

**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

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Amber Mitchell	EMT Journey Level Assistant	General Fund	06/22/21 – 06/30/21	\$25.00/hr.

EMPLOYMENT 2021-2022

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jason Edmonds	Art Lab Technician	09/09/2021 (Revised)
Susan Wheet	Vice President, Finance and Administration	09/27/2021

Part-Time Adjunct Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Sokline Hing	Adjunct Counselor (not to exceed 67%)	09/16/21 – 12/24/21
Ankur Kumar	Adjunct Counselor (not to exceed 67%)	09/16/21 – 12/24/21
Jason Xiong	Adjunct Counselor (not to exceed 67%)	09/16/21 – 12/24/21

Salvatore Abbate
Human Resources

September 3, 2021
Date Submitted

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

September 15, 2021
Date Approved

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant Name</u>	<u>Effective</u>	<u>Amount</u>
Dustin Aubert	Athletic Trainer/COVID Tester	Cares Act / HEERF	09/16/21 – 06/30/22	\$18.50/hr.
John Herkins	EMT Journey Level Assistant	General Fund	07/06/21 – 06/30/22 (Updated)	\$25.00/hr.
Tham Hua	Principal Research & Data Analyst	SEA	09/02/21 – 06/30/22	\$24.66/hr.
Ricardo Irizarry	EMT Journey Level Assistant	General Fund	09/03/21 – 06/30/22	\$25.00/hr.
Amber Mitchell	EMT Journey Level Assistant	General Fund	07/06/21 – 06/30/22 (Updated)	\$25.00/hr.

GRATUITOUS SERVICE

<u>Name</u>	<u>School/Department</u>	<u>Effective</u>	<u>Assignment</u>
Monica Bustos	Athletics	09/16/21 – 05/30/22	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:

08/02/2021	Vendor Payments	11109544-11109546	\$ 2,187.50
08/02/2021	Vendor Payments	11109547-11109548	\$ 46,843.08
08/02/2021	Vendor Payments	11109549-11109553	\$ 8,101.33
08/02/2021	Vendor Payments	11109554-11109581	\$ 124,169.81
08/10/2021	Vendor Payments	11109582-11109588	\$ 137,859.01
08/10/2021	Vendor Payments	11109589	\$ 12,783.14

CONTINUED ON NEXT PAGE:

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 70902 & 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: 2,605,591.83</i>
------------------------------------	---------------------------	--

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

707-864-7209

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

September 3, 2021

DATE SUBMITTED TO

SUPERINTENDENT-PRESIDENT

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

September 15, 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:

08/10/2021	Vendor Payments	11109590-11109594	\$ 18,433.06
08/10/2021	Vendor Payments	11109595-11109642	\$ 321,687.28
08/18/2021	Vendor Payments	11109643	\$ 11,400.00
08/18/2021	Vendor Payments	11109644-11109645	\$ 101,548.25
08/18/2021	Vendor Payments	11109646-11109648	\$ 13,715.77
08/18/2021	Vendor Payments	11109649-11109693	\$ 280,462.64
08/25/2021	Vendor Payments	11109694	\$ 7,391.80
08/25/2021	Vendor Payments	11109695-11109697	\$ 13,899.66
08/25/2021	Vendor Payments	11109698-11109699	\$ 5,653.80
08/25/2021	Vendor Payments	11109700-11109702	\$ 1,079,318.23
08/25/2021	Vendor Payments	11109703-11109734	\$ 242,174.10
08/25/2021	Vendor Payments	11109735-11109384	\$ 177,963.37

Total

\$ 2,605,591.83

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

TO: **Members of the Governing Board**

SUBJECT: **DONATIONS**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

<u>NAME AND ADDRESS</u>	<u>ITEM AND ESTIMATED VALUE</u>	<u>RECEIVING DEPARTMENT</u>
G. Barrett Covington Family Trust	1999 Lancair Super-ES aircraft in good condition	Aeronautics Program

Acceptance of this donation is recommended at this time.

STUDENT SUCCESS IMPACT:

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

Government Code: _____ *Board Policy:* 3350 *Estimated Fiscal Impact:* \$ In Kind Gifts

<p>SUPERINTENDENT’S RECOMMENDATION:</p> <p>_____</p> <p>Celia Esposito-Noy, Ed.D. Superintendent-President</p> <p>_____</p> <p>PRESENTER’S NAME</p> <p>_____</p> <p>4000 Suisun Valley Road Fairfield, CA 94534</p> <p>_____</p> <p>ADDRESS</p> <p>_____</p> <p>707 864-7299</p> <p>_____</p> <p>TELEPHONE NUMBER</p> <p>_____</p> <p>VICE PRESIDENT APPROVAL</p> <p>_____</p> <p>September 3, 2021</p> <p>_____</p> <p>DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT</p>	<p><input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE</p> <p>_____</p> <p>Celia Esposito-Noy, Ed.D. Superintendent-President</p> <p>_____</p> <p>September 15, 2021</p> <p>_____</p> <p>DATE APPROVED BY SUPERINTENDENT-PRESIDENT</p>
--	---

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

TO: Members of the Governing Board

**SUBJECT: PUBLIC HEARING AND ADOPTION OF THE 2021-2022
DISTRICT BUDGETS**

REQUESTED ACTION:

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

SUMMARY:

At the Governing Board Study Session held on September 1, 2021, Finance Consultant Robert Diamond, presented the Board with the proposed District’s 2021-2022 budgets.

The 2021-2022 District Budgets are being presented for a public hearing and adoption at this time in accordance with the California Code of Regulations (CCR), Title 5, Section 58301. The District recommends adoption of the proposed budget and spending plan that were developed and shared with the campus community over the last several months during its budget development cycle.

Copies may be viewed on the Finance & Administration website:

http://www.solano.edu/finance_admin/district_budget.php

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: N/A</i>	<i>Board Policy: 3000,3005</i>	<i>Estimated Fiscal Impact: N/A</i>
----------------------	--------------------------------	-------------------------------------

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

VICE PRESIDENT APPROVAL

September 3, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

September 15, 2021
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION NO. 21/22-03 MANDATING FACE COVERINGS AND REQUIRING VACCINATIONS OR TESTING FOR ALL STUDENTS, EMPLOYEES, AND VOLUNTEERS

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The Solano Community College District has adopted face-covering measures on campus related to the protection of students, faculty, and staff, recognizing that face covering requirements alone are insufficient to provide for the protection of our community. SCCD has encouraged employees and students who are eligible to get vaccinated against COVID-19 and requests approval of Resolution No. 21/22-03.

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: **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

September 7, 2021

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

September 15, 2021

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

RESOLUTION NO. 21/22-03

**MANDATING FACE COVERINGS AND REQUIRING VACCINATIONS OR TESTING
FOR ALL STUDENTS, EMPLOYEES, AND VOLUNTEERS**

WHEREAS, the Solano Community College District's State of Emergency was declared by the Board on March 18, 2020, shortly after Solano County issued the COVID-19 Stay At Home Order in response to COVID-19; and

WHEREAS, the Solano Community College District is following CalOSHA guidelines and regulations, as well as health orders from the state public health office; and

WHEREAS, the Solano Community College District has the authority to take any action not prohibited by law in order to control dangerous conditions caused by public calamities such as a global pandemic pursuant to Education Code Section 70902(a) and Government Code Section 53019; and

WHEREAS, the Solano Community College District has adopted face-covering measures on campus related to the protection of students, faculty, and staff, recognizing that face covering requirements alone are insufficient to provide for the protection of our community; and

WHEREAS, Governor Newsom issued Executive Order No. N-09-21 on June 17, 2021, implementing the Cal/OSHA guidance immediately into full effect as of that date; and

WHEREAS, the Cal/OHSA COVID-19 Temporary Emergency Standard, updated June 18, 2021, permits employers to verify and maintain confidential documentation of proof that an employee is fully vaccinated; and

WHEREAS, the further spread of COVID-19 places all communities at risk by increasing the likelihood of further dangerous mutations beyond the delta and lambda variants; and

WHEREAS, the development of variants to the COVID-19 virus requires responses that will be adapted when necessary; and

WHEREAS, continued progress in restoring in-person classes and services depends on the health and safety of students, faculty, staff, managers, and Trustees; and

WHEREAS, the Solano Community College District has provided vaccination opportunities by serving as a vaccination site sponsored by the White House in June and July, 2021; and

WHEREAS, on August 23, 2021, the Food and Drug Administration has given full approval to the vaccine known as the Pfizer-BioNTech COVID-19 Vaccine, which will now be marketed as Comirnaty, for the prevention of COVID-19 disease in individuals 16 years of age and older; and

WHEREAS, vaccination is the primary means to reduce risk of serious disease, hospitalization, and death from the COVID-19 disease as well as to combat the spread of the highly transmissible delta variant to friends, family, colleagues, and the community at large; and

WHEREAS, Solano Community College District has encouraged employees and students who are eligible to get vaccinated against COVID-19; and

WHEREAS, the Solano Community College District has been and will continue working with local health officials to provide access to COVID-19 vaccines for employees and students; and

THEREFORE, BE IT RESOLVED that the Solano Community College District Board of Trustees requires and authorizes the District to implement the following provisions effective September 15, 2021:

1. All District employees working on campus or utilizing in-person district services, shall be required to either:
 - a. Present proof that they have been fully vaccinated (two doses of Pfizer or Moderna or one dose of Johnson & Johnson) against COVID-19 by October 15, 2021; or
 - b. Undergo weekly testing, twice a week, for COVID-19 infection and provide proof of negative COVID-19 test results beginning October 15, 2021.
 - i. Employees must submit their test results to the person/department designated by the District.
 - ii. Such testing shall be scheduled by the employees.
 - iii. If employees miss work time for the testing, they must utilize Supplemental Paid Sick Leave (“SPSL”) (Senate Bill 95) until it is exhausted or has expired (anticipated to expire September 30, 2021). Once SPSL is exhausted or has expired, employees will not be required to utilize leave for required testing prior to their becoming fully vaccinated.
 - c. Failure to comply with (a) or (b) will be deemed as the employee’s inability to perform his/her duties.
2. All students attending in-person, on-campus classes, utilizing in-person district programs or services, attending classes at clinical sites or participating in on-campus or off-campus in-person training or activities shall be required to either:
 - a. Present proof that they have been fully vaccinated (two doses of Pfizer or Moderna or one dose of Johnson & Johnson) against COVID-19 by October 15, 2021; or
 - b. Undergo weekly testing, twice a week, for COVID-19 infection and provide proof of negative test results beginning October 15, 2021.
 - c. Failure to comply with (a) or (b) may result in the student being offered the option of online classes, being disenrolled, or being prohibited from coming on campus or participating in on or off campus course related training or activities.
3. All volunteers who access campuses or participate in off-site in-person services or activities for the District, shall be required to either:
 - a. Present proof that they have been fully vaccinated against COVID-19 by October 15, 2021; or

- b. Undergo testing for COVID-19 infection and provide proof of negative COVID-19 test results within three days prior to the date of their volunteer service;
4. Regardless of vaccination status or the Solano County Department of Public Health protocols, all employees, students, volunteers, and visitors shall wear face coverings in indoor, on-campus settings for the duration of the Fall 2021 semester. This requirement is in place for all indoor teaching and learning environments, student support programs and services, and any indoor space where one or more people have congregated.
5. The Superintendent-President and designees are hereby authorized and directed to:
 - a. Establish protocols for verifying vaccination status of employees, students, and volunteers while also protecting their privacy; and
 - b. Offer students online courses or drop students without penalty if no online course or alternative is available.
 - c. Negotiate with all employee bargaining units the effects of these mandates on working conditions.
 - d. Consult with representatives of District and College constituency groups on the adjustment of protocols, which are subject to change pursuant to the local, state and federal laws.

PASSED AND ADOPTED by the Board of Trustees of the Solano Community College District on the ___ day of _____ 2021 by the following vote:

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: NEW CLASSIFIED CSEA JOB DESCRIPTION: MULTI-MEDIA LAB TECHNICIAN

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

The following job description is presented for Governing Board approval. It establishes a new classified, CSEA position. The position will serve as the primary technology specialist for the commercial arts and digital media programs. This position will support the students, staff and faculty with maintenance and upkeep of the specialized technology requirements of these specific programs. Vacant FTE from the resignation of one of the lab technician positions in Liberal Studies will be used to fund this position. This position will be funded by general funds and placed at Range 14 of the CSEA Salary Schedule.

STUDENT SUCCESS IMPACT:

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

Ed. Code: 88009 Board Policy: 4010, 4720 Estimated Fiscal Impact: \$52,893 Plus Benefits Yearly

SUPERINTENDENT'S RECOMMENDATION:

- APPROVAL DISAPPROVAL
- NOT REQUIRED TABLE

Salvatore Abbate
Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7281

TELEPHONE NUMBER

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

VICE PRESIDENT APPROVAL

September 3, 2021

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

September 15, 2021
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Multimedia Lab Technician/Technology Specialist – School of Liberal Arts

BASIC FUNCTION: Under the direction of the Division Dean of Liberal Arts and in consultation with the Manager of Technology and Support Services, serve as the primary technology specialist for the commercial art and digital media programs in the School of Liberal Arts, providing instructional assistance and technical support to students, faculty, and staff. In labs, classrooms, and office spaces, the Technician will be responsible for the installation, maintenance, support, and operation of computers, in particular MacOS devices, software and applications, tablets, displays, printers, presses, and other devices and machinery.

The Technician will possess extensive technical training and experience in the assigned field, work independently, and ensure the smooth and continuous operation of multiple commercial art and digital media lab environments. The Technician will maintain records, conduct inventory, track supplies and equipment, recommend purchases and upgrades, ensure compliance with health and safety regulations, and maintain the lab facilities and equipment in a clean and operable condition. The Technician will exhibit and develop personal competency in the operation and maintenance of various devices and tools, ranging from iMacs and iPads to large-format photo printers, a ten-arm mechanical screen-printing press, and a dye-sublimation printer. Work assignments may take place at any designated Solano Community College campus or remotely. The Technician's schedule may change from one term to the next due to class schedules. To accommodate lab classes, the Technician may be expected to work some evening or weekend hours in a given term.

REPRESENTATIVE DUTIES:

Essential duties and responsibilities include the following. Other job-related duties may be assigned.

Serve as the primary contact and technical specialist for users of Apple products and other specialty hardware and software who are affiliated with the commercial and digital arts programs as students, faculty, or staff, working to resolve their problems, concerns, and questions;

Foster a friendly, supportive, and equitable atmosphere for students, faculty, staff and the public;

Demonstrate the ability to work respectfully and effectively with people of diverse socio-economic, ethnic, and cultural backgrounds, as well as differing abilities, including people who have never used a given technology or software before, second language learners, people with

learning differences, people with mobility challenges, the Deaf and hard of hearing, and the blind;

Answer student questions and assist them in solving problems related to their commercial and digital arts courses and in the use of equipment and instructional software, both face to face and via trouble-ticket support tools and tracking systems, videoconferencing, Canvas, and remote assistance applications. This responsibility may require assigned lab hours;

Develop videos, presentations, and/or written instructions to help others work through common problems with installation or use of hardware or software programs;

Operate, update, service, maintain, set up, install, modify, repair, test, troubleshoot, and train others in the use of technological devices, machines, and equipment, including but not limited to Windows and Mac desktop computers, laptops, tablets, drawing tablets, displays, printers, presses, cameras, video cameras, and peripherals;

Use enterprise management software such as Jamf Pro to manage product inventory and install and remotely manage applications;

Use hand tools as required to perform job duties. Identify failed computer components and replace them;

Work collaboratively with peers in the IT department on projects with a shared scope;

Work with vendors to schedule trainings, installation, servicing, or maintenance of equipment and systems. Arrange for shipment of equipment requiring service or returns;

Research new digital and commercial art technologies, especially as they relate to higher education, and maintain a superior understanding of industry-standard technologies, materials, and methods;

Evaluate and recommend new technology purchases and enhancements. Suggest expenditures for annual budget; assist in reviewing, evaluating and selecting equipment and software for purchase; contact vendors for estimates, information, and demonstrations of new or updated products;

Order, receive, catalogue, and maintain supplies and equipment; maintain accurate records of inventory and stored lab equipment, instructional materials, warranties, software, and supplies, such as printer inks; and ensure adequate levels of materials, software, and supplies at any given time;

Assure the security of assigned equipment, materials and supplies. Keep computers and equipment in the commercial and digital arts labs and classrooms in a safe, secure, clean, and operational condition;

Check out equipment and supplies to students and receive returns while keeping careful records of these transactions;

Clean equipment, including mechanical screen-printing press, direct-to-garment printer, and dye-sublimation printer; use power washer to clean screens for screen printing; order specialty cleaning supplies as needed. Clean and sanitize art implements, tabletops, and other surfaces that do not qualify for daily custodial attention;

Learn and observe safety regulations, participate in service and health and safety trainings, maintain lab binders of Safety Data Sheets (SDS), and report potential hazards;

Assist with or supervise gallery or other art-space installations and school outreach events, such as the student art show and art night events. Paint or repair gallery walls if necessary and hang artwork. Occasionally operate heavy-duty machinery, such as forklifts and scissor lifts, after requisite training;

Prepare lab equipment and supplies for student use or demonstration by instructors; may collect and account for fees, charges or other forms of currency, such as print cards;

Coordinate student lab schedules and manage student attendance and progress database; collect data required for tracking positive attendance;

Maintain a high level of discretion and confidentiality when exposed to confidential information in the performance of duties;

Perform assigned work with speed and accuracy. Meet schedules and timelines, provide accurate oral and written reports of progress and developments, attend department meetings and meet individually with colleagues to keep faculty, staff, and supervisor apprised of work status and duties;

Answer inquiries and relay messages to others as appropriate;

Manage multiple projects and obligations concurrently using effective time-management strategies;

Technician will move from one campus workspace to another. Sometimes, the Technician will move from one campus to another, and may occasionally transport equipment;

The Technician's work schedule may change from one term to the next because of class schedules. To accommodate lab classes, the Technician may be expected to work evening or weekend hours in a given term.

Work independently under minimal supervision;

Perform additional job-related duties as assigned.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

2 years' experience providing technical support for MacOS products and tutoring;

Associates degree in computer science, or Art and design from a regionally accredited university or college.

Or any combination of training, experience, and education that provides the necessary knowledge, skills, and abilities.

COMMUNICATION SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to convey ideas simply, effectively, and succinctly in spoken and written communications;
- Ability to prepare clear, concise, and complete statistical reports;
- Ability to communicate with District faculty, staff and students as well as outside vendors to define and clarify the requirements for software and problem resolution.

MATHEMATICAL ABILITY:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions;
- Ability to understand and analyze user requirements;
- Ability to use logical methods to evaluate varying technologies and appropriate testing equipment and software;
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual, practical, and creative problems;
- Ability to deal with a variety of abstract concepts and variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Please note that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties in this classification, the employee is regularly required to sit for prolonged periods of time, use hands and fingers to operate an electronic keyboard or other machines and equipment, reach with hands and arms, stoop, kneel, or crouch to file and perform other tasks, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephones and in person. An employee in this classification is frequently required to travel to other locations to conduct work. An employee assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds, and occasionally lift, carry and/or move objects weighing up to 50 pounds. Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), and ability to adjust focus (ability to adjust eye to bring an object into sharp focus).

CERTIFICATES, LICENSES, REGISTRATION

Valid California driver's license.

OTHER SKILLS AND ABILITIES:

Knowledge of:

- Apple computers and devices running MacOS versions;
- Adobe Creative Suite applications, including Adobe Illustrator; Adobe InDesign; Adobe Photoshop; and Adobe Lightroom;
- Video editing software;
- Darkroom equipment and exposure units;
- Manual screen-printing equipment and processes;
- Mechanized screen presses and dryers;
- Dye-sublimation printers;
- Direct-to-garment printers;
- Cleaning and maintenance of large-format photo printers;
- Traditional and modern art methods and materials.

This is representative of skillsets that would be useful. It is not expected that every candidate will be familiar with all of these things, but rather that they will endeavor to become skilled in areas where they are less familiar.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work assigned to this classification is typically performed in an instructional lab environment which includes microcomputers. While performing the duties of this classification, the employee regularly works at a microcomputer terminal for long periods of time. The work environment involves frequent interruptions, fast-paced deadlines, and multiple priorities and is moderately noisy. Duties may require the employee to work at non-conventional times.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: COMPUTER HARDWARE AND EQUIPMENT ORDER TO
STERLING FOR THE LIBRARY / LEARNING RESOURCE
CENTER PROJECT

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Board approval is requested for a computer hardware and supplemental equipment purchase order to Sterling to be utilized by the Information Technology Department to outfit the new Library / Learning Resource Center (LLRC). Sterling’s pricing is based upon the NASPO ValuePoint Contract 7-15-70-34-003 #C000000011250.

The Board is asked to approve this computer hardware and equipment order to Sterling in the amount of \$212,610.32.

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Provide new equipment that supports classrooms in new LLRC

Ed. Code: Board Policy: Estimated Fiscal Impact: \$212,610.32 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 V. Diamond
VP, Finance & Administration
VICE PRESIDENT APPROVAL

September 3, 2021
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

September 15, 2021
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

A contract renewal with James Thomas Media LLC for various outreach and marketing campaigns is being presented to the Governing Board for approval. Services will include three major directed branding campaigns for each: Career and Technical Education, Biotech, Vacaville Center, and Vallejo Center. Each campaign will consist of three to five (3-5) videos, supporting graphics, supporting web, and social media advertisement. The annual cost for the 2021-2022 fiscal year is \$120,000.

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: \$120,000</i>
------------------	----------------------	---

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
September 2, 2021

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

September 15, 2021
DATE APPROVED BY SUPERINTENDENT-PRESIDENT



JAMES THOMAS MEDIA LLC.

Renewal of Services

CLIENT

PROJECT NAME	SCC - CTE, Biotech, VV & VC - Digital Marketing Campaign
CLIENT NAME	Maire A. Morinec - MS, RN (Dean of SCC Vacaville and Vallejo Centers) Lisa Neeley (Dean of Applied Technology)
BRAND	SCC - CTE, Biotech, Vacaville and Vallejo Centers
PRODUCT	Digital Content Creation, Social Media Marketing, Campaign Management and Distribution
DATE: July 11, 2021	

PROJECT

PURPOSE | *What are we looking to do?*

JTM (James Thomas Media LLC.) will create and provide many types of digital marketing content and services for Solano Community College - CTE (Career technology), Biotech, Vacaville and Vallejo Centers (SCC-CTE-BIO-VV&VC). Our main goal is to bring new and constantly updated media to all current and prospective students within Solano County and the surrounding areas. This will increase awareness within the community regarding SCC-CTE-BIO-VV&VC's career offerings and business community relationships. Additionally, this offers an easy and quick means of reaching and providing SCC-CTE-BIO-VV&VC's audience with a call to action (making it easier for one to click a link, sign-up/register, get information, etc). During this campaign JTM will create unique content for SCC-CTE-BIO-VV&VC and refine digital distribution of content to reach specified target audiences.

OBJECTIVE

What does the project work to achieve?

Increase SCC-CTE-BIO-VV&VC's digital brand awareness by creating digital content that reflects the quality of their programs. Additionally, provide a uniform look throughout all managed digital platforms and create effective means of communication with prospective students and businesses.

TARGET AUDIENCE

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

- Prospective students in Solano County & surrounding counties
- Businesses that create a direct pipeline for employment for SCC
- State and Federal entities/groups who provide grants for supported programs
- SCC-CTE-BIO-VV&VC Partners

(Client Initials: _____)

Continued...

Scope of Work 2020

Detailed list of what we will make for you

- **Options for Content and Services**

Some services may reduce amounts of videos or video time

Proposed campaigns include three (3) Major directed campaigns for each CTE, Bio, VV&VC. Each campaign consisting of three to five (3-5) videos, Supporting graphics, Supporting Web, and Social media advertisement

- ***SCC-CTE-BIO-VV&VC Advertising campaign and organization of materials***

- Helps create advertising campaign and plan to create and distribute JTM produced material
 - Create general advertising campaign for SCC-CTE-BIO-VV&VC
 - Create micro-campaigns for programs or special events
 - Provide creative ideas for content and distribution
 - Promote and distribute JTM produced content
 - Create social media presence for SCC-CTE-BIO-VV&VC
 - Copywriting for web, graphic, and other mediums

- ***Video, Photos and Graphic Design***

- Professional quality commercials. Shorter promotional and/or PSA videos
 - Commercial videos approx. :30 - 1:00 minute (Can be combined with other commercial/promotional/PSA time for longer) (Not to exceed 10 videos)
 - Promo videos - approx. :15 - :30 overview and update of project progress for Digital Campaign (Not to exceed 6 videos)
 - High-Res stills pulled from video and/or captured onsite during filming (5-10 photos per session)
 - This includes time on site, editing, music licensing, titles
 - Graphics for flyers, online promos, etc
 - Client will be provided two drafts for review and comment.

- ***Media & Advertisement Buying/Placement***

- Help manage media buying and ad placement
 - Manage and call accounts on behalf of SCC-CTE-BIO-VV&VC
 - Create, send, and get quotes for internet TV and/or radio advertisement
 - Schedule content creation for supporting material

- ***Social Media (S.E.O.) and Analytics***

- 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 help optimize keywords, hashtags#, geotags and search terms for SCC-CTE-BIO-VV&VC to increase visibility in non-paid and paid search landscape
 - Ensure targeted posting to specific demographic
 - Higher ranked social media posts and user traffic on all digital platforms

(Client Initials: _____)

Continued...

Total Compensation

Payment Terms

Digital Marketing Materials - Total Compensation of \$120,000

Term of Contract - One (1) year agreement beginning July 1, 2021 through June 30, 2022.

Provided Budget Codes

(#137320 = \$42,303)

(#137321 = \$40,000)

(#137620 = \$35,000)

(Outstanding = \$2,697)

Terms and Conditions

1. Time of Performance. This Agreement is for a period of 12 -months beginning upon signed date and ending on June 30th, 2022. JTM may require a startup time to establish agreed upon delivery of materials.
2. 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.
3. 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.
4. Changes and Amendments. Client may request a change in JTM's services. Any mutually agreed upon change, including any increase or decrease in compensation, shall be effective upon written amendment executed by both parties.
5. 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.
6. 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)
7. Compliance with all Laws. JTM shall comply with all federal, state, and local laws applicable to JTM's performance under this Agreement.
8. Signature authority. By signing below, Client represents that it has the legal authority to execute this Agreement and agrees to be bound by same.
9. JTM Contractors and Employees. Client acknowledges that all JTM contractors and Employees are directed at discretion of JTM.
10. Additional. Additional time will be billed at \$150 per hour. Additional revisions above two (2) per material will be billed at \$100 per hour. Travel included up to 25 miles per site visit from Fairfield, CA. Additional mileage billed at .58 cents per mile. All other additional charges billed directly to client.

DATE: _____

CLIENT SIGNATURE: _____

CLIENT ADDRESS: _____

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

TO: **Members of the Governing Board**

SUBJECT: **MIDTERM ACCREDITATION REPORT**

REQUESTED ACTION:

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

SUMMARY:

The SCC Midterm Report is being presented for approval by the Governing Board. This report has been prepared in response to an External Evaluation Report presented to SCC by a team of representatives of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) following evaluation of an Institutional Self-Evaluation Report in August 2017 and an on-site visit October 2-5, 2017.

Representatives from across the campus, including administration, faculty and staff, met regularly through Spring 2021 and worked to gather evidence and develop this report. The report is available at <http://www.solano.edu/accreditation/> and the Academic Affairs Office.

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: None</i>
SUPERINTENDENT’S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
David Williams, Ph.D. Vice President, Academic Affairs		<hr/> Celia Esposito-Noy, Ed.D. Superintendent-President <hr/> September 15, 2021 <hr/> DATE APPROVED BY SUPERINTENDENT-PRESIDENT
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 September 3, 2021		
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

AGENDA ITEM 14.(a)
MEETING DATE September 15, 2021

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

TO: Members of the Governing Board

SUBJECT: RE-IMAGING CAMPUS SAFETY STUDY BRIEF

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

An update on preliminary findings will be presented by Brian Travis, Forward Solutions, Inc.

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 type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input checked="" type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE
Celia Esposito-Noy, Ed.D. Superintendent-President		
PRESENTER'S NAME		
4000 Suisun Valley Road Fairfield, CA 94534		
ADDRESS		Celia Esposito-Noy, Ed.D. Superintendent-President
(707) 864-7299		
TELEPHONE NUMBER		
VICE PRESIDENT APPROVAL		September 15, 2021
September 7, 2021		DATE APPROVED BY
DATE SUBMITTED TO		SUPERINTENDENT-PRESIDENT
SUPERINTENDENT-PRESIDENT		

SOLANO COMMUNITY COLLEGE DEPARTMENT OF PUBLIC SAFETY (DPS) STAFFING PLAN

FAIRFIELD MAIN CAMPUS

Day	Hours	7AM	DAY	3PM	3PM	SWING	10PM	11PM	TOTAL HRS
Monday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
	Proposed	CHIEF OF POLICE (ARMED)			SUPERVISOR (ARMED)				16
Tuesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
	Proposed	CHIEF OF POLICE (ARMED)			SUPERVISOR (ARMED)				16
Wednesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
	Proposed	CHIEF OF POLICE (ARMED)			SUPERVISOR (ARMED)				16
Thursday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
	Proposed	CHIEF OF POLICE (ARMED)			SUPERVISOR (ARMED)				16
Friday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
	Proposed	CHIEF OF POLICE (ARMED)			SUPERVISOR (ARMED)				16

VACAVILLE CAMPUS

Day	Hours	7AM	DAY	3PM	3PM	SWING	10PM	TOTAL HRS
Monday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			15
Tuesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			15
Wednesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			15
Thursday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			15
Friday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)						8

VALLEJO CAMPUS

Day	Hours	7AM	DAY	3PM	3PM	SWING	10PM	2PM	TOTAL HRS
Monday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
Tuesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
Wednesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
Thursday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)				15
Friday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)							8

WEEKEND COVERAGE

Day	Hours	7AM	5PM	
Saturday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)		10
Sunday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)		10

Personnel	Location	Hrs/Wk.	Weeks	Hours	Avg. Rate	Annual
Chief/Director	Fairfield	52	52	1920	72.91	130k
Supervisor	Fairfield	52	52	1920	50	95K
Public Safety Of	Fairfield	40	52	1920	30	58K
Public Safety Of	Fairfield	28	43.5	1218	30	36.5K
Public Safety Of	Vacaville	40	52	1920	30	58K
Public Safety Of	Vacaville	28	43.5	1218	30	36.5K
Public Safety Of	Vallejo	40	52	1920	30	58K
Public Safety Of	Vallejo	28	43.5	1218	30	36.5K
Pubic Safety Of	Weekends	20	52	1040	30	31K

Cost Comparison – SO Services vs. SCC DPS (Proposed)

SHERIFF'S OFFICE SERVICES	*July 1 to Dec 31, 2021*	SHERIFF'S OFFICE SERVICES	SCC DEPT. of PUBLIC SAFETY	
			PROPOSED STAFFING AND BUDGET	
PERSONNEL SERVICES	Estimated Cost 6 mos.	Qnty.	PERSONNEL SERVICES	Salary / Plus Benefits Estimated Costs Annually
				Qnty.
Service Area Manager	93,372	0.75	Chief/Director	130,000 / 160,000
Deputy Sheriff	100,965	1	Supervisor	95,000 / Retirees
Sheriff Security Officer (SSO)	57,460	1	Public Safety Officers (FTEs)	175,000 / 220,000
Relief OT Deputy hrs only (152)	12,132	N/A	Public Safety Officers (Extra Help)	140,000 / Retirees
			OT Relief	10,000
				N/A
SUBTOTAL PERSONNEL SERVICES	263,929	2.75	SUBTOTAL PERSONNEL SERVICES	540,000 / 625,000
SERVICE & SUPPLIES	6,838		SERVICE & SUPPLIES	5,000
			Lexipol - Policies, Updates, Trng.	3,000
SUBTOTAL SERVICE & SUPPLIES	6,838		Bodycams & Tasers	17,000
Vehicles (2.75)	16,219		Vehicles (2.0) - Lease	\$1,797.34 x 12 months
SUBTOTAL SERVICE VEHICLES	16,219		SUBTOTAL SERVICE VEHICLES	21,568.00
SUBTOTAL PROJECTED EXPENSES	286,986		SUBTOTAL PROJECTED EXPENSES	671,568.00
INDIRECT COSTS (2.5%)	7,175			
TOTAL PROJECTED EXPENSES	294,161		TOTAL PROJECTED EXPENSES	671,568.00
MONTHLY COSTS	49,027		MONTHLY COSTS	55,964.00
	Figures above are based on recent signed 6-month contract.	Figures above are based on the last four Fiscal Years billing		Savings of \$257,380 annually