

**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>
Shannon Cooper	Vice President, Student Services	06/01/2020

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Adam Iqueda	EMT Instructor	Perkins	11/07/19 – 06/30/20	\$58.59/hr.
Andrew Wesley	1-on-1 Music Instruction	General Fund	04/16-20 – 05/14/20	\$400 Stipend

Resignation

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Adam Wadenius	Adjunct Cinema Instructor; 9 years, 2 months service at Solano Community College	04/15/2020

Mary Jones
Human Resources

April 24, 2020
Date Submitted

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

May 6, 2020
Date Approved

EMPLOYMENT 2020-2021

Released Time

<u>Name</u>	<u>Assignment</u>	<u>% Released Time</u>	<u>Dates</u>
Sarah Barsness	Curriculum Coordinator	30%	07/01/20 – 06/30/23
Erica Beam	Distance Education Coordinator	40%	07/01/20 – 06/30/23
Lauren Taylor-Hill	ASTC Faculty Coordinator	40%	07/01/20 – 06/30/23

REQUEST FOR REDUCED WORKLOAD

In accordance with section 10.2 of the CCA/CTA/NEA Collective bargaining agreement, the following instructors are requesting a reduced workload for the 2020-2021 academic year. The reduction is authorized under section 22713 of the California Education Code. The request for a reduced workload is recommended.

<u>Name</u>	<u>Position</u>	<u>Reduction</u>
Isaias Jacobo	Spanish Instructor	33% Reduction
Susanna Gunther	Math Instructor	50% Reduction

**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

Student Services
Robert Diamond, Vice President, Finance & Administration

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Richard Delaney Ph.D.	Present for the Foster Kinship Care Education (FKCE) by webinar.	May 1, 2020 – May 22, 2020	Not to exceed \$1,000.00
	Present “In Touch Parenting” Friday, May 1 -May 22, 2020 6:30 pm -8:30 pm. Provide handouts, technical support and link.		
Appelstein Training Resources	Present for the Foster Kinship Care Education (FKCE) by webinar. Wednesdays May 13,20,27 & June 3, 2020, 10am-12 noon Present “There is No Such Thing as Bad Kid” in four sessions. Provide handouts, technical support and link for each session.	May 13, 2020 – June 3, 2020	Not to exceed \$1,000.00

Robert V. Diamond

 Vice President, Finance & Administration

 April 24, 2020

Date Submitted

Celia Esposito-Noy, Ed.D.

 Superintendent-President

 May 6, 2020

Date Approved

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: 5/6/20
 7. The Project Name is: Building 800 Parking Lot Rehabilitation Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is: Lister Construction, Inc.
 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: 3/4/20
 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: Rehabilitation of an existing parking lot to address non-compliance.

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 BUILDING 1900 TRENCH DRAIN
PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Building 1900 Trench Drain Project Notice of Completion. On March 4, 2020, a contract for the amount of \$29,145 was awarded to Lister Construction, Inc. for the Building 1900 Trench Drain Project. The scope of work included select demolition of existing asphalt pavement, replacement with new concrete and extension of an existing trench drain to address hazardous material containment around equipment repair bays.

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

April 24, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 6, 2020

**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: 5/6/20
 7. The Project Name is: Building 1900 Trench Drain Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is: Lister Construction, Inc.
 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: 3/4/20
 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: Replacement of existing asphalt pavement with concrete and extension of existing trench drain to address hazardous material containment.

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 FAIRFIELD CAMPUS PERIMETER
ROAD STRIPING PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for the Fairfield Campus Road Striping Project Notice of Completion. On March 4, 2020, a contract for the amount of \$55,060 was awarded to Sierra Striping Inc. and Sealcoating for the Fairfield Campus Perimeter Road Striping Project. The scope of work included reflective paint road striping and installation of two-way reflectors around the perimeter road of the Fairfield campus to improve visibility for vehicular traffic and improve overall safety.

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

April 24, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 6, 2020

**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: 5/6/20
 7. The Project Name is: Fairfield Campus Perimeter Road Striping Project
 8. DSA Number (if applicable): N/A
 9. The contractor for such work of modernization is: Sierra Striping Inc. and Sealcoating
 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: 3/4/20
 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: Restriping of road markings and installation of two-way reflectors around the perimeter road of the 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: 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>
Margaret Abel-Quintero	24 years and 5 months service at Solano Community College	05/21/2020

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: N/A Board Policy: N/A Estimated Fiscal Impact: N/A

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

May 6, 2020

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

April 24, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: REVIEW OF EEO MULTI METHOD CERTIFICATION

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The following EEO Multi Method Certification is presented to the Governing Board for review. The attached describes the various activities that the District implemented in 2019-2020 to promote Equal Employment Opportunity for each of the nine Multiple Methods for hiring and promotion at the Solano Community College District.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 87107 Board Policy: 4035 Estimated Fiscal Impact: \$50,000 received from CCCCCO

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

April 24, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

May 6, 2019
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

District Name: _____

Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).

- Yes
- No

The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes
 - Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.

Chair, Equal Employment Opportunity Advisory Committee

Name: _____ Title: _____

Signature: _____ Date: _____

Chief Human Resources Officer

Name: _____ Title: _____

Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: _____ Title: _____

Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____, 2019

Name: _____ Title: **President/Chair, Board of Trustees**

Signature: _____ Date: _____



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district’s success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District’s EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?

- Yes**
- No**

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor’s Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district’s Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).



Please provide an explanation and evidence of meeting this Multiple Method, #1.

Multiple Method #1

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Multiple Method #2

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

Multiple Method #3

Does the District meet Method #4 (Focused outreach and publications)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

Multiple Method #4

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

Multiple Method #5

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

Multiple Method #6

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes**
- No**



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

Please provide an explanation and evidence of meeting this Multiple Method, #7.

Multiple Method #7

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Multiple Method #8



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

Multiple Method #9

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO HMR ARCHITECTS FOR
PROFESSIONAL SERVICES FOR BUILDING 1800B
EXTERIOR ROOF CANOPY PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of an architectural services contract to HMR Architects for full architectural and engineering services for the Building 1800B Exterior Roof Canopy Project. This project is to replace a failing existing roof structure serving an outdoor lab space for students learning to use welding equipment and various pieces of machinery. The project scope will design the replacement of the existing roof structure with a new structure to provide students a safe learning environment.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: Board Policy: Estimated Fiscal Impact: \$34,800 Measure Q Funds

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 Diamond
VP, Finance & Administration

VICE PRESIDENT APPROVAL

April 24, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

May 6, 2020
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO HMR ARCHITECTS FOR
PROFESSIONAL SERVICES FOR BUILDING 1800B
EXTERIOR ROOF CANOPY PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The scope of work includes full architectural and engineering services for design/construction documents, including Division of State Architect (DSA) review and approval, bid phase services, and construction administration.

The consultant's proposal was evaluated, and pricing was found to be appropriate for the scope of work requested. HMR Architects is part of the District's pre-qualified Architectural Services Pool.

The Board is asked to approve a professional services contract to HMR Architects, in the amount not to exceed \$34,800.

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

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

TO: Members of the Governing Board

SUBJECT: PURCHASE AGREEMENT APPROVAL TO WILLIAMS SCOTSMAN, INC. FOR DSA PRE-APPROVED MODULAR CLASSROOMS

REQUESTED ACTION:

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

SUMMARY:

On April 1, 2020, the Board approved the lease of two (2) forty by thirty-six (40’x36’) Division of the State Architect (DSA) pre-approved modular classroom buildings for the Early College High School Program (ECHS). At the time of approval, leasing was the only option available to the District. Since that date, an option to purchase two (2) new classroom buildings of the same size has become available.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Provide new instructional space and equipment

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$402,458.96 Measure Q Funds</i>
SUPERINTENDENT’S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> 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 V.P., Finance & Administration		Celia Esposito-Noy, Ed.D. Superintendent-President
VICE PRESIDENT APPROVAL		May 6, 2020
April 24, 2020		DATE APPROVED BY SUPERINTENDENT-PRESIDENT
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

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

TO: Members of the Governing Board

**SUBJECT: PURCHASE AGREEMENT APPROVAL TO WILLIAMS
SCOTSMAN, INC. FOR DSA PRE-APPROVED MODULAR
CLASSROOMS**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

Purchase of the buildings allows the District additional flexibility both financially and physically for future use. The need for long term space flexibility that portable buildings addresses has been identified by District partnerships that support both the Early College High School and the Solano County Office of Education as well as plans for bond projects that will require long closures of buildings for renovation over the next 15 years. During that time lease costs will exceed purchase costs in less than 10 years. The portable buildings will be resold at the end of their need here further recovering the investment in these flexible facilities.

The purchase agreement includes fabrication of two (2) new forty by thirty-six (40'x36') DSA pre-approved modular classroom buildings, delivery and installation. Delivery and installation of the buildings is anticipated for Fall 2020.

William Scotsman's pricing is based on the piggybackable contract utilizing the OMNIA Partners (U.S. Communities and National IPA) Agreement #R160101.

The Board is asked to approve a purchase agreement to Williams Scotsman, Inc., in the amount not to exceed \$402,458.96.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPROVAL OF CONTRACT CHANGE ORDER #5 TO
BHM CONSTRUCTION FOR THE FAIRFIELD
LIBRARY/LEARNING RESOURCE CENTER PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for Change Order #5 to the Contract with BHM Construction, the general contractor for the Fairfield Library/LRC Project. On October 16, 2019 the Board approved a contract with BHM Construction for the Fairfield Library/LRC Project.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
 Basic skills education
 Workforce development and training
 Transfer-level education
 Other: Provide complete functionality of new LLRC building

Ed. Code: Board Policy: Estimated Fiscal Impact: \$122,254.00 State and Measure Q Funds

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

Vice President, Finance and Administration
VICE PRESIDENT APPROVAL

April 24, 2020
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

May 6, 2020
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL OF CONTRACT CHANGE ORDER #5 TO
BHM CONSTRUCTION FOR THE FAIRFIELD
LIBRARY/LEARNING RESOURCE CENTER PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

During the process of construction and RFI/Submittal review, the following changes were made:

- Add new site lighting circuit for existing lights north of new Library and megger test existing light wiring and connections
- Add power to domestic water recirculation pump not shown/included in drawings
- Addition of fire sprinkler booster pump required running of electrical feeders
- Re-print project signage at owner request
- Upgrade of skylight to 3-layer vario system and add vario print as required to control glare through skylight, and improve energy performance
- Add fire line back-flow assembly not shown in drawings
- Increase size of seismic tie plates for roof deck supports and install modified/lengthened structural steel header supports at 2nd floor due to constructability conflicts
- Credit for deck bearing substitution design work
- Cost to prep portion of Slab On Grade (SOG) poured in Phase 1 to add 6" curb around fire riser room.

BHM's Change Order Request includes the cost of the time and material of the previously listed changes.

Following is a summary of the Contract:

\$ 30,279,100 Original Contract Amount

\$ 61,642 Previously Approved Change Orders (4)

\$ 122,254 Proposed Change Order #5

\$ 30,462,816 New Contract Amount, including this Change Order #5

The Board is asked to approve this Change Order #5 to BHM Construction in the amount of \$122,254.00 resulting in a new contract amount of \$30,462,816.00.



SOLANO SWINERTON
COMMUNITY COLLEGE MANAGEMENT & CONSULTING

Change Order

Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534
Tel: 707-864-7189 Fax: 707-207-0423

Change Order # 5
Project Number: 19-009
Date: 6-May-20

DSA File No.: 48-C1
DSA App. No.: 02-116761

Project: Solano Community College District
Library Learning Resource Center (LLRC) Project
Fairfield Campus

Construction Manager:
Swinerton Management and Consulting
260 Townsend Street
San Francisco, CA 94107

To: BHM Construction, Inc.
221 Gateway Road W, Ste. 405
Napa, CA 94558

The Contract is Changed as Follows:

<u>PCO No.</u>		
17	Add new site lighting circuit for existing lights north of new Library and megger test existing light	\$24,841.00
18	Add power to domestic water recirculation pump not shown/included in drawings	\$4,088.00
26a	Cost to run electrical feeders to fire sprinkler booster pump added to meet code requirements	\$8,676.00
27	Re-print project signage at owner request	\$697.00
28	Upgrade of skylight to 3-layer vario system and add vario print as required to control glare through skylight	\$57,320.00
29a	Add fire line back-flow assembly not shown in drawings	\$27,929.00
30	Increase size of seismic tie plates for roof deck supports and install modified/lengthened structural steel header supports at 2nd floor due to constructability conflicts	\$2,727.00
32	Credit for deck bearing substitution design work	(\$4,750.00)
33	Cost to prep portion of slab on grade poured in Phase 1 to add 6" curb around fire riser room.	\$726.00
TOTAL COST OF CHANGE ORDER		Add \$127,004.00
FINAL CHANGE ORDER AMOUNT:		Deduct (\$4,750.00)
		\$122,254.00

Original Contract Sum:	\$ 30,279,100.00
Total Change By Previous Change Order:	\$ 61,462.00
Contract Sum Prior to This Change Order:	\$ 30,340,562.00
Original Contract Sum will be Increased by This Change Order:	\$122,254.00
The New Contract Sum Including This Change Order Will Be:	\$ 30,462,816.00
The New Contract Completion Date Will Be:	
Contract Time Will Be Unchanged by This Change Order:	X
The Date Of Substantial Completion As Of This Change Order Is:	4/30/2021

Construction Manager: _____
Swinerton Management and Consulting
260 Townsend Street
San Francisco, CA 94107

Date: _____

ARCHITECT: _____
Noll & Tam Architects
729 Heinz Avenue #7
Berkeley, CA 94710

Date: _____

CONTRACTOR: _____
BHM Construction, Inc.
221 Gateway Road W, Ste. 405
Napa, CA 94588

Date: _____

OWNER: _____
Lucky Lofton
Executive Bonds Manager
Solano Community College District

Date: _____

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

TO: Members of the Governing Board

**SUBJECT: CLINICAL EXPERIENCE AGREEMENT BETWEEN
 SOLANO COMMUNITY COLLEGE DISTRICT AND
 MEDIC AMBULANCE, VALLEJO, CALIFORNIA**

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

A clinical experience agreement between Solano Community College District and Medic Ambulance, Vallejo, California, is being presented for review and approval by the Governing Board. The approval of this agreement benefits the nursing program at Solano Community College by providing Registered Nursing students with a company providing advance life support ambulance services in which to practice. The CCR for the Board of Registered Nursing, Section 1427 requires “A program that utilizes agencies and/or facilities for clinical experience shall maintain written agreements with such facilities.” These agreements must be current, reviewed periodically, and revised, as indicated. A copy of the Agreement will be available in the Office of the Superintendent-President, in the Office of the Dean of the School of Health Sciences, and in the offices of Medic Ambulance, Vallejo, California.

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: CCR 1427</i>	<i>Board Policy: 3520</i>	<i>Estimated Fiscal Impact: \$NONE</i>
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SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Sheila Hudson, Dean, School of Health Sciences

PRESENTER’S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7108

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

April 24, 2020

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

May 6, 2020

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

CLINICAL EXPERIENCE AGREEMENT

This Agreement is between **Medic Ambulance** (hereinafter known as *FACILITY*) located at **506 Couch Street, Vallejo, CA 94590** and **Solano Community College** (hereinafter known as *SCHOOL*) and located at **4000 Suisun Valley Road, Fairfield, California 94534-3197** and is effective as of May 7, 2020.

RECITALS

- A. *FACILITY* owns and operates advanced life support ambulance services in the North San Francisco Bay and Sacramento areas (hereinafter referred to as "Facility").
- A. *SCHOOL* owns and operates an **Associate Degree Nursing Program (ADN)** which is accredited by the **California Board of Registered Nursing**. *SCHOOL* desires its students to obtain practical experience with *FACILITY*'s services through participation in a clinical program for its **Registered Nursing** students ("Program").
- B. It is to the mutual benefit of the parties to this Agreement that the students of *SCHOOL's Program* use such Facility for their clinical experience.

Now, therefore, the parties agree as follows:

1. GENERAL INFORMATION

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

2. SCHOOL'S RESPONSIBILITIES

- A. Student Profile. *SCHOOL* shall complete and send to *FACILITY* a profile for each student enrolled in the Program which shall include the student's name, address and telephone number, driver's license number and social security number, prior to the beginning of the planned clinical experience.
- B. Schedule of Assignments. *SCHOOL* shall notify the *FACILITY* of its planned schedule of student assignments, including the name of the student, level of academic preparation and length and dates of clinical experience prior to the planned clinical experience.
- C. Program Coordinator. *SCHOOL* shall designate a faculty member to coordinate with a designee of *FACILITY* in the planning of the Program to be provided students.
- D. Records. *SCHOOL* shall maintain all personnel and academic records of the students.
- E. Rules and Regulations. *SCHOOL* shall enforce rules and regulations governing the students that are mutually agreed upon by *SCHOOL* and *FACILITY*.
- F. Supervision. *SCHOOL* shall supervise all instruction and clinical experiences for students assigned in groups at the *FACILITY*.
- G. Health Policy. *SCHOOL* shall provide *FACILITY*, prior to a student's arrival at the *FACILITY*, with proof of immunity consistent with *FACILITY* employee health policy and notify the *FACILITY* if student is a known carrier of an infectious or communicable disease. If such information indicates that patients of *FACILITY* would be placed at risk if treated by a particular student, *FACILITY* reserves the right to refuse to allow such student to participate in the clinical experience at *FACILITY*.
- H. Student Responsibilities. *SCHOOL* shall notify the students that they are responsible for:
 - 1) Following the clinical and administrative policies, procedures, rules and regulations of *FACILITY*.
 - 2) Arranging for their own transportation and living arrangements when not provided by *SCHOOL*.
 - 3) Arranging for and assuming the cost of their own health insurance.

- 4) Assuming responsibility for their personal illness, necessary immunizations, tuberculin test, and annual health examination.
 - 5) Maintaining confidentiality of patient information. No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the clinical experience. The discussion, transmission or narration in any form by students of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the Program is forbidden except as a necessary part of the practical experience.
 - 6) Following dress code of the *FACILITY* and wearing name badges identifying themselves as students.
 - 7) Attending an orientation of *FACILITY* facilities provided by their instructors. Precepted students shall receive an orientation from the *FACILITY*.
 - 8) Providing services to the *FACILITY*'s patients under the direct supervision of a faculty provided by *SCHOOL* or *FACILITY*-provided staff/preceptors.
- I. Payroll Taxes and Withholdings. *SCHOOL* shall be solely responsible for any payroll taxes, withholdings, workers' compensation and any other insurance or benefits of any kind for students, employees, and agents of *SCHOOL* providing services under this Agreement. *SCHOOL* shall defend, indemnify, and hold *FACILITY* harmless from all liability and responsibilities therefore.

3. *FACILITY*'S RESPONSIBILITIES

- A. Clinical Experience. *FACILITY* shall accept from *SCHOOL* the mutually agreed upon number of students enrolled in the aforementioned Program and shall provide said students with supervised clinical experience.
- B. *FACILITY* Designee. *FACILITY* shall designate a member of *FACILITY*'s staff to participate with the designee of *SCHOOL* in planning, implementing and coordinating the training Program, including orientation.
- C. Access to Facilities. *FACILITY* shall permit students enrolled in the Program access to *FACILITY* Facilities as appropriate and necessary for their Program, provided that the presence of the students shall not interfere with the activities of *FACILITY*. Facilities includes space for clinical conferences and access to *FACILITY*'s Medical Library.

- D. Withdrawal of Students. *FACILITY* may request *SCHOOL* to withdraw from the Program any student who *FACILITY* determines is not performing satisfactorily, or who refuses to follow *FACILITY*'s administrative policies, procedures, rules and regulation. Such request must be in writing and must include a statement as to the reason or reasons why *FACILITY* desires to have the student withdrawn. Said request shall be complied with within five (5) days of receipt of same. *FACILITY* reserves the right to suspend from participation immediately any student who poses an imminent danger of harm to patients or others.

- E. Emergency Health Care/First Aid. *FACILITY* shall, on any day when student is receiving training at its Facility, provide to students necessary emergency health care or first aid for accidents occurring in its Facility. Except as provided regarding such emergencies, *FACILITY* shall have no obligation to furnish medical or surgical care to any student. Students will be financially responsible for all such care rendered in the same manner as any other patient.

- F. Staffing. *FACILITY* shall provide staff adequate in number and quality to insure safe and continuous health care services to patients. Student shall perform in a training capacity only and shall not be utilized to treat patients in lieu of trained professionals employed by the *FACILITY*.

- G. Supervision. In situations of single preceptorships/internships, *FACILITY* shall assume daily supervision of student.

4. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

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

5. STATUS OF SCHOOL AND FACILITY

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

6. INDEMNIFICATION

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

7. INSURANCE

- A. The *SCHOOL* shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it and *FACILITY* against liability arising from or incident to the use and operation of the *FACILITY* by the *SCHOOL*'s students and naming *FACILITY* as an additional insured.
- B. Coverage under such insurance shall be not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) aggregate for each professional liability insurance and comprehensive general liability insurance.
- C. The *SCHOOL* shall also maintain and provide evidence of workers' compensation and disability coverage as required by law.
- D. The *SCHOOL* shall provide *FACILITY* with a certificate of insurance evidencing the insurance coverage required under this section and providing for not less than thirty (30) days written notice to the *FACILITY* of the cancellation of such insurance. The *SCHOOL* shall promptly notify the *FACILITY* of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

8. TERM AND TERMINATION

- A. Term. This Agreement shall be effective as of the date first written above, and shall remain in effect for 2 (two) years thereafter.
- B.
- C. Renewal. This Agreement may be renewed for subsequent two (2) year terms, by either party giving the other at least 30 days prior written notice of their desire to renew, and the other party's agreeing to such a renewal prior to the expiration of the then current term of the Agreement.
- D. Termination.
 - 1) Mutual Agreement. This Agreement may be terminated at any time upon the written concurrence of the parties.
 - 2) Without Cause. This Agreement may be terminated without cause with 30 days prior written notice by either party. Such termination shall not take effect, however, with regard to students already enrolled until such time as those students have completed their training for the school semester during which such termination notice is given.

9. GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties. Notwithstanding the foregoing, should any provision of this Agreement be in conflict with a governing State or federal law, it shall be deemed amended accordingly.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this Section shall be null and void.
- C. Attorney's Fees. In the event that any action, including arbitration, is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonable attorney's fees, in addition to such other relief as the court or arbitrator may deem appropriate.
- D. Captions. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall

not be used for the interpretation or determination of validity of this Agreement or any provision hereof.

- E. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- F. Entire Agreement. This Agreement, including all Attachments, is the entire Agreement between the parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- G. Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.
- H. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
- I. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

1. Notice to FACILITY

Cindy McBride, RN and Jimmy Pierson, President/COO
Medic Ambulance
506 Couch Street
Vallejo, CA 94590

Telephone: 707-644-1761
FAX: 707-644-1784
jpierson@medicambulance.net

2. Notice to the *SCHOOL*

Sheila Hudson, Ed.D.
Dean, Health Sciences
Solano Community College
4000 Suisun Valley Road
Fairfield, California 94534-3197

Telephone: (707)864-7108
FAX: (707) 646-2062
Sheila.hudson@solano.edu

- J. Remedies. The various rights, options, elections, powers, and remedies of the respective parties hereto contained in, granted, or reserved by this Agreement, are in addition to any others that said parties may be entitled to by law, shall be construed as cumulative, and no one of them is exclusive of any of the others, or of any right or priority allowed by law.
- K. Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.
- L. Waiver of Provisions. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.
- M. Compliance with Law and Regulatory Agencies. *FACILITY* and *SCHOOL* shall comply with all applicable provisions of law and other valid rules and regulations of all governmental agencies having jurisdiction over: (i) the operation of the *FACILITY*; (ii) the licensing of health care practitioners; and (iii) the delivery of services to patients of governmentally regulated third party payers whose members/beneficiaries receive care from *FACILITY*. This shall specifically include compliance with applicable provisions of Title 22 of the California Code of Regulations. *SCHOOL* shall also comply with all applicable standards and recommendations of the Joint Commission on Accreditation of Healthcare Organizations, bylaws and rules and regulations, and policies and procedures of *FACILITY* its Medical Staff and Medical Staff departments.

10. EXECUTION

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

FACILITY

SCHOOL

Medic Ambulance

Solano Community College

By: _____
Jimmy Pierson

By: _____
Celia Esposito-Noy, Ed.D.

Title: President/COO

Title: Superintendent-President

Date: _____

Date: _____

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

TO: Members of the Governing Board

SUBJECT: ACCEPTANCE OF ARTHUR N. RUPE FOUNDATION GRANT

REQUESTED ACTION:

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

SUMMARY:

Solano Community College has applied for renewal of a grant to support students in the School of Health Sciences' Certified Nursing Assistant program. The grant will provide students with support of their direct expenses as they complete the eight-week NURS 103 Certified Assistant course, with the goal to facilitate their certification by the California Department of Public Health and thereby secure employment as certified health care providers in Solano County and the wider California health care community. Board approval is requested to accept the Arthur N. Rupe Grant in the amount of \$12,500. Upon approval, the signed acceptance will be forwarded to the grantor, who will then send a check for deposit to a currently existing categorical account in the Finance and Administration department.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$20,000 Grant funds</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Sheila Hudson, Ed.D.
Dean, School of Health Sciences

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

April 20, 2020

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

May 6, 2020

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



April 20, 2020

Dr. Celia Esposito-Noy
President
Solano Community College
4000 Suisun Valley Road
Fairfield, California 94534

Dear Dr. Esposito-Noy,

I am pleased to inform you that a grant to Solano Community College in the amount of \$12,500 has been approved by the Board of Directors of the Arthur N. Rupe Foundation. As outlined in your proposal, these funds are to be used by the Certified Nursing Assistant Program for student support. In order to receive our check, we ask that you return to us a countersigned copy of this letter.

Please note that these grant funds must be used substantially in accordance with the enclosed budget, and no substantial changes in the budget or the grant period may be made without prior written approval from the Arthur N. Rupe Foundation. **Note also that funding is to be used exclusively for direct program expenses and for the benefit of nursing students; no portion of the Arthur N. Rupe Foundation grant should be used to pay for college or foundation overhead.**

A condition of this grant is that you agree to submit two fiscal and narrative reports—a mid-term and a final report. This grant is subject to financial audit upon our notification during or immediately following the grant period. A separate bank account for the grant is not required, but it is necessary that a separate accounting for this grant be maintained.

We request that in any publicity given this grant, acknowledgement be made that the funds were provided by the Dorothy Rupe Caregiver Program at the

Arthur N. Rupe Foundation. Please also include copies of any pertinent publicity items (press releases, event programs, etc.) when submitting your project report.

Finally, please keep the Foundation informed of the activities and programs detailed in your proposal. Our intention is to monitor and be involved with the events associated with this grant, so please keep us in the loop.

We wish you much success with this project and look forward to working with you in the year ahead.

Sincerely yours,

A handwritten signature in dark blue ink, appearing to read 'M. Henrie', with a long horizontal flourish extending to the right.

Mark C. Henrie
President

Accepted by: _____ Date: _____

Dr. Celia Esposito-Noy
Solano Community College

Budgeted Expense	Fiscal Year 2020-2021/student	Summer 2020 Projected # of Students	Fall 2020 Projected # of Students	Spring 2021 Projected # of Students	Projected Total
FY20 Balance remaining as of 3/18/20					\$ 9,109.00
Certification Exam Fee	\$ 100.00	18	18	18	\$ 5,400.00
Uniforms	\$ 70.00	18	18	18	\$ 3,780.00
Textbooks	\$ 60.00	18	18	18	\$ 3,240.00
Live Scan	\$ 60.00	18	18	18	\$ 3,240.00
CPR Course	\$ 55.00	18	18	18	\$ 2,970.00
Drug Test	\$ 35.00	18	18	18	\$ 1,890.00
Total per student	\$ 380.00				\$ 20,520.00

FY20 Balance remaining as of 3/27/20	\$ 9,109.00
FY21 Rupe Grant Award	\$ 12,500.00
Total Funds at Start of FY21	\$ 21,609.00
Less Budgeted Expenses	\$ 20,520.00
Anticipated funds remaining at end of FY21	\$ 1,089.00