

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

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

EMPLOYMENT 2021-2022

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Tiffany Casimere	Executive Assistant	03/17/2022

Out of Class Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Peter Zavala	Information Analyst (Lead)	07/01/21 – 06/30/22

Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Alison Aubert	COVID Director (Classified Manager)	03/08/22 – 06/30/22
Steven Jones	From Local 39 Engineer to Interim Facilities Supervisor	03/01/22 – 09/30/22

Resignation

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Simerjeet Kaur	Administrative Assistant III-Vallejo 3 years and 3 months of service at SCC	02/22/2022

Salvatore Abbate
Human Resources

March 4, 2022

Date Submitted

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

March 16, 2022

Date Approved

SOLANO COMMUNITY COLLEGE HUMAN RESOURCES CONSENT CALENDAR

Governing Board Meeting

March 16, 2022

Page 2

Short-Term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Fund/Grant</u>	<u>Effective</u>	<u>Amount</u>
Larry Bartlow	Student Services Specialist II – Academic Support Services	SEA Grant	03/17/22 - 06/30/22	\$18.10/hr.
Kathleen Callison	Curriculum Development BSOT	Perkins	03/17/22-06/30/22	\$60.69/hr.
Adrienne Cary	Curriculum Development Web Design	Perkins	03/17/22-06/30/22	\$69.05/hr.
Nichole Clark	Production Assistant - Scenic Painter	General Fund	1/20/22 - 4/27/22 (Revised)	\$15.00/hr.
Alexa Colobong	Student Services Specialist II – Academic Support Services	SEA Grant	02/21/22 -06/30/22	\$18.10/hr.
Taylor Demyan	Early Learning Center Program Specialist - Substitute	General Child Care /CCTR & Child Start/Head Start	03/18/22 - 06/30/22	\$18.90/hr.
Yina Hudnall	Clerical Specialist/COVID Caseworker	Cares Act/HEERF	03/17/22 - 05/31/22	\$15.88/hr.
Pedro Javaras- Lopez	Student Services Specialist II – Academic Support Services	SEA Grant	02/21/22 -06/30/22	\$18.10/hr.
Angelina Johnson	Student Services Specialist II – Academic Support Services	SEA Grant	02/21/22 -06/30/22	\$18.10/hr.
Shilah Johnson	Student Services Specialist II – Academic Support Services	SEA Grant	02/21/22 -06/30/22	\$18.10/hr.
Leilani Lobo	Production Assistant - Stage Manager	General Fund	01/31/22 - 05/16/22 (revised)	\$15.00/hr.
Carolyn Pleasant	Students Services Generalist - Admissions and Records	SEA Grant	03/17/22 - 06/30/22	\$18.10/hr.
Jeremy Throne	Student Services Specialist II – Academic Support Services	SEA Grant	02/21/22 - 06/30/22	\$18.10/hr.
Cody Vig	Student Services Specialist II – Academic Support Services	SEA Grant	03/17/22 - 06/30/22	\$18.10/hr.

**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:

02/04/2022	Vendor Payments	11112489-11112496	\$ 61,833.26
02/04/2022	Vendor Payments	11112497-11112498	\$1,353,183.11
02/04/2022	Vendor Payments	11112499-11112501	\$ 4,148.10
02/04/2022	Vendor Payments	11112502-11112568	\$ 405,009.51
02/11/2022	Vendor Payments	11112569-11112570	\$ 31,346.03
02/11/2022	Vendor Payments	11112571	\$ 30,193.20
02/11/2022	Vendor Payments	11112572-11112615	\$ 146,161.58

CONTINUED ON NEXT PAGE:

STUDENT SUCCESS IMPACT:

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

<i>Ed. Code: 70902 & 81656</i>	<i>Board Policy: 3240</i>	<i>Estimated Fiscal Impact: \$2,842,589.63</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Susan Wheet
 Vice President, Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Susan Wheet, Finance and Administration

VICE PRESIDENT APPROVAL

March 4, 2022

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

March 16, 2022
**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:

02/11/2022	Vendor Payments	11112616-11112621	\$ 57,757.88
02/17/2022	Vendor Payments	11112622-11113027	\$ 89,327.50
02/17/2022	Vendor Payments	11113028-11113031	\$ 41,453.65
02/17/2022	Vendor Payments	11113032-11113034	\$ 99,788.46
02/17/2022	Vendor Payments	11113035-11113036	\$ 4,734.00
02/17/2022	Vendor Payments	11113037-11113084	\$ 119,028.21
02/25/2022	Vendor Payments	11113085	\$ 205,122.00
02/25/2022	Vendor Payments	11113086-11113143	<u>\$ 182,125.42</u>
	Warrant Table Listing	Total:	\$ 2,836,211.91
02/16/2022	RF Vendor Payments	13003752	\$ 448.00
02/25/2022	RF Vendor Payments	13003753-13003755	<u>\$ 5,929.72</u>
	Warrant Table Listing RF	Total:	\$ 6,377.72
		Total February Payments	<u>\$ 2,842,589.63</u>

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

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

PERSONAL SERVICES AGREEMENTS

Student Services
Shannon Cooper Psy.D., Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Brian Bedford	Presenter will conduct three-part series for the S-P Dei workgroup discussing Black males' disproportionate underrepresentation in executive/educational leadership positions when compared to their white male counterparts. The first part of the series is foundational & introduces qualitative research that uncovers challenges Black men face and impediments that keep them out of the e-suite. Concepts include white cultural hegemony, Black male trauma, micro-invalidation and the power of networking are explored. Participants are invited to engage in confronting their personal notions of equity & opportunity in the workplace.	March 18, 2022 – June 30, 2022	Not to exceed \$6,000.00

Susan Wheat Vice President, Finance & Administration	Celia Esposito-Noy, Ed.D. Superintendent-President
March 4, 2022 Date Submitted	March 16, 2022 Date Approved

AGENDA ITEM 11.(d)
MEETING DATE March 16, 2022

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

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

PERSONAL SERVICES AGREEMENTS

Student Services
Shannon Cooper Psy.D., Vice President

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Denise Noldon	Presenter will work with SCC to review and update the 5000 Board Policies and Procedures series.	March 17, 2022 – June 30, 2022	Not to exceed \$5,000.00

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

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Nicholas Vasallo	Consultant will develop a CTE program in music recording and stackable certificates. This includes curriculum development, entry into eLumen, submitting for BACC approval, and working with Music faculty and our curriculum representatives to move this program forward.	March 17, 2022 – May 31, 2022	Not to exceed \$10,000.00

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Andrea Valmore	Choreography services for spring 2022 Dance production, assisting with student choreography.	March 17, 2022 – May 31, 2022	Not to exceed \$200.00

AGENDA ITEM 13.(a)
MEETING DATE March 16, 2022

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

TO: **Members of the Governing Board**
SUBJECT: **RESOLUTION NO. 21/22-29 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. 21/22-27 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

VICE PRESIDENT APPROVAL

March 7, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 16, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**RESOLUTION NO. 21/22-29
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 **16th day of March** by the following vote:

STUDENT TRUSTEE ADVISORY VOTE:

AYES:

NOES:

ABSENT OR NOT VOTING:

Sarah Chapman, Ph.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: **BOARD ACCEPTANCE OF DISTRICT’S 2020-2021
FINANCIAL AUDIT REPORT**

REQUESTED ACTION:

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

SUMMARY:

The Governing Board is required to provide for an independent audit of the District’s financial statements and to evaluate the management controls.

CliftonLarsonAllen, LLP, Certified Public Accountants, has been engaged to conduct the District’s annual Audit for Fiscal Year 2020-2021

The Board’s Audit Committee met to review and discuss the report with District staff and the representative from CliftonLarsonAllen, LLP.

At this time, District staff requests acceptance of the District Independent Audit Report for Fiscal Year 2020-2021. The audit report is provided to the Board under separate cover and is available on the District website http://www.solano.edu/finance_admin/audit.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>Government Code:</i> <i>N/A</i>	<i>Board Policy:</i> 3070	<i>Estimated Fiscal Impact:</i> <i>N/A</i>
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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
Finance & Administration

VICE PRESIDENT APPROVAL

March 4, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 16, 2022
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board
**SUBJECT: BOARD ACCEPTANCE OF MEASURE Q BOND
FINANCIAL AND PERFORMANCE AUDIT FOR 2020-2021**

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

Proposition 39 requires that the local community college Governing Board:
a) Conduct an annual, independent performance audit to ensure that funds have been expended only on the specific projects listed in the ballot language.
b) Conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of the funds have been expended for school facility projects.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i> <i>N/A</i>	<i>Board Policy:</i> <i>3390</i>	<i>Estimated Fiscal Impact:</i>
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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
Finance & Administration

VICE PRESIDENT APPROVAL

March 4, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 16, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: BOARD ACCEPTANCE OF MEASURE Q BOND
FINANCIAL AND PERFORMANCE AUDIT FOR 2020-2021**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

CliftonLarsonAllen LLP, Certified Public Accountants, have been engaged to conduct Measure Q Bond Financial and Performance Audit for Fiscal Year 2020-2021

At this time, District staff requests acceptance of the Measure Q Bond Financial and Performance Audit for Fiscal Year 2020-2021. The audit report is provided to the Board under separate cover and is available on the District website http://www.solano.edu/finance_admin/bond_audit.php

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION NO. 21/22-30 DESIGNATION AND DISPOSAL/DISPOSITION OF DISTRICT SURPLUS EQUIPMENT AND PROPERTY: TRACTORS

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. 21/22-30 authorizing the trade-in of two inoperable athletic field maintenance tractors, which are unsatisfactory for retention and not suitable for school use. The trade-in value for the two tractors will help offset the purchase of a new field maintenance tractor.

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: Update equipment that supports classrooms or related College facilities.

<i>Ed. Code:</i> CA Ed Code 70902 (b) (6)m 81540	<i>Board Policy:</i> 3320	<i>Estimated Fiscal Impact:</i> N/A
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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) 864-7154

TELEPHONE NUMBER

Susan Wheet
Vice President, Finance & Administration

VICE PRESIDENT APPROVAL

March 3, 2022

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

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

March 16, 2022

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF
SURPLUS EQUIPMENT AND PROPERTY-KROMER TRACTOR FIELD
COMMANDER AND KROMER TRACTOR FIELD GROOMER**

RESOLUTION NO. 21/22-30

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 Kromer Tractor Field Commander and Kromer Tractor Field Groomer located at the District’s SCC campus in Fairfield is unsatisfactory for retention and no longer needed for instructional use; now therefore be it

RESOLVED, The Director of Facilities, with the approval of the Superintendent-President, is authorized to trade-in said property for purchase of new field maintenance tractor.

APPROVED, PASSED AND ADOPTED This 16th day of March 2022, by the Governing Board of Solano Community College District.

SARAH CHAPMAN, PH.D., BOARD PRESIDENT

CELIA ESPOSITO-NOY, Ed.D., SECRETARY

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

TO: Members of the Governing Board

SUBJECT: APPROVAL TO ENTER INTO AGREEMENT WITH FOLLETT HIGHER EDUCATION FOR BOOKSTORE OUTSOURCING

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

A Request for Proposal (RFP) was advertised on January 5th and 12th in the Fairfield Daily Republic, Vacaville Reporter, and the Vallejo Times Herald. Additionally, the request was sent to known campus bookstore entities and local bookstore providers. A total of five (5) proposals were received and reviewed with VP Wheet and CSEA members in the Purchasing Department.

CONTINUED ON NEXT PAGE

STUDENT SUCCESS IMPACT:

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

<i>Government Code:</i>	<i>N/A</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact:</i>
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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
 Finance & Administration

VICE PRESIDENT APPROVAL

March 1, 2022

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

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

March 16, 2022

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL TO ENTER INTO AGREEMENT WITH
FOLLETT HIGHER EDUCATION FOR BOOKSTORE
OUTSOURCING**

REQUESTED ACTION:

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

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

All proposals contained and addressed all items listed in the RFP, and after a thorough review, VP Wheat is requesting Board approval to enter into a five-year agreement with Follett Higher Education to provide bookstore services, beginning July 1, 2022.

The proposal provides for the following items for the traditional bookstore model:

- Commissionable sales ranging from 8.0%-14.5%
- \$2,000 annual textbook scholarships (\$10,000 total over the course of the contract)
- \$39,000 investment for the installation of the point-of-sale and store management systems
- \$25,000 investment for store renovations
- Ability to purchase existing inventory from current bookstore provider

Board approval is requested at this time.

INVITATION TO BID

**STUDENT BOOKSTORE SERVICES
FORMAL BID - PROJECT #22-007
SOLANO COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN that the Governing Board of the Solano Community College District (“District”) is inviting sealed bids for the Student Bookstore Services Provider for the period of July 1, 2022 through June 30, 2025, with the ability to extend annually for two additional years.

Sealed bids are due by **2:00 PM on, Wednesday, February 9th, 2022**

Please submit Bids to:

RFP 22-007 Student Bookstore Services
Solano Community College District
Susan Wheet, VP of Finance and Administration
Finance and Administration, Building 600
4000 Suisun Valley Road
Fairfield, CA 94534

The Request for Proposal (RFP) documents are available on the Solano Community College website at <http://solano.edu/purchasing/rfp.php>

A **mandatory** pre-proposal meeting will be held on January 24, 2022 at 10:00 a.m. via Zoom. The purpose of this meeting is to answer questions and familiarize all prospective proposers with the proposal requirements. If you need additional information concerning this meeting or the proposal process, please contact Susan Wheet at Susan.Wheet@Solano.edu.

Technical questions must be submitted, in writing by no later than **2:00 p.m. on, Friday, January 21st, 2022** to Susan Wheet via email at Susan.Wheet@Solano.edu. Questions or requests will be recorded and the answers provided to all Respondents during the mandatory pre-proposal meeting.

The District reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The District will award the contract based on a review and analysis of the proposal that determines which proposal best meets the needs of the District. Following the review and analysis of all responsive proposals, the District will make a recommendation to the Governing Board at its regular scheduled meeting.

**REQUEST FOR PROPOSAL
STUDENT BOOKSTORE SERVICES
FORMAL BID - PROJECT #22-007**

Cover Page

CONTACT INFORMATION

RFP #22-007
Student Bookstore Services

By

Solano Community College District

ADDRESS ALL PROPOSALS TO:

RFP 22-007 Student Bookstore Services
Solano Community College District
Susan Wheat, VP of Finance and Administration
Finance and Administration, Building 600
4000 Suisun Valley Road
Fairfield, CA 94534

Susan.Wheat@solano.edu

Phone: 707-864-7209

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INTRODUCTION

The Solano Community College District (SCC) is inviting interested college bookstore operators to submit their proposals to operate the Student Bookstore for Solano Community College District, located on the Fairfield campus, 4000 Suisun Valley Road in Fairfield, CA for a three (3) year period from of July 1, 2022 through June 30, 2025, with the ability to extend annually for two additional years. Continuing renewal and cancellation terms shall be negotiated with the successful proposer.

Background

Solano College is a two-year higher education institution and is one of 116 colleges in the California Community College system. More than 7,000 full and part-time students are enrolled in day and evening classes each semester. The regular academic calendar runs approximately from the third week in August through the end of May. Summer school classes are offered Monday to Thursday and run from early June through the first week in August. Student Bookstore services are also provided for the summer sessions. There are no residence halls on campus. The college employs 300 full-time faculty and staff and 270 part-time employees.

The District will consider bookstore renovations which will improve service and/or make the operation more efficient. Renovations may be minor and/or cosmetic in nature or more significant. The proposals should specify the level of financial responsibility proposers are willing to commit towards any renovations.

The District's intent is to provide quality bookstore services to students. It should be understood that as an educational institution, the District feels its bookstore services should contribute to its educational objectives.

The District expects proposers to present a complete program for the management of its bookstore service and to include verifiable examples of successful programs. In addition to the services provided, proposals should include a COVID-19 quality assurance program, promotional programs and décor ideas all in sufficient detail to allow the District to evaluate the intended operation from the standpoint of quality and service.

The District expects the Student Bookstore Provider to begin full operations beginning July 1, 2022 for the start of Fall Semester which begins August 15, 2022.

INSTRUCTIONS TO PROPOSERS

No proposals shall receive consideration by the Solano Community College District (hereinafter "District") unless made in accordance with the following instructions:

1. Deadline for Receipt of Proposal: Proposals must be received by the Vice President, Finance and Administration, Administration Building, Solano Community College District, 4000 Suisun Valley Road, Suisun, CA 94534 **no later than 2:00 pm on February 9, 2022**. Proposals must be in an envelope marked "RFP 22-007 Student Bookstore Services".

Respondents shall submit one (1) paper copy and one (1) copy in digital format (e.g., CD, DVD, flash drive, etc.).

- a. The paper copy must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled "Master Copy."
- b. The Respondent must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
- c. The sealed proposal envelopes must be marked legibly with the RFP number and title, and the District name and address, as shown in the following example:

RFP 22-007 Student Bookstore Services
Solano Community College District
Susan Wheet, VP of Finance and Administration
Finance and Administration, Building 600
4000 Suisun Valley Road
Fairfield, CA 94534

No telephone, email, or fax proposals will be considered.

It is each bidder's sole responsibility to ensure its bid is delivered timely and received at the location designated as specified. The District will not be responsible for errors in delivery under any circumstance. Any bid received at the designated location after the scheduled closing time for receipt of bids shall be returned to the bidder unopened.

Pre-Proposal Conference: A mandatory pre-proposal zoom meeting will be held on January 24, 2022 at 10:00 a.m. by Zoom at

<https://zoom.us/j/96721153723?pwd=TEozQUdEbnZzbzlyVWFqTk9aQ2tkdz09>

The purpose of this meeting is to answer questions and familiarize all prospective proposers with the proposal requirements. Representation shall be limited to two (2) individuals from each firm. Due to the importance of all proposers having a clear understanding of the terms and conditions of this solicitation, **ATTENDANCE IS MANDATORY**. Proposals will only be

accepted from those proposers who are represented at the pre-proposal meeting. Attendance at the meeting will be noted by the representative's name as presented in the Zoom meeting.

2. Requests for Information: Any questions relative to the proposal should be directed to the Vice President of Finance and Administration, Susan Wheel, via email at susan.wheel@solano.edu no later than **2:00 p.m. on, Friday, January 21st, 2021**
3. Proposal Forms: Proposal must be submitted in the format shown in "Form of Proposal." Proposals in any other form will be considered informal and will be rejected. Conditional proposals will be not considered. Proposals should be clear and, if appropriate, properly indexed. Numbers should be stated in figures, typewritten, and the signatures of all individuals must be in long hand or digitally verified. The completed forms should be without alterations, or erasures. Proposals must be submitted with the proposer company's name and with authorized signature(s) in envelopes, clearly marked with the title (RFP 22-007 Student Bookstore Services) and closing date.
4. Execution of Forms: Each proposal must give the full business address of the proposer and must be signed by the proposer with his or her usual signature. Proposals by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Proposals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A proposer's failure to properly sign required forms might result in rejection of the proposal.
5. Withdrawal of Proposals: Proposals may be withdrawn by the proposers to the time fixed for the opening of proposals but may not be withdrawn for a period of forty-five (45) days after the opening of proposals. A successful proposer shall not be relieved of the proposal submitted without the District's consent.
6. Addenda or Bulletins: Any addenda or bulletins issued during the proposal process shall form part of the specifications issued to proposers for the preparation of their proposals and shall constitute part of the Contract Documents.
7. Site Visit and Oral Presentation: District staff and students may visit sites of the proposer's current and previous bookstore sites. Proposers will be given at least twenty-four (24) hours notice of the visit. The proposers may be requested to give an oral presentation to the District staff and students at the site visit.
8. Basis of Award: Each proposer shall submit, as part of their proposal, complete specifications and detailed descriptions of the services and items they propose to supply under this contract. The District's decision as to the award of the contract will be based on the specific actions and qualifications of the proposer. Award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the District based on the evaluation factors set forth in the solicitation.
9. Award of Contract: The contract will be awarded within sixty (60) calendar days after opening proposals to the most responsive proposer subject to the approval of the

Governing Board. The time for awarding the Contract may be extended by the District with the consent of the most responsive proposer.

10. Execution of Contract: The successful proposer shall, within ten (10) calendar days of notice of award of the contract, sign and deliver to the District the executed contract along with the certificates of insurance required by the Contract Documents. In the event the proposer to whom an award is made fails or refuses to execute within ten (10) calendar days from the date of receiving notification that the contract has been awarded to the proposer, the District may award the work to the next most responsive proposer or may reject all proposals and call for new proposals. The contract and other documents are subject to the approval of the District and its legal counsel.

SCHEDULE OF KEY EVENTS

1. Issue of Request for Proposal January 5, 2022
2. Technical Questions Due January 21, 2022, 2:00 p.m.
3. Mandatory pre-bid zoom meeting January 24, 2022, 10:00 a.m.
4. Bids must be received by2:00 pm, February 9, 2022
5. Bids will be opened2:01 pm, February 9, 2022
6. Proposal evaluation completed and short-list interviews...no later than February 28, 2022
7. Recommendation for Board approval March 16, 2022
8. Notification of Award March 17, 2022
9. Commencement of bookstore servicesJuly 1, 2022

PROPOSER QUALIFICATIONS

Proposals are being solicited from firms that are in the business of providing bookstore services as listed in this Request for Proposal. Proposals shall include, at a minimum, the following information. Failure to include these items will be considered non-responsive.

1. Evidence of the successful operation of bookstore services and provide a listing of those services currently operated in the United States with the names, addresses and telephone numbers of responsible institutional representatives.
2. Complete statement illustrating organization, financial resources, and other resources sufficient to provide necessary backing to recruit personnel, establish and operate a student bookstore in the magnitude described in these specifications.

Please note: The district will consider a proposal from a small, independent bookstore owner as long as the above qualifications are met.

EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

Book costs

1. The District desires to evaluate the Proposer' textbook pricing. To assist this evaluation please provide the following:
 - a. The standard markup used by the Proposer that is added to the Proposer's cost and/or to the publisher's wholesale price
 - b. The Proposer's efforts to negotiate price with publishers
 - c. Links to three existing bookstores operated by the Proposer as a resource for the District to evaluate current textbook pricing

Student/Staff Satisfaction Methods

1. Formalized methods of evaluating student/staff satisfaction on a continuing basis.
2. Use of regularized procedures to consider student/staff input in daily operations.

Management Capabilities and Other Services

1. Demonstrated success in existing bookstore services.
2. Use of promotional techniques to encourage student/staff interest and patronage of bookstore services.
3. Demonstrated ability to provide continuing quality service.
4. Ability to include lockers for online order pick-ups
5. Ability to provide a possible café

Company Qualifications, Management Personnel, Financial Stability

1. Evaluation by current and former clients in terms of program evaluation and qualifications
2. Credentials and background of unit management personnel and regional managers.
3. Available services of personnel trained in bookstore services
4. Evaluation of company's financial position and stability.
5. Demonstrated effectiveness in hiring a diverse staff.

Financial Proposal

1. Evaluation of any proposed contribution from the bookstore provider to the District, and any expected financial support from the District.
2. Comprehensive evaluation of financial terms and conditions.
3. Ability to make and finance realistic renovations or other improvements to the existing bookstore area in addition to providing solid management and quality service at competitive prices.

FORM OF PROPOSAL

Your proposal should include the following information in the order specified. If the proposer fails to provide any of the following information, the District may, at its sole option, ask the proposer to provide the necessary information, evaluate the proposal without the missing information or consider the proposal to be non-responsive.

1. Complete the Proposal Certification on Page 12 of this RFP packet.
2. Proposers must provide a full financial proposal that defines the benefits and burdens for the District and students.
3. Provide information concerning typical services you intend to propose for students.
4. Explain your company's proposal for determining the level of customer satisfaction and securing customer input. Be as specific as possible, citing successful programs at other institutions.
5. Outline your marketing and advertising plans and describe how it is tailored to the District's students, faculty and staff. Include samples of promotional material.
6. List of accounts (company names, key personnel, addresses and phone numbers) where the proposer is providing bookstore services similar to the one being proposed for the District. Please indicate the number of years at each location.
7. An organization chart showing the proposer's management team for handling District bookstore services, including identification of key personnel. Submit job descriptions for any proposed manager and other staff members.
8. How do you schedule breaks and lunches to assure adequate staffing during peak hours and compliance with Federal and State labor laws?
9. The company's diversity, equity, and inclusion policy and a report or other document demonstrating success in hiring a diverse staff that represents the community being served.
10. Submit your most recent independent audit report and/or other evidence of financial stability.
11. Describe your firm's proposal for improvements and renovations of the existing bookstore area, any financial contribution to this effort your firm will make, and any District contribution or efforts toward those renovations.

SCOPE OF WORK AND SERVICES

1. STAFFING REQUIREMENTS; FINANCIAL AGREEMENTS; HOURS OF OPERATION

- A. If proposing to operate a physical bookstore, the Proposer shall provide appropriate staff for the administration and operation of the Student Bookstore for Solano Community College District, ("District"). All staff will be employees of the Proposer. The College shall provide input in the selection of the all staff selected by the Proposer. All staff of the proposer shall remain under the direction and supervision of the Proposer.
- B. If proposing online bookstore services, the proposal should include a plan for optional on campus operations, including lockers, college promotional items, etc.
- C. Proposer shall be responsible for the evaluation of staff performance. College shall participate in the evaluation of the provider's staff in the development and operation of the Bookstore.
- D. Daily operational hours of the Bookstore maintained for each day the college is open for business. The proposal should include planned hours of operation.

If additional Bookstore hours are requested and approved in writing by the District, the District will reimburse the Proposer for actual costs. Proposer will not be required to provide staffing coverage for illness or other leave. However, Proposer will make its best efforts to provide sufficient staff to maintain operations.

2. SPACE, SUPPLIES, SUPPORT SERVICE, EQUIPMENT

- A. The District will provide suitable space, adequate lighting, telephone service, and furnishings and equipment to the Proposer's program staff. The District Bookstore is located on the Fairfield Campus in the Student Center, which also includes the Cafeteria, Student Health Services, and Student Services.
- B. The District will provide furniture and equipment for the Bookstore. All furniture and equipment provided by the District shall remain the property of the District. Do we provide custodial, campus safety, free parking to employees?
- C. The District will provide campus security, and free parking to the Proposer's employees.
- D. The Proposer will be responsible for the custodial needs of the Bookstore.
- E. The Proposer will provide all operational equipment and supplies.

PROPOSAL CERTIFICATION

The undersigned certifies that our firm (check one) _____ IS or _____ IS NOT currently debarred, suspended or proposed for debarment by any federal or state entity. The undersigned agrees to notify the Solano Community College District of any change in this status, should one occur, until such time as an award has been made under this solicitation action.

In compliance with the Request for Proposals for Student Bookstore Services and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such services in accordance with the specification/scope of work.

(Firm name)

(Street address)

(City, state, zip)

(Phone number)

(Fax number)

(E-mail address)

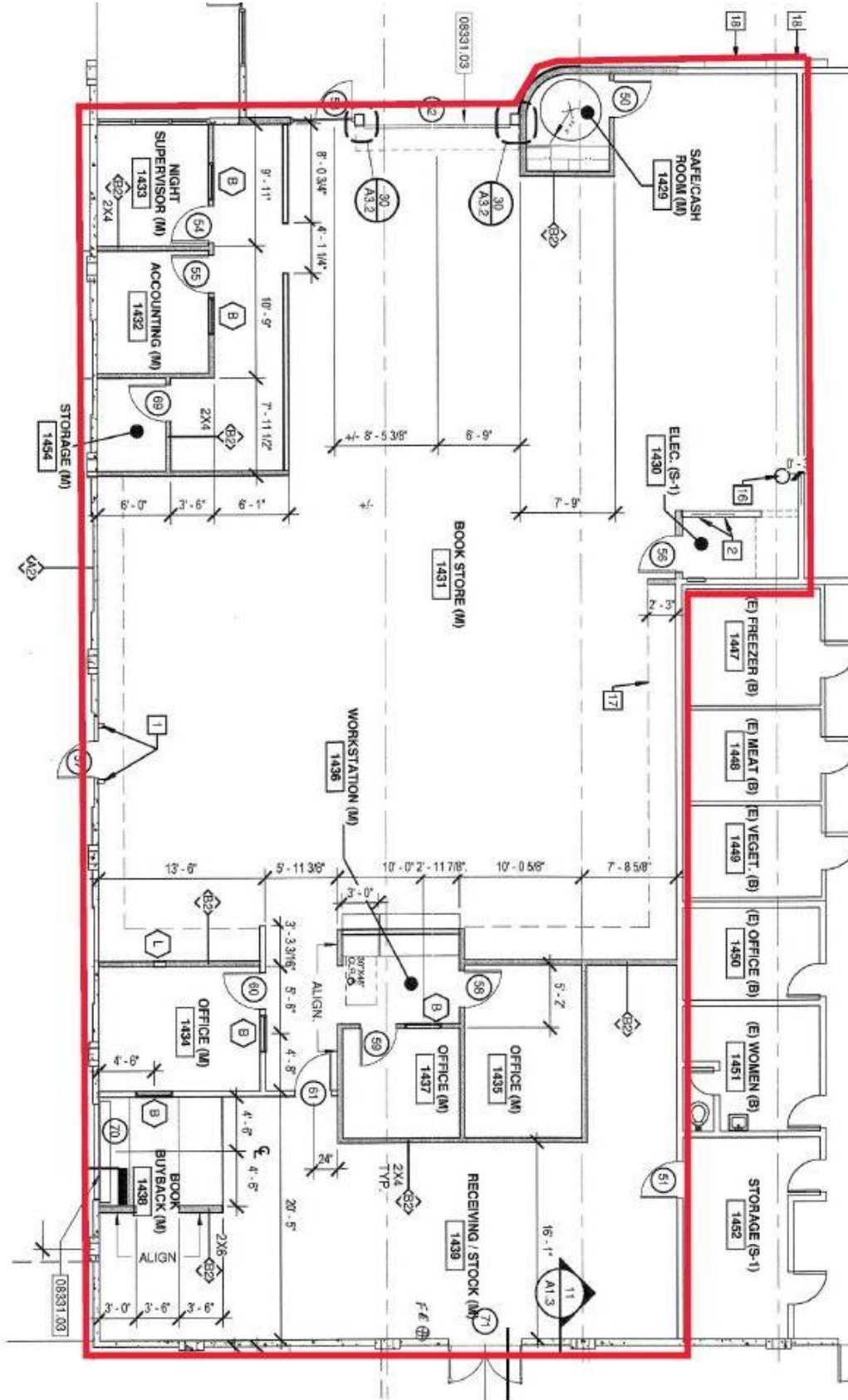
(FED ID #)

BY: _____
Signature

Name & Title

Date

Attachment 1: Floorplan of the Current Bookstore



AGENDA ITEM 13.(f)
MEETING DATE March 16, 2022

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION:

Information OR Approval
 Consent OR Non-Consent

SUMMARY:

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Seweryn Makosa	Information Analyst 15 years and 4 months of service at SCC	04/22/2022

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: 24205

Board Policy: 4400

Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Salvatore Abbate
Human Resources

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

ADDRESS

707-864-7263

TELEPHONE NUMBER

VICE PRESIDENT APPROVAL

March 4, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

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

March 16, 2022

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

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: NEW SUPERVISOR JOB DESCRIPTION: CENTER SUPERVISOR

REQUESTED ACTION:

- Information OR Approval
- Consent OR Non-Consent

SUMMARY:

The following job description is presented for Governing Board approval. It establishes a new supervisor position. This position supervises and coordinates assigned staff, programs, services and activities at one or more centers, including the Vacaville and Vallejo centers and Travis Air Force Base Education Center. Collaborates with district departments including maintenance, facilities, and IT for ongoing operations. Ensures centers provide comparable services to meet student needs, maintain hours consistent with course offerings, and facilitate faculty and student requests at the assigned location(s). It will be placed on the Supervisor salary schedule at range 37.

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: \$64,607.80 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

March 16, 2022
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

March 4, 2022
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

SOLANO COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CENTER SUPERVISOR

BASIC FUNCTION:

Under the direction of the assigned administrator and in collaboration with academic and student services deans, supervises and coordinates assigned staff, programs, services and activities at one or more centers, including the Vacaville and Vallejo centers and Travis Air Force Base Education Center. Collaborates with district departments including maintenance, facilities, and IT for ongoing operations. Ensures centers provide comparable services to meet student needs, maintain hours consistent with course offerings, and facilitate faculty and student requests at the assigned location(s).

ESSENTIAL FUNCTIONS:

Coordinate and supervise the daily activities of the centers, including assigning tasks and schedules to support classes and programs; supervising staff; managing phone calls and emails; interviewing and training temporary and student employees; reporting maintenance needs; and ensuring tasks are completed on time and accurately.

Perform staff evaluations.

Consult with academic deans regarding course schedules at the centers that meet the diverse needs of students.

Plan, schedule, develop and implement center operations and procedures; implement policies and regulations and update office procedures in collaboration with Admissions and Records, Financial Aid, Fiscal Services, and other essential functions.

Collaborate with Outreach, Admissions, IT, etc., to inform the student registration process, including online and in-person registration functions and events and to support outreach activities.

Collaborate with academic divisions and support services in identifying and supervising staff assigned to the centers; consult with facilities and maintenance regarding assigned staff.

Serve as the point of contact for community and high school requests for events and access to the centers; collaborate with outreach and admissions to host enrollment activities.

Monitor and facilitate the maintenance and repairs of the Center in collaboration with the Facilities Department.

Coordinate with Department of Public Safety to ensure a safe work and learning

environment.

Maintain an accurate inventory of equipment and supplies; assess and report the need for equipment repair or replacement.

Maintain relationships with community agencies including chambers of commerce and city governments; serve as a liaison between the College and business, educational, and governmental entities.

Receive and respond to complaints regarding center staff or policies and procedures; analyze information and determine appropriate action. Escalate complaint to the appropriate manager, when appropriate.

Provide staff training on policies and procedures, state regulations, etc., and communicate changes, as needed.

Provide technical information and assistance to employees and others where judgement, knowledge and interpretation of procedures and regulations is needed.

Operate a variety of current office equipment, software applications, including Banner, and phone systems.

Assist in maintaining a fair and collaborative work environment and commitment to teamwork, mutual trust and respect.

Ability to communicate effectively both orally and in writing.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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.

Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination, and;

EDUCATION AND EXPERIENCE:

Bachelor's degree from a regionally accredited college or university completed prior to employment date;

Or,

Associate degree from a regionally accredited college or university completed prior to employment date AND 4 years of supervisory experience.

And,

One year in a supervisory or lead capacity in a college student services, academic support services, human resources, IT, or fiscal services department or program, or in a public service program or agency requiring supervision of employees while providing services to the public.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of effective supervision and training.
- Effective communication and interpersonal skills including tact, patience and courtesy.
- Shared governance and collegial consultation.
- Effective record-keeping techniques.
- Policies, procedures, and objectives of assigned program and activities.
- California State Education Code, employee contracts, and policies and procedures.

ABILITY TO:

- Plan, organize and coordinate the day-to-day operations of a comprehensive center.
- Establish priorities and adjust assignments to assure the timely completion of work.
- Use independent judgment and decision-making skills to resolve issues that occur.
- Understand and articulate the impact of changes in College and State regulations as they affect the daily operational activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California Driver's License and proof of vehicle insurance coverage must be provided and maintained throughout employment; eligible to work in California prior to first date of employment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties outlined in this classification, the employee in this classification is

regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. The employee in this classification is frequently required to conduct work at other campus locations.

The employee assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 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), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 administrative office environment. Some travel to/from the centers and main campus may be required. While performing the duties of this classification, the employee regularly works at a computer for long periods of time and is regularly exposed to interruptions and the hazards of working with video display terminals.

Hours may include evenings and weekends.

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

TO: Members of the Governing Board

**SUBJECT: NEW SUPERVISOR JOB DESCRIPTION: EARLY
 LEARNING CENTER SUPERVISOR**

REQUESTED ACTION:

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

SUMMARY:

The following job description is presented for Governing Board approval. It establishes a new supervisor position. This position ensures compliance with Title 5, Title 22, and CACFP regulations. Duties include assisting in selection, supervision of Center staff, including evaluation of the Food Program Assistant. The ELCS assists in providing a quality instructional program and provides direction and leadership for the program. It will be placed on the Supervisor salary schedule at range 34.

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: \$57,509.35 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

March 4, 2022

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**

March 16, 2022

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION

CLASS TITLE: Early Learning Center Supervisor

BASIC FUNCTION: Under the supervision and direction of the Early Learning Center Director, the Early Learning Center Supervisor (ELCS) ensures compliance with Title 5, Title 22, and CACFP regulations. Duties include assisting in selection, supervision of Center staff, including evaluation of the Food Program Assistant. The ELCS assists in providing a quality instructional program and provides direction and leadership for the program

REPRESENTATIVE DUTIES:

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

Assist in articulating a sound educational philosophy consistent with the goals of the program, providing direction for long-range school planning.

Responsible for child recruitment, waitlist management, child enrollment, and attendance monitoring in compliance with Title 5 regulations.

Responsible for the monthly tuition billing process and the collection of payments from the parents. Monitor for timely payments.

Supervise and monitor the Child Care Food Program and ensure State and Federal compliance.

Assist supervising personnel activities of the Center staff, including overseeing and evaluation of the Food Program Assistant.

Hire student interns, conducting their orientation and process monthly timesheets. Provide input in establishing student interns shift schedules to ensure compliance with staffing ratios.

Provide student intern training sessions, and on-going monitoring of their professional development in partnership with the Early Learning Center Specialists.

Participate in budget planning and monitoring of expenses as assigned.

Attend staff meetings, workshops, conferences and other educational meetings and professional growth opportunities as requested, serve on interview committees for staff of the Early Learning Center.

Interact with parents as needed to discuss their concerns, their child's special education needs, and nutritional needs. Coordinate service delivery plans and other resources with the assigned teachers. Lead family care planning sessions to ensure action plans and time lines are in place to support positive outcomes.

Observe and evaluate children; interact with parents regarding positive behaviors, concerns, questions and special needs of each child.

Maintain records as required by the State of California Department of Education/Department of Social Services, Community Care Licensing; and Solano Community College CalWORKs department.

Assist in assuring adherence to all state required laws, regulations, and policies.

Assist in planning and facilitating the parent advisory council as defined by the State of California Department of Education and Department of Social Services.

Oversee and coordinate the program in partnership with the Early Learning Center Director up to and including supervising, directing and evaluating center staff in the absence of the Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to implement the program's educational philosophy.

Demonstrated knowledge of child development theory and the ability to explain the practical application of theory in interactions with children.

Demonstrated knowledge of developmentally appropriate practice in early childhood education.

General knowledge and skill of computers and general office equipment.

Maintain accurate financial records.

Demonstrated skill and ability to prepare written policy statements, monthly newsletter, record keeping forms, parent information forms and other documents.

Knowledge of record keeping and State legal requirements for licensed preschool programs.

Train and provide work direction to assigned personnel.

Work cooperatively with other staff members.

Demonstrate effective support giving practices and customer support

Work effectively and independently with minimal supervision.

Work confidentially with discretion.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

Possess or be eligible for a Child Development Program Director Permit. The successful applicant must apply for and receive the permit prior to starting employment with the District.

Minimum of two years of experience supervising adults in a child development setting.

Demonstrate a sensitivity to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of students, the public or employees of the district.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATION:

- Child Development Program Director Permit
- Proof of current medical examination, pertussis vaccination, MMR vaccination and tuberculosis clearance
- Department of Justice fingerprint clearance
- CPR certification
- 15-hour Health & Safety Training Certification

WORKING CONDITIONS:

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

The work assigned to this classification is performed in a children's preschool environment. While performing the duties of this classification, the employee is occasionally exposed to the risks of exposure to childhood illnesses. The work environment is moderately noisy.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties outlined in this classification, employees in this classification are required to stand, sit, bend, crouch, speak clearly and distinctly to provide information, hear and understand voices over the telephone and in person. Employees assigned to this classification may occasionally lift and carry children weighing up to 50 pounds or need to move quickly to assist children.

Specific vision abilities required for positions in this classification include close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more).

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: NEW SUPERVISOR JOB DESCRIPTION: SAFETY/ASSET
COORDINATOR

REQUESTED ACTION:

- Information OR Approval
 Consent OR Non-Consent

SUMMARY:

The following job description is presented for Governing Board approval. It establishes a new supervisor position. This position assists in providing strategic direction for the Occupational, Environmental Health & Safety (OEHS) missions and goals and ensure the adherence to laws, regulations, and other compliance requirements. The employee receives, inspects and labels capital equipment, and maintains complete and accurate inventory records on the acquisition, status and disposition of all Districtwide assets. It will be placed on the Supervisor salary schedule at range 37.

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: \$64,607.80 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

March 4, 2022

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

March 16, 2022

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Safety/Asset Coordinator (Supervisor)

BASIC FUNCTION: Under direction of the assigned manager, the employee assists in providing strategic direction for the Occupational, Environmental Health & Safety (OEHS) missions and goals and ensure the adherence to laws, regulations, and other compliance requirements. The employee receives, inspects and labels capital equipment, and maintains complete and accurate inventory records on the acquisition, status and disposition of all Districtwide assets. The incumbent performs technical and administrative duties in support of purchasing/material management functions, such as contracts/records management, inventory control and analysis. Incumbents are designated as the safety officer for Occupational, Environmental Health & Safety for the college.

DISTINGUISHING CHARACTERISTICS

The Safety/Asset Coordinator is experienced in applying professional principles to develop an understanding of differing and variable situations. Problem solving involves consideration of diversified procedures and precedents, consistent with current policies and the complexity of OEHS issues, risks, federal, state, and local rules, regulations, and compliance requirements. The incumbent must have the ability to work collaboratively and to influence those with whom no formal hierarchical relationship exists.

REPRESENTATIVE DUTIES:

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

Promote OEHS awareness; provide advice, information, and instruction on OEHS issues; design, update, coordinate, and modify all safety-related training collaborating on specific program and administrative needs.

Monitor and ensure safe and consistent practices and compliance with OEHS policies and procedures, communication, and follow-through; coordinate with instructional labs, programs, and operations; oversee the hazardous waste program.

Coordinate and lead various teams to implement OEHS policies and goals.

Review, analyze, audit, investigate, and report incidents, injuries, and hazards; implement control measures. Investigate complaints of unhealthy occupational and environmental conditions and coordinate corrective action.

Create, organize, and maintain all regulatory documentation per county, State, and federal regulations; utilize and maintain required systems; design and prepare presentations, correspondence, databases, spreadsheets, newsletters, information notices and reports, website materials, and other modes of delivery.

Assist in the development, update, compliance, and maintenance of injury and incident prevention strategies and OEHS procedures; make recommendations for risk mitigation and process improvements.

Create OEHS training programs; create training materials and update college websites with training and OEHS information; train staff on safety rules, regulations, policies, and procedures. Maintain training records for compliance.

Develop, maintain, and conduct routine safety inspections and safety inspection checklists in collaboration with safety committee, instruction, student services, and administrative leaders or their designees; coordinate and recommend corrective action to unhealthy conditions and ergonomic issues.

Supervise and oversee the mailroom and warehouse of the District.

Assign, inscribe and affix identification markings on all Districtwide capital assets.

Update the asset management system for acquisitions, transfer and dispositions of all Districtwide capital assets.

Assist with classifying new capital assets and analyzing movement of new and existing capital assets.

Maintain capital asset inventory records and files in accordance with Districtwide policies and procedures, and prepares capital asset reports.

Plan, coordinate and conduct periodic physical inventories audits of warehoused items and capital assets Districtwide; update records and prepare draft and final reports of inventory.

Coordinate the transfer, sale or disposal of unused, depreciated, damaged or surplus inventory and capital assets.

Working with Accounting, reconcile general ledger to asset management system to assure accuracy of capital asset records and inventory control to the general ledger.

Perform job-related duties as assigned.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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.

Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination

EDUCATION AND EXPERIENCE:

Any combination of training and experience equivalent to: a bachelor's degree in environmental science, occupational safety and health, physical science, biology, chemistry, industrial hygiene, healthcare, or related field and five years of directly-related experience.

Experience performing inventory control, basic accounting/bookkeeping functions, and working with a comprehensive database.

Specialized training or certificates in Occupational Health and Safety (OSHA) or Hazardous Waste Operations & Emergency Response preferred.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California Driver's License

Knowledge:

Budget preparation and expenditure control.

California Community College organization, operations, policies, and objectives.

County, State, and federal OEHS regulations and reporting systems.

Development and deployment of training materials utilizing current methods.
English usage, grammar, spelling, punctuation, and vocabulary.

Hazardous materials inventory, waste management, and reporting.

Methods, techniques, and practices used in determining and eliminating health hazards in occupational and environmental settings.

Modern office practices, procedures, equipment, systems, and applications.

OSHA, Cal/OSHA, USEPA, and other related occupational and environmental health and safety laws.

Practices and principles of occupational, environmental health and safety.

Principles of industrial hygiene, environmental and public health, and State and federal laws, rules, and regulations on the health of industrial workers.

Risk management practices and policies.

OTHER SKILLS AND ABILITIES:

Analyze problems and take corrective action in a professional manner.

Communicate clearly and effectively both orally and in writing.

Coordinate projects, goals, and work assignments.

Create and manage investigation and inspection programs.

Develop standards for occupational, environmental health and safety processes.

Establish and maintain effective working relationships with others.

Evaluate Safety Data Sheets in accordance with the Hazard Communication Standard (HCS).

Interpret and apply procedures, requirements, and regulations.

Maintain records and prepare reports.

Work collaboratively and influence those with whom no formal hierarchical relationship exists.

Work independently and set priorities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties outlined in this classification, the employee in this classification is regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. The employee in this classification is frequently required to conduct work at other campus locations.

The employee assigned to this classification must regularly 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), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 administrative office environment. While performing the duties of this classification, the employee regularly works at a computer for long periods of time and is regularly exposed to interruptions and the hazards of working with video display terminals. The work environment is quiet.

Board approved:

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

TO: Members of the Governing Board

SUBJECT: ATHLETIC AGREEMENT BETWEEN NAPA VALLEY COLLEGE AND SOLANO COMMUNITY COLLEGE

REQUESTED ACTION:

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

SUMMARY:

Governing Board approval is requested for an Athletic Agreement between Napa Valley College and Solano Community College. In 1983, NVC and SCC entered into an athletic agreement to establish a regional partnership that would allow each college to host viable programs individually and identified those that both colleges would offer. This agreement will be in effect from July 1, 2022 through June 30, 2023. This agreement is subject to annual review.

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**

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

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

ADDRESS
 707-864-7126

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

VICE PRESIDENT APPROVAL
 March 2, 2022

DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT

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

March 16, 2022
DATE APPROVED BY SUPERINTENDENT-PRESIDENT



March 2, 2022

Dear Newton:

We are respectfully requesting the BVC and CCCAA's annual approval of the Napa-Solano Athletic Agreement, effective July 1, 2022, to June 30, 2023.

Napa Valley College and Solano Community College entered into the athletic agreement in 1983. This partnership was based on the inability of the two colleges to fully fund comprehensive athletic programs. A regional approach was developed with each college hosting viable programs. The updated listing is as follows:

- A. Solano Community College only:
 - Football (not currently offered)
 - Water Polo (not currently offered)
 - Men's and Women's Swimming and Diving
 - Men's and Women's Tennis

- B. Napa Valley College only:
 - Men's Soccer
 - Men's and Women's Golf


- C. Both:
 - Volleyball
 - Baseball
 - Men's and Women's Basketball
 - Softball
 - Women's Soccer

Both college Governing Boards support and endorse this athletic agreement. It is the intention of the Boards to continue the agreement with yearly review.

Please contact us if we can provide further clarification.

Sincerely,

Celia Esposito-Noy, Ed. D
Superintendent-President
Solano Community College



Robert Frost, Ph. D.
Interim Superintendent-President
Napa Valley College

Cc: R. Harris, Dean, Health Occupations, Napa Valley College
J. Dunlap, Athletic Director, Napa Valley College
E. Visser, Athletic Director, Solano Community College
A. Aubert, Interim Athletic Director, Solano College

2277 Napa-Vallejo Highway, Napa, CA 94559
(707) 256-7650, (707) 256-7659 fax

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

TO: Members of the Governing Board

SUBJECT: AGREEMENT BETWEEN VACAVILLE UNIFIED SCHOOL DISTRICT/MUZETTA THROWER ADULT EDUCATION CENTER AND SOLANO COMMUNITY COLLEGE FOR HUMAN SERVICES AND SOCIAL WORK INTERNSHIP

REQUESTED ACTION:

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

SUMMARY:

Board approval is requested for an affiliation agreement between the Vacaville Unified School District/Muzetta Thrower Adult Education Center and Solano Community College. Approval of this agreement will provide opportunities for SCC students in the Human Services & Social Work Certification and Associate Degree Programs to receive field instruction. SCC faculty will assist students to coordinate their field instruction. Vacaville Unified School District will provide supervision. This internship agreement is to begin in Spring 2022.

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"/> NOT REQUIRED	<input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> TABLE
David Williams, Ph.D. Vice President, Academic Affairs	Celia Esposito-Noy, Ed.D. Superintendent-President	
PRESENTER’S NAME 4000 Suisun Valley Road Fairfield, CA 94534	March 16, 2022	
ADDRESS 707 864-7117	DATE APPROVED BY SUPERINTENDENT-PRESIDENT	
TELEPHONE NUMBER David Williams, Ph.D. Vice President, Academic Affairs	March 4, 2022	
VICE PRESIDENT APPROVAL March 4, 2022	DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT	
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT		

AFFILIATION AGREEMENT

Solano Community College

AFFILIATION AGREEMENT made as of the 14th day of MARCH, 2022 by and between Solano Community College, located at 4000 Suisun Valley Road, Fairfield, CA 94534 (hereinafter “the College), and Vacaville Unified School District/Muzetta Thrower Adult Education Center (hereinafter “the Affiliate”).

WHEREAS, the College has education programs for students in the Human Services & Social Work Certification and Associate Degree Programs.

WHEREAS, the Affiliate has the facilities to provide students in the Program with field instruction in Social Work; and

WHEREAS, the Affiliate and the College desire to affiliate for purpose of enabling students in the Program to receive field instruction in Social Work;

NOW, THEREFORE, the parties agree as follows:

A. The College agrees:

1. To assume full responsibility for the planning and implementation of the Program.
2. To be responsible for planning the schedule or student assignments and informing the Affiliate of the number of students to be assigned (such number to be agreeable to both parties) and the dates of assignment.
3. To provide faculty members to serve as advisors to the students, to act as liaisons between the College and the Affiliate, and to coordinate each student’s field instruction with each student’s work in the Program.
4. To instruct all students referred to the Affiliate of their responsibility for complying with all pertinent rules and regulations of the Affiliate.
5. To instruct all students to respect the confidentiality of all patient or client records which may come to them.
6. To keep all records and reports pertinent to the student’s field instruction experience.
7. To inform the student of any medical information that is requested by the Affiliate from the student.
8. To maintain limited professional liability insurance coverage for students assigned to Affiliate in the amount of not less than \$1,000,000 per occurrence and \$3,000,000.
9. To maintain commercial general liability insurance coverage in the amount of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
10. To cause each student intern to wear a badge prominently displayed on his or her person, and to inform each client of his/her status as a student intern.

B. The Affiliate agrees:

1. To provide field instruction for each student which meets the standards of the Program.
2. To arrange for emergency medical care for any student who becomes ill or injured while at the Affiliate, if feasible. The student shall arrange for medical care beyond that of an emergency nature. The student shall be responsible for the cost of such emergency care and for the cost of any additional medical care beyond that of an emergency nature.

3. To provide for supervision of each student's field instruction by a qualified Affiliate staff member.
4. To provide each student with an orientation to the rules, regulations, policies and procedures of the Affiliate.
5. To maintain professional liability insurance coverage for the Affiliate and its employees and agents in the amount of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
6. To maintain commercial general liability insurance coverage for the Affiliate and its employees and agents in the amount of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
7. To evaluate the performance of students in the Program using forms provided by the College.

C. The College and the Affiliate agree:

1. That at no time will they discriminate against any employee, applicant, patient or student because of race, color, creed, sex, national origin, age, disability, marital status, sexual orientation or veteran status.
2. That no student referred to the Affiliate under this Agreement shall in any way be considered an employee or agent of the Affiliate or the College, nor shall any student, as a result of this Agreement, be entitled to any fringe benefits or other rights normally afforded to employees of the Affiliate or the College.
3. That the College shall withdraw any student from the placement when notified by the Affiliate that the student is unacceptable to the Affiliate for the reasons of health, performance, or other reasonable and lawful causes. Any necessity for such action will be reported immediately to the College.
4. That, notwithstanding any other provision of this Agreement, the Affiliate shall retain ultimate responsibility for the care provided to clients.
5. That except for notice of termination of agreement which shall be in writing and delivered personally or sent by overnight courier or certified mail, return receipt requested, all notices required under this Agreement may be delivered by facsimile or electronic mail as follows:

To the College:

Dr. Saki Cabera
Solano Community College
4000 Suisun Valley Road
Fairfield, CA 94534

To the Affiliate:

Vacaville Unified School District/Muzetta Thrower Adult Education Center
400 Nut Tree Road
Vacaville, CA 95687
Fax: 707-451-3875
Email: tiffanyd@vacavilleusd.org

6. That the College agrees to indemnify, defend and hold Affiliate harmless against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney's fees, losses or liabilities arising out of or resulting from the acts or omissions of College, its students, faculty, employees or agents, provided that such acts or omissions are not performed or omitted under the supervision or direction of any employee or agent of Affiliate in which event the Affiliate shall be responsible. The College shall not be responsible for losses caused by the acts or omissions of Affiliate's employees or agents. This Idemnity shall survive expiration or termination of this Agreement.
7. That the Affiliate agrees to agrees to indemnify, defend and hold College harmless against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney's fees, losses or liabilities arising out of or resulting from the acts or omissions of Affiliate, its employees or agents in the performance of this Agreement. Affiliate shall not be responsible for losses caused by the acts or omissions of College students, faculty, employees or agents. This Idemnity shall survive expiration or termination of this Agreement.
8. That each party shall comply with their obligations under HIPPA with respect to patient records, FERPA with respect to education records, and all other laws, rules and regulations arising out of or relating in any way to the practice of Human Services and Social Work, the Program and this Agreement.

IN WITNESS WHEREOF, authorized representatives of the parties have signed this Agreement in their official capacities as of the day and year referenced above.

FOR AND ON BEHALF OF:

FOR AND ON BEHALF OF:

NAME OF FACILITY:

Solano Community College

Vacaville Unified School District

Signature of Facility Representative

Signature of SCC Representative

Printed Name of Facility Representative

David Williams, Ph.D., VP Academic Affairs

Printed name of SCC Representative

Date

Date