

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

**TO: MEMBERS OF THE GOVERNING BOARD**  
**SUBJECT: CONSENT CALENDAR - HUMAN RESOURCES**  
**REQUESTED ACTION: APPROVAL**

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**EMPLOYMENT 2021-2022**

**Regular Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Shanan Danley	Outreach Specialist	11/01/2021

**District Resignation**

<b><u>Name</u></b>	<b><u>Assignment &amp; Years of Service</u></b>	<b><u>Effective</u></b>
Dyan Smith	Early Learning Center Assistant 5 years and 5 months of service at SCC	10/15/2021
Carol Zadnik	Distance Education Technician 7 Years and 6 months of Service at SCC	12/30/2021

**Gratuitous Service**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
William Aubert	Athletic Scorer	11/04/21 – 05/30/22
Andy Kennedy	Athletic Scorer	11/04/21 – 05/30/22

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Salvatore Abbate  
Human Resources

October 22, 2021

**Date Submitted**

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

November 3, 2021

**Date Approved**

**Short-Term/Temporary/Substitute**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Fund/Grant Name</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Leslie Gutierrez Rodriguez	EMT- Journey Level Assistant	General Fund	11/04/21 – 06/30/22	\$25.00/hr.
Trevor Hall	Special Project - Applied Music Instructor – Percussion	General Fund	11/04/21 – 02/10/22	\$50.00/hr.
Natalie Terry	Substitute Early Learning Center Assistant	California State Preschool Program	11/04/21 – 06/30/22	\$18.10/hr.
Connor Van Alstyne	Assistant Coach, Tennis	General Fund	11/04/21 - 05/30/22	\$21.00/hr.
Leah Whatley	Senior Stage Technician	General Fund	11/04/21 - 05/31/22	\$17.50/hr.
Allie Will	Assistant Coach Tennis	General Fund	11/04/21 - 05/31/22	\$21.00/hr.

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

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

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**PERSONAL SERVICES AGREEMENTS**

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

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Marcela Cuellar	The College requests a personal service agreement with Marcela Cuellar to provide Solano College Research services and produce recommendations to enhance outreach, recruitment, and retention of Latinex/a/o students. Services will include descriptive analyses of National Student Clearinghouse data to examine where 2017, 2018, & 2019 graduates of Solano County’s public high schools enrolled for community college disaggregated by race/ethnicity. Services to be provided by Drs Marcela Cuellar and Sherrie Reed.	November 1, 2021- June 30, 2022	Not to exceed \$40,000.00

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<b>Susan Wheet</b> Vice President, Finance & Administration	<b>Celia Esposito-Noy, Ed.D.</b> Superintendent-President
October 22, 2021 <b>Date Submitted</b>	November 3, 2021 <b>Date Approved</b>

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

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

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**PERSONAL SERVICES AGREEMENTS**

**Superintendent-President Cont'd**  
**Celia Esposito-Noy Ed.D.**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Sherrie Reed	The College requests a personal service agreement with Sherrie Reed to provide Solano College Research services and produce recommendations to enhance outreach, recruitment, and retention of Latinex/a/o students. Services will include descriptive analyses of National Student Clearinghouse data to examine where 2017, 2018, & 2019 graduates of Solano County's public high schools enrolled for community college disaggregated by race/ethnicity. Services to be provided by Drs Marcela Cuellar and Sherrie Reed.	November 1, 2021- June 30, 2022	Not to exceed \$10,000.00

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

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

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**PERSONAL SERVICES AGREEMENTS**

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

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Andrew J. Radford	The College requests a personal services agreement with Andrew J. Radford to provide consultation and classroom support to instructor for DRFT 161 in specialist architectural software (REVIT) due to the departure of the primary instructor. Consultant to be paid \$3,000.00 at the conclusion of the semester.	October 18, 2021- December 30, 2021	Not to exceed \$3,000.00

**AGENDA ITEM** 10.(c)  
**MEETING DATE** November 3, 2021

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

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

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**PERSONAL SERVICES AGREEMENTS**

**Human Resources**  
**Salvatore Abbate, Manager**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>	<b><u>Amount</u></b>
Kenya S. Sullivan, LCSW	The Clinician will provide support to faculty, staff and managers during school and department meetings as we acclimate to changes brought about by COVID-19. Services include meeting with faculty, staff and managers during meetings to assess and advise on communication, to advise of skills and strategies in support of each other and our students through instruction and support services.	July 1, 2021- November 30, 2021	Not to exceed \$2,500.00

**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:**

<b><u>NAME AND ADDRESS</u></b>	<b><u>ITEM AND ESTIMATED VALUE</u></b>	<b><u>RECEIVING DEPARTMENT</u></b>
Mercedes-Benz 1 Mercedes-Benz Drive Sandy Springs, GA 30328	2012 Mercedes-Benz C250 \$4,000.00	Automotive Technology

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*

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

Susan Wheet  
Vice President, Finance & Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7299

**TELEPHONE NUMBER**

Susan Wheet  
Finance & Administration

**VICE PRESIDENT APPROVAL**

October 22, 2021

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

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

**SUBJECT:** **NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES FOR THE FAIRFIELD CAMPUS BUILDING EXTERIORS PROJECT PHASE 2**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for the Fairfield Campus Building Exteriors Project Phase 2 Notice of Completion. On August 18, 2021, a contract was awarded to Color New Co for the Fairfield Campus Building Exteriors Project Phase 2. The scope of work included the complete painting of Buildings 300, 400, 1000, 1300, 1400, 1500, 1600, 1700, 1700B, 1800, 1800B, 2600, and miscellaneous painting at other areas. The work on this project is complete, and at this time the District gives notice and certifies that:

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

**STUDENT SUCCESS IMPACT:**

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

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i> <b>\$0</b>
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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**

Susan Wheet  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

October 22, 2021

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



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

### Notice of Completion

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

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

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

NAMES

ADDRESSES

- 
6. Work of modernization on the property hereinafter described was completed on: 11/3/2021
  7. The Project Name is: Fairfield Campus Building Exteriors Project Phase 2
  8. DSA Number (if applicable): Not Applicable
  9. The contractor for such work of modernization is: Color New Co
  10. The name of the contractor's Surety Co. is: Merchants Bonding Company (Mutual)
  11. The date of contract between the contractor and the above owner is: 08/18/2021
  12. The street address of said property is: 4000 Suisun Valley Road, Fairfield, California 94534
  13. APN #: 0027-242-110
  14. The property on which said work of modernization was completed is in the City of Fairfield, County of Solano, State of California, and is described as follows: Painting and Building Signage as specified in Phase 2 scope of work on the Fairfield Campus.

\_\_\_\_\_  
Date

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

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### Verification

I, undersigned, say:

I am \_\_\_\_\_

(“President,” “Owner,” “Manager,” etc.)

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

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

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

AGENDA ITEM 12.(a)  
MEETING DATE November 3, 2021

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 21/22-11 FINDINGS OF THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY COLLEGE DISTRICT OF CONTINUED EMERGENCY**

**REQUESTED ACTION:**

Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

The state of emergency continues to directly impact the ability of the members to meet safely in person. Approval of Resolution No. 21/22-11 is 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>
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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**

October 22, 2021

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**RESOLUTION NO. 21/22-11  
FINDINGS OF THE BOARD OF TRUSTEES OF THE  
SOLANO COMMUNITY COLLEGE DISTRICT  
OF CONTINUED EMERGENCY**

The Board of Trustees of Solano Community College District have reconsidered the circumstances of the state of emergency originally declared on March 18, 2020, and found that:

- (1) The state of emergency continues to directly impact the ability of the members to meet safely in person.

**APPROVED, PASSED AND ADOPTED** by majority vote of the Board of Trustees of the Solano Community College District of Solano County, State of California, this **3<sup>rd</sup> day of November** by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

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Denis Honeychurch, J.D., President of the  
Governing Board of the Solano Community  
College District

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 21/22-10 A RESOLUTION OF THE  
SOLANO COMMUNITY COLLEGE GOVERNING BOARD,  
ESTABLISHING A DISTRICT DEPARTMENT OF PUBLIC  
SAFETY**

**REQUESTED ACTION:**

Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

The SCCD Department of Public Safety will provide safety and security to all three campus. Approval of Resolution No. 21/22-10 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>
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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**

October 22, 2021

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 3, 2021  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**RESOLUTION NO. 21/22-10**

**A RESOLUTION OF THE SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD  
ESTABLISHING A DISTRICT DEPARTMENT OF PUBLIC SAFETY**

WHEREAS, the Solano Community College District (hereinafter "District") Board of Trustees (hereinafter "Board of Trustees") is committed to providing an equitable, safe, and secure campus for students, instructors, and staff; and

WHEREAS, Education Code Section 72330 authorizes a community college district to establish a community college police department and employ personnel as necessary to enforce the law on or near the campus of the community college and on or near other grounds or properties owned, operated, controlled, or administered by the college; and

WHEREAS, Education Code Section 72330 provides that employees of a community college police department may be sworn peace officers as defined in Penal Code Sections 830 through 832.18; and

WHEREAS, the Board of Trustees had previously entered into a Memorandum of Agreement ("MOA") with the Solano County Sheriff's Office for law enforcement services on all its campuses, which will expire on December 31, 2021; and,

WHEREAS, the District conducted a "Re-Imagine Campus Safety and Security" study and the Board of Trustees determined that establishing a Department of Public Safety ("DPS") would be in the best interest of the college community, which will take time to establish and during which the District may pursue Memorandums of Understandings ("MOUs"); and,

WHEREAS, local city police agencies have agreed to establish MOUs with the DPS to establish operational agreements and information sharing between the two entities; and,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establishes the District Department of Public Safety in accordance with Education Code Section 72330; and,

BE IT RESOLVED, that the sworn public safety officers of the District will have training in accordance with the curriculum approved by the Commission on Peace Officer Standards and Training ("POST") and may be required to carry a firearm and possess additional training related to proper firearm use; and

BE IT RESOLVED, that effective November 4, 2021, the Superintendent-President shall be authorized to take the reasonably necessary steps to establish the Solano Community College District Department of Public Safety which will provide safety and security to all three campuses, including hiring a Chief of Campus Safety, sworn Public Safety Sergeants, and non-sworn Public Safety Officers, as well as working with local police agencies to establish MOAs or MOUs for supplemental services or functions that can be contracted out.

PASSED AND ADOPTED by the Board of Trustees of the Solano Community College District on the 3rd day of November, 2021 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Denis Honeychurch, J.D.  
President of the Board of Trustees

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

**TO: Members of the Governing Board**

**SUBJECT: COSTS FOR STAND-ALONE DEPARTMENT OF PUBLIC SAFETY – FINAL REPORT**

**REQUESTED ACTION:**

Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

The final report has been completed by Forward Solutions, Inc. to address costs for a stand-alone department of public safety at Solano Community College District. Approval of the attached proposal 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>
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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**

\_\_\_\_\_  
October 22, 2021

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

\_\_\_\_\_  
November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

# SOLANO COMMUNITY COLLEGE



This study includes data that shall not be disclosed outside Solano Community College District (SCCD) or shall not be duplicated, used or disclosed in whole or in part for any purpose without SCC's approval. This restriction does not restrict SCC's right to release information contained in this study if it was obtained from another source without restriction. The data subject to this restriction are contained in sheets marked with the following statement: *Use or disclosure of data contained in this sheet is subject to the restriction on the title page of this study.*







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## INTRODUCTION

On September 15, 2021, Forward Solutions, Inc. completed the “Re-Imagine Campus Safety Study” report for the Solano Community College District (SCCD). One of the main objectives of that extensive study was to engage stakeholders and constituent groups, including students and community members, regarding campus safety and policing services going forward.

The emerging theme from the meetings with all stakeholders and also from the two email surveys to the Academic Senate, Administrative Leadership Group (ALG), California School Employees Association (CSEA), Local 39 members, Management Group focus groups is the desire to see the College develop a SCC hybrid campus safety and security program with half campus LE officers (armed) and half security officers (unarmed).

On September 22, 2021, Forward Solutions, Inc. was asked to provide a cost estimate for starting a stand-alone Department of Public Safety for the Solano Community College District. This is due to the expiring month-to-month service contract between Solano County Sheriff’s Office (SCSO) and SCCD which will end on December 31, 2021. Due to staffing shortages and other issues, SCSO has conveyed to SCCD they will not extend the current month-to-month contract when it ends on December 31<sup>st</sup>.

Forward Solutions, Inc. consultant team reviewed past and current service contracts with SCSO, including salary and benefit data and compared these numbers with other similar college districts. We also consulted with SCCD’s insurance carrier (Keenan) for this project.

Under the direction, guidance and approval of Superintendent/President Dr. Esposito-Noy, the proposed staffing plan and new job descriptions were crafted. Vice President of Finance Wheat reviewed the costs of salary and benefits for the proposed personnel of Department of Public Safety and determined the estimates were fairly accurate.



## **ANALYSIS**

So, the question is how many sworn officers and non-sworn public safety officers should SCCD need? When forming a new stand-alone law enforcement agency, one must begin with the notion that the agency will operate on the foundation of sound police management practices that deliver stellar public safety services to all areas of the community. In the case of SCCD, this means the students, faculty and staff, contractors, facility renters and visitors.

When determining the number of officers needed for an agency, there are several different approaches that can be used to accomplish this goal. Some of these criteria are work-load based, per Capita, and minimum staffing. Several criteria were considered before concluding that the “minimum staffing” approach would be the best suited methodology for determining the size of DPS at SCCD. The District’s hours of operation for personnel from DPS vary slightly for the Fairfield campus and the two education centers in Vacaville and Vallejo.

Below is the organizational structure Superintendent/President Dr. Esposito-Noy had worked on with the Forward Solutions team and it is the one she would like to have in place.

The organizational structure for the stand-alone Department of Public Safety (DPS) include the following **full-time** staff by positions:

- Chief of DPS (1)
- Public Safety Officers Non-Sworn (3)

In order to develop a cost-effective staffing model that would still provide adequate coverage, back-up and supervision necessary for a stand-alone department of public safety, **part-time** and **on-call** sworn positions and **part-time** and **on-call** non-sworn positions were included in the organizational structure:

- Part-time Sergeants (2)
- Part-time Public Safety Officers Non-Sworn (4)
- On-call Sergeants (2)
- On-call Detectives (2)
- On-call Public Safety Officers Non-Sworn (2)





The recommended staffing standard for SCCD DPS is appropriate for meeting the stated goals of the District and ensuring basic service delivery. Below is the proposed staffing schedule for DPS personnel:

<b>FAIRFIELD MAIN CAMPUS</b>												
Day	Hours	7AM	DAY	3PM	3PM	SWING	10PM	11PM	12AM	3AM	5AM	7AM
Monday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
	Proposed	CHIEF OF DPS (ARMED)			SUPERVISOR (ARMED)			LOCAL LAW ENFORCEMENT				
Tuesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
	Proposed	CHIEF OF DPS (ARMED)			SUPERVISOR (ARMED)			LOCAL LAW ENFORCEMENT				
Wednesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
	Proposed	CHIEF OF DPS (ARMED)			SUPERVISOR (ARMED)			LOCAL LAW ENFORCEMENT				
Thursday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
	Proposed	CHIEF OF DPS (ARMED)			SUPERVISOR (ARMED)			LOCAL LAW ENFORCEMENT				
Friday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
	Proposed	CHIEF OF DPS (ARMED)			SUPERVISOR (ARMED)			LOCAL LAW ENFORCEMENT				
<b>VACAVILLE CAMPUS</b>												
Day	Hours	7AM	DAY	3PM	3PM	SWING	10PM	10PM	12AM	3AM	7AM	
Monday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
Tuesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
Wednesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
Thursday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
Friday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT							
<b>VALLEJO CAMPUS</b>												
Day	Hours	7AM	DAY	3PM	3PM	SWING	10PM	10PM	12AM	3AM	7AM	
Monday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
Tuesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
Wednesday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
Thursday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT				
Friday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)			LOCAL LAW ENFORCEMENT							
<b>WEEKEND COVERAGE</b>												
Day	Hours	7AM					5PM	5PM	12AM	3AM	7AM	
Saturday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)						LOCAL LAW ENFORCEMENT				
Sunday	Proposed	PUBLIC SAFETY OFFICER (UNARMED)						LOCAL LAW ENFORCEMENT				





<b>Table 1 - Budget for Personnel Costs</b>				
<b>PERSONNEL</b>	<b>NO. OF POSITIONS</b>	<b>SALARY</b>	<b>BENEFITS</b>	<b>TOTAL COST</b>
<b>Sworn - FT</b>				
Chief	1	130,000	30,000	160,000
<b>Sworn - PT</b>				
Sergeant/Supervisor	2	95,000	Retirees	95,000
<b>Non-Sworn - FT</b>				
Public Safety Officers	3	186,000	34,000	220,000
<b>Non-Sworn - PT</b>				
Public Safety Officers	4	140,500	Retirees	140,500
<b>Sworn - On Call / PSAs</b>				
Sergeant/Supervisor	2	\$45.67 an hour	None	See Note Below
Detectives	2	\$35 an hour	None	See Note Below
<b>Non-Sworn - On Calls/PSAs</b>				
Public Safety Officers	2	\$25-30 an hour	None	See Note Below
				<b>Set Aside \$10K for PSAs</b>
<b>Total - All Positions</b>	<b>16</b>	<b>551,500</b>	<b>64,000</b>	<b>625,500</b>

The Sergeant/Supervisor would be scheduled to work in the afternoon shift, which allows him/her to perform multi-purpose roles. First, the Sergeant/Supervisor assists the chief to ensure supervisory oversight of line public safety officer performance. Second, the Sergeant/Supervisor acts as a first responder for calls that requires a sworn officer. And finally, the Sergeant/Supervisor will be the “Acting” Chief of DPS when the Chief is absent.

The on-call sergeants/supervisors, detectives and public safety officers will be called into work on a as needed basis.



**Table 2 - Annual Vehicle Leasing and Maintenance Costs**

Type of Vehicle	Quantity	Monthly Leasing Cost	Yearly Leasing Cost
Ford SUVs - Full Package	2	1,633.84	19,606.08
Maintenance Service Contract	2	180**	2,160
**- \$.18 a mile on 500 miles a month = \$90 per vehicle			
<b>Total Annual Cost</b>	<b>2</b>	<b>1,813.84</b>	<b>21,766.08</b>

Vehicle leasing through Solano County Fleet is the most efficient and cost-effective way to acquire law enforcement vehicles at this time. Solano County Fleet will provide SCCD DPS personnel with two “full package” vehicles which will consist of light bars, radios, Mobile Data Terminals (MDTs), in-dash cameras and many other equipment that normally come in a complete law enforcement vehicle.

There will be no start up or a one-time cost for leasing these vehicles from Solano County Fleet. Since DPS sworn personnel will not have to travel up and down Solano County on a regular basis the maintenance cost and the life of these vehicles should last longer than most other law enforcement vehicles due their low usage. SCCD will pay Solano County Fleet \$816.92 a month for the lease of each vehicle. It will be a 3-year lease with an option for year 4 and 5.

Solano County Fleet charges each vehicle \$.18 a mile for maintenance cost each month. The maintenance service agreement will cover items such as oil change, brakes, tires and other routine and minor repairs. Each vehicle will be covered by a 3 year/30K mile warranty.

Based on data from the patrol vehicles assigned at the college for the past six years the average monthly mileage driven by each vehicle is approximately 500 miles. This means the maintenance cost for each vehicle each month will be approximately \$90 each. So, for two vehicles the maintenance cost each month will be \$180.



**Table 3 - Range Training and Qualification Costs**

<b>Activity</b>	<b>Cost</b>	<b>Note</b>
Range Training x4 annually with 1 qualification shoot. Rental Costs	\$1,200	Fairfield Range - 4 hours for each session at \$75 an hour = \$300 per session.
Ammo	\$2,100	100 rounds per person per session. 400 rounds per year at \$75 per 100 rounds.
<b>Total</b>	<b>\$3,000</b>	2800 rounds for 7 sworns each Year

Range training, case law updates and qualifications will be under the supervision and guidance of the DPS Rangemaster. These types of training will occur quarterly with one annual qualification per year. The Rangemaster will develop and oversees the DPS firearms “range” training. The Rangemaster will be responsible for administering the training and ensuring compliance with DPS’ firearms policy and training procedures. The rangemaster will be a certified State of California P.O.S.T. Firearm Instructor.

All range training will be conducted at the Art Koch Range & Training Facility located in the City of Fairfield. The Fairfield Police Department owns and operates the state-of-the-art training facility and indoor rifle and pistol ranges. The 39,000 square foot building houses various amenities which is conducive to the learning and training environment.

SCCD DPS can enter into an annual rental agreement with the Fairfield Police Department to rent the facility for their range training. The cost of this rental agreement will be approximately \$1,200 for the four 4-hour range sessions each year.



<b>Table 4 - Start up Capital Expenses</b>			
	<b>Sworn - Armed</b>	<b>Public Safety Officers - Unarmed</b>	
<b>Pre-Employment Background Investigation (BGI) Costs</b>	Chief, 2 Sgts, 2 On Call Sgts, 2 On-Call Detectives	3 FTEs, 4 Part Timers, 2 On-Calls	
Level 3 BGI + polygraph	\$2,000	\$500	Level 1 BGI for Non-sworns
Pysch.	\$500	\$0	
Medical	\$1,000	\$0	
Total	\$3,500	\$4,500	
<b>Planned for 7 Sworns</b>	<b>\$24,500</b>	<b>\$4,500</b>	<b>Planned for 9 PSOs</b>
Uniform & Equipment	\$1,600	\$1,200	
<b>Total Sworn - 7</b>	<b>\$11,200</b>	<b>\$10,800</b>	<b>Total PSOs - 9</b>
Safety Equipment x 7 and x 9	\$500	\$500	
<b>Total</b>	<b>\$3,500</b>	<b>\$4,500</b>	
Service Weapons			
7 Glock 22s @ \$450 ea.	\$3,150	N/A	
2 Shotguns @\$750 ea.	\$1,500	N/A	
<b>Total</b>	<b>\$4,650</b>	N/A	
Badges and Patches	2,000	\$1,000	
<b>Total</b>	<b>\$2,000</b>	<b>\$1,000</b>	
<b>Subtotal</b>	<b>\$45,850</b>	<b>\$20,800</b>	
<b>Total Start Up Costs</b>	<b>\$66,650</b>		

The startup capital expenses for a stand-alone SCCD DPS seems low and this is due to many different reasons. Some of these reasons are because SCCD does not have to purchase or lease a building for DPS, buy a plethora of dispatching equipment or have to purchase a bunch of police vehicles. SCCD DPS personnel can immediately operate from the building that the Solano County Sheriff’s Officer personnel currently occupies at the Fairfield campus. Most of the equipment and support services DPS will need to sustain operations and be effective in their roles will be paid through annual service or leasing contracts thus they can budget for these expenses each year.





<b>Table 5 - Annual Projected Budget</b>		
<b>SCCD DEPT. of PUBLIC SAFETY</b>		
<b>PROPOSED STAFFING AND BUDGET</b>		
<b>PERSONNEL SERVICES</b>	<b>Estimated Costs Annually</b>	<b>Qty.</b>
	<b>Salary / Benefits</b>	
Chief	130,000 / 160,000	1
Supervisor	95,000 / Retirees	2
Public Safety Officers (FTEs)	186,000 / 220,000	3
Public Safety Officers (Extra Help)	140,500 / Retirees	4
On-Calls / PSAs	10,000	6
<b>SUBTOTAL PERSONNEL SERVICES</b>	<b>551,500 / 625,500</b>	<b>16</b>
Dispatching Services	5,000	
<b>SERVICE &amp; SUPPLIES</b>	5,000	
Lexipol - Policies, Updates, Trng.	3,000	
Bodycams & Tasers	18,889	10
Portable Radio Communications Equipment	7,351	10
Uniform&Equipment	9,000	10
Vehicles (2.0) - Lease	\$1,633.84 x 12 months	2
Vehicles (2.0) - Maintenance	2,160	2
<b>SUBTOTAL SERVICE VEHICLES</b>	<b>21,766.08</b>	<b>2</b>
<b>SUBTOTAL PROJECTED EXPENSES</b>	<b>697,019.00</b>	
<b>TOTAL PROJECTED EXPENSES</b>	<b>697,019.00</b>	
<b>MONTHLY COSTS</b>	<b>58,084.00</b>	

The above listed annual budget proposal for SCCD DPS is based on what Superintendent/President Dr. Esposito-Noy had envisioned for staffing levels and services. The proposed listed annual salary and benefits for DPS employees were determined to be fair and competitive after an extensive research of salary and benefits for similar campus safety positions with other community colleges and the security industry in California.



## **SUMMARY**

In summary, the estimated annual costs of maintaining a stand-alone Solano Community College District Department of Public Safety in 2021 is approximately \$697,019.00 per year.

In addition to the estimated annual operating costs, the Forward Solutions, Inc. estimates that Solano Community College District will incur approximately \$66,650 in a one-time start-up capital expense.



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

**TO: Members of the Governing Board**

**SUBJECT: NEW CLASSIFIED MANAGER JOB DESCRIPTION:  
CHIEF, DISTRICT DEPARTMENT OF PUBLIC SAFETY**

**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 manager position. The position will coordinate the public safety measures at all Solano Community College locations. This position will manage and coordinate efforts to assure the safety and security of District personnel, students and property, and will be placed on the Vice President and Executive Bond Manager 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: \$139,004.54 Plus Benefits Year*

**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**

October 25, 2021

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
CLASS SPECIFICATION**

**POSITION TITLE: CHIEF, DISTRICT DEPARTMENT OF PUBLIC SAFETY (Classified Manager)**

**BASIC FUNCTIONS:**

Under the direction of the Vice President of Finance & Administrative Services, plan, organize, direct and coordinate the personnel, resources, operations, and activities of the District's Department of Public Safety (DPS); develop, manage and coordinate public safety measures at all campuses; manage the parking program; manage and coordinate efforts to assure the safety and security of District personnel, property and students; supervise and evaluate the performance of assigned personnel; work collaboratively across the campuses to implement a student public safety cadet program; ensure collaborative working relationships with county agencies.

**REPRESENTATIVE DUTIES:**

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

- Plan, organize, direct and coordinate public safety efforts to preserve and protect District personnel, students, visitors, buildings, facilities and equipment.
- Assure compliance with District policies, departmental guidelines and a variety of local, State and federal laws, codes, regulations and legal requirements.
- Administer District parking and traffic control activities; develop procedures and supervise the issuance of parking permits for faculty, staff, and students.
- Conduct investigations and file reports regarding theft, building and personal security, parking and safety; testify in court as required.
- Develop and implement security plans and patrol activities for District facilities; coordinate a continuous patrol schedule to prevent theft and vandalism and preserve the peace.
- Supervise and evaluate the performance of assigned personnel in accordance with District guidelines and collective bargaining contracts; assist in interviewing and selecting new employees; recommend disciplinary action and termination of staff as appropriate.
- Assess training needs of department personnel; manage and maintain personnel training files; develop and submit training budget. Conduct training and briefing sessions.
- Review daily logs and incident reports filed by assigned personnel; monitor and evaluate actions taken to assure conformance with established departmental procedures.
- Interpret and direct enforcement of federal, state, county laws and Solano Community College District policy and procedures.
- Plan, organize and direct the District's Emergency Preparedness Program and coordinate emergency response; chair the District Safety Committee; provide leadership in the development and implementation of District health and safety programs. Coordinate activities with local emergency services organizations.
- Develop contingency plans for campus disturbances and emergency situations as required.
- Maintain close liaison with local and state law enforcement and other safety agencies.
- Participate in peer leadership organizations at the state and local level.
- Assure proper supply of budgeted materials and equipment; evaluate new or alternative

equipment and supplies; assure proper maintenance, use and operation of departmental materials.

- Plan, organize and supervise the development and maintenance of mid and long-range planning programs. Assist in the development of policies and procedures pertaining to the District's Public Safety operation.
- Develop, administer, and monitor the department budget; prepare and submit recommendations, statistics and reports related to public safety personnel, activities and equipment.
- Perform regular public safety duties as required.
- Communicate with law enforcement jurisdictions and local public safety officials and District administrators and staff to coordinate activities, resolve conflicts and exchange information.
- Prepare, review and distribute statistical records and reports; assure proper documentation and recordkeeping procedures. Implement and maintain a systematic, technologically efficient data management storage and retrieval system.
- Develop and administer a formal campus crime prevention program. Develops programs and procedures, prepare and distribute memos and other forms of communication to students and staff regarding safety and security issues, escort services and the prevention of crime and accidents.
- Assure compliance with requirements of the Crime Awareness and Campus Security Act of 1990 (Clery Act); complete and submit annual report.
- Maintain current knowledge of legislation, law enforcement techniques, equipment and procedures.
- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

- Currently an employed sworn peace officer or honorably retired within three years and able to meet California Peace Officers Standards and Training (POST) certification requirements within one year of appointment;
- Bachelor's degree from a regionally accredited college or university, or equivalent;
- 10 years of law enforcement experience, including a minimum of four years of management and administrative responsibility at the command level (Lieutenant or above);
- Completion of POST Management Certificate;
- Knowledge of current policing trends regarding existing and emerging issues and changes in policy that may affect the campus including those at the local, state, and federal levels;
- Proven understanding and commitment to practices embedded in the 21st Century Policing model;
- Demonstrated comprehension of police methods and philosophies, law enforcement practices/procedures and legal issues;
- Ability to employ diplomacy and hypervigilance relating to current events which affect policing matters;
- Demonstrate an open, participatory, flexible, team-oriented management style that includes the ability to clearly articulate ideas, verbally and in writing;
- Proven ability to proactively establish rapport with campus and community constituents from diverse backgrounds;
- Possess experience policing at an institution which employs shared governance among constituents; ability to promote community involvement and effective working relationships

- between law enforcement and the larger community;
- Possess excellent verbal and written communication skills and the ability to explain, persuade, direct, and relate easily and comfortably with widely diverse groups and individuals in a collegial environment, while maintaining a professional demeanor representative of a campus safety department;
  - Ability to communicate effectively in a wide variety of roles and settings – as an incident commander, an emergency manager, a public speaker, a trainer/educator, a change agent, a collaborator/team player, a mentor/coach, etc.;
  - Proven track record of successful formal and informal interactions with managers including academic and administrative leaders, with faculty, staff, students, and others across the institution; and as a representative with state and federal agencies, city and county officials, and business and community groups; ability to work collaboratively with internal and external communities to accomplish mutual goals;
  - Demonstrated knowledge, experience and ability to successfully manage complex financial and accounting issues to administer an operational budget, and to formulate long-term budget scenarios to meet strategic plans;
  - Ability to ensure compliance with federal and state campus crime legislation, based on thorough knowledge of public safety, law enforcement, and security methods as they relate to a campus environment (FERPA, Clery, Patriot Act);
  - Knowledge of pertinent collective bargaining principles and the California Peace Officers Bill of Rights;
  - Demonstrated ability to maintain standards of professional ethics and adhere to law enforcement codes of conduct;
  - Must possess valid California driver's license at time of appointment and maintain a good driving record throughout employment;
  - Be lawfully authorized to carry a firearm.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

- ICS/NIMS (Incident Command Systems/National Institute Management System) 100/200/300/400/700/800 are desired;
- Experience working in an institution of higher education or k-12 school;
- Experience with collective bargaining agreements and labor-management relations;
- Demonstrated ability to lead organizational change efforts utilizing stakeholder input while engaging and developing team members.

### **CONDITION OF EMPLOYMENT**

A thorough background check must be satisfactorily completed.

**CHIEF, DISTRICT DEPARTMENT OF PUBLIC SAFETY:**

Board Approved:

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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 21/22-08 TO APPOINT THE OFFICIAL  
REPRESENTATIVE TO THE NORTHERN CALIFORNIA  
COMMUNITY COLLEGES SELF-INSURANCE AUTHORITY**

**REQUESTED ACTION:**

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

**SUMMARY:**

Board approval is requested for Resolution No. 21/22-08 for the District to appoint the official representative to the Northern California Community Colleges Self-Insurance Authority (NCCCSIA). The NCCC-SIA is a joint powers authority and it is through the NCCC-SIA that the District has its workers' compensation and property liability insurance coverage. According to its Bylaws, each member district has a representative who attends quarterly meetings and has voting privileges as a member of the board. The designated representative is Susan Wheat, Vice President of Finance and Administration and the alternate representative is Salvatore Abbate, HR Manager.

The resolution is attached for approval.

**STUDENT SUCCESS IMPACT:**

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

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

Susan Wheat  
Vice President, Finance & Administration

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

**ADDRESS**

(707) 864-7209

**TELEPHONE NUMBER**

Susan Wheat  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

October 22, 2021

**DATE SUBMITTED TO**

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

November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**RESOLUTION APPOINTING OFFICIAL REPRESENTATIVE  
TO THE NORTHERN CALIFORNIA COMMUNITY COLLEGES  
SELF-INSURANCE AUTHORITY**

**RESOLUTION NO. 21/22-08**

**WHEREAS**, Solano Community College District is a member of the Northern California Community Colleges Self-Insurance Authority; and

**WHEREAS**, Northern California Community Colleges Self-Insurance Authority entitles each member district to have a representative attend all meetings of the Board of Directors;

**WHEREAS**, The Bylaws of the Northern California Community Colleges Self-Insurance Authority entitles each member district to appoint this representative; now therefore be it

**RESOLVED**, That Susan Wheet, Vice President of Finance and Administration, is hereby appointed as Official Representative, and Salvatore Abbate, HR Manager, is hereby appointed as Official Alternate for Solano Community College District to attend the Northern California Community Colleges Self-Insurance Authority meetings.

**APPROVED, PASSED AND ADOPTED** This 3rd day of November 2021, by the Governing Board of Solano Community College District.

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DENIS HONEYCHURCH, J.D., BOARD PRESIDENT

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CELIA ESPOSITO-NOY, Ed.D., SECRETARY



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

**TO: Members of the Governing Board**

**SUBJECT: RESOLUTION NO. 21/22-09 DESIGNATION AND  
DISPOSAL/DISPOSITION OF DISTRICT SURPLUS EQUIPMENT  
AND PROPERTY: FORD F150 TRUCK AND ISUZU TROOPER  
SUV VEHICLE**

**REQUESTED ACTION:**

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

**SUMMARY:**

In compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of the attached Resolution No. 21/22-09 authorizing the disposal of a 2002 Ford F150 pickup and a 1993 Isuzu Trooper SUV located at the District's Automotive Technology Center in Vallejo.

The resolution is attached for approval.

**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: 3320</i>	<i>Estimated Fiscal Impact: N/A</i>
<b>CA Ed Code 70902 (b)(6) 81450-81460</b>		

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

Susan Wheet  
Vice President, Finance & Administration

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

**ADDRESS**

(707) 864-7209

**TELEPHONE NUMBER**

Susan Wheet  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

October 22, 2021

**DATE SUBMITTED TO**

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

November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF  
SURPLUS EQUIPMENT AND PROPERTY-FORD F150 TRUCK AND  
ISUZU TROOPER SUV VEHICLE**

**RESOLUTION NO. 21/22-09**

**WHEREAS**, The California Education Code (Section(s) 81450-81460) outlines the process and restrictions for disposal of surplus items, and specifically provides that if the Governing Board of the Solano Community College District, by a unanimous vote of those members present, finds that the property, whether one or more items, is unsatisfactory and/or not suitable for school use, the property may be sold at public auction or otherwise disposed of in accordance with the provisions of E.C. Section 81450; and

**WHEREAS**, The Governing Board of the Solano Community College District has determined that the personal property, described as a 2002 Ford F150 Pickup Truck and a 1993 Isuzu Trooper SUV Vehicle located at the District’s Automotive Technology Center in Vallejo is unsatisfactory for retention and no longer need for instructional use; now therefore be it

**RESOLVED**, The Director of Facilities, with the approval of the Superintendent-President, is authorized to donate or dispose of said property.

**APPROVED, PASSED AND ADOPTED** This 3rd day of November 2021, by the Governing Board of Solano Community College District.

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DENIS HONEYCHURCH, J.D., BOARD PRESIDENT

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CELIA ESPOSITO-NOY, Ed.D., SECRETARY

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

**TO: Members of the Governing Board**

**SUBJECT: CHANGE ORDER #1 TO COLOR NEW CO. FOR THE  
FAIRFIELD CAMPUS BUILDING EXTERIORS PROJECT  
PHASE 2**

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

On August 18, 2021 the Board approved a construction contract with Color New Co. for the Fairfield Campus Building Exteriors Project Phase 2. This project is now complete, and Board approval is requested for a deductive Change Order #1 in the amount of (\$89,800).

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Provide infrastructure that supports classrooms or related College facilities

*Ed. Code: Board Policy: 3225; 3520 Estimated Fiscal Impact: (\$89,800.00) 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**

Susan Wheat  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

October 22, 2021  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 3, 2021  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CHANGE ORDER #1 TO COLOR NEW CO. FOR THE  
FAIRFIELD CAMPUS BUILDING EXTERIORS PROJECT  
PHASE 2**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Bid Alternate #1 for the use of elastomeric paint was not used due to an industry shortage of elastomeric paint, Standard Exterior Paint was used in lieu of Elastomeric Paint. The deductive change order also includes a portion of the Owner's Allowance that was not used.

Following is a summary of the contract and impact of Change Order #1 if approved:

Original Contract Sum	\$ 387,800.00
Prior Change Orders	\$ 0.00
Change Order #1	<u>\$ (89,800.00)</u>
New Contract Amount	\$ 298,000.00

The Board is asked to approve deductive Change Order #1 to Color New Co. in the amount of (\$89,800).

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



# Change Order

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

**Change Order No. 001**  
 Project No.: 22-002  
 Date: November 3, 2021

DSA File No.: Not Applicable  
 DSA App. No.: Not Applicable

Project: **Solano Community College District  
 Fairfield Campus  
 Building Exteriors Project Phase 2**

**Aedis Architects**  
 808 R St. Ste 201  
 Sacramento, CA 95811

To: **Color New Co.**  
 22855 Califa St.  
 Woodland Hills, CA 91367

**The Contract is Changed as Follows:**

**COR No.**

N/A	Credit back for unused Owner's Allowance	(\$9,800.00)
N/A	Credit for Bid Alternate #01 - Elastomeric Paint (Not Used)	(\$80,000.00)

<b>TOTAL COST OF CHANGE ORDER</b>	<b>ADD</b>	\$0.00
<b>FINAL CHANGE ORDER AMOUNT</b>	<b>DEDUCT</b>	<b>(\$89,800.00)</b>
		<b>(\$89,800.00)</b>

Original Contract Sum:	\$ 387,800.00
Total Change By Previous Change Orders:	\$ -
Contract Sum Prior to This Change Order:	\$ 387,800.00
Original Contract Sum will be decreased by This Change Order:	\$ (89,800.00)
<b>The New Contract Sum Including This Change Order Will Be:</b>	<b>\$ 298,000.00</b>
The Contract Completion Date:	31-Oct-21
Contract Time Will be Changed by This Change Order:	3 days
The Current Contract Completion Date is:	3-Nov-21



# Change Order

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CONSTRUCTION MANAGER: \_\_\_\_\_ Date: \_\_\_\_\_  
**Kitchell**  
4000 Suisun Valley Road  
Fairfield, CA 94534

ARCHITECT: \_\_\_\_\_ Date: \_\_\_\_\_  
**Aedis Architects**  
808 R St., Ste 201  
Sacramento, CA 95811

CONTRACTOR: \_\_\_\_\_ Date: \_\_\_\_\_  
**Color New Co.**  
22855 Califa St.  
Woodland Hills, CA 91367

OWNER: \_\_\_\_\_ Date: \_\_\_\_\_  
Lucky Lofton  
Executive Bonds Manager  
**Solano Community College District**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #1 TO CONSOLIDATED  
ENGINEERING LABORATORIES FOR PROJECT  
SPECIAL INSPECTION AND MATERIAL TESTING  
SERVICES FOR STEEL FRAME OUTDOOR COVERED  
WELDING SHOP AREA PROJECT**

**REQUESTED ACTION:**

- Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

On April 7, 2021, the Board approved a contract to Consolidated Engineering Laboratories for project special inspection and material testing services for the Steel Frame Outdoor Covered Welding Shop Area Project. During the course of construction additional soils compaction testing was required by the Division of State Architect (DSA) to confirm the soil’s bearing capacity for the structure above.

*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: Ensure code and DSA compliance of new LLRC Building

<i>Ed. Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$1,409.19 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**

Susan Wheet  
Vice President, Finance & Administration  
\_\_\_\_\_  
**VICE PRESIDENT APPROVAL**

October 22, 2021  
\_\_\_\_\_  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

\_\_\_\_\_  
**Celia Esposito-Noy, Ed.D.**  
Superintendent-President

\_\_\_\_\_  
November 3, 2021  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #1 TO CONSOLIDATED  
ENGINEERING LABORATORIES FOR PROJECT  
SPECIAL INSPECTION AND MATERIAL TESTING  
SERVICES FOR STEEL FRAME OUTDOOR COVERED  
WELDING SHOP AREA PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

Board approval is requested for Amendment #1 to the Consolidated Engineering Laboratories' Contract for the additional soils compaction testing as required by the Division of State Architect (DSA).

Contract Summary:

\$ 10,610.12	Original Contract Amount
\$ 0.00	Previously Approved Amendments
\$ <u>1,409.19</u>	Proposed Amendment #1
\$ 12,019.31	New Contract Amount

The Board is asked to approve this contract Amendment #1 to Consolidated Engineering Laboratories in the amount of \$1,409.19. Consolidated Engineering Laboratories' new contract amount will be \$12,019.31.

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



## **AMENDMENT TO AGREEMENT**

### **PARTIES**

This First Amendment to Agreement ("Amendment") is entered into between Solano Community College District ("District") and **Consolidated Engineering Laboratories (CEL)** ("Consultant"), (collectively the "Parties").

### **RECITALS**

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated April 7, 2021, for services related to the Steel Frame Outdoor Covered Welding Shop Area Project;

WHEREAS, District and Consultant desire to amend the Agreement to acknowledge additional efforts required to complete the remaining special inspections and testing;

NOW THEREFORE, in consideration of the mutual promises and covenants set forth above and contained herein, District and Consultant agree as follows:

### **AGREEMENT**

1. Section 4 of the Agreement is amended to read in its entirety:

**Compensation.** District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed TWELVE THOUSAND NINETEEN DOLLARS AND NINETEEN CENTS (\$12,019.31) which is composed of the original contract amount of \$10,610.12 and Amendment #1 of \$1,409.19. District shall pay Consultant according to the following terms and conditions:

- 4.1 Payment for the Work shall be made for all undisputed amounts based upon the delivery of the work product as determined by the District. Payment shall be made within thirty (30) days after the Consultant submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made.
- 4.2 The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit "B"**. If hourly billing applies, the itemized invoice shall reflect the hours spent by the Consultant in performing its Services pursuant to this Agreement.
- 4.3 If Consultant works at more than one site, Consultant shall invoice for each site separately.
- 4.4 Consultant shall only be paid for the time and effort needed to complete the actual scope of services required for this project; which may be less than the total amount noted in section "4. Compensation". If the total amount noted is not needed to complete the scope of services, any remaining balance shall be retained by the District.
- 4.5 Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).
- 4.6 Consultant acknowledges and agrees that this Amendment shall not be binding on the Parties until and unless the Solano Community College District's Governing Board approves this Amendment.

IN WITNESS WHEREOF, the parties hereto have accepted and agreed to this Amendment on the dates indicated below.

Dated: \_\_\_\_\_, 2021

Dated: \_\_\_\_\_, 2021

**SOLANO COMMUNITY COLLEGE  
DISTRICT**

**CONSOLIDATED ENGINEERING  
LABORATORIES**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Lucky Lofton

Print Name: \_\_\_\_\_

Print Title: Executive Bonds Manager

Print Title: \_\_\_\_\_

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CONTRACT AMENDMENT #2 TO NOLL & TAM  
ARCHITECTS FOR PROFESSIONAL SERVICES FOR THE  
LIBRARY/LEARNING RESOURCE CENTER PROJECT  
(BUILDING 100 REPLACEMENT)

**REQUESTED ACTION:**

Information OR  Approval  
 Consent OR  Non-Consent

**SUMMARY:**

On November 15, 2017 the Board approved a professional services contract to Noll & Tam Architects for architectural services for the Library / Learning Resource Center Project (Building 100 Replacement) on the Fairfield Campus.

Board approval is now requested for the attached Amendment #2 to increase the original professional services agreement with Noll & Tam Architects for costs incurred resulting from additional scope of services and COVID-19 project delays.

CONTINUED ON THE NEXT PAGE

**STUDENT SUCCESS IMPACT:**

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

Ed. Code: Board Policy: Estimated Fiscal Impact: \$80,998.00 State, Cares Act, and Measure Q Funds

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Lucky Lofton  
Executive Bonds Manager

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 863-7855

**TELEPHONE NUMBER**

Susan Wheet  
Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

October 22, 2021

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #2 TO NOLL & TAM  
ARCHITECTS FOR PROFESSIONAL SERVICES FOR THE  
LIBRARY/LEARNING RESOURCE CENTER PROJECT  
(BUILDING 100 REPLACEMENT)**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

During construction, several requests were made by both the contractor and the District to increase the contract scope of the design team in order to improve the project for the District and allow for more efficient work by the contractor. Additionally, delays to the project schedule as a result of COVID-19 have resulted in requiring the design team to remain on the project longer than originally agreed upon. The agreement with Noll & Tam Architects to increase their fee is in consideration of the costs associated with those requests and the COVID-19 pandemic.

\$ 2,992,309.00	Original Contract Amount
\$ (100,000.00)	Previously Approved Amendments (1)
<u>\$ 80,998.00</u>	Proposed Amendment #2
\$2,973,307.00	New Contract Amount

The Board is asked to approve this contract Amendment #2 to Noll & Tam Architects in an amount of \$80,998.00.

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

**AMENDMENT NO. 2 TO  
AGREEMENT FOR ARCHITECTURAL SERVICES**

This Amendment No. 2 to the Agreement for Architectural Services ("Amendment") for the Library/Learning Resource Center Project (Building 100 Replacement) at Fairfield Campus, is made and entered into this 20<sup>th</sup> day of October, 2021, by and between the Solano Community College District ("District") and Noll & Tam Architects ("Architect") (each a "Party" and, together, "Parties") as follows:

**RECITALS**

WHEREAS, the Parties entered into the Agreement for Architectural Services on November 1, 2017 ("Agreement"), relating to the Library/Learning Resource Center Project (Building 100 Replacement) at Fairfield Campus, located at 4000 Suisun Valley Road, Fairfield, CA 94534 ("Project"), as further described in the Agreement;

WHEREAS, pursuant to the Agreement, Architect's contract price for architectural services ("Services") satisfactorily rendered is a not-to-exceed amount of Two Million Nine Hundred Ninety-Two Thousand Three Hundred Nine and 00/100 Dollars (\$2,992,309.00) ("Fee");

WHEREAS, at this time, the Parties wish to amend the Agreement to increase the Fee amount by Eighty Thousand Nine Hundred and Ninety-Eight and 00/100 Dollars (\$80,998.00) for costs incurred by the District resulting from various additions to the project scope and delays due to COVID-19 for the Project, as more particularly described in Exhibit "1" attached hereto and incorporated herein by this reference;

WHEREAS, the new Fee will be Two Million Nine Hundred Seventy-Three Thousand Three Hundred and Seven and 00/100 Dollars (\$2,973,307.00); and

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth above and contained herein, the Parties agree as follows:

**1. Amendments to Agreement.**

1.1 Fee. Article 6.1 of the Agreement, Fee and Method of Payment, shall be deleted in its entirety and amended to read as follows:

6.1. The District shall pay Architect for all Services contracted for under this Agreement an amount equal to the following ("Fee"):

An amount equal to **Two Million Nine Hundred Seventy-Three Thousand Three Hundred and Seven and 00/100 Dollars (\$2,973,307.00)** based on the rates set forth in **Exhibit "D."**

1.2 Release. Article 28 shall be added to read as follows:

28.4. Release of Claims by the District

Except as reserved in section 28.4.1 below, the District releases and discharges all claims of every kind whatsoever (including, without limitation, claims for breach of contract, breach of fiduciary duty, negligence, breach of statutory duties, compensatory damages, direct/indirect/consequential damages,

liquidated damages, interest, penalties, punitive damages, specific performance, injunctive or declaratory relief, costs, attorneys' fees and/or expert fees) ("Released Matters"), which the District and/or any of its agents, trustees/directors, representatives, employees, predecessors, successors, and/or assigns, asserts or could assert against Architect, its agents, subcontractors, suppliers, shareholders, representatives, sureties, insurers, employees, predecessors, successors, and/or assigns, based upon or arising out of Construction Change Document No. 9.

28.4.1. Matters Not Included in the Release

The Released Matters do not include, and the Parties do not discharge, waive, or otherwise negate any covenants, duties, or warranties, or claims for indemnity and contribution therefor, which may exist in the Agreement and/or Amendment and survive completion of the Project and final payment, and/or relate to a latent deficiency as defined in Code of Civil Procedure section 337.15. Further, it is the intent of the Parties that this Amendment does not discharge, waive, or otherwise negate any contractual indemnity or insurance obligation, which may survive completion of the Project and final payment. Such obligations, rights, and defenses remain in full force and effect notwithstanding this Amendment.

28.5 Release of Claims by Architect

Architect releases and discharges the District from any and all claims, claims for indemnification or contribution, complaints, causes of action, demands, liabilities, losses, or damages, including attorneys' fees and costs, experts' and consultants' fees and costs, known or unknown, which Architect may now or hereafter have against the District based upon or arising out of Construction Change Document No. 9.

**2. Other Provisions Reaffirmed.**

All other provisions of the Agreement shall remain in full force and effect and are reaffirmed. If there is any conflict between this Amendment and any provision of the Agreement, the provisions of this Amendment No. 1 shall control.

**IN WITNESS WHEREOF**, the Parties have executed and entered into this Amendment No. 1 as of the date set forth above.

Dated: \_\_\_\_\_, 2021

Dated: \_\_\_\_\_, 2021

**NOLL & TAM ARCHITECTS**

**SOLANO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Lucky Lofton  
Executive Bonds Manager

Print Title: \_\_\_\_\_

**EXHIBIT "1"**

**Line-item breakdown of services added**

### Exhibit 1: Noll & Tam Contract Amendment #2 Line-Item Breakdown

Item	Date	Description	CCD	Credited in CO#	Fee Amount
01	6/8/2020	Deck Bearing Details - Contractor Request	003	5	\$ 4,750.00
02	7/6/2020	Metal Stud Anchors - Contractor Request	028	10	\$ 900.00
03	7/28/2020	Bluebanger Hangers - Contractor Request	026	10	\$ 2,450.00
04	9/4/2020	Sidewalk Replacement at B700 - Owner Request			\$ 9,615.00
05	10/14/2020	Deck Opening Weld Changes - Contractor Request	046	10	\$ 1,250.00
06	10/19/2020	Skewed Beam - Contractor Request	050	11	\$ 850.00
07	10/22/2020	Curved Edge Beam - Contractor Request	051	11	\$ 1,200.00
08	12/15/2020	RTU Platforms - Contractor Request	058	11	\$ 950.00
09	1/19/2021	Remediation of Column Top Errors - Contractor Request	062	11	\$ 1,250.00
10	2/1/2021	Storefront Adjustment - Contractor Request	063	11	\$ 950.00
11	3/12/2021	Miscellaneous IT Changes - Owner Request	068		\$ 5,000.00
12	9/27/2021	Alternate Interior Storefront Review - COVID Delay			\$ 1,628.00
13	9/27/2021	Restroom Change to Gender Neutral - Owner Request			\$ 1,875.00
14	9/29/2021	Additional IT Furniture Backing - Owner Request			\$ 1,050.00
15	10/1/2021	Extended Construction Admin - COVID Delay			\$ 47,280.00
Total Owner Request:			\$	17,540.00	
Total Contractor Request (Credited back via CO):			\$	14,550.00	
Total due to COVID-19:			\$	48,908.00	
Total Add Service Fee:			\$	80,998.00	



SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CONTRACT AWARD TO AEDIS ARCHITECTURE FOR BUILDINGS 700 & 800 ROOF REPLACEMENT PROJECT

**REQUESTED ACTION:**

- Information OR  Approval
- Consent OR  Non-Consent

**SUMMARY:**

Board approval is requested for award of a professional services agreement to Aedis Architecture for design services for the Building 700 and 800 Roof Replacement Project. The roof systems for Building 700 and 800 have passed their life expectancy and currently allow water to intrude the building in several locations. This project is to demolish and remove the existing built-up roofing system and install a new thermoplastic polyolefin (TPO) roofing membrane system, including all new flashing and coping.

CONTINUED ON THE NEXT PAGE

**STUDENT SUCCESS IMPACT:**

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

Ed. Code: Board Policy: Estimated Fiscal Impact: \$59,910 State Scheduled Maintenance 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**

Susan Wheat

VP, Finance & Administration

**VICE PRESIDENT APPROVAL**

October 20, 2021

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

Dr. Celia Esposito-Noy  
Superintendent-President

November 3, 2021

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AWARD TO AEDIS ARCHITECTURE FOR  
BUILDINGS 700 & 800 ROOF REPLACEMENT PROJECT**

---

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The scope of work for the design team includes full architectural and engineering services for all phases of the project, including design and construction administration.

A proposal was requested from Aedis Architecture based upon their qualifications and experience on projects of similar scope. Aedis Architecture is listed on the District's pre-qualified pool of architecture firms. Aedis Architecture's proposal was reviewed and is appropriate for the scope of work requested.

This project will be supported using the State's Scheduled Maintenance and Special Repairs funding provided to the District, which are specifically intended to address non-recurring repair or maintenance of facilities.

The Board is asked to approve a professional services contract with Aedis Architecture, in the amount not to exceed \$59,910.

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 QUALITY SOUND FOR  
CONSTRUCTION SERVICES FOR THE FAIRFIELD  
CAMPUS FIRE ALARM DEVICE UPGRADE PROJECT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

A proposal was requested from Quality Sound, 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.

This project will be supported using the State's Scheduled Maintenance and Special Repairs funding provided to the District, which are specifically intended to address non-recurring repair or maintenance of facilities.

The Board is asked to approve a contract to Quality Sound in the amount of \$59,995.33.

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: JUNE 30, 2021 RETIREE MEDICAL ACTUARIAL REPORT**

**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

The full actuarial study as of June 30, 2021 has been completed and is being submitted for Board information. Important highlights include:

	<b>June 30, 2021</b>	<b>June 30, 2019</b>	<b>Change</b>
Total Liability	\$12,348,936	\$12,739,722	\$390,786 Improvement
Balance of Irrevocable Trust	\$5,609,597	\$4,154,020	\$1,455,577 improvement
Unfunded Liability	\$6,739,339	\$8,585,702	\$1,846,363 improvement
Board Approved Reserve	\$4,000,000	\$4,000,000	Steady Reserve
Remaining Unfunded Liability	\$2,739,339	\$4,585,702	\$1,846,363 improvement
Funding Ratio – Irrevocable	45.4%	32.6%	12.8% improvement
Funding Ratio - Local	32.4%	31.4%	1.0% improvement
Total Funding Ratio	77.8%	64.0%	13.8% improvement

Copies of the report can be found at [https://solano.edu/finance\\_admin/actuarial.php](https://solano.edu/finance_admin/actuarial.php)