

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

TO: MEMBERS OF THE GOVERNING BOARD

SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2020-2021

District Resignation

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Chor Thao	Administrative Assistant III – Community Services 2 Years and 10 Months of Service at SCC	06/30/2021

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Ashlie Lawson	Articulation	General Fund	06/01/21 – 06/30/21	\$69.05/hr.
Tiffany Casimere	Administrative Assistant IV	General Fund	06/17/21 – 06/30/21	\$18.90/hr.

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Effective</u>	<u>Assignment</u>
Ja’Na Jenkins	Health Science	06/17/21 - 06/30/21	Assistant Volleyball Coach
Makayla Johnson	Health Science	06/17/21 - 06/30/21	Assistant Volleyball Coach
Kaitlin Williams	Health Science	06/17/21 - 06/30/21	Assistant Volleyball Coach

Salvatore Abbate
 Human Resources

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

June 4, 2021

June 12, 2021

Date Submitted

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

Governing Board Meeting

June 2, 2021

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EMPLOYMENT 2021-2022

Part-Time Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Joshua Oakley	Adjunct Instructor – Graphic Design (not to exceed 67%)	08/12/21 – 12/17/21
Jean Menezes	Adjunct Instructor – Graphic Design (not to exceed 67%)	08/12/21 – 12/17/21

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Vernon Cunningham	75% General Maintenance / 25% Custodian	07/01/21 – 06/30/22
Zachary Hammond	Financial Aid Specialist	07/01/21 – 10/31/21
Kate Larot	Financial Aid Specialist	07/01/21 – 10/31/21
Zyra Larot	Financial Aid Analyst	07/01/21 – 9/30/21
Antoinette Troupe-Gardner	Financial Aid Specialist	07/01/21 – 10/31/21

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Isabel Anderson	Accreditation Midterm Report Writer	General Fund	07/01/21 – 10/15/21	\$4,000 Stipend
Cochea Bivins	Student Services Assistant II-Financial Aid	SEA	07/01/21 – 06/30/22	\$18.10/hr.
Saki Cabrera	Accreditation Midterm Report Evidence Management	General Fund	07/01/21 – 10/15/21	\$2,500 Stipend
Beatriz Cadenas	Special Projects-SOAR-Academic Support Services	SEA	07/01/21 – 06/30/22	\$25.00/hr.
Tiffany Casimere	Administrative Assistant IV-Student Services	General Fund	07/01/21 – 12/30/21	\$18.90/hr.
Alexa Colobong	ASTC Instructional Lab Assistant	SEA	07/01/21 – 06/30/22	\$16.56/hr.

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

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Short-Term/Temporary/Substitute (continued)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Shanan Danley	Special Projects-SOAR-Academic Support Services	SEA	07/01/21 – 06/30/22	\$25.00/hr.
Allen Fleming	Special Projects-Academic Support Services	SEA	07/01/21 – 06/30/22	\$25.00/hr.
Jennifer Grimes	Special Project-LD Testing-Counseling/DSP	SEA	07/01/21 – 06/30/22	\$75.00/hr.
Christopher Gulick	Student Services Generalist-Counseling/Veterans	Veterans Resource Center On-going Funding	07/01/21 – 06/30/22	\$18.10/hr.
John Jansen	EMT Journey Level Assistant	General Fund	07/01/21 – 06/30/22	\$25.00/hr.
Pedro Javaras-Lopez	ASTC Instructional Lab Assistant II	SEA	07/01/21 – 06/30/22	\$16.56/hr.
Angelina Johnson	ASTC Instructional Lab Assistant II	SEA	07/01/21 – 06/30/22	\$16.56/hr.
Shilah Johnson	ASTC Instructional Lab Assistant II	SEA	07/01/21 – 06/30/22	\$16.56/hr.
Dagmar Kuta	Special Project: DTG/Mechanical Press Maintenance	General Fund	07/01/21 – 12/30/21	\$25.00/hr.
Ashlie Lawson	Articulation	General Fund	07/01/21 – 08/15/21	\$69.05/hr.
Maeve Lee	Student Services Generalist - Veterans Resource Center	Veterans Resource Center Allocated Funding	07/01/21 – 06/30/22	\$18.10/hr.
Shannon Marshall	Outreach Specialist	SEA	07/01/21 – 06/30/22	\$18.90/hr.
Jesus Mata	Assistant Coach-Women's Soccer	General Fund	07/01/21 – 05/30/22	\$21.00/hr.
Kristina Olsen	Student Services Assistant II - Financial Aid	SEA	07/01/21 – 06/30/22	\$18.10/hr.
Antonio Pelayo-Ramirez	ASTC Instructional Lab Assistant II	SEA	07/01/21 – 06/30/22	\$16.56/hr.
Sara Carolina Rico	Student Services Generalist - A&R	SEA	07/01/21 – 06/30/22	\$18.10/hr.
Jeffrey Sagan	ASTC Instructional Lab Assistant II	SEA	07/01/21 – 06/30/22	\$16.56/hr.

Short-Term/Temporary/Substitute (continued)

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Ritzdane Suriben	ATEC Lab Technician- Summer Session	General Fund	07/01/21 – 07/30/21	\$26.87/hr.
Jeremy Throne	ASTC Instructional Lab Assistant II	SEA	07/01/21 – 06/30/22	\$16.56/hr.
Helymar Walter	Student Services Generalist - Veterans Resource Center	Veterans Resource Center Allocated Funding	07/01/21 – 06/30/22	\$18.10/hr.
Roxana Zeedyk	Student Services Assistant I - EOPS	EOPS/CARE	07/01/21 – 06/30/22	\$15.88/hr.

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Effective</u>	<u>Assignment</u>
Robert Diamond	SP / Fiscal	07/01/21 - 06/30/22	Policies, procedures, bargaining
Ja'Na Jenkins	Health Science	07/01/21 - 06/30/22	Assistant Volleyball Coach
Makayla Johnson	Health Science	07/01/21 - 06/30/22	Assistant Volleyball Coach
Kimberly Landes	Health Science	07/01/21 - 06/30/22	EMT instructor assistance
Amber Mitchell	Health Science	07/01/21 - 06/30/22	EMT instructor assistance
Jordan Sandefur	Health Science	07/01/21 - 06/30/22	EMT instructor assistance
Kaitlin Williams	Health Science	07/01/21 - 06/30/22	Assistant Volleyball Coach

**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:

05/04/2021	Vendor Payments	11108660-11108665	\$ 9,267.87
05/04/2021	Vendor Payments	11108666-11108727	\$ 179,209.67
05/11/2021	Vendor Payments	11108728-11108736	\$ 132,429.14
05/11/2021	Vendor Payments	11108737-11108739	\$ 21,415.00
05/11/2021	Vendor Payments	11108740-11108769	\$ 113,401.16
05/18/2021	Vendor Payments	11108770-11108771	\$ 110,286.38

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

Ed. Code: 70902 & 81656 Board Policy: 3240 Estimated Fiscal Impact: \$1,262,794.80

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

June 4, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 16, 2021
**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:

05/18/2021	Vendor Payments	11108772	\$ 231.88
05/18/2021	Vendor Payments	11108773-11108775	\$ 26,510.00
05/18/2021	Vendor Payments	11108776-11108820	\$ 222,250.13
05/25/2021	Vendor Payments	11108821-11108822	\$ 33,474.73
05/25/2021	Vendor Payments	11108823-11108914	\$ 414,318.84
TOTAL:			<u>\$ 1,262,794.80</u>

**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

**Finance & Administration
Robert V. Diamond, Vice President**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Curt Johnston	Fundraising, scholarships, outreach and administrative support for the SCC Educational Foundation and Alumni Association per attached Scope of Work. 840 total billable hours.	July 1, 2021 – June 30, 2022	Not to exceed \$69,300.00
Mary Jones	Provide review of Human Resources business processes; facilitation of collective bargaining; and development and presentation of training packages.	July 1, 2021 June 30, 2022	Not to exceed \$75,000.00

<u>Robert V. Diamond</u> Vice President, Finance & Administration	<u>Celia Esposito-Noy, Ed.D.</u> Superintendent-President
<u>June 4, 2021</u> Date Submitted	<u>June 16, 2021</u> Date Approved

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION NO. 20/21-23 AFFIRMING SOLANO
 COMMUNITY COLLEGE'S COMMITMENT TO
 DIVERSITY, EQUITY AND INCLUSION**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Solano Community College's Mission Statement asserts that SCC is a welcoming and inclusive learning environment where diverse students are supported to pursue and attain student success. The Board of Trustees, faculty, and staff are committed to advancing diversity, equity and inclusion and request that the Board approve the attached resolution.

STUDENT SUCCESS IMPACT:

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

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

June 16, 2021

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

June 7, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**AFFIRMING SOLANO COMMUNITY COLLEGE’S COMMITMENT
TO DIVERSITY, EQUITY AND INCLUSION**

RESOLUTION NO. 20/21-23

WHEREAS, Solano Community College’s Mission Statement asserts that SCC is a welcoming and inclusive learning environment where diverse students are supported to pursue and attain student success; and

WHEREAS, the diverse student population of Solano Community College is one of its greatest assets and closely reflects the diverse population of California; and

WHEREAS, a culturally diverse curriculum enriches the educational experience through the exchange of different ideas, beliefs, experiences, and perspectives; promotes personal growth because it challenges stereotypes, preconceptions, and bias; encourages critical thinking; and helps people learn to communicate effectively with others of varied backgrounds; and

WHEREAS, diversity strengthens communities; prepares students to become globally responsible citizens in an increasingly complex, global society; fosters mutual respect and teamwork; helps build communities whose members are judged by the quality of their character and contributions; enhances the nation’s and the state’s economic competitiveness because it brings together individuals from varied and different backgrounds and cultures into the workplace; and

WHEREAS, there are significant equity gaps in completion rates among student populations, and it is essential that we integrate equity throughout all efforts to increase student success and to eliminate equity gaps; and

WHEREAS, Solano Community College has adopted local *Vision for Success* goals centered on improving student success and addressing equity gaps; and

WHEREAS, faculty and staff diversity is a driver for the educational achievement and the social mobility of students; documented by established peer reviewed literature that affirms that students who benefit from a racial and ethnic diverse faculty are better prepared for leadership, citizenship, and professional competitiveness; and

WHEREAS, recognizing the importance of faculty and staff as key drivers of student success, the Board of Governors of the California Community Colleges has adopted the Diversity, Equity and Inclusion Integration Plan, consisting of 68 hiring, recruitment and retention strategies to address the lack of diversity among full-time and part time faculty, classified staff and educational administrators. The Board of Governors also adopted title 5 regulation changes acknowledging that racism, discrimination, and biases exist and the goal is to eradicate them from our system and embrace diversity; and

1 **WHEREAS**, Solano Community College has taken actions to advance diversity, equity and
2 inclusion by doing the following:

- 3 • Invite and include student voices to inform the SCC student experience
- 4 • Pass resolutions in support of diversity, equity and inclusion
- 5 • Identify strategies to address underrepresentation in staffing
- 6 • Submit an Equal Employment Opportunity Plan to include a data review for the
7 past four years
- 8 • Facilitate a President’s Advisory Council on Diversity, Equity, and Inclusion
- 9 • Provide robust professional development efforts to increase cultural competencies
10 among staff and faculty and understand implicit bias
- 11 • Develop a campus climate survey for students to include an assessment of their
12 classroom experiences and the curriculum

13 **NOW THEREFORE BE IT RESOLVED**, that we, the Solano Community College District
14 Board of Trustees, hereby reaffirm our support for diversity in faculty and staff hiring; for
15 diversity among programs and services; and expect everyone in the District, through their
16 roles and responsibilities, to maintain a climate of respect, civility, anti-racism, and inclusion
17 as part of the institution’s commitment to educational excellence; and be it further

18 **RESOLVED**, the Solano Community College District Board of Trustees shall publicly
19 review, on an annual basis, the District’s compliance with the California Education Code
20 Equal Employment Opportunity standards and Chancellor’s Office Certification Form that
21 incorporates multiple methods to address diversity, including, but not limited to, board
22 policies and adopted resolutions; incentives for hard-to-hire areas/disciplines; focused
23 outreach and publications; procedures for addressing diversity throughout hiring steps and
24 levels; consistent and ongoing training for hiring committees; professional development
25 focused on diversity; diversity incorporated into criteria for employee evaluation and tenure
26 review; grow-your-own programs; an analysis of why staff leave the district; and the make-
27 up of hiring committees and support efforts to create a more inclusive, anti-racist
28 environment for faculty, staff, and students.

PASSED AND ADOPTED, This 16th day of June 2021, by the Governing Board of the
Solano Community College District.

DENIS HONEYCHURCH, J.D., PRESIDENT

CELIA ESPOSITO-NOY, ED.D., SECRETARY

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

TO: **Members of the Governing Board**

SUBJECT: **MOU BETWEEN SOLANO COUNTY HEALTH & SOCIAL SERVICES AND SOLANO COMMUNITY COLLEGE FOR SOLANO COUNTY SCHOOL WELLNESS CENTER INITIATIVE (SWCI)**

REQUESTED ACTION:

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

SUMMARY:

SWCI support will be available to all students on campuses that have a wellness center through this initiative with the goals of reducing mental health stigma; preventing student suicides; improving access and linking students to ongoing mental health services; providing culturally responsive and inclusive spaces; and promoting health and wellness for students in Solano County. Board approval is being requested.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: N/A</i>
SUPERINTENDENT’S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Celia Esposito-Noy, Ed.D. Superintendent-President <hr/> PRESENTER’S NAME		<hr/> Celia Esposito-Noy, Ed.D. Superintendent-President
4000 Suisun Valley Road Fairfield, CA 94534 <hr/> ADDRESS		
(707) 864-7299 <hr/> TELEPHONE NUMBER		
<hr/> VICE PRESIDENT APPROVAL June 7, 2021 <hr/> DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		<hr/> June 16, 2021 <hr/> DATE APPROVED BY SUPERINTENDENT-PRESIDENT

GERALD HUBER
Director
grhuber@solanocounty.com
(707) 784-8400
DEBBIE VAUGHN
Assistant Director
dlvaughn@solanocounty.com
(707) 784-8401

DEPARTMENT OF HEALTH & SOCIAL SERVICES



**SOLANO
COUNTY**

BEHAVIORAL HEALTH
275 Beck Avenue, MS 5-250
Fairfield, CA 94533
(707) 784-8320
Fax (707) 421-6619
Sandra Sinz, LCSW
Behavioral Health Director
SLSinz@solanocounty.com

June 3, 2021

To: Celia Esposito-Noy
Solano Community College
4000 Suisun Valley Rd. Bldg 600
Fairfield, CA 94534

From: Tracy Lacey, Sr. Mental Health Services Manager-MHSA Coordinator
Solano County Behavioral Health – Mental Health Services Act (MHSA) Unit

Re: Clarification of the School Wellness Center Initiative MOU #06621-21

This memorandum is being provided to clarify certain terms of the School Wellness Center Initiative MOU #06621-21 as follows, specifically as it applies to Solano Community College (SCC):

Sections I. Purpose, and IX. Term

- These sections state that the MOU begins on January 1st of 2021 in order to include Participants who have already received wellness room materials, however, Participants may begin to apply the terms of this MOU when they receive the materials and begin utilizing them. Solano County Behavioral Health anticipates an actual start date for SCC of August 1st, 2021.

Section V. B. Responsibilities of LEAs

- This section states that Participants will have current Suicide Prevention Practices or a plan as required by AB 2246. Solano County Behavioral Health recognizes that SCC will apply existing suicide prevention policies, and will only be held to the standards of legislation which apply to Community Colleges.

Section VI. E. v. through vii. Responsibilities of School Sites (SITES)

- This section states that Participants will report certain data to Solano County Office of Education. Solano County Behavioral Health understands that SCC will not be able to submit data on the following: school site absenteeism rates; school site suspension rates; and school site expulsion rates, as these do not apply.

Section V. K. Responsibilities of School Sites (SITES)

- This section states that Participants will train staff annually on their protocol for responding to a mental health crisis. Solano County Behavioral Health understands that SCC will train staff to their existing protocols for responding to a mental health crisis.

For additional questions related to this memorandum, please contact Tracy Lacey at tlacey@solanocounty.com, or at 707-784-8213.

**SOLANO COUNTY SCHOOL WELLNESS CENTER INITIATIVE (SWCI)
MEMORANDUM OF UNDERSTANDING 06221-21**

BETWEEN

SOLANO COUNTY HEALTH AND SOCIAL SERVICES DEPARTMENT;

SOLANO COUNTY OFFICE OF EDUCATION;

LOCAL EDUCATIONAL AGENCIES;

AND

SOLANO COUNTY PROBATION DEPARTMENT JUVENILE BUREAU

I. PURPOSE:

This Memorandum of Understanding (MOU), entered into as of January 1, 2021, defines the respective roles and responsibilities of the Solano County Health and Social Services Department (H&SS); Solano County Office of Education (SCOE); participating local education agencies (LEAs): Vacaville Unified School District (VUSD), Benicia Unified School District, Vallejo City Unified School District, Fairfield Suisun Unified School District, Travis Unified School District, Dixon Unified School District, River Delta Unified School District; Pathways Charter School and Elite Charter School; and Solano Community College; and Solano County Probation Department Juvenile Bureau (PROBATION) representing the educational program in the Juvenile Detention facility, regarding a collaborative multidisciplinary effort to provide the school wellness center initiative (SWCI) for Solano County students attending K-12 and adult education school sites. H&SS, SCOE, LEAs and PROBATION shall each be referred to as a “Partner Agency” and shall be collectively referred to as the “Partner Agencies.”

SWCI support will be available to all students on campuses that have a wellness center through this initiative with the goals of reducing mental health stigma; preventing student suicides; improving access and linking students to ongoing mental health services; providing culturally responsive and inclusive spaces; and promoting health and wellness for students in Solano County. Additional goals include, improving academic performance and reducing the following: school truancy, suspensions and expulsions at participating school sites.

The SWCI Partner Agencies recognize that due to the COVID-19 global pandemic and subsequent school closures the site-based wellness centers may not be actively used and therefore the activities outlined in this MOU, including submission of data related to the utilization of the wellness centers is waived until such time that school sites are open, and students have access to the wellness center spaces. In the interim there are some services and supports such as free trainings and technical assistance that school sites can take advantage of. Technical assistance provided by SCOE may include training on the development and utilization of virtual wellness rooms via LEA distance learning platforms already in use.

II. RECITALS:

- A. H&SS Behavioral Health Division (H&SS-BH), SCOE and LEAs have longstanding relationships partnering to coordinate behavioral health services and supports for students in Solano County.
- B. H&SS-BH, SCOE, and LEAs have worked collaboratively to carry out the goals and requirements of both the Mental Health Services Act (MHSA) Three-Year Program and Expenditure Plan, Prevention and Early Intervention (PEI) School-based Services programming, and student support services outlined in LEA Local Control and Accountability

Plans (LCAPs).

- C. H&SS-BH and SCOE will continue to act as the lead agencies for the SWCI.
- D. H&SS-BH and SCOE will continue to explore alternative funding including grants to support and sustain the SWCI.
- E. H&SS-BH will continue to make efforts to provide MHSA-PEI funding to support the SWCI through contracts with other partners which may include school-based mental health services, trainings for school personnel, trainings for parents/caretakers, student workshops/groups, and stigma reduction and suicide prevention activities provided these services are endorsed by MHSA stakeholders and in the current MHSA Three-Year Plan or most recent MHSA Annual Update.
 - i. In the event that a school site leverages an H&SS-BH subcontractor to provide a onetime training/presentation and/or ongoing services which may include the provision of student support/education groups, brief counseling, etc. SCOE, the LEA and/or Probation will enter into an agreement or MOU directly with that organization and will determine whether or not it is necessary for the organization's staff to be finger printed.
- F. LEAs and school sites that have wellness centers will work collaboratively with H&SS-BH and SCOE to leverage services and supports to promote student wellness.
- G. Other Divisions of H&SS including Public Health, Child Welfare, Employment & Eligibility, and Health Services may also provide services in support of the SWCI.
- H. The parties desire to continue this partnership on the terms set forth below.

III. Responsibilities of H&SS-BH

- A. Appoint a manager and/or supervisor to provide support for the SWCI including reviewing processes, referral and linkage workflows, data collection and analysis, and make appropriate modifications as needed.
- B. Co-facilitate with SCOE quarterly, or more frequently as needed, School Wellness Learning Collaborative meetings.
- C. Work collaboratively with SCOE to develop outcome measures and data tracking tools/systems to evaluate the effectiveness of wellness centers on school sites.
- D. Provide managerial staff to support the implementation of SWCI, including site visits, technical assistance, and attending SWCI meetings.
- E. As funding permits H&SS-BH will incorporate deliverables in MHSA PEI funded contracts to support the SWCI; i.e. when possible existing currently funded services and supports will be leveraged by individual sites. This may include:
 - i. Trainings/presentations for students, parents/caretakers, and school personnel
 - ii. Stigma reduction activities
 - iii. Student workshops/groups
 - iv. Culturally responsive services and supports including trainings and supports related to race equity, culturally responsive approaches, curriculum/models to promote inclusive school environments for LGBTQ students, etc.
- F. Provide training for LEAs and school sites on how to access County Behavioral Health services.
- G. Report outcomes related to the SWCI to the community through the H&SS-BH quarterly quality improvement committee, in MHSA annual reports and in the final *Interdisciplinary and Collaborative Cultural Transformation Model* MHSA Innovation project evaluation report.
- H. Provide technical assistance regarding suicide prevention efforts and LEA suicide prevention policies/plans.

IV. Responsibilities of SCOE

- A. Appoint a manager and/or supervisor to provide support for the SWCI including reviewing processes, referral and linkage workflows, data collection and analysis, and make appropriate modifications as needed.
- B. Schedule and co-facilitate with H&SS-BH quarterly, or more frequently as needed, School Wellness Learning Collaborative meetings.
- C. Work collaboratively with H&SS-BH to develop outcome measures and data tracking tools/systems to evaluate the effectiveness of wellness centers on school sites.
- D. Provide staff to support SCOE's responsibilities related to the SWCI, including initial support for implementation of new sites, ongoing technical assistance, and attending program meetings and related trainings.
- E. Continue to support LEAs and school sites to implement the Positive Behavioral Interventions and Supports (PBIS) model and tiered services which is the foundation of the K-12 wellness center model.
- F. Conduct initial site visit prior to wellness center opening to ensure that the space is culturally and linguistically responsive for students pending site demographics and conduct an annual site visit to support the implementation of the SWCI as intended.
- G. Collect data directly from school sites that have wellness centers and report data to H&SS-BH on at least a quarterly basis.
- H. Provide trainings for school personnel and parents/caretakers through the wellness center at participating sites as funded by H&SS-BH pending continued availability of funding.
- I. Provide student prevention workshops on various topics related to mental health, wellness and suicide prevention as funded by H&SS-BH pending continued availability of funding.
- J. Host a SWCI Resource Fair in the Fall and/or Spring.

V. Responsibilities of LEAs

- A. Appoint a manager /supervisory level staff to attend School Wellness Learning Collaborative meetings to review processes, data, outcomes and make appropriate modifications as needed.
- B. Ensure that the LEA has current Suicide Prevention policies, or a plan as required by (AB 2246) and that staff members districtwide are trained on policies and procedures regarding students who are danger to self or others, or gravely disabled.
- C. Ensure that required data is submitted to SCOE as agreed upon in this MOU.

VI. Responsibilities of School Sites (SITES) – See Attachment A for participating SITES

The following responsibilities were outlined in the initial school wellness center grant announcement and application process:

- A. Provide an onsite space that is welcoming and easily accessible for all students and is solely dedicated to the wellness center and commit to maintaining the wellness center/room space for a minimum of three years.
 - i. Make repairs to the space in order for it to be viable for a wellness center and maintain the space to ensure student safety.
 - ii. Ensure that the furnishings, supplies, and materials that were purchased for the wellness center remain in the wellness center space for at least three years.
 - iii. Utilize the posters, wall hangings, and resources as provided by SCOE and H&SS-BH related to suicide prevention, stigma reduction and images reflecting equity and inclusion.
- B. Identify staff and/or volunteers who will support and staff the wellness center/room during school hours.
 - i. The hours of operation for wellness centers may vary from site to site and will be determined by site administrators and/or the districts.

- ii. If requested by an LEA, H&SS-BH and SCOE may identify and refer community members who could be volunteers to support the SWCI which may include retired educators, retired human services workers, members of the faith community, etc. SCOE, each LEA and Probation would have full discretion as to whether to leverage volunteers and would be fully responsible to ensure background checks are completed prior to a volunteer staffing a wellness center.
- C. Make a commitment that the wellness center will address the needs of all students with particular attention to diverse marginalized communities including differently-abled students.
- D. Utilize a computer, laptop or tablet and the data collection tool (provided by SCOE) for students to sign in and out of the center, and to collect other required demographic and utilization data.
 - i. Utilization, demographic, and student outcome data will be collected via self-reporting tools collected when students check in and check out of the wellness center. Aggregate data will be provided to SCOE.
- E. Report data to SCOE on a monthly (or quarterly) basis for a minimum of three years. This data will include:
 - i. Number of total visits to the wellness center per month
 - ii. Number of unduplicated students who utilized the wellness center per month
 - iii. De-identified aggregate demographic data of students using the wellness center to include: age, race/ethnicity, gender identity, language, sexual orientation (included for middle, high school and adult ed sites).
 - iv. Aggregated data regarding changes in emotional state after visiting wellness centers.
 - v. School site absenteeism rates.
 - vi. School site suspension rates.
 - vii. School site expulsion rates.
- F. For K-12 sites utilize existing PBIS, Multi-tiered Systems of Support (MTSS), or other social emotional learning model processes and teams to monitor the use of the wellness center as a Tier 1 support service in order to make appropriate referrals for students in need of higher level services.
 - i. The PBIS/MTSS team will meet at least twice monthly and use the PBIS/MTSS fidelity assessment tools or other monitoring tools to evaluate the effectiveness of the wellness center as a Tier 1 intervention.
 - ii. LEAs may leverage SCOE to secure free training and support related to the implementation of the PBIS model.
- G. Appoint a manager /supervisory level staff or designee to serve as a primary point of contact who will also attend the quarterly School Wellness Learning Collaborative meetings to review processes, data, outcomes and make appropriate implementation modifications as needed.
- H. Identify 1-2 staff (does not have to be mental health/counseling staff) to participate in the following required free trainings as funded by H&SS-BH through MHSA PEI or the Mental Health Student Services Act grant, to implement wellness centers:
 - i. Mental Health First Aid-Youth training or similar training
 - ii. Suicide prevention training
 - iii. Working with LGBTQ+ students
 - iv. How to access County Behavioral Health services
 - v. Training related to cultural and linguistic responsiveness in order to address the needs of students from diverse marginalized communities
- I. Consider voluntarily sending a site representative to at least one of two SWCI Resource Fairs held annually.

- J. Have an identified process for how to make referrals for behavioral health treatment.
 - i. Utilize County Behavioral Health referral form for Medi-cal eligible students that need a higher level of care.
- K. Ensure that all site staff are trained annually on the LEA/site protocol for responding to a mental health crisis.
- L. For the first 3 years participate in an annual site visit conducted by SCOE and/or H&SS-BH.

VII. Confidentiality Policy

- A. Partner Agencies shall prevent unauthorized disclosure of names and other student-identifying information, except for statistical de-identified information.
- B. Partner Agencies shall not use student specific information for any purpose other than carrying out obligations under this MOU.
- C. The Partner Agency providing services shall fully apprise the authorized representative of the child, or the child in a case where he or she has the legal right to consent, or the non-minor dependent, of the requirements of Welfare and Institutions Code section 18986.46(e) prior to participation in the program.
- D. For purposes of evaluation/data collection, Partner Agencies may release statistical information that has been de-identified or part of a limited dataset, to the extent permitted by 45 CFR Section 164.514(e). Partner Agencies shall also implement appropriate safeguards as necessary to prevent unauthorized disclosure of information. (45 CFR Section 164.504(e)(2)(ii)). Additionally, each agency agrees to report any improper use or disclosure of confidential information to the group within five (5) days of becoming aware of such use or disclosure (45 CFR Section 164.504(e)(2)(ii)(C)).

VIII. Child/Adult Abuse Reporting

Partners warrant that they are knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code 15600 et seq.) requiring reporting of suspected abuse.

IX. Term

The term of this MOU shall begin on January 1, 2021 and shall end on June 30, 2023. Thereafter, this MOU will be automatically renewed for successive one-year terms of a fiscal period (July to June) annually and shall continue from year to year unless terminated earlier upon agreement and in writing by all PARTICIPANTS; however, any party may withdraw its participation in this MOU by providing 30 days written notice to all other PARTICIPANTS.

X. Indemnification

Each Partner Agency shall indemnify, defend, protect, hold harmless, and release each and every other Partner Agency and its elected bodies, representatives, consultants, trustees, volunteers, officers, agents, and employees, (“the indemnified parties”) from and against any and all claims, demands, losses, proceedings, damages or injury of any kind, causes of action, liability, costs, or expenses, in law or equity (“Claim”), to property or persons, including personal injury and/or death, to the extent that any of the above arise out of, pertain to, or relate to the negligence, recklessness, errors or omissions, or willful misconduct of a Partner Agency, its officials, officers, employees, subcontractors, consultants or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement.

This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying agency under workers' compensation acts, disability benefit acts, or other employee benefit acts.

XI. Insurance

- A. Each Partner Agency agrees to maintain general, auto, cyber and professional liability insurance coverage with limits of no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. Each partner's insurance will be considered primary for all claims arising out of acts of that Partner Agency. The County agrees to endorse each Partner Agency, their officials, employees and agents, using standard ISO endorsement No. CG2010 or its equivalent for general liability coverage and the County will require all consultants, contractors, and subcontractors engaged to perform services in furtherance of this MOU to name each agency as an additional insured as well. Each Partner Agency agrees to endorse the County and SCOE, their officials, employees and agents, using standard ISO endorsement No. CG2010 or its equivalent for general liability coverage and will require all consultants, contractors, and subcontractors engaged to perform services in furtherance of this MOU to name the County as an additional insured as well.
- B. Each Partner Agency will maintain Statutory Workers' Compensation as required by law for all its employees with Employer Liability limits of not less than \$1,000,000 per occurrence. No agency's insurance shall be called upon to satisfy any claim for worker's compensation filed by an employee of another agency.

XII. Amendments

The department heads from each Partner Agency, by mutual agreement, may amend or modify any or all terms of this MOU. No amendment to this MOU shall be valid unless made in writing and signed by all Partner Agencies.

XIII. General Terms and Conditions

- A. It is understood that this MOU is not intended to, and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, or association.
- B. Each party to this MOU will continue to be individually responsible assure compliance with all State or Federal statutory or regulatory requirements as established, specific to programs or services administrated, managed or provided by each party.
- C. This MOU constitutes the entire agreement between the participating agencies with respect to the subject matter hereof. This MOU may be executed in any number of counter-parts.
- D. The Partner Agencies acknowledge that this MOU is subject to this approval of their respective governing boards, funding availability and any Partner Agency policy or procedural changes required to achieve the stated objectives by the Partner Agency governing board.
- E. The Partner Agencies agree that the provisions of this MOU will be construed pursuant to the laws of the State of California.
- F. The Partner Agencies agree that the venue of any action relating to this MOU shall be in the County of Solano.
- G. No party shall assign or transfer their obligations under this MOU, or any part of this MOU.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed as of the Effective Date.

This document may be signed in duplicate originals or counterparts.

Birgitta E. Corsello, County Administrator
Solano County

Date

Gerald Huber, Director
Solano County Health & Social Services

Date

Christopher Hansen, Chief Probation Officer
Solano County Juvenile Detention Facility

Date

Becky Lentz, Director, Internal Business Services
Solano County Office of Education

Date

Celia Esposito-Noy, Superintendent-President
Solano Community College

Date

Timothy Rahill, Superintendent
Benicia Unified School District

Date

Brian Dolan, Superintendent
Dixon Unified School District

Date

Katherine Wright, Superintendent
River Delta Joint Unified School District

Date

Kris Corey, Superintendent
Fairfield-Suisun Unified School District

Date

Pam Conklin, Superintendent
Travis Unified School District

Date

Jane Shamieh, Superintendent
Vacaville Unified School District

Date

Cheri Summers, Assistant Superintendent
Vallejo City Unified School District

Date

Dr. Ramona Bishop, President/CEO
ELITE Public Schools

Date

Sara Jordan, Director
Pathways Charter School

Date

MOU Approved as to form by:

Solano County Counsel

Date

ATTACHMENT A

The following LEA sites have applied for and been awarded wellness center grants:

Benicia Unified School District

1. Benicia High School
2. Benicia Middle School
3. Liberty High School
4. Joe Henderson Elementary
5. Robert Semple Elementary
6. Mary Farmar Elementary
7. Matthew Turner Elementary

Charter School

1. Elite Charter School
2. Pathways Charter School

Dixon Unified School District

1. Dixon High School
2. Maine Prairie High School
3. CA Jacobs Middle School
4. Anderson Elementary
5. Tremont Elementary
6. Gretchen Higgins Elementary

Fairfield Suisun Unified School District

1. Fairfield High School
2. Sem Yeto High School
3. Grange Middle School

River Delta Unified School District

1. Rio Vista High School
2. Riverview Middle School
3. White Elementary School

Solano County Office of Education

1. Golden Hills Fairfield campus
2. Golden Hills Vacaville campus
3. Juvenile Detention Facility (JDF)

Community College

1. Solano Community College

Travis Unified School District

1. Travis Education Center High School
2. Vanden High School

Vacaville Unified School District

1. Muzetta Thrower Adult Education Center

Vallejo City Unified School District

2. Dan Mini Elementary
3. Cooper Elementary
4. Wardlaw Elementary
5. Grace Patterson Elementary
6. Hogan Middle School
7. Highland Elementary
8. Lincoln Elementary
9. Loma Vista Elementary
10. Vallejo High School
11. Vallejo Adult Education campus
12. Cave Language Academy
13. Glen Cove Elementary
14. John Finney High School
15. Mare Island Health and Fitness Academy
16. Pennycook Elementary

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

TO: Members of the Governing Board

**SUBJECT: PHI THETA KAPPA (PTK) HONOR SOCIETY'S
 PROPOSAL OF LAND ACKNOWLEDGEMENT**

REQUESTED ACTION:

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

SUMMARY:

Phi Theta Kappa Honor Society has proposed that SCC college governance committees and the Governing Board acknowledge at the start of each gathering the land that Solano Community College now occupies is the land of the Patwin Tribes. The Superintendent-President is recommending that the Board include this land acknowledgement on all posted meeting agendas of the Governing Board.

STUDENT SUCCESS IMPACT:

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

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

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

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7299

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

June 7, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

June 16, 2021
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

We should take a moment to acknowledge the land on which we are gathered. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Band of Wintun Indians, and Yocha Dehe Wintun Nation.

The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.

Approved by Yocha Dehe Tribal Council (July 23, 2019)

What is the appropriate pronunciation of each of the indigenous names?

Patwin [PUTT-win]

Cachil Dehe [CATCH-ill DEE-HEE]

Kletsel Dehe [KLET-SELL DEE-HEE]

Yocha Dehe [YO-chuh DEE-HEE]

Wintun [WIN- tune]

**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>
Jocelyn Mouton	Counselor 22 years, 10 months of service with SCC	05/27/2021
Diana Miller	Financial Aid Specialist 12 Years and 11 Months of Service at SCC	06/30/2021

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: 24205</i>	<i>Board Policy: 4400</i>	<i>Estimated Fiscal Impact: N/A</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Salvatore Abbate
 Human Resources

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

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

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

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

TO: Members of the Governing Board

**SUBJECT: CLOSURE OF TRANS FUND AT THE COUNTY
 TREASURY**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Staff is requesting the Board approve the closure of a fund held in the Solano County Treasury known as Fund 531 "SCCD TRANS Fund." This fund has been inactive for many years and there is no current or anticipated future need for this fund. Board approval is required by Solano County to close this fund.

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$</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

707 864-7209

TELEPHONE NUMBER

Robert V. Diamond
 Finance & Administration

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: TENTATIVE DISTRICT BUDGETS AND PROPOSED
TIME AND PLACE FOR THE PUBLIC HEARING AND
ADOPTION OF THE OFFICIAL DISTRICT BUDGETS
FOR 2021-2022**

REQUESTED ACTION:

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

SUMMARY:

Robert V. Diamond, Vice President of Finance and Administration, will present for acceptance the District's Tentative 2021-2022 Budgets and the dates to establish the public hearing and formal adoption of the 2021-2022 budgets.

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: Budgetary Planning

Ed. Code: (CCR) Title 5, Section 58301 Board Policy: 3000,3005 Estimated Fiscal Impact: N/A

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

707 864-7209

TELEPHONE NUMBER

Robert V. Diamond
Finance & Administration

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: TENTATIVE DISTRICT BUDGETS AND PROPOSED
TIME AND PLACE FOR THE PUBLIC HEARING AND
ADOPTION OF THE OFFICIAL DISTRICT BUDGETS
FOR 2021-2022**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The public hearing and adoption of the official 2021-2022 budgets, in accordance with California Code of Regulations, Title 5, Section 58301, are tentatively scheduled for the Board meeting on Wednesday, September 1, 2021, in the Denis Honeychurch Board Room of the Solano Community College District, 4000 Suisun Valley Road, Fairfield, CA.

Copies of the District's 2021-2022 Tentative Budget were provided to the Board under separate Cover. Copies are available from the Office of the Vice President of Finance and Administration, and online at: http://www.solano.edu/finance_admin/

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

TO: Members of the Governing Board
**SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
OUTREACH AND MARKETING**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Board is being asked to approve a one-year agreement with James Thomas Media LLC for Various outreach and marketing services. The annual cost for the 2021-2022 fiscal year is \$115,200, billed at \$9,600 per month. Additional one (1) year agreement to be negotiated on July 1, 2022.

CONTINUED ON 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: _____

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$115,200

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

707 864-7209

TELEPHONE NUMBER

Robert V. Diamond
Finance & Administration

VICE PRESIDENT APPROVAL

June 8, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
OUTREACH AND MARKETING**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

The Services will include:

- Continuing to manage the District presence on social media
- Hosting the new SCC Website and design new online tools, pages and processes
- Responding to inquiries from the community, students and the media
- Producing marketing materials such as video, photography, and graphic design
- Managing advertising and marketing campaigns
- Search Engine Optimization to increase the District’s online visibility during web searches

The Staff recommends approval of this proposal.

Attached is the scope of work.



JAMES THOMAS MEDIA LLC.

Outreach, Web, and Marketing Services

CLIENT

PROJECT NAME	Solano Community College - Outreach and Marketing Services
CLIENT NAME	Celia Esposito-Noy (Solano Community College, Superintendent - President)
BRAND	Solano Community College
PRODUCT	Marketing Management, Coordination, and Distribution
DATE: June 7, 2021	

OVERVIEW

PURPOSE | *What are we looking to do?*

JTM (James Thomas Media LLC.) will create, manage, and distribute outreach and marketing materials for SCC (Solano Community College). This content and management will support SCC front end services and Departments (Outreach, Counseling, Financial Aid, Orientation, Web Services, etc). JTM will support these departments by creating self service materials for staff and students to more easily find information relating to these departments and offerings from SCC. To further assist in creating more easily searchable and useable online information, JTM will manage and host the new SCC website by designing new online tools, pages, and processes. Additionally, JTM will support SCC by creating content and advertising campaigns that ensure a constant connection to the SCC community. JTM will also be responsible for all incoming and outgoing media requests and posts (Including responses to SCC messages on digital platforms). JTM will work jointly with SCC staff and third party contractors to organize existing media outlets and create/procure necessary materials, advertising buys, and content for SCC.

OBJECTIVE

What does the project work to achieve?

The goal of these services is to create efficient and up to date materials for SCC staff that can be easily distributed to current and prospective students. Additionally, through the management of the new SCC website, JTM can create easy to search self service areas, where students, faculty, and others can quickly find information they are looking for. JTM will also manage all platforms, as we have this past year, and ensure all necessary information is created and distributed to the SCC Community.

Continued...

DELIVERABLES

Detailed list of what we will make for you

- **Media Management and Distribution**

- ***Social Media Management and Distribution***

- Weekly posting of new and collected footage/material, unify digital outlets and target specific audiences. (Note: If supplied content is less, posting may slow. However, JTM will post all above mentioned content each month)
 - Create digital content and populate Facebook, Instagram, Twitter and YouTube for SCC
 - Edit client supplied photos, organize YouTube and populate social media platforms
 - Paid and organic social media postings
 - Maintain conformity within brand (Keep content within brand objective and remove conflicting brand presence)
 - Edit, target, and distribute content through social media (Direct to targeted demographic)
 - Manage digital media platforms (Scheduled posts, uniform posting between platforms)
 - Emergency posting and updates (Included within normal business hours, Additional if extended)

- ***Updated SCC Website and Management***

- Maintain, Host, Distribute, Design, and Create materials for new SCC website.
 - Hosts updated SCC webpage and resources (AWS Server with high traffic click through)
 - Manages team of developers and works with SCC to constantly update materials
 - Create department webpages, searchable FAQs, more intuitive registration and orientation, etc.
 - Post and create self service materials for students and staff
 - Emergency messaging through web services (campus lockdown, power out, etc)
 - Updated links, pictures, videos, and other materials for departments

- ***Response***

- Responds to all media inquiries and manages SCC needs for media distribution
 - Respond to all messages on behalf of SCC through all managed platforms (Facebook, Instagram, Twitter, Etc)
 - Lead and connect students and others enquiring information to the correct links, material, and/or department point of contact
 - Will respond for all internal and external media inquiries
 - Will establish necessary connections between departments and outside parties
 - Is a point of contact for media distribution, content creation, etc...

- ***Content creation, procurement (media buying) and Graphic Design***

- JTM will create digital and physical content through video, photo, graphic design, radio, etc. to support SCC in this campaign
 - In house graphic design and creation for SCC (Registration information, Grants and Financial Aid information, Transfer workshops, State College Partnerships, Online offerings, Deadlines, SCC Catalog, etc)
 - Video and photo elements for updated orientation, FAQ informational, How to register, etc (amount decided in campaign) Not to exceed previous campaign.
 - Reaches out to all SCC involved third parties for necessary content creation
 - Procures advertising spots on behalf of SCC. (Radio, Commercial Spots, Magazines, etc.)
 - Archive and Organize all content for SCC

Continued...

- ***SCC Advertising campaign, media buying/procurement and organization of materials***

- Creates advertising campaign and plan to manage all SCC media platforms for ease of distribution
 - Create advertising campaign for SCC (create micro-campaigns for guided pathway, etc.)
 - Implements plan by creating/procuring all content and distributes content for SCC
 - Point of contact for media coverage and distribution
 - Proactively seeks information on upcoming deadlines (student registration/class information, etc)

- ***Social Media - Search Engine Optimization (S.E.O.)***

- Aims to increase social media post ranking and visibility. Additionally, added backlinks to increase website traffic and google/other platform ranking on certain search criteria
 - JTM will optimize keywords, hashtags#, geotags and search terms for SCC to increase visibility in non-paid and paid search landscape
 - Provide backlinks through social media platforms
 - Ensure targeted posting to specific demographic
 - Higher ranked social media posts and user traffic on all digital platforms

- ***Calendar***

- Creates online calendar of SCC media postings, Website, and creation of materials for self service information
 - Compiles long term and short term media calendar for SCC
 - Reaches out to content creators for supporting material
 - Involved in certain meetings to ensure all necessary outgoing information is accounted for

Continued...

Budget:

Solano Community College Media Coordinator - Billed Monthly at \$9,600

Term of Contract - One (1) year agreement beginning July 1, 2021 through June 30, 2022. Additional one (1) year agreement to be negotiated on July 1, 2022.

(General campaign delivered with calendar/schedule. Micro-campaigns and updated calendar created throughout year as needed. Media buying, content creation/procurement and placement will start at agreed upon campaign and calendar.

Costs associated with procurement of media (ex. flyer printing and materials, radio ad space, etc.) are billed to SCC.

JTM Policies

- 1. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.**
- 2. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and use of deliverables upon final payment of all compensation owed to JTM.
(JTM retains the right to use footage for promotional use)**
- 3. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute, contact not established with necessary parties or other cause beyond JTM's reasonable control.**
- 4. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee of Client. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.**
- 5. Employees and Additional Contractors. JTM's Employees and contractors on site and directed at sole discretion of JTM.**
- 6. Additional. Any additional bills or fees incurred by JTM will be the responsibility of the client. (Example. printing done on behalf of client, radio advertisement purchase, etc). Additional Filming will be charged at \$250 per hour. (Travel included up to 25 miles, Additional over 25 miles). Additional Edits outside of two revisions will be charged at \$150 per hour. Additional Music additions outside of house library will be charged at cost of licensing.**

CLIENT COMMENTS AND APPROVAL

COMMENTS

--	--

DATE:

CLIENT SIGNATURE:

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

TO: Members of the Governing Board

SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR DIGITAL CONTENT CREATION AND DISTRIBUTION

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for a contract with JTM (James Thomas Media LLC.) to create virtual and remotely accessible digital content for SCC (Solano Community College). Due to Covid-19 the need for video, photo, and graphic content that is accessible online has risen. JTM will create this content for SCC during the next fiscal year under a retainer of services to help prioritize programs and information delivered to students. The goal is to bring new and constantly updated media to all current and prospective students within the surrounding area. This will increase awareness within the

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i> <i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$50,000</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

707 864-7209

TELEPHONE NUMBER

Robert V. Diamond
Finance & Administration

VICE PRESIDENT APPROVAL

June 8, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT WITH JAMES THOMAS MEDIA LLC FOR
DIGITAL CONTENT CREATION AND DISTRIBUTION**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

community regarding SCC’s programs and events. Additionally, this offers an easy and quick means of reaching and providing SCC’s audience with a call to action (essentially making it easier for one to click a link, sign-up/ register, buy tickets etc.).

James Thomas Media will provide services from July 1, 2021 until June 30, 2022.

Total amount not to exceed \$50,000 to be paid from federal CARES/HEERF funds

Attached is a copy of the Scope of Work.



JAMES THOMAS MEDIA LLC.

SCOPE OF WORK

CLIENT

PROJECT NAME	Solano Community College - Remote Content Production During Covid-19
CLIENT NAME	Celia Esposito-Noy (Solano Community College Superintendent-President)
BRAND	Solano Community College - Virtual and Remote Content
PRODUCT	Digital Content Creation and Additional Distribution for Remote Access
DATE: June 1, 2021	

PROJECT

PURPOSE | *What are we looking to do?*

JTM (James Thomas Media LLC.) will create virtual and remotely accessible digital content for SCC (Solano Community College). Due to Covid-19 the need for video, photo, and graphic content that is accessible online has risen exponentially. JTM will create this content for SCC during the next fiscal year under a retainer of services to help prioritize programs and information delivered to students. The goal is to bring new and constantly updated media to all current and prospective students within the surrounding area. This will increase awareness within the community regarding SCC's programs and events. Additionally, this offers an easy and quick means of reaching and providing SCC's audience with a call to action (essentially making it easier for one to click a link, sign-up/register, buy tickets, etc).

OBJECTIVE

What does the project work to achieve?

Remotely reach current and prospective SCC students during covid-19 to showcase the quality of SCC programs and events. Additionally, provide a uniform look throughout all managed digital platforms. And Up to date material.

TARGET AUDIENCE

PROJECT TARGET | *who are we trying to reach?*

- Currently enrolled students within Solano Community College
- Prospective students within the surrounding communities
- Interested parties of special events
- Local businesses and corporate entities looking to hire specially trained alumni

Continued...

DELIVERABLES

Detailed list of what we will make for you

- **Produced Content**

- ***Video***

- JTM will be on site monthly to gather new content. JTM will provide promotional and/or PSA videos that will change by department, program or event. This will showcase SCC offerings remotely as students and prospective students search for information online.
 - Creates brief overview of program or event for Digital Marketing Campaign
 - This includes time on site, editing, music licensing, graphics/titles and two revisions (additional revisions billed at \$150 per hour)

- ***Images***

- JTM will provide High Quality images that will also be distributed and populate all managed digital outlets for SCC.
 - Capture events, sports and general programs
 - This includes time on site, editing, graphics/titles and two revisions (additional revisions billed at \$150 per hour)

- ***Remote Distribution Campaigns***

- Funds to increase digital visibility of material distributed online during Covid -19.
 - JTM will optimize keywords, hashtags#, geotags and search terms for SCC to increase visibility in non-paid and paid search landscape
 - Provide backlinks through digital platforms
 - Ensure targeted posting to specific demographic
 - Higher ranked web material and user traffic on all digital platforms

Continued...

Budget:

Digital Marketing Campaign - Retainer not to exceed \$50,000 from July 1, 2021 to June 30, 2022

(Upon first payment JTM requires one (1) month to create an agreed upon schedule of events, PSAs and programs that JTM will produce.

1. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee of Client. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
2. Notice. Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mailed addressed to JTM at (831 Emerald Ct. Vacaville, CA, 95687) or to Client as identified below.
3. Changes and Amendments. Client requests a change in JTM's services. Any mutually agreed upon change shall be effective upon written amendment executed by both parties.
4. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond JTM's control.
5. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and full use and control of deliverable upon final payment of all compensation owed to JTM. (JTM retains the right to use footage for promotional use)
6. Compliance with all Laws. JTM shall comply with all federal, state, and local laws applicable to JTM's performance under this Agreement.
7. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.
8. JTM Contractors and Employees. Client acknowledges that all JTM contractors and Employees are directed at discretion of JTM.
9. Additional. Additional services or costs will be billed to client.

CLIENT COMMENTS AND APPROVAL

DATE:

CLIENT SIGNATURE:

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL TO AWARD TO JAMES THOMAS MEDIA
 COVID-19 REMOTE INFORMATION AND SYSTEMS
 MAINTENANCE AND DEVELOPMENT**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Board is asked to approve this contract with James Thomas Media for \$92,000 to maintain remote systems for the 2021-2022 fiscal year. Due to Covid-19, Solano Community College needs a more efficient means for students to access and obtain general college and specific class information remotely. With limited campus due to COVID, the maintenance of these systems are a necessary means of access for students and faculty and needed to expand SCC's web projects that keep students

CONTINUED ON 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: _____

Government Code: N/A Board Policy: Estimated Fiscal Impact: \$92,000
Funding Source: CARES/HEERF funds.

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

707 864-7209

TELEPHONE NUMBER

Robert V. Diamond
 Finance & Administration

VICE PRESIDENT APPROVAL

June 8, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: APPROVAL TO AWARD TO JAMES THOMAS MEDIA
COVID-19 REMOTE INFORMATION AND SYSTEMS
MAINTENANCE AND DEVELOPMENT

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

and potential students informed about COVID compliance protocols, status of classes, and information that would generally be obtained in person if the campus were open.

Funding source: CARES/HEERF funds.

Attached is a copy of the Scope of Work.



JAMES THOMAS MEDIA LLC.

SCOPE OF WORK

CLIENT

PROJECT NAME	Solano Community College - Covid-19 Remote Information and Systems Maintenance
CLIENT NAME	Celia Esposito-Noy (Superintendent - President of SCC)
BRAND	Solano Community College - Remote Information Systems Maintenance
PRODUCT	COVID-19 <i>Remote Information and Systems Maintenance and Development</i>
DATE: June 1, 2021	

PROJECT

PURPOSE | *What are we looking to do?*

Due to Covid-19, SCC (Solano Community College) needs a more efficient means for students to access and obtain general college and specific class information remotely. With limited campus access due to COVID, the maintenance of these systems are a necessary means of access for students and faculty and needed to expand SCC's web projects that keep students and potential students informed about COVID compliance protocols, status of classes, and information that would generally be obtained in person if the campus were open. JTM (James Thomas Media LLC.) will maintain and further develop multiple remote information systems to continually achieve these essential goals for SCC. JTM will Maintain, Develop, Design, Code, and Automate these digital systems, programs, and web/server features for SCC.

(Client Initials: _____)

Continued....

OBJECTIVE

What does the project work to achieve?

1. Maintain Server - Maintain and continually develop JTM server space to accommodate remote access during COVID. Convert/consolidate these pages to updated design and server housing. This will eliminate multiple other current overlapping systems in use by SCC and their costs. Additionally, it will create an all-in-one system for the SCC web material and a cohesive and uniform look throughout all web pages. Current webpages are not easily accessed and have remote access issues making them inaccessible during COVID.
2. Additional Developers - JTM will continue to employ its team of web developers to transfer all of the additional SCC data held between omni and the current SCC server. These additional developers will work quickly to code, format, and transfer this data into the newly designed SCC front end page design to ensure students have access during COVID.
3. MailChimp official SCC email communications - JTM will maintain and distribute materials through the new email server to officially communicate all important dates and information during COVID to faculty and students. (A Master Plan for these communications has been created and will be used for this system.)
4. Slido online Q&A system (in person suspended during COVID-19) - JTM will maintain Slido as a means of Q&A for faculty, students, and vendors during live events and bidding hosted by SCC.
5. Ongoing maintenance of Zendesk ticketing systems - Zendesk ticketing system integrates with JTM workflow software to account for all SCC media and web requests. (Usually performed during in person meetings but limited due to COVID-19). As general and department webpages are converted JTM will require these requests to filter through this system for Dean and VP approval as well as set timelines for work progress. This will ensure all departments have changes made timely and accurately.
6. Ongoing Automated Marketing - JTM has created a marketing masterplan encompassing all information, events, and activities at SCC. Using these new systems JTM will continue to automate this information to alert departments of needed upcoming information for outgoing marketing materials and their projected marketing date during COVID. Examples include registration, graduation planning, transfer information, counseling and tutoring information, events, etc.
7. Ongoing Third Party Implementation - JTM will continue to work with third parties such as "Tassel" to integrate their software into the newly created SCC webpages and design elements. This will ensure a seamless transition for students to explore class options and suggestions online during COVID-19. This requires web developers from both parties to code each system into a single uniform structure in the SCC ecosystem. As opposed to linking students to other third party vendors web pages and additional logins.

(Client Initials: _____)

Continued....

DELIVERABLES

Details for COVID-19 systems Maintenance and Development:

This contract includes the maintenance and ongoing development of the newly implemented systems for a time period of July 1, 2021 through June 30, 2022.

All in one server maintenance and storage -

JTM increased server space with Amazon Web Services
Increased data transfer rates
Continue to maintain word press updates to the server
Storage setup of all material and data in omni and directly on current SCC server

Additional Developers -

JTM contracted web developers will continue to transfer all other SCC data from older systems such as Omni and the SCC server
Format and transfer existing data into JTM designed pages
Code functionality of each existing page and ensure easy user experience
Manage workload and expedited timeline of additional requested web pages

MailChimp -

Continue to create multiple audiences for distribution (Students, Faculty, Management , Etc)
Create material for programs, deadlines, and events
Create templates in SCC branding
Emergency posting and updates

Slido -

Maintain virtual Q&A service and train staff on moderation
Code into existing SCC website
Expand test version into fully compatible education level system

Zendesk -

Maintenance and further development of virtual and automated ticketing system
Code into SCC website for easy requests process
Automate ticketing process into JTM systems and SCC systems for tracking
Work with SCC for approval process of requests and coding of features

Automated Marketing -

Maintain and create triggers for all accounted events approved in SCC masterplan
Set automation for each department to streamline communication
Create easy access data for SCC to audit material

Third Party Implementation -

Continue to dedicate hours from web development team to code in third party vendor software into SCC native site
Manage process for easy student path exploration and registration

(Client Initials: _____)

Continued....

Budget:

COVID-19 Remote Information and Systems Maintenance and Ongoing Development -

Total Compensation of \$92,000

For the services listed in deliverables JTM will maintain and continue development from July 1, 2021 through June 30, 2022

JTM Policy

Terms

1. Independent Contractor. JTM is an independent contractor and not an agent, officer or employee of Client. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
2. Notice. Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mailed addressed to JTM at (831 Emerald Ct. Vacaville, CA, 95687) or to Client as identified below.
3. Changes and Amendments. Client requests a change in JTM's services. Any mutually agreed upon change shall be effective upon written amendment executed by both parties.
4. Unforeseen Circumstances. JTM is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond JTM's control.
5. Ownership of Deliverable. Client shall be the owner of and shall be entitled to possession and full use and control of deliverable upon final payment of all compensation owed to JTM. (JTM retains the right to use footage for promotional use)
6. Compliance with all Laws. JTM shall comply with all federal, state, and local laws applicable to JTM's performance under this Agreement.
7. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.
8. JTM Contractors and Employees. Client acknowledges that all JTM contractors and Employees are directed at discretion of JTM.
9. Additional. Additional services or costs will be billed to client.

DATE:

CLIENT SIGNATURE:

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO SALLY SWANSON
ARCHITECTS, INC. FOR PROFESSIONAL SERVICES
FOR THE DISTRICT'S ADA IMPROVEMENTS PROJECT**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for the award of a professional services contract to Sally Swanson Architects, Inc. to update the District's Americans with Disabilities Act Transition Plan (required by Federal Law). Americans with Disabilities Act (ADA) transition planning and mapping consulting services will update our required Transition Plan and inform the District's ADA Improvements Projects.

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: ADA transition planning and mapping to provide better access to programs.

Ed. Code: Board Policy: Estimated Fiscal Impact: \$240,795.00 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

June 4, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
Superintendent-President

June 16, 2021

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO SALLY SWANSON
ARCHITECTS, INC. FOR PROFESSIONAL SERVICES
FOR THE DISTRICT'S ADA IMPROVEMENTS PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The consultant's scope of work will include the following tasks for all District sites:

Task 1: Developing a Transition Plan

Task 2: Assisting the District with the Completion of a Self-Evaluation of Policies and Procedures

Task 3: Completing an Access Master Plan (Sequences) - AMPS

Task 4: Collecting Data for and Advising the District on Building and Building Entrance Mapping

Sally Swanson Architects, Inc. was contracted by the District during the Facilities Master Plan (FMP) process in 2013-2014 to develop the ADA Transition Plan included in the FMP. The scope of services in this new contract is an extension of and update to the work previously done and will also expand upon that work to allow for further identification of physical, digital and programmatic access barrier removal needs. Implementation recommendations for required improvements will be included in this work along with collection of geospatial data. This data will allow the District to create additional way-finding tools for students, faculty, staff and campus visitors at all of its sites.

A detailed proposal was requested from Sally Swanson Architects, Inc. The scope of services and proposed costs were reviewed and determined to be fair and appropriate for the work identified by the District.

The Board is asked to approve a professional services contract to Sally Swanson Architects, Inc. in the amount not to exceed \$240,795.00.

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: CONTRACT AWARD TO ARTHULIA, INC. FOR
CONSTRUCTION SERVICES FOR THE NURSING
SIMULATION LAB WALL WRAP PREPARATION
PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a construction services contract to Arthulia, Inc. for the Nursing Simulation Lab Wall Wrap Preparation Project. The purpose of the project is to prepare the existing walls in Room 808 to receive a custom graphic wall covering as part of an overall program improvement effort to enhance instruction.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

Ed. Code: Board Policy: Estimated Fiscal Impact: \$24,530 Strong Workforce 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 V. Diamond
VP, Finance & Administration

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO ARTHULIA, INC. FOR
CONSTRUCTION SERVICES FOR THE NURSING
SIMULATION LAB WALL WRAP PREPARATION
PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The scope of work includes removal and reinstallation of wall mounted equipment, demolition and removal of existing drywall, wood trim and vinyl wrapped panels, and installation of new drywall, including Level 4 smooth finish, prime and finish paint coat and replacement of existing rubber wall base.

A proposal was requested from Arthulia, Inc., a contractor on the District's Pre-Approved Contractor list for the District's Board Approved CUPCCAA (California Uniform Public Construction Cost Accounting Act) program. The proposal was reviewed, and the proposed pricing was determined to be fair and appropriate to the scope of work requested.

The Board is asked to approve a contract to Arthulia, Inc. in the amount of \$24,530.

The contract 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: **CONTRACT AWARD TO JEFF PAINTING FOR
CONSTRUCTION SERVICES FOR THE BUILDING 200
FENCE PAINTING PROJECT**

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for award of a construction services contract to Jeff Painting for the Fairfield Campus' Building 200 Fence Painting Project. The current fencing surrounding Building 200 is in poor condition and is flaking off, which presents a code compliance problem for child care. The scope of work includes all preparation of surfaces to be painted, priming surfaces, and finish coats of new paint.

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: Enhance safety and security for students, faculty, and staff

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$36,000 Measure Q Funds</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
VP, Finance & Administration

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO JEFF PAINTING FOR
CONSTRUCTION SERVICES FOR THE BUILDING 200
FENCE PAINTING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

All ornamental metal fencing surrounding Building 200 will be painted using the District's Pre-Approved Color Standards.

A proposal was requested from Jeff Painting, a contractor on the District's Pre-Approved Contractor list for the District's Board Approved CUPCAA (California Uniform Public Construction Cost Accounting Act) Program. The proposal was reviewed, and the proposed pricing was determined to be fair and appropriate to the scope of work requested.

The Board is asked to approve a contract to Jeff Painting in the amount of \$36,000.00.

The contract 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: CONTRACT AWARD TO MORGAN FENCE COMPANY, INC. FOR CONSTRUCTION SERVICES FOR THE BELVEDERE FENCE PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a construction services contract to Morgan Fence Company, Inc. for the District's Belvedere Property Fence Project. The scope of work includes the installation of new galvanized chain-link fencing at the District's Belvedere property in order to provide a barrier between the District's property and the existing Belvedere Luxury Condominiums.

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: Enhance safety and security for students, faculty, and staff

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$52,525 Measure Q Funds</i>
------------------	----------------------	----------------------------------------------------------

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
 VP, Finance & Administration

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO MORGAN FENCE COMPANY,
INC. FOR CONSTRUCTION SERVICES FOR THE
BELVEDERE FENCE PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

The fence will run the entire length between the two properties and include three (3) gates across three (3) drives that connect the two properties. The Vallejo Fire Department has reviewed the plans for these gates and approved.

A proposal was requested from Morgan Fence Company, Inc., a contractor on the District's Pre-Approved Contractor list for the District's Board Approved CUPCCAA (California Uniform Public Construction Cost Accounting Act) Program. The proposal was reviewed, and the proposed pricing was determined to be fair and appropriate to the scope of work requested.

The Board is asked to approve a contract to Morgan Fence Company, Inc. in the amount of \$52,525.00.

The contract 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: CONTRACT AWARD TO SEQUOIA SIGNS & GRAPHICS, INC. FOR CONSTRUCTION SERVICES FOR THE NURSING SIMULATION LAB WALL WRAP PROJECT

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for award of a construction services contract to Sequoia Signs & Graphics, Inc. for the Nursing Simulation Lab Wall Wrap Project. The purpose of the project is to install a custom graphic wall covering in the Nursing Simulation Lab as part of an overall program improvement effort to enhance instruction. The scope of work includes design, fabrication and installation of a custom graphic wall covering.

CONTINUED ON THE NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$17,231.31 Strong Workforce Funds</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
 VP, Finance & Administration

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO SEQUOIA SIGNS & GRAPHICS,
INC. FOR CONSTRUCTION SERVICES FOR THE
NURSING SIMULATION LAB WALL WRAP PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

A proposal was requested from Sequoia Signs & Graphics, Inc., a contractor on the District's Pre-Approved Contractor list for the District's Board Approved CUPCCAA (California Uniform Public Construction Cost Accounting Act) program. The proposal was reviewed, and the proposed pricing was determined to be fair and appropriate to the scope of work requested.

The Board is asked to approve a contract to Sequoia Signs & Graphics, Inc. in the amount of \$17,231.31.

The contract 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: CONTRACT AWARD TO THE SCION GROUP FOR
 PROFESSIONAL SERVICES FOR THE DISTRICT'S ON
 CAMPUS HOUSING PROJECT**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for the award of a professional services contract to The Scion Group for campus housing consultant services for the District's On Campus Housing Project. The purpose of this scope of services is to assess the need for and determine the feasibility of on campus housing for the District. If it is determined through the delivery of these consulting services that campus housing is viable, the District would then proceed with the development of a housing project based upon the assessment and feasibility analysis and recommendations.

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: Providing for and enhancing non-instructional spaces for students.

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$55,275.00 Measure Q Funds</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 Diamond
 VP, Finance & Administration

VICE PRESIDENT APPROVAL

June 4, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy
 Superintendent-President

June 16, 2021

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: CONTRACT AWARD TO THE SCION GROUP FOR
PROFESSIONAL SERVICES FOR THE DISTRICT'S ON
CAMPUS HOUSING PROJECT**

SUMMARY:

CONTINUED FROM THE PREVIOUS PAGE

On December 2, 2020, the Board approved the 2020 Facilities Master Plan, which included an on campus housing project. The consultant will assess need and feasibility for student housing and for co-generational housing providing college students, seniors and potentially other community members the opportunity to live and participate in the community on the Fairfield campus.

The consultant's scope of work will address an anticipated partnership project whereby the District will work with a third party to plan, build, operate and maintain a housing project located on campus property. This type of project delivery method is commonly referred to as a "P3" (Public-Private Partnership) project.

A Request for Proposals (RFP) was issued on April 14, 2021. The District received a total of three (3) proposals. The evaluation committee reviewed all submitted proposals and interviewed two (2) teams. Following interviews and further discussion, the evaluation team determined that The Scion Group submitted the most responsible and responsive proposal and provided the best value to the District. The Scion Group is recommended for award of a contract for the District's On Campus Housing Project.

The Board is asked to approve a professional services contract to The Scion Group in the amount not to exceed \$55,275.00.

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: AGREEMENT BETWEEN NAPA COUNTY LIBRARY AND
 SOLANO COMMUNITY COLLEGE FOR POLARIS
 SUBSCRIPTION AND UNITY COURIER SERVICES**

REQUESTED ACTION:

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

SUMMARY:

An updated agreement between Solano Community College and Napa County Library for Polaris subscription and Unity Courier Services is being presented for review and approval by the Governing Board. The Polaris system is used to manage many of the library's circulation services. It is a 5-year term and the total cost for the 5-year period for SCC is \$70,000.00.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$70,000</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

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

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

ADDRESS

707 864-7117

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

May 27, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

NAPA COUNTY AGREEMENT NUMBER 220020B

MEMORADUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made on _____ by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY" on behalf of Napa County Library and Solano Community College (hereinafter referred to as "SCC") located at 4000 Suisun Valley Rd., Fairfield, CA 94534, on behalf of its Library and Learning Resource Center.

RECITALS

WHEREAS, on July 1, 2021 COUNTY entered into a contract with Innovative Technologies for Polaris, an Integrated Library system "ILS" and Unity Courier; and

WHEREAS, having a ILS system creates the need of courier services for library materials between the Napa County Library and SCC; and

WHEREAS, SCC's cost was built into the County's agreement with Innovative Technologies and Unity Courier; and

WHEREAS, the ILS system and cooperation between County and SCC creates opportunities to for services and products at cost savings for both libraries; and

WHEREAS, SCC requests that Napa County Library develop a pricing structure for Polaris and Unity Courier services and to purchase services and/or products on its behalf.

TERMS

NOW, THEREFORE, the parties agree as follows:

1. **Term of the Agreement.** The term of this Agreement shall commence on July 1, 2021 and shall expire on June 30, 2026, unless terminated earlier in accordance with Paragraph 5.
2. **Maximum Amount.** The Maximum payments under this Agreement shall be a total of seventy thousand dollars (\$70,000.00) for professional services and products based upon services actually rendered and expenses actually incurred.
3. **E-mail or Written Consent Required.** Upon the e-mail or written consent of the persons designated in Paragraph 6, Napa Valley Library, on behalf of COUNTY, may purchase library courier services and other products and services on behalf of SCC.
4. **Reimbursement for Services and Products.** Reimbursement for Services and Products will follow the formula outlined in Exhibit "A" attached hereto and incorporated by this reference herein.
5. **Termination.** This Agreement may be terminated by COUNTY or by SCC for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least 60 days prior to the effective date. However,

SCC shall still be required to pay for the cost of products and services made pursuant to this agreement before the effective termination.

6. **Notices.** All notices required or authorized by this Agreement shall be in e-mail or in writing. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COUNTY
Anthony Halstead
Director of Library Services
Napa County
500 Coombs Street
Napa, CA 94559
anthony.halstead@countyofnapa.org

SCC
David Williams
VP Academic Affairs
Solano Community College
4000 Suisun Valley Rd.
Fairfield, CA 94534
david.williams@solano.edu

7. **Indemnification/Hold Harmless.** To the full extent permitted by law, COUNTY and SCC shall each defend, indemnify and hold harmless each other as well as their respective officers, agents, employees, volunteers or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising out of or connected with any acts or omissions of that party or its officers, agents, employees, volunteers, or contractors or their subcontractors, when performing any activities or obligations required of that party under this Agreement. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.
8. **Amendments.** Except as specifically provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.
9. **Insurance.** SCC shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:
 - (a) **Workers' Compensation Insurance.** To the extent required by law during the term of this Agreement, SCC shall provide workers' compensation insurance for the performance of any of SCC's duties under this Agreement, including but not limited to, coverage for workers' compensation and employer's liability and a waiver of subrogation, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.

- (b) **Liability Insurance.** Each party shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, **issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better or equivalent self-insurance:**
- (1) **General Liability.** Each party shall obtain and maintain in full force and effect during the term of this Agreement commercial or comprehensive general liability insurance coverage (personal injury and property damage) of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence, either issued by a company admitted to do business in the State of California and having an A.M. Best Rating of no less than A:VII or by self-insurance satisfactory to other party's risk manager or employee designated by that party to perform such function, or by a combination thereof, covering liability for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of that party under this Agreement except for acts or omissions performed in strict compliance with express direction the other party's governing board, officers or personnel. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.
- (2) **Professional Liability.** Each party shall obtain and maintain in full force and effect during the term of this Agreement professional liability/errors and omissions insurance coverage in an amount of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit for each occurrence and, where provided through a policy of insurance, issued by a company admitted to do business in the State of California and having an A.M. Best Rating of A: VII or better, covering all professional acts or omissions of that party arising out of or in connection with this Agreement except for those acts or omissions performed in strict compliance with express direction from the other party's governing board, officers or personnel unless such direction was based upon professional advice from the first party or its personnel or other agents under this Agreement.
- (3) **Comprehensive Automobile Liability Insurance.** Each party shall obtain and maintain in full force and effect during the term of this Agreement a comprehensive automobile liability insurance policy (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with that party's activities under this Agreement of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence.
- (c) **Certificates of Coverage.** Insurance coverages referenced in 7(b), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager, demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by SCC with the Anthony Halstead prior to commencement of performance of any of SCC's duties.
- (1) The certificate(s) or other evidence of coverage shall reference this Agreement by its COUNTY number or title and department; shall be kept

current during the term of this Agreement; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(2) Waiver of Subrogation and Additional Insured Endorsements. For the commercial general liability insurance coverage referenced in 7(b)(1) and, for the comprehensive automobile liability insurance coverage referenced in 7(b)(3) where the vehicles are covered by a commercial policy rather than a personal policy, SCC shall also file with the evidence of coverage an endorsement from the insurance provider naming COUNTY, its officers, employees, agents and volunteers as additional insureds and waiving subrogation. For the Workers Compensation insurance coverage, SCC shall file with the evidence of coverage an endorsement waiving subrogation.

(3) The certificate or other evidence of coverage shall provide that if the same policy applies to activities of SCC not covered by this Agreement, then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of SCC under this Agreement, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20 10 11 85, or equivalent, including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94.

(4) Upon request by COUNTY's Risk Manager, SCC shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

(5) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to COUNTY's Risk Manager.

10. **Interpretation.** This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts. This Agreement is made in Napa County, California. The venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California.

11. **Conflict of Interest.** By executing this Agreement, the COUNTY hereby determines that SCC has been hired to perform a range of duties so limited in scope as to not be required to comply with such disclosure obligation.
12. **Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.
13. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.
14. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.
15. **Entirety of Contract.** This Agreement, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

SOLANO COMMUNITY COLLEGE

By _____
DAVID WILLIAMS
Vice President of Academic Affairs
Solano Community College

“SCC”

NAPA COUNTY, a political subdivision of
the State of California

By _____
ALFREDO PEDROZA
Chair Board of Supervisors

“COUNTY”

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <i>Susan B. Altman</i>, Deputy County Counsel</p> <p>Date: May 12, 2021</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>_____ Deputy Clerk of the Board</p>	<p>ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT "A"
COMPENSATION

Polaris Rate Schedule		Napa County	NV College	Solano CC	
Year	Subscription Period	81.83%	9.36%	8.81%	Total
Year 1	July 2021 - June 2022	\$ 79,215.78	\$ 9,061.61	\$ 8,524.36	\$ 96,801.76
Year 2	July 2022 - June 2023	\$ 81,988.34	\$ 9,378.77	\$ 8,822.72	\$ 100,189.82
Year 3	July 2023 - June 2024	\$ 84,857.92	\$ 9,707.03	\$ 9,131.51	\$ 103,696.46
Year 4	July 2024 - June 2025	\$ 87,827.95	\$ 10,046.77	\$ 9,451.11	\$ 107,325.84
Year 5	July 2025 - June 2026	\$ 90,901.94	\$ 10,398.41	\$ 9,781.90	\$ 111,082.25
Totals		\$ 424,791.94	\$ 48,592.59	\$ 45,711.61	\$ 519,096.13

Unity Rate Schedule						
	Year 1	Year 2	Year 3	Year 4	Year 5	
Location Name and days:	\$ 44,378.00	\$ 44,743.00	\$ 45,108.00	\$ 45,474.00	\$ 45,839.00	
AMERICAN CANYON LIB (M-F)	\$ 635.00	\$ 667.00	\$ 690.00	\$ 715.00	\$ 740.00	
CALISTOGA LIBRARY (M-F)	\$ 635.00	\$ 667.00	\$ 690.00	\$ 715.00	\$ 740.00	
NAPA COUNTY LIBRARY (M-F)	\$ 1,201.00	\$ 1,261.00	\$ 1,305.00	\$ 1,350.00	\$ 1,398.00	
NAPA VALLEY COLLEGE (M&F)	\$ 318.00	\$ 334.00	\$ 346.00	\$ 358.00	\$ 371.00	
SOLANO COMMUNITY COL (W)	\$ 184.00	\$ 193.00	\$ 200.00	\$ 207.00	\$ 214.00	
YOUNTVILLE LIBRARY (M-F)	\$ 635.00	\$ 667.00	\$ 690.00	\$ 715.00	\$ 740.00	
Monthly Rate:	\$ 3,608.00	\$ 3,789.00	\$ 3,921.00	\$ 4,060.00	\$ 4,203.00	
Annual Rate:	\$ 43,296.00	\$ 45,468.00	\$ 47,052.00	\$ 48,720.00	\$ 50,436.00	
<p>NAPA COUNTY will contract with UNITY delivery service for all three libraries. CONTRACTOR shall pay the exact price of the services for any stops incurred at that location. Additionally, CONTRACTOR shall pay % of the difference between the monthly service fee for the initial stop and the monthly service fee.</p>						
				81.83%	9.36%	8.81%
	Monthly Initial Stop	Monthly Location	To be allocated	Napa County	NV College	Solano CC
Year 1	\$ 1,201.00	\$ 635.00	\$ 566.00	\$ 463.17	\$ 52.98	\$ 49.84
Year 2	\$ 1,261.00	\$ 667.00	\$ 594.00	\$ 486.09	\$ 55.60	\$ 52.31
Year 3	\$ 1,305.00	\$ 690.00	\$ 615.00	\$ 503.27	\$ 57.57	\$ 54.16
Year 4	\$ 1,350.00	\$ 715.00	\$ 635.00	\$ 519.64	\$ 59.44	\$ 55.92
Year 5	\$ 1,398.00	\$ 740.00	\$ 658.00	\$ 538.46	\$ 61.60	\$ 57.94

Year 1	Monthly Location	Montly Initial	Annual				
Napa Valley College	\$ 318.00	\$ 52.98	\$ 4,451.80				
Solano Community College	\$ 184.00	\$ 49.84	\$ 2,806.10				
Year 2	Monthly Location	Montly Initial	Annual	5 year Maximum			
Napa Valley College	\$ 334.00	\$ 55.60	\$ 4,675.25	Napa Valley College	\$	72,762.93	
Solano Community College	\$ 193.00	\$ 52.31	\$ 2,943.69	Solano Community College	\$	60,929.62	
Year 3	Monthly Location	Montly Initial	Annual				
Napa Valley College	\$ 346.00	\$ 57.57	\$ 4,842.84				
Solano Community College	\$ 200.00	\$ 54.16	\$ 3,049.88				
Year 4	Monthly Location	Montly Initial	Annual				
Napa Valley College	\$ 358.00	\$ 59.44	\$ 5,009.31				
Solano Community College	\$ 207.00	\$ 55.92	\$ 3,155.02				
Year 5	Monthly Location	Montly Initial	Annual				
Napa Valley College	\$ 371.00	\$ 61.60	\$ 5,191.14				
Solano Community College	\$ 214.00	\$ 57.94	\$ 3,263.32				

Solano College 5-year maximum	\$	60,929.62
Additional services and products	\$	9,070.38
MOU Maximum	\$	70,000.00

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

TO: Members of the Governing Board

**SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ITEMS AS
SUBMITTED BY THE CURRICULUM COMMITTEE, A
SUBCOMMITTEE OF THE ACADEMIC SENATE**

REQUESTED ACTION:

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

SUMMARY:

During the Spring 2021 semester, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

STUDENT SUCCESS IMPACT:

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

Ed. Code: Title 5, Chapter 6, subchapter 2, beginning with §55100 Board Policy: 6100
Estimated Fiscal Impact: N/A

SUPERINTENDENT’S RECOMMENDATION:

- APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

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

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

ADDRESS

(707) 864-7102

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

June 2, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

June 16, 2021

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the Spring 2021 semester, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

CONSENT ITEM

None

ACTION ITEM

MATH 112 Intermediate Algebra for Liberal Arts: DE
Solano Community College General Education (Local/Non-Transfer) modification process
Approve COUN 064 and 064P stay in the Counseling Department and reject HSW 004 and HSW 004F as duplicate content
Change Requisite language in catalog, website, and board procedure to: "All requisites must be satisfactorily completed with a minimum grade of C, or P if taken on a Pass/No Pass basis, unless otherwise noted"
Correspondence Addendum: MATH 112, GEOG 006, COUN 007, ART 001, PSYC 030, PSYC 001, SOC 040
2021-2022 Curriculum/Technical Review Committee Calendar

NEW COURSE

Course
COUN 064P Human Services and Social Work Practicum
COUN 065P Human Services and Social Work Practicum II
KINE 021B Intermediate Self-Defense
KINE 012Y Intermediate Circuit Training
KINE 011Y Intermediate Cardio Conditioning
KINE 013B Intermediate Functional & Core Training
KINE 022B Intermediate Pilates for Fitness
KINE 023B Intermediate Fit Ball Training
KINE 023X Resistance Band Training
DANC 025B Dance Production II

COURSE MODIFICATION

Course	Modification
MATH 040 Introduction to Linear Algebra	Class Max 15 to 25
CDFS 062 Introduction to Early Childhood Education	Class Max 40 to 35
CDFS 064 Observation and Assessment	Class Max 40 to 35
CDFS 076 Care of Infants and Toddlers	Class Max 40 to 35

COUN 064 Human Services and Social Work Seminar	Title, Content, Requisites, hours, units, class max 15 to 20
COUN 065 Human Services and Social Work Seminar II	Title, Content, Requisites, hours, units
HSW 001 Introduction to Human Services	Prefix (Formerly HS 001)
HSW 082 Serving Diverse Populations	Prefix and number, (Formerly HS 053), Title, Catalog Description
HSW 083 Introduction to Case Management	Prefix and number, (Formerly HS 055), Catalog Description
HSW 085 Introduction to Group Process	Prefix and number, (Formerly HS 054), Title, Advisory
ASTR 050 Astronomical Optics	Requisite
FIRE 140 Fire Technology Academy	Description, Requisite
HORT 006 Identification and Ecology of Landscape Plant Materials	C-ID AG-EH 108L, Course Description, Requisite, Assignments, Textbooks, Objectives, SLOs, Content
HORT 050 Introduction to Horticulture	C-ID AG-PS 106L, Course Description, Textbooks, Objectives, SLOs, Content
HORT 055 Soils and Fertilizers	C-ID AG-PS 128 L, Course Description, Requisite, Assignments, Textbooks, Objectives, SLOs, Content
HORT 101 Plant Propagation and Production	C-ID AG-EH 116 L, Course Description, Requisite, Assignments, Textbooks, Objectives, SLOs, Content

COURSE INACTIVATION

Course	
None	

CURRICULUM REVIEW

Course	
None	

NEW PROGRAM

Program	
Human Services and Social Work A.A.-T	

PROGRAM MODIFICATION

Program	Modification
Human Services and Social Work A.A.	Title, Courses
Human Services and Social Work C of A	Title, Courses
Business Administration A.S.-T	Courses as required from updated TMC

PROGRAM INACTIVATION

Program	
None	