunton-Chan, Winifred
Adjunct	Mathematics & Science	Immel, Scott A
Adjunct	Health Sciences & Kinesiology	Iqueda, Angel
Adjunct	Social & Behavioral Sciences	Isip-Bautista, Maria X
Overload	Social & Behavioral Sciences	Jaimez, Theresa L
Adjunct	Health Sciences & Kinesiology	Jansen, John E
Overload	Mathematics & Science	Jian, Alan S
Overload	Social & Behavioral Sciences	Johnson, Tonmar
Adjunct	Mathematics & Science	Johnson, Tracey F
Adjunct	Health Sciences & Kinesiology	Johnson, Tracy A
Adjunct	Social & Behavioral Sciences	Jones, Anthony
Adjunct	Social & Behavioral Sciences	Jones, Nadirah
Adjunct	Applied Technology & Business	Jourgensen, Cynthia L
Overload	Health Sciences & Kinesiology	Kargbo, Myra L
Overload	Mathematics & Science	Kaur, Kiran
Adjunct	Liberal Arts	Keane, Marisa J.
Adjunct	Liberal Arts	Kearns, Kathryn M
Adjunct	Mathematics & Science	Keener, Roger
Adjunct	Health Sciences & Kinesiology	Kennedy, Veronica M.
Adjunct	Liberal Arts	Keyser, Glenn J
Adjunct	Liberal Arts	Kielwasser, Alfred P
Adjunct	Mathematics & Science	Knettle, John
Adjunct	Liberal Arts	Knight, Jacob
Adjunct	Applied Technology & Business	Kolbe, Kevin T
Adjunct	Mathematics & Science	Kuch, David J.
Adjunct	Mathematics & Science	Kuo, Chieh
Adjunct	Applied Technology & Business	Lake, David Allen
Overload	Mathematics & Science	Lam, Oanh P
Adjunct	Liberal Arts	Lamons-Raiford, Michele R
Overload	Liberal Arts	Lancet, Marc K
Adjunct	Mathematics & Science	Langston, James
Adjunct	Learning Resources	Lawson, Ashlie A
Adjunct	Counseling	Lawson, Ashlie A
Adjunct	Applied Technology & Business	Le, Jessica
Adjunct	Social & Behavioral Sciences	Lindsay, Andriea N
Adjunct	Mathematics & Science	Lombard, Robert M
Adjunct	Counseling	Lomeli, Rosa E
Overload	Liberal Arts	Long, Darsen B
Overload	Mathematics & Science	Long, James H
Overload	Liberal Arts	Lorenz, Jeanne M
Adjunct	Liberal Arts	Lowe, Karen W
Adjunct	Social & Behavioral Sciences	Luedders, Jeanette
Adjunct	Mathematics & Science	Lumanglas, Christopher B
Overload	Mathematics & Science	Lutz, Melanie P

Fall 2019 Adjunct / Overload Faculty Assignments

Type	Division	Name
Adjunct	Counseling	Mack, Michelle Yvonne
Adjunct	Liberal Arts	MacKechnie, Ruth K
Adjunct	Learning Resources	Madigan, Timothy
Overload	Applied Technology & Business	Maghoney, Laura
Adjunct	Mathematics & Science	Magsaysay, Maria
Adjunct	Mathematics & Science	Marcon, Rita G.
Overload	Health Sciences & Kinesiology	Marks, Kevin W
Overload	Liberal Arts	Marlow-Munoz, Lorna S
Adjunct	Liberal Arts	Marshall, Jan Lee
Overload	Applied Technology & Business	Marshall, Ricky E
Overload	Mathematics & Science	Martinelli, Willie J
Adjunct	Health Sciences & Kinesiology	Marzan, Olivia A
Adjunct	Mathematics & Science	Matthews, Shaw H
Overload	Applied Technology & Business	Mayes, Brooks R
Adjunct	Liberal Arts	Mazak, Scott
Overload	Liberal Arts	McBride, Christopher M
Adjunct	Applied Technology & Business	McCarthy, Jeanette E
Adjunct	Mathematics & Science	McCray, Tyra N.
Overload	Applied Technology & Business	McGee, Andrew W
Overload	Liberal Arts	McKinnon, Sarah N
Adjunct	Liberal Arts	McLean, Matt
Adjunct	Mathematics & Science	Melkonyan, Gegham
Adjunct	Liberal Arts	Mikolajcik, Walter
Adjunct	Mathematics & Science	Mircheva, Marion
Adjunct	Mathematics & Science	Montanez, Robert L
Overload	Mathematics & Science	Moore, Rennee A
Adjunct	Social & Behavioral Sciences	Moore, Sandra
Adjunct	Counseling	Mostafa, Nazia
Adjunct	Counseling	Muhaimin, Aaliyah
Adjunct	Mathematics & Science	Muick, Pamela C
Adjunct	Liberal Arts	Muksian, Aram Avedis
Overload	Liberal Arts	Mungin, Douglas
Adjunct	Mathematics & Science	Munshi, Zarina
Adjunct	Learning Resources	Nelson, Frances J
Overload	Applied Technology & Business	Nordin, Sarah P
Adjunct	Applied Technology & Business	Oare, John
Adjunct	Applied Technology & Business	Oo, Phoo Han
Adjunct	Counseling	Orosco-Woolworth, Narisa K
Adjunct	Liberal Arts	Orr, Stephen R
Adjunct	Social & Behavioral Sciences	Osburn, Randi
Adjunct	Liberal Arts	Paeng, Seong J
Overload	Liberal Arts	Pandone, Marc V
Overload	Health Sciences & Kinesiology	Parrish, Scott L
Overload	Mathematics & Science	Paschal, Robert B
Overload	Health Sciences & Kinesiology	Pearson-Bloom, Theresa L
Adjunct	Liberal Arts	Pelletti, Michael A

Fall 2019 Adjunct / Overload Faculty Assignments

Type	Division	Name
Adjunct	Liberal Arts	Perez, John D
Adjunct	Social & Behavioral Sciences	Perrone, Nickolas M
Adjunct	Liberal Arts	Perry, Jason
Adjunct	Liberal Arts	Petero, Ana P
Adjunct	Mathematics & Science	Petersen, Philip S
Adjunct	Health Sciences & Kinesiology	Petersen, Sidney J
Adjunct	Mathematics & Science	Pirondini, AnthonY
Overload	Mathematics & Science	Podkolzina, Svetlana
Overload	Liberal Arts	Poff, Greg B
Adjunct	Social & Behavioral Sciences	Powell, Joel J
Adjunct	Social & Behavioral Sciences	Powers, Maureen A
Adjunct	Learning Resources	Prime, Lynn F
Overload	Social & Behavioral Sciences	Purdie, Rachel
Adjunct	Social & Behavioral Sciences	Pyle, David B
Adjunct	Mathematics & Science	Rabbette, Maura
Overload	Mathematics & Science	Re, Edward B
Adjunct	Liberal Arts	Redeaux, Zenobia Ann
Overload	Liberal Arts	Reeve, Melissa M
Adjunct	Applied Technology & Business	Reeves, George
Adjunct	Social & Behavioral Sciences	Regalado, Maria
Adjunct	Liberal Arts	Reilly, Michael
Adjunct	Health Sciences & Kinesiology	Renger, John Matheny
Overload	Mathematics & Science	Rhoads, Genele G
Adjunct	Learning Resources	Richardson, Aaron T
Adjunct	Mathematics & Science	Riddell, Bruce A
Adjunct	Health Sciences & Kinesiology	Riley, Jared Michael
Adjunct	Liberal Arts	Ringo, Heather Ann
Overload	Mathematics & Science	Robertson, Randall J
Adjunct	Liberal Arts	Rodriguez, Eusebio
Adjunct	Counseling	Rodriguez, Kristieen
Adjunct	Liberal Arts	Roggli, Kurt W
Adjunct	Learning Resources	Rotenberg, Sandra D
Adjunct	Social & Behavioral Sciences	Rothman, Jonathan S
Adjunct	Health Sciences & Kinesiology	Rovira, Rafael Jorge
Adjunct	Liberal Arts	Rubenstein, Abigail J
Adjunct	Counseling	Rulloda, Gail
Adjunct	Mathematics & Science	Rutaganira, Thomas F
Adjunct	Liberal Arts	Ryan, Kelly
Adjunct	Social & Behavioral Sciences	Ryer, Kerri A
Adjunct	Mathematics & Science	Samin, Ahmad F
Adjunct	Health Sciences & Kinesiology	Sanchez, Annabelle M
Overload	Mathematics & Science	Sanden, Gulnur
Overload	Mathematics & Science	Santiago, Maria E
Adjunct	Health Sciences & Kinesiology	Schentrup, Bailey K
Adjunct	Mathematics & Science	Schmall, Calvin
Overload	Liberal Arts	Schneider, Tracy L

Fall 2019 Adjunct / Overload Faculty Assignments

Type	Division	Name
Overload	Liberal Arts	Schouten, Jonathan W
Adjunct	Social & Behavioral Sciences	Schrumpf, David J
Adjunct	Learning Resources	Scolari, Jennifer F
Overload	Liberal Arts	Scott, Joshua R
Adjunct	Applied Technology & Business	Self, Melvin
Overload	Mathematics & Science	Sengmany, Kheck
Adjunct	Mathematics & Science	Sharma, Neeta
Adjunct	Liberal Arts	Shubrook, Samantha C
Adjunct	Health Sciences & Kinesiology	Silva, Ricky David
Adjunct	Liberal Arts	Skillman, Whitney
Overload	Applied Technology & Business	Slaton, La Vonne D
Adjunct	Applied Technology & Business	Smith, Dirk T
Overload	Mathematics & Science	Smith, Michelle L
Overload	Liberal Arts	Smith, Rachel A
Adjunct	Social & Behavioral Sciences	Smith, Sheila C
Overload	Social & Behavioral Sciences	Smith, Tasha R
Adjunct	Liberal Arts	Smith-Rowsey, Daniel G
Adjunct	Applied Technology & Business	Snedeker, Lisa
Overload	Applied Technology & Business	Spoelstra, Kevin J
Adjunct	Mathematics & Science	St Germain, Commodore
Adjunct	Mathematics & Science	Staffero, Linda
Adjunct	Health Sciences & Kinesiology	Stevens, Vesta
Adjunct	Applied Technology & Business	Strickland, Joanne L
Adjunct	Applied Technology & Business	Sturdee, John M
Adjunct	Mathematics & Science	Sturgeon, Lawrence E
Adjunct	Health Sciences & Kinesiology	Talley, Elaine Lim
Overload	Social & Behavioral Sciences	Taylor-Hill, Lauren M
Adjunct	Learning Resources	Tedone, Diana C
Adjunct	Learning Resources	Thomas, Lia S
Adjunct	Mathematics & Science	Togonon, Dennis L
Adjunct	Counseling	Trujillo, Dawn
Adjunct	Liberal Arts	Turney, Nicholas S
Adjunct	Applied Technology & Business	Twitchell, Keith I
Adjunct	Counseling	Urabe, Elizabeth A
Overload	Applied Technology & Business	Urrutia, John T
Overload	Mathematics & Science	Valch, Mary A
Adjunct	Liberal Arts	Valentino, Rebecca A
Adjunct	Mathematics & Science	Van Horne, Justin Neal
Adjunct	Social & Behavioral Sciences	Van Veen, Vincent
Adjunct	Mathematics & Science	Wai, Newton Y
Adjunct	Counseling	Wallace, Joan L
Adjunct	Social & Behavioral Sciences	Washington, Deraan L.
Adjunct	Liberal Arts	Wasley-Smith, Sarah
Adjunct	Applied Technology & Business	Watkins, Stephen
Overload	Liberal Arts	Watson-Perez, Heather L
Adjunct	Liberal Arts	Way, William H

Fall 2019 Adjunct / Overload Faculty Assignments

Type	Division	Name
Adjunct	Health Sciences & Kinesiology	Webster, Vincent A
Adjunct	Liberal Arts	Wesley, Andrew M
Overload	Liberal Arts	Whitesell, Janene C
Adjunct	Applied Technology & Business	Wikkeling-Miller, Curley M
Overload	Health Sciences & Kinesiology	Williams, Darla R
Adjunct	Learning Resources	Williams, Lynne A
Adjunct	Liberal Arts	Williamson, Stephanie S
Adjunct	Social & Behavioral Sciences	Wilson, Nicole A
Adjunct	Social & Behavioral Sciences	Woichik, Patricia
Adjunct	Counseling	Wright, Sharlice
Overload	Liberal Arts	Wyly, Michael J
Adjunct	Mathematics & Science	Yandulov, Dmitry V
Adjunct	Counseling	Yeung Whamond, Esther
Overload	Mathematics & Science	Young, Maria Cristina
Adjunct	Health Sciences & Kinesiology	Youngdale, Janet M
Overload	Liberal Arts	Yumae, Teresa M
Adjunct	Applied Technology & Business	Zadnik, Darryl K
Adjunct	Mathematics & Science	Zheng, Banglun
Overload	Mathematics & Science	Zhiv, Dmitriy
Adjunct	Liberal Arts	Zidek, Albert F
Adjunct	Social & Behavioral Sciences	Zitko, Peter A
Adjunct	Mathematics & Science	Zolfarelli, Paul J

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

TO: Members of the Governing Board

**SUBJECT: SHORT-TERM, SEASONAL, PERIODIC, AND STUDENT
WORKER SALARY SCHEDULE CHANGE**

REQUESTED ACTION:

Information **OR** Approval
 Consent **OR** Non-Consent

SUMMARY:

Attached for the Governing Board's review is the revised Short-term, Seasonal, Periodic, and Student Worker Salary Schedule. Effective August 1, 2019, the maximum amount that an assistant coach can receive has been adjusted from \$4,500 per seasonal sport to \$8,300 per seasonal sport.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 87482 Board Policy: 4005 Estimated Fiscal Impact: Unknown

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

Mary Jones.
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7263

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

August 21, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

August 9, 2019
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE
Short-term, Seasonal, Periodic and Student Worker Salary Schedule
Effective 08/01/2019

Seasonal and Periodic

Assistant Athletic Coach	\$16.66 (Maximum of \$8,300.00 per Seasonal Sport)
Athletic Onsite Administrator	\$35.00
Fire Science Academy Classroom Assistant	\$12.00
Journey Level Assistant	\$25.00
Lifeguard	\$12.00/\$15.00
Office Assistant	\$12.00
Maintenance/Facilities	\$12.00/\$13.00
Note taker	\$50 per semester
Pool Manager	\$12.00/\$12.50
Registration Aide	\$12.00/\$15.00
Special Projects	\$25.00-\$65.00
Teaching Apprentice	\$21.00
Telemarketing	\$12.00
Theatre staff:	
Box Office Clerk	\$12.00
Box Office/House Manager	\$13.50
Production Assistant	\$13.10
Theatre Assistant	\$12.00
Theatre Event Technician	\$15.50
Senior Stage Technician	\$17.50
Tutor	\$13.50

Student Workers

All Student Workers \$12.00

The following Student Worker Positions have designated ranges. The higher pay rate and minimum qualifications are determined by the manager:

Early Learning Center Staff:

Aides	\$12.00
Intern 1	\$12.50
Intern 2	\$13.00
Lab Assistant 1	\$13.50
Lab Assistant 2	\$14.50

Disabled Services Program:

Adapted PE Assistant	\$12.00/\$12.50/\$13.50
Mobility Assistant	\$12.00/\$12.50/\$13.50

Tutor \$12.00/\$12.50/\$13.50/\$14.50

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

TO: **Members of the Governing Board**

SUBJECT: **TRANSFER TO SUPPORT CULTURAL EVENTS AND
CAMPUS ACTIVITIES**

REQUESTED ACTION:

- Information** **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

On March 20, 2019, the Board approved increases in parking fees and fines. The increase in revenues to the parking fund provided relief to the general fund and an opportunity to invest in cultural events and campus activities. The Finance and Administration Department is proposing that the Board approve a transfer of \$20,000 from the General Fund (fund 1100) to the Student Life Fund (fund 8100) managed by the Associated Students. The funds are to be designed and used only for cultural events and campus activities.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: Section</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$20,000.00</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Robert V. Diamond
Vice President, Finance & Administration

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-72099

TELEPHONE NUMBER

Robert V. Diamond, Finance & Administration

VICE PRESIDENT APPROVAL

July 26, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

August 07, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPROVAL TO CONSUMMATE PROPERTY EXCHANGE
PURSUANT TO THE PROPERTY EXCHANGE
AGREEMENT BETWEEN BELVEDERE AT NORTHGATE
HOMEOWNERS ASSOCIATION AND SOLANO
COMMUNITY COLLEGE DISTRICT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested in order to complete and consummate the exchange of real property interests pursuant to the Property Exchange Agreement ("Agreement") entered into by the Solano Community College District ("District") and Belvedere at Northgate Homeowners Association

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: 81301	Board Policy: 3360	Estimated Fiscal Impact: N/A
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SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7855

TELEPHONE NUMBER

Robert V. Diamond
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

August 9, 2019

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

August 21, 2019

DATE APPROVED BY SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL TO CONSUMMATE PROPERTY EXCHANGE
PURSUANT TO THE PROPERTY EXCHANGE
AGREEMENT BETWEEN BELVEDERE AT NORTHGATE
HOMEOWNERS ASSOCIATION AND SOLANO
COMMUNITY COLLEGE DISTRICT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

("HOA") where the parties agreed to convey and exchange certain portions of its properties within the Belvedere Residences community in Vallejo, in consideration for clarifying boundary lines to remove and/or settle any boundary line uncertainty and dispute. City of Vallejo has approved the lot line adjustment application for a portion of the properties subject to the exchange and the parties are now prepared to convey the parcels to each other and consummate the property exchange under the Agreement. Staff seeks approval to close escrow on the property conveyances and ratification of all actions taken up to this point in furtherance of the intent and terms under the Agreement.

District staff now requests that the Board: (1) approve the exchange of real property interests as contemplated in the Agreement, as well as all future steps which are necessary to carry-out, give effect to, and comply with the terms of the Agreement in order to remove and/or settle any boundary line uncertainty and dispute; (2) authorize the Superintendent –President and/or designee to perform all acts and execute all documents necessary to close escrow and in furtherance of the terms under the Agreement, including signing the Certificate of Acceptance and any other closing documents required by the escrow officer; and (3) ratify all actions taken up to this point in furtherance of the intent and terms under the Agreement. All terms and obligations are further detailed in the Agreement, which is available in the Superintendent/President Office upon request.

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

TO: **Members of the Governing Board**

SUBJECT: **RENEWAL OF CHANCELLORS OFFICE STATEWIDE
DIRECTOR BUSINESS & ENTREPRENEURSHIP GRANT**

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Board approval is requested to renew Solano Community College as host for the California Community Colleges Chancellor’s Office Statewide Director for Business and Entrepreneurship grant. The Statewide Director for Business and Entrepreneurship is a statewide leadership grant to coordinate business and entrepreneurship sector programs for the 115 California Community Colleges. The amount of the grant is \$372,000 and the term of the grant is July 1, 2019 through September 30, 2020. No match is required for the grant.

Attached is a copy of the grant renewal package from the Chancellor’s Office.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:81655</i>	<i>Board Policy:3520</i>	<i>Estimated Fiscal Impact:\$372,000 Grant Revenue</i>
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SUPERINTENDENT’S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Charles Eason
State Director, Business & Entrepreneurship

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

ADDRESS

(707) 863-7846

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

VICE PRESIDENT APPROVAL

August 9, 2019

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

August 21, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

Board of Governor's, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY
	District (Grantee): <u>Solano CCD</u>
	College: <u>N/A</u>

Contract (Grant) Agreement Workforce and Economic Development Division Statewide Director - Business & Entrepreneurship RFA # 18 - 159	BOG-CCCCO USE ONLY
	Grant Agreement No.: 19 - 159 - 001
	Funding Year (Enactment Year) 2019-20 Total Amount Encumbered : \$ 372,000

This grant is made and entered into, by and between, the Board of Governor's, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Exhibits A, B, C, D), as set forth in the RFA Instructions are incorporated into this grant by reference. The Statewide Directors support the mission of EWD by implementing the required activities and objectives particular to a project, a strategic priority area or an industry cluster.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from July 1, 2019 to September 30, 2020. The Final Report must be submitted within 30 days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE

Project Director: Charles Eason	Total Grant Funds Requested: \$ <u>372,000</u>
Signature, Chief Executive Officer (or authorized Designee)	
Date:	
Print Name/Title of Person Signing: Dr. Celia Esposito-Noy/ Superintendent/President	District Address: 4000 Suisun Valley Rd Fairfield, CA 94534-3197

STATE OF CALIFORNIA

Project Monitor: Maureen White	Agency Address: 1102 Q Street, Suite 4400 Sacramento, CA 95811-6539
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Bus. Unit	Ref No	Fund	FI\$Cal Prgm	SubTask	Index	Object	Chapter	Statute	Funding Year (Enactment Year)	Amount
6870	- 101	- 0001	- 5675119	- 203	- 3235	- 5432000		<u>2019</u>	<u>2019-20</u>	\$ <u>372,000</u>
6870	-	-	-	-	-	-				
Total Amount Encumbered : \$ <u>372,000</u>										

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.	
Date:	
Signature, Deputy Chancellor (or authorized Designee)	
Date:	
Print Name/Title of Person Signing: Paul Feist, Vice Chancellor	

1. Services to be Provided

Grantee shall complete the following tasks: (As a part of the statewide economic and workforce development network, local colleges act as hosts to provide support for leadership to build the system capacity to deliver education, training, and services to faculty, students, staff, employers, employees, colleges, business and labor. These leadership positions work with the Chancellor's Office, and the Economic and Workforce Development Program Advisory Committee (EDPAC), to coordinate resources and assist in providing a system-wide response to economic and workforce development opportunities), as more fully described in the Grantee's Application, attached to and fully incorporated into this Agreement by reference as Exhibit A-1.

2. Project Representatives

The project representatives during the term of this Grant Agreement are:

Chancellor's Office: Project Monitor	Grantee: Project Director
Name: Maureen White	Name: Charles Eason
Phone: 916-445-0103	Phone: 707.863.7846
Email : mwhite@cccco.edu	Email: charles.eason@solano.edu

3. Grantee's Project Director and Key Personnel

Grantee shall notify the Chancellor's Office of any change in the Project Director.

4. Chancellor's Office Project Monitor

The Project Monitor is responsible for overseeing the project as a whole. All questions or problems relating to the project, including the terms or conditions of this Grant Agreement, should be directed to the Project Monitor. The Chancellor's Office shall notify the Grantee of any change in the Project Monitor.

1. Fund Disbursement

In consideration of satisfactory performance of the promised services described in the Grantee's application, the Chancellor's Office agrees to pay the Grantee the "Grant Funds" amount stated in the Grant Agreement face sheet. These funds shall be expended as described in the Application Budget, attached to and fully incorporated into this Agreement by reference as Exhibit B-1. All payments shall be made as follows: (An advance payment of 80% of the total amount of this Grant Agreement will be paid as soon as feasible after the Grant Agreement is fully executed,

- A final payment will be calculated based on the Final Performance and Expenditure Reports due by October 31, 2020. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount.

2. Budget Changes

Grantee may make changes to any budget category amounts up to 10 percent of the category's line item without approval of the Project Monitor, provided no budget category is added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement are not materially affected. Grantee may add or delete budget categories with express, prior written approval of the Project Monitor.

3. Budget Contingency

- a. In order to avoid program and fiscal delays, it is mutually understood that for the mutual benefit of both parties this Grant Agreement may have been written before ascertaining the availability of state or federal funds.
- b. If a state or federal budget for the current fiscal year and/or any subsequent fiscal years covered by this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall have no force or effect. In this event, the Chancellor's Office shall have no liability or responsibility to pay any funds whatsoever to Grantee or to furnish any other considerations under this Grant Agreement, and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- c. If funding for any fiscal year is reduced or deleted by the state or federal budget for purposes of this program, the Chancellor's Office shall have the option to either cancel this Grant Agreement with no liability occurring to the Chancellor's Office, or offer a Grant Agreement Amendment to Grantee to reflect the reduced amount.
- d. Grantee shall inform any sub grantees that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- e. This Grant Agreement is subject to any additional restrictions, limitations or conditions enacted in the state or federal budget and/or laws and Executive Orders that may affect the provisions, term, or funding of this Grant Agreement in any manner

4. Travel

For travel necessary to the performance of this Grant Agreement, Grantee travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by

the Grantee's governing board. For grants involving federal funds, any out-of-state travel must be approved in advance by the Project Monitor.

Grant funds may be used to pay for travel for Chancellor's Office staff provided that the travel is related to the purposes of the Grant Agreement, the travel is necessary to allow Chancellor's Office staff to provide services or technical assistance beyond the scope of normal Grant monitoring, the request is made by the Grantee without duress from Chancellor's Office staff, Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs.

Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs.

1. Amendments

An amendment of this Grant Agreement is required to extend the completion date, materially change the work to be performed, or alter the budget. Requests for an amendment must be submitted to the Project Monitor, and should be made as soon as possible after the need for an amendment arises.

2. Assignment

This Grant Agreement is not assignable by Grantee, either in whole or in part, without the consent of the Project Monitor and in the form of a formal written amendment.

3. Dispute

In the event of a dispute, Grantee agrees to file a "Notice of Dispute" with the Chancellor's Office, within 10 days of discovery of the problem. Immediately thereafter and at a time and place mutually agreed upon, the Grantee, the Vice Chancellor for the division awarding the Grant Agreement, and the Project Monitor will meet for purposes of resolving the dispute. The decision of the Chancellor's Office shall be final.

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

4. Notice

Any notice to either party that is required or permitted to be given under this Grant Agreement shall be given by email to the Project Monitor and/or Project Director and by certified mail properly addressed, postage fully prepaid to the address beneath the name of each respective party. Such notice shall be effective when received. In the event of an emergency, the Project Monitor and/or Project Director should be contacted immediately by telephone.

5. Audit

Grantee agrees that the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any contract or subgrant related to performance of this Grant Agreement.

6. Standards of Conduct and Conflicts of Interest

Grantee hereby assures that in administering this Grant Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this Grant Agreement and to avoid any potential conflict of interests in its administration.

- a. Every reasonable course of action will be taken by the Grantee in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Grant Agreement will be administered in an impartial manner, free from personal, financial, or political gain. The Grantee, and its officers and employees, in administering the Grant Agreement, will avoid situations that give rise to a

suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

- b. **Conducting Business with Relatives.** No relative by blood, adoption, or marriage of any officer or employee of the Grantee, or of any member of its governing board, will receive favorable treatment in the award of contracts or subgrants or in educational or employment opportunities funded by this Grant Agreement.
- c. **Conducting Business Involving Close Personal Friends and Associates.** In administering the Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations that may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. **Avoidance of Conflicts of Economic Interests.**
 - 1. Grantee shall take all reasonable steps to ensure that its officers and employees, and members of its governing board, will avoid any actual or potential conflicts of interests, and that no officer, employee, or board member who exercises any functions or responsibilities in connection with this Grant Agreement shall have any personal financial interest or benefit that either directly or indirectly arises from this Grant Agreement. The term "financial interest" shall include the financial interest of the officer, employee, or board member's spouse or dependent child.
 - 2. Grantee shall establish safeguards to prohibit officers, employees or board members from using their positions for a purpose that could result in private gain, or give the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 - 3. An officer or employee of Grantee, an elected official in the area, or a member of the governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by Grantee or the Chancellor's Office. Supplies, materials, equipment, or services purchased with Grant funds will be used solely for purposes allowed under this Grant Agreement.
 - 4. The governing board may not authorize the award of any contract or subgrant funded by this Grant Agreement, if that contract or subgrant is for the provision of services or goods by any board member, or by any person or entity that is a source of income to a board member.
- e. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.

7. Union Organizing

Grantee, by signing this Grant Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this Grant Agreement, and hereby certifies that none of the Grant funds will be used to assist, promote or deter union organizing.

If Grantee incurs costs, or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from state funds has been

sought for these costs, and Grantee shall provide those records to the Attorney General upon request.

8. Debarment, Suspension, and Other Responsibility Matters

By signing this Grant Agreement, Grantee hereby certifies under penalty of perjury under the laws of the State of California that Grantee and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Have not within a three-year period preceding this Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- d. Where Grantee is unable to certify to any of the above statements, Grantee shall attach an explanation to the face sheet for this Agreement.

9. Nondiscrimination Clause

- a. During the performance of this Grant Agreement, Grantee, contractors or subgrantees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Grantee and subcontractors or subgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Grantee, contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.). The applicable regulations of the Fair Employment and Housing Council implementing Government Code section 12990, set forth in Subchapter 5 of Division 4.1 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Grantee, contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- c. Grantee shall include the nondiscrimination and compliance provisions of this clause in all contracts or subgrants to perform work under the Grant Agreement.

10. Accessibility for Persons with Disabilities

- a. By signing this Grant Agreement, Grantee assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. §§ 12101 et seq.)

- b. Grantee shall, upon request by any person, make any materials produced with Grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Contractor, whether purchased, leased or provided under some other arrangement for use in connection with this Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act. (36 C.F.R. § 1194.1, Apps. A & C.)
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of US Section 508 Standards (<https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh>) and/or the WCAG 2.0 Level AA criteria (<https://www.w3.org/TR/WCAG20/>) or similar guidelines developed by the Chancellor's Office.
- e. Grantee shall respond, and shall require its contractors and subgrantees to respond to and resolve any complaints regarding accessibility of its products and services as required by this section
- f. Grantee and its contractors and subgrantees shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- g. Grantee shall incorporate the requirements of this section into all contracts or subgrants to perform work under this Grant Agreement.

11. Drug-Free Workplace Certification

By signing this Grant Agreement, the Grantee hereby certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works under the Grant will:
 - 1. Receive a copy of the Grantee's drug-free policy statement; and,
 - 2. Agree to abide by the terms of the Grantee's policy statement as a condition of employment under the Grant.

Failure to comply with these requirements may result in suspension of payments under the Grant Agreement or termination of the Grant Agreement or both and Grantee may be ineligible for

award of any future state grants if the Chancellor's Office determines that any of the following has occurred: (1) Grantee has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

12. Work by Chancellor's Office Personnel

- a. Chancellor's Office staff will be permitted to work side-by-side with Grantee's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, Chancellor's Office staff will be given access to all data, working papers, subcontracts, etc., which Grantee may seek to utilize.
- b. Grantee will not be permitted to utilize Chancellor's Office personnel for the performance of services that are the responsibility of Grantee unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Grantee for the services of Chancellor's Office employees while performing, coordinating or monitoring functions.

13. Termination

- a. Termination Option. Either party may at its option terminate this Grant Agreement at any time upon giving thirty (30) days' advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations. In such event, the Chancellor's Office shall pay Grantee for all satisfactory services rendered and expenses incurred prior to such termination that could not by reasonable efforts of Grantee have been avoided, but not in excess of the maximum payable under the Grant Agreement as specified on the Grant Agreement Face Sheet. Upon termination, Grantee agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Grantee may, with approval of the Chancellor's Office, purchase or dispose of said equipment as provided in section 19 of this Article ("Real Property and Equipment").
- b. Event of Breach. In the event of any breach of this Grant Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Grant Agreement upon five (5) days' written notice to the Grantee. In the event of such termination, the Chancellor's Office may select a new grantee to proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office of having the project completed by another grantee shall be deducted from any sum due Grantee under this Grant Agreement, and the balance, if any, shall be paid to Grantee upon demand. Whether or not the Chancellor's Office elects to proceed with the project, the Chancellor's Office shall pay Grantee only the reasonable value of the services theretofore rendered by Grantee as may be agreed upon by the parties or determined by a court of law.
- c. Gratuities. The Chancellor's Office may, by written notice to Grantee, terminate the right of Grantee to proceed under this Grant Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by Grantee or any agent or representative of Grantee to any officer or employee of the Chancellor's Office with a view toward securing a grant or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such grant.

In the event this Grant Agreement is terminated as provided herein, the Chancellor's Office shall be entitled to (1) pursue the same remedies against Grantee as it could pursue in the event of the breach of the Grant Agreement by the Grantee, and (2) exemplary damages in an amount that shall be not less than three nor more than ten

times the cost incurred by Grantee in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

- d. In no event may Grantee use Grant funds to pay any individual or organization for the work associated with preparing the Grant application. For breach or violation of this prohibition, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Grant Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

14. Indemnification

Grantee agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, subgrantees, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Grant Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Grantee of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Grantee will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:
 1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
 2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
 3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

15. Waiver of Rights

Any action or inaction by the Chancellor's Office or the failure of the Chancellor's Office on any occasion, to enforce any right or provision of the Grant Agreement, shall not be construed to be a waiver by the Chancellor's Office of its rights hereunder and shall not prevent the Chancellor's Office from enforcing such provision or right on any future occasion. The rights and remedies of the Chancellor's Office herein are cumulative and are in addition to any other rights or remedies that the State may have at law or in equity.

16. Workers' Compensation Insurance

Grantee hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Grant Agreement, or is self-insured in accordance

with the provisions of Labor Code section 3700, and agrees to furnish to the Chancellor's Office satisfactory evidence thereof at any time the Project Monitor may request.

17. Unenforceable Provisions

In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of the Grant Agreement remain in full force and effect.

18. Law Governing

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California; venue of any action brought with regard to this Agreement shall be in Sacramento County, Sacramento, California.

19. Independent Status of Grantee

The Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

20. Grant Agreement is Complete

No amendment, alteration or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Grant Agreement is binding on any of the parties.

21. Time Is of the Essence

Time is of the essence in this Grant Agreement.

22. Captions

The clause headings appearing in this Grant Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

1. Contractors and Subgrantees

- a. Grantee agrees to obtain the written approval of the Project Monitor prior to the selection of contractors or subgrantees to perform services under this Grant Agreement. Except where prohibited by the Standards of Conduct provisions set forth in section 8 of this Exhibit, contractors or subgrantees specifically identified in this Grant Agreement or the Exhibits are deemed to be approved by the execution of this Grant Agreement.
- b. Contractors and subgrantees retained by Grantee shall be selected using procedures reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected contractor or subgrantee is the best-qualified party available to provide the required services. Upon request, Grantee shall furnish evidence of compliance with this provision to the Project Monitor. Grantee shall immediately notify the Project Monitor in the event that any contractor or subgrantee is terminated.
- c. All subcontracts or subgrants shall contain a provision prohibiting any third or subsequent tier subcontracts or subgrants without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.
- e. Upon request, Grantee shall furnish any additional evidence the Project Monitor may deem appropriate concerning the selection procedures used, or any other matter related to subcontractor or subgrantee performance.
- f. Grantee shall not enter into any contract or subgrant of the types described below and any such agreement that may be executed is null and void and of no force or effect.
 1. An agreement with a former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) who was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal. Code Regs. tit. 5, §§ 18741.1 and 18747.)
 2. An agreement with a current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office) other than a rank-and-file employee of the California State University or the University of California. (Pub. Contr. Code, § 10410.)
 3. An agreement with the spouse or an immediate family member of a current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office IJE) who was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement, or the subgrant, or had any influence whatsoever in the making of this Grant Agreement, or the contract or subgrant. (Gov. Code, §§ 1090, et seq. and 87100.)
- g. Nothing contained in this Grant Agreement shall create any contractual relationship between the Chancellor's Office and any contractors or subgrantees, and no contract or subgrant shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its contractors, subgrantees and of persons either directly or indirectly employed by them,

as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its contractors and subgrantees is independent from the obligation of the Chancellor's Office to make payments to Grantee. As a result, the Chancellor's Office shall have no obligation to pay or enforce the payment of any moneys to any contractor or subgrantee.

2. Statewide or Regional Projects (Does the grant involve a statewide or regional program. If not, this section should be deleted. If so, it should be tailored to program requirements.)

If this Grant involves the provision of fiscal agency services, coordination, technical assistance, or other services for the California Community College system or for a particular region or group of colleges, the following requirements shall apply:

- a. (Applies when Fiscal Agent has some authority over spending decisions.) Grantee agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.


Grantee shall require all employees, consultants, contractors and subgrantees to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Grant.

- b. (Applies when real property is involved.) Consistent with the requirements of section 3 of this Exhibit, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.

3. Approval of Products and Deliverables

- a. Each deliverable to be provided under this Grant Agreement, or its contracts and subgrants, shall be submitted to and approved by the Project Monitor. Any product, document, or published materials, including a multimedia presentation, must comply with the accessibility requirements of section 508 of the Rehabilitation Act, Government Code section 11135, Web Content Accessibility Standards 2.0, and any other applicable accessibility regulations. In addition, any such product, document, or published material must comply with the Chancellor's Office branding requirements.
- b. All products resulting from this Grant Agreement or its subgrants, in whole or in part, shall reference the Chancellor's Office, California Community Colleges and the specific funding source.
- c. Any document or written report prepared, in whole or in part by Grantee, or its contractors or subgrantees, shall contain the Grant number and dollar amount of the Grant and contracts or subgrants relating to the preparation of such document or written report. The Grant and contract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- d. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov.

Code, § 7550(b).)

4. **Copyright and Intellectual Property (This is a very extensive provision and may not apply in every circumstance. It should be tailored to the project.)**
- a. Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its contractors or subgrantees, shall be the exclusive property of the Chancellor's Office. All contracts or subgrants shall include a provision by which all materials, procedures, processes, machines, and trademarks or servicemarks produced as a result of the Grant Agreement shall be the exclusive property of the Chancellor's Office. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any contract or subgrant shall be assigned and transferred to the Chancellor's Office. This provision shall survive the expiration or early termination of this Grant Agreement.
 - b. The copyright for all materials first produced under this Grant Agreement shall belong to the Chancellor's Office. Grantee and all contractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest in this work to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its contractors and subgrantees, if any, as the author of works produced pursuant to this Grant Agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license will allow Grantee or its contractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement that may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.
 - c. All materials first developed in draft and in final form pursuant to this Grant Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.", followed by the year created; and the words "California Community Colleges, Chancellor's Office." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Grantee or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or the Grantee that the copyright be registered with the U.S. Copyright Office, Grantee will be responsible for applying for, paying the filing fees for, and securing said copyright.
- The image shows the Creative Commons Attribution (CC BY) license logo, which consists of two circular icons: one with 'cc' and another with a person icon, followed by the letters 'BY'.
- d. All technical communications and records originated or first prepared by the Grantee or its contractors and subgrantees, if any, under this Grant Agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.

- e. If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Grant Agreement.
- f. All trademarks and servicemarks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Grant Agreement to the Grantee.
- g. In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- h. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this Grant Agreement by contractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement from the contractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all contractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with contractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering into a contract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

5. Real Property and Equipment

Where allowed by the funding source, real property and equipment procured with Grant funds will be used for the purpose of the Grant in accordance with the following:

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Grantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the

location of the equipment, and any ultimate disposition data. The Grantee will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.

- b. If the real property or equipment is not needed full time for the purposes of the Grant, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of the Grant throughout the term of this Grant Agreement.
- c. Upon completion or termination of the Grant, or when real property or equipment is no longer useful or necessary for purposes of the Grant, it may be disposed of as follows:
 1. Equipment with an initial purchase price less than \$5,000 may be disposed of as the Grantee deems appropriate.
 2. If the Grant-funded project involves systemwide or regional coordination or technical assistance activities, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.
 3. In all other cases, real property or equipment with an initial purchase price in excess of \$5,000 may be sold or used in another program funded by the Chancellor's Office. If the real property or equipment is sold, the proceeds of the sale shall be returned to the program funded by this Grant Agreement, or if that program has been discontinued, to another program funded by the Chancellor's Office; provided however, that the Grantee may retain \$100 or ten percent of the sale price (whichever is greater) to cover the costs of sale.

6. Surveys

If this Grant Agreement involves a survey of community college faculty, staff, students, or administrators, Grantee shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Grantee from the Chancellor's Office or another source.

7. Curriculum Development (This provision only applies to the development of new college curriculum.)

- a. All courses initiated or substantially modified as a result of activities supported by this Grant Agreement must comply with all applicable provisions of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (commencing with section 55000), including but not limited to, section 55002, which defines standards for degree-applicable credit, non-degree-applicable credit, and noncredit courses. All such courses must be reviewed through the appropriate processes as described in the Program and Course Approval Handbook published by the Chancellor's Office.
- b. All programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Grant Agreement must be approved at the appropriate level and through the appropriate process as described in subchapter 1 (commencing with section 55000) and subchapter 2 (commencing with section 55100) of chapter 6 of division 6 of title 5 of the California Code of Regulations and the Program and Course Approval Handbook published by the Chancellor's Office.
- c. The awarded funding of this Grant Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting

curriculum by the Chancellor's Office or to guarantee or affect the outcome of the curriculum review and approval process.

- 8. State-Funded Research Grants (Government Code 13989 et seq. has specific requirements for publication of peer-reviewed manuscripts. If this is the case, check with legal for language.) NOT APPLICABLE**

Chancellor's Office
California Community Colleges

District: Solano CCD

College: Solano College

RFA Specification Number: 18-159

CONTACT PAGE

Funding Source(s): EWD

RFA Specification Title: Statewide Director - Business & Entrepreneurship

Facility: Solano Community College

Address: 4000 Suisun Valley Road

City: Fairfield

State: CA

Zip+4: 94534

District Superintendent/President (or authorized Designee)

Name: Dr. Celia Esposito-Noy Title: Superintendent/President

Phone: (707) 864-7000 ext 7112 Date: 8/1/2019

Fax: (707) 646-2085 E-Mail Address: celia.esposito-noy@solano.edu

Responsible Administrator (Appropriate Program Area – Should not be the same as Project Director)

Name: Dr. David Williams Title: Vice President Academic Affairs

Phone: (707) 864-7000 ext 7102 Date: 8/1/2019

Fax: (707) 863-7836 E-Mail Address: david.williams@solano.edu

Project Director (Person responsible for conducting the daily operation of the grant)

Name: Charles Eason Title: State Director, Business and Entrepreneurship Sector

Phone: (707) 863-7846 Date: 8/1/2019

Fax: () E-Mail Address: charles.eason@solano.edu

Business Officer

Name: Robert V. Diamond Title: Vice President, Finance and Administration

Phone: (707) 864-7000 ext 7147 Date: 8/1/2019

Fax: (707) 646-2056 E-Mail Address: robert.diamond@solano.edu

Grant Writer

Name: Charles Eason Title: State Director, Business and Entrepreneurship Sector

Phone: (707) 863-7846 Date: 8/1/2019

Fax: () E-Mail Address: charles.eason@solano.edu

APPLICATION BUDGET SUMMARY

RFA Specification No.: 18-159

Program Year: 2019-20

RFA Specification Title: Statewide Director - Business & Entrepreneur Telephone No.: (707) 863-7846

District/College: Solano CCD/Solano College

Fax No.: (707) 646-2056

Object of Expenditure	Classification	Line	Total Program Funds Requested	Match
1000	Instructional Salaries	1	0	
2000	Noninstructional Salaries	2	179,540	
3000	Employee Benefits	3	97,130	
4000	Supplies and Materials	4	5,423	
5000	Other Operating Expenses and Services	5	75,600	
6000	Capital Outlay	6	0	
7000	Other Outgo	7	0	
Total Direct Costs		8	357,692	-
Total Indirect Costs (4% of line 8)		9	14,308	
Total Project Costs		10	372,000	-

NOTE: Provide an Application Budget Detail Sheet for each funding source including match, if required.

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and federal regulations

Project Director Name/Title

 (Authorized Signature)

 Date

District Chief Business Officer

 (Authorized Signature)

 Date

Chancellor's Office

California Community Colleges

District: Solano_CCD

College: Solano College

RFA Specification No.: 18-159

Project Performance Period: Jul 1, 2019 – Sept 30, 2020

PROJECT WORKPLAN

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p>Objective #1.0: Providing technical assistance, and logistical support to statewide and regional projects with clear outcomes to advance sector strategies, regional development, accountability-based performance metrics, and the adoption of effective workforce and economic development practices.</p>			
<p>1.1 Provide a Statewide Director who has the following minimum qualifications:</p> <ul style="list-style-type: none">a. Knowledge of sector subject matter current and emerging trends, which may include occupational trends, work force competencies, and best practices related to the subject matter area.b. Provide and deliver industry presentations, seminars and workshops on the initiative subject matter.c. Ability to develop active partnerships within areas of emerging growth occupations and industries for which qualified applicants are needed and for which training and other services can be developed to ensure industry need responsiveness by colleges.d. Ability to work collaboratively on local, regional and statewide economic development projects.	<p>Full-time Director that meets minimum qualifications.</p>	<p>July 2019</p>	<p>Solano College CEO Solano College CIO HR Director</p>
<p>1.2 Provide technical support to Regional Directors and other projects in carrying out the objectives and activities in their workplans.</p>	<p>Regional Directors successfully complete the objectives and activities of their workplans.</p>	<p>Jun 2020</p>	<p>State Director Regional Directors</p>

<p>1.3 Advise Chancellors' office staff on sector projects methodology regarding implementation of new reporting systems, so that project outcomes are clearly defined and reported.</p> <p>1.4 Conduct a monitoring site visit of each of the Initiative's Centers. The purpose of the site visit is to determine technical assistance needs and the ability of the Centers to accomplish the activities of their workplan. The Statewide Director must coordinate the visit with the project monitor at the Chancellor's Office and together provide information and recommendations for additional technical assistance and whether further evaluations are necessary for a program/financial audit. Monitoring/technical assistance criteria shall be developed in collaboration with each of the Initiative Directors and the Chancellor's Office.</p> <p>1.5 Identify resource development opportunities.</p> <p>1.6 Secure professional development guest speakers for monthly Sector Team meetings.</p> <p>1.7 Issue a Request for Proposal (RFP) to fund two \$12,500 Faculty Entrepreneurship Champion mini-grants.</p> <p>1.8 Maintain statewide EshipEducator.net curriculum sharing website/database where faculty can share best practice curriculum, modules, videos, books, website links and other learning resources used in teaching entrepreneurship.</p> <p>1.9 Conduct monthly Sector Team meetings via Zoom.</p>	<p>Reporting system implemented that tracks project outcomes (e.g. Nova).</p> <p>Nine site visits conducted with the nine Regional Directors to provide technical assistance to assist Regional Directors in accomplishing the activities of their workplans.</p> <p>Secure \$350K in additional resources to support Sector efforts.</p> <p>Regional Directors are made aware of resources that are available such as third party curriculum, contextualized modules, and professional development opportunities for faculty in their regions.</p> <p>Two colleges identified to participate in the Faculty Entrepreneurship Champion mini-grants.</p> <p>An estimated 1,000 people sign up to use the system.</p> <p>Regional Directors receive technical assistance and the Sector has a coordinated strategic plan.</p>	<p>January 2020</p> <p>June 2020</p> <p>October 2019</p> <p>Fourth Thursday of every month</p> <p>September 2019</p> <p>June 2019</p> <p>Fourth Thursday of every month</p>	<p>State Directors</p> <p>State Director Program Monitor Regional Directors</p> <p>State Director</p> <p>State Director</p> <p>State Director Regional Directors</p> <p>State Director</p> <p>State Director Regional Directors</p>
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<p>1.10 Contract with graphic design firm and printer to update marketing materials for Business and Entrepreneurship Sector.</p> <p>1.11 Contract with a website development firm to update Business and Entrepreneurship Sector Website.</p>	<p>Sector collateral is available that is in compliance with the new CCCOC branding guidelines.</p> <p>Website will have resources for educators, business, and students and be in compliance with CCCOC Guidelines.</p>	<p>October 2019</p> <p>December 2019</p>	<p>State Director</p> <p>State Director Regional Directors</p>
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Chancellor's Office

California Community Colleges

District: Solano_CCD

College: Solano College

RFA Specification No.: 18-159

Project Performance Period: Jul 1, 2019 – Sept 30, 2020

PROJECT WORKPLAN

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p>2.1 Coordinate with Chancellor's Office staff to develop strategies to link with other related programs/projects. These include other funded Centers, Regional Consortia and short-term projects with an emphasis in the strategic priority area/industry cluster.</p>	<p>State Director attends all Extended Operations Team meetings and other coordination meetings to develop strategies to link with other related programs/projects.</p>	<p>June 2020</p>	<p>State Director Chancellor's Office Regional Consortia</p>
<p>2.2 Facilitate the development and/or update of an initiative-specific strategic plan consisting of mission, goals and objectives. Utilize the Initiative level plan to tie into the overall Program strategic plan.</p>	<p>A strategic plan is developed with mission, goals, and objectives that ties into the overall Program strategic plan.</p>	<p>March 2020</p>	<p>State Director Regional Directors</p>
<p>2.3 Assist Initiative Centers to identify business goals in support of expansion and meeting industry needs.</p>	<p>Initiative Centers identify business goals that meet industry needs.</p>	<p>June 2020</p>	<p>State Director</p>
<p>2.4 Seek input from statewide Business and Entrepreneurship Sector Advisors. The Advisors will be comprised of business representatives and associations representing businesses.</p>	<p>State Director will secure advice and input from statewide Business and Entrepreneurship Sector advisors (advisors may include but are not limited to California Association for Microenterprise Opportunity (CAMEO), GO-Biz, ETP, CalWDB, statewide chambers of commerce such as CA</p>	<p>June 2020</p>	<p>State Director & Sector Advisors</p>

<p>2.5 Contract with a strategic planning consultant to assist with development of a strategic plan for the sector.</p> <p>2.6 Host a two-day Strategic Planning Retreat with Business and Entrepreneurship Regional Directors in the Fall 2019 and follow-up one-day meeting in the Spring 2020.</p>	<p>Hispanic Chamber of Commerce, Cal Asian Chamber of Commerce, and CA Small Business Development Center Council.</p> <p>Subcontract with strategic planning consultant.</p> <p>Strategic Plan for the Sector is developed with input from key stakeholders.</p>	<p>August 2019</p> <p>June 2020</p>	<p>State Director</p> <p>State Director Regional Directors</p>
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Chancellor's Office

California Community Colleges

District: Solano CCD

College: Solano College

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Project Performance Period: Jul 1, 2019 – Sept 30, 2020

PROJECT WORKPLAN

Objective #3.0: Acting as first point of contact for statewide industry organizations and employers with the intent of assisting engagement with the community college system by making use of regional consortia and/or other organizations to respond to sector needs, representing the Chancellor's Office at state-level meetings.	Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
	3.1 Establish and maintain effective communication among community colleges implementing these programs as a participant in the Economic and Workforce Development Network by working as a liaison from the field to the Chancellor's Office.	State Director is considered a valuable liaison for the Economic and Workforce Development Network.	June 2020	State Director
	3.2 Participate on the California Small Business Development Center (SBDC) Advisory Committees.	Identification of opportunities where the California SBDC Program and California Community Colleges Business and Entrepreneurship Sector can work together to serve small businesses in California.	June 2020	State Director
	3.3 Attend California Business Education Association (CBEA) Annual Conference which is comprised of K-12 teachers and Community College Faculty members.	Contacts developed with K-12 Business Teachers and Community College Business Faculty.	February 2020	State Director
	3.4 As first point of contact, respond to inquiries related to the Sector.	Inquiries are handled and routed to the appropriate resource for resolution.	June 2020	State Director

Chancellor's Office

California Community Colleges

District: Solano CCD

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PROJECT WORKPLAN

Objective #4.0: Acting as sector expert, provide leadership, technical assistance, communication and liaison with community colleges, the private sector, and public sector education and training providers and industry.	Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
	4.1 Provide sector industry reports on in demand workforce trends/emerging technologies.	In demand workforce trends/emerging technologies are identified for Sector.	June 2020	State Director
	4.2 Attend Statewide Director's meetings and participate in regional and statewide meetings and conferences.	State Director attends weekly Statewide Director meetings via Zoom. State Director attends Regional Consortia meetings and retreats. State Director attends conferences such as CCCAOE, NACCE, CBEA, Educating for Careers, CWA Meeting of the Minds.	June 2020	State Director
	4.3 Design and deliver presentations, seminars and workshops on the initiative subject matter.	State Director presents at conferences such as NACCE, CCCAOE, CBEA, and Educating for Careers, and Regional Consortia meetings/retreats.	June 2020	State Director
	4.4 Attend Educating for Careers Conference in Sacramento.	Make connections with the estimated 1,800 K-12 teachers and Community College Instructors that attend the conference.	March 2020	State Director

<p>4.5 Liaison with Education Programs Consultant California Department of Education Career and College Transition Division.</p> <p>4.6 Maintain membership in National Association for Community College Entrepreneurship (NACCE) and attend annual NACCE Conference in Irvine.</p> <p>4.7 Publish an e-newsletter for the Business and Entrepreneurship Sector.</p> <p>4.8 Attend Fall and Spring CCCAOE Conferences and submit proposals to present on topics related to the Business and Entrepreneurship Sector.</p>	<p>Coordination established with Career and Technical Student Organizations (CTSOs) such as DECA and FBLA to encourage K-12 students to transition to college.</p> <p>Identification and dissemination of best practices related to Business Sector.</p> <p>E-newsletter is published three times a year with info on Sector activities and resources.</p> <p>CCCAOE will provide the opportunity for the Business and Entrepreneurship Sector to share best practices via breakout sessions and networking with the rest of CTE and EWD network.</p>	<p>June 2020</p> <p>November 2019</p> <p>October 2019 February 2020 June 2020</p> <p>October 2019 March 2020</p>	<p>State Director Education Consultant</p> <p>State Director</p> <p>State Director Regional Directors</p> <p>State Director</p>
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Chancellor's Office

California Community Colleges

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Project Performance Period: Jul 1, 2019 – Sept 30, 2020

PROJECT WORKPLAN

Objective #5.0: Provide and deliver services that are demand-driven, agile and performance oriented, cost effective and that contribute to regional economic growth and competitiveness in meeting SB1402 legislative mandates.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
5.1 Working with centers and projects, devise, disseminate and implement new/modified curriculum, and innovative solutions and methodologies in the delivery of programs and services including computer-based training and contract education.	Entrepreneurship Curriculum such as the entrepreneurship mindset, design thinking, business model canvas are infused into various CTE curriculum. Business Curriculum such as the Business Information Worker (BIW) is promoted and delivered.	June 2020	State Director Regional Directors
5.2 Manage an Industry Sector Project in Common (ISPIC) project to place student interns and faculty externs at Nasdaq startup companies across the state in partnership with the Nasdaq Entrepreneurial Center.	30 student interns and 15 faculty externs are matched with Nasdaq startup companies across the state.	June 2020	State Director CEO Nasdaq Entrepreneurial Center
5.3 Participate in Round II of the GO-Biz DOD Office of Economic Adjustment (OEA) California Advanced Supply Chain Analysis & Diversification Effort (CASCADE) grant to provide experiential learning opportunity for students and faculty to work with DOD SBIR Phase I, II, & III contractors to assist them with cybersecurity compliance.	Secure \$352K in grant funding to participate in the GO-Biz CASCADE II grant project. Place 40 student interns and 20 faculty externs at DOD SBIR Phase I, II, & III contractors.	This would be an 18 month grant starting October 2019.	State Director GO-Biz CASCADE Project Manager
5.4 Provide Technical Support for VC Webber's Entrepreneurship Centers RFA.	RFA specified number of Entrepreneurship Centers established.	June 2020	State Director Regional Directors

PROJECT WORKPLAN

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p>6.1 Develop and promote entrepreneurship as a career pathway across all CTE Disciplines.</p>	<p>Students receive both the technical skills they need for the field of study plus the business skills for them to become future business owners thus providing them two career pathways. They can either "take a job" or "make a job."</p>	<p>June 2020</p>	<p>State Director Regional Directors</p>
<p>6.2 Promote New World of Work 21st Century Skills as a way to enable workers to become more competitive</p>	<p>Students and incumbent workers can earn employer verified badges certifying that the possess 21st Century Skills in the following areas:</p> <ul style="list-style-type: none"> ▪ Adaptability ▪ Analysis/solution mindset ▪ Collaboration ▪ Communication ▪ Digital fluency ▪ Entrepreneurial mindset ▪ Empathy ▪ Resilience ▪ Self-awareness ▪ Social/diversity awareness 	<p>June 2020</p>	<p>State Director Regional Directors</p>

<p>6.3 Develop and promote Self-employment Pathways in the Gig Economy.</p> <p>6.4 Infuse the entrepreneurial mindset into existing CTE courses and programs.</p>	<p>20 Colleges that participated in Self-employment Pathways in the Gig Economy continue to infuse or offer Gig economy related modules in their courses and programs.</p> <p>Ice House Entrepreneurship Curriculum is offered at an estimated 10 colleges across the state. Students who adopt an entrepreneurial mindset achieve higher levels of persistence and success in both their academic and professional careers.</p>	<p>June 2020</p> <p>June 2020</p>	<p>State Director Regional Directors</p> <p>State Director Regional Directors</p>
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Chancellor's Office

California Community Colleges

District: Solano CCD

College: Solano College

RFA Specification No.: 18-159

Project Performance Period: Jul 1, 2019 – Sept 30, 2020

PROJECT WORKPLAN

Objective #7.0: Provide support and technical expertise to the Economic and Workforce Development Program Advisory Committee (EDPAC) and other task forces, work groups, and committees.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
7.1 Coordinate the implementation of broader objectives of the Economic and Workforce Development Program (i.e. not only their strategic priority area). This requires strong linkages with the Chancellor's Office, the Economic and Workforce Development Advisory Committee and other initiative directors and centers.	Broader objectives identified by EDPAC, other initiative directors and centers are implemented.	June 2020	State Director
7.2 Act as a resource to EDPAC and/or Program related task forces, workgroups and committees.	State Director attends EDPAC and related task force meetings, workgroups, and committees and is available to those groups as a resource.	June 2020	State Director
7.3 Provide support and assist the Economic and Workforce Development Strategic Priority Committee (EDPAC) for sector priorities to assess needs, identify priorities and development the initiatives strategic plan, internal education efforts and developing strategies and activities to work with business and employers.	Working with EDPAC, sector priorities are identified and strategies and activities are developed to work with business and employers.	June 2020	State Director
7.4 Participate in quarterly Extended Operation Team and other statewide coordination meetings.	State Director attends all Extended Operation Team meetings and other statewide coordination meetings.	June 2020	State Director