





# The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS  
DATE: November 13, 2017

SUBJECT: Approval of Contracts and Grants		Item Number: 2.1	
		Attachment: No	
CATEGORY:	Executive	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Erik Skinner, Deputy Chancellor	Consent/Routine	
		First Reading	
Approved for Consideration:	 Eloy Ortiz Oakley, Chancellor	Action	X
		Information	

**ISSUE:** This item presents contracts and grants to the Board of Governors for approval.

**BACKGROUND:** The Procedures and Standing Orders of the Board of Governors (Sections 318 and 319) require the chancellor to receive board approval before entering into contract or grants (or amendments of contracts or grants) which are: in excess of \$100,000; or over three years in duration; or with respect to consulting services, in excess of \$50,000.

For each board meeting, staff prepares a summary of all currently proposed contracts and grants that exceed any of the established thresholds. If there are no proposed contracts or grants that exceed the established thresholds, the board will be so informed at its meeting.

**RECOMMENDED ACTION:** It is recommended that the Board of Governors approve entering into the contracts and grants described in the November 2017 agenda.

**ANALYSIS:** This item provides summaries of contracts and grants recommended for board approval. In addition, Standing Order Numbers 318 and 319 which govern board action on contracts and grants are included for reference. Below is an overview of the contracts and grants contained in this item:

- Item 1 is an amendment to an Interjurisdictional Exchange to oversee the statewide Basic Skills Initiative and professional development grants.
- Item 2 is an Interjurisdictional Exchange contract, non-competitive, for the services of Dr. Alice Perez to serve as the Vice Chancellor for Academic Affairs.
- Item 3 consists of new grants, issued through a competitive process, for colleges that have either completed the planning grant process of research, professional development, meetings, coordination, and other resources and activities that are required to organize and discuss the components or adapting/creating Zero Textbook Cost degrees and/or certificates or have explored the development of these program pathways through other grant programs or the use of local funds.
- Item 4 is a new grant, non-competitive, to support the ongoing course identification numbering system.
- Item 5 is a new grant, non-competitive, to provide support and technical assistance the Umoja program.
- Item 6 is a new grant, non-competitive, to support the California Community College Guided Pathways effort being administered by the Chancellor's Office. These funds are designed to provide community colleges with strategic, one-time state investments and technical assistance will enable colleges to integrate existing student success programs and provide students with predictable course schedules and frequent feedback and support services to ensure that they can complete academic programs more efficiently.
- Item 7 is a purchase order, issued through a competitive process, to renew equipment for the agency's systems that host critical services such as our websites, email, file system (H/I drives), databases, etc.
- Item 8 is a new grant, issued through a competitive process, for a district to provide specified community colleges with technical assistance, including data and research support for labor market analysis, demand and supply information, program development tools, environmental scans, and customized reports.
- Item 9 is an augmentation to a grant, originally issued through a competitive process, to continue providing services as a fiscal agent for the statewide omnibus of initiatives, programming, leadership and coordination in support of implementation of the Strong Workforce Program and the 25 recommendations of the Board of Governors' Task Force on Workforce, Job Creation, and a Strong Economy.

**(1) Academic Affairs Division**

**Reason for Board Approval:** Exceeds \$50,000  
**Type of Agreement:** Contract (Interjurisdictional Exchange/Outgoing funds)  
**Contractor or Grantee:** Los Rios CCD  
**Contract or Grant No.:** C15-0078  
**Term: Orig. term:** February 1, 2016 – July 31, 2016  
Am. 1: Extend to December 31, 2016  
Am. 2: Extend to February 28, 2018  
Am. 3: Extend to June 30, 2018  
**Total Project Length:** 29 Months  
**Project Year:** Year Three  
**Amount of Agreement:** Orig. Amount: \$61,948  
Am. 1: \$51,623  
Am. 2: \$128,680  
Am. 3: \$58,194  
Total: \$300,445  
**Bid Process:** N/A

**Purpose:** To fill a highly specialized position using an interjurisdictional exchange to oversee the statewide Basic Skills Initiative and professional development grants. This position provides leadership to all 114 colleges and 72 districts, as well as working closely with Chief Instructional Officers.

**(2) Academic Affairs Division**

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Contract (Interjurisdictional Exchange/Outgoing funds)  
**Contractor or Grantee:** Santa Barbara CCD  
**Contract or Grant No.:** C17-0043  
**Term: Orig. term:** November 15, 2017 – June 30, 2019  
**Total Project Length:** 19 Months  
**Project Year:** Year One  
**Amount of Agreement:** \$331,100  
**Bid Process:** N/A

**Purpose:** The contract is for the services of Dr. Alice Perez to serve as the Vice Chancellor of Academic Affairs. Dr. Perez will bring her deep expertise, experience, and perspective to further the Board of Governors' objectives of increasing student success rates and closing achievement gaps, as outlined in the *Vision for Success*.

**(3) Academic Affairs Division**

**Reason for Board Approval:** Grant is in excess of \$100,000  
**Type of Agreement:** Grant (Academic Affairs/Open Educational Resources)  
**Contractor or Grantee:** (See Below)  
**Contract or Grantee No.:** (See Below)

**Term:** January 1, 2018 – December 31, 2018  
**Total Project Length:** 12 months (1 year)  
**Project Year:** 1 year  
**Amount of Agreement:** (See Below)  
**Bid Process:** RFA – Competitive Bid  
**RFA Specification No.:** 17-085  
**RFA Specification Title:** Zero Textbook Cost Degree–Implementation Phase II  
**No. of Grants Awarded:** 20  
**Total Amount Awarded:** \$2,684,105  
**No. of Proposals Received:** 23  
**No. that met Minimum Score:** 20  
**No. of Readers:** 15

**Purpose:** The Zero Textbook Cost program is one of the Open Educational Resources initiatives to improve teaching, learning and accessibility for all learners. California community colleges have a unique opportunity to implement and sustain Zero Textbook Cost pathways of courses (major and general education) fulfilling an associate degree or a career technical education certificate. Colleges pursuing this grant have either completed the planning grant process of research, professional development, meetings, coordination, and other resources and activities that are required to organize and discuss the components or adapting/creating Zero Textbook Cost degrees and/or certificates or have explored the development of these program pathways through other grant programs or the use of local funds.

Grant #	District	College	Amount Requested
17-085-001	Peralta	Alameda, College of	\$150,000
17-085-002	Allan Hancock Joint	Allan Hancock College	\$149,687
17-085-003	Butte-Glenn	Butte College	\$150,000
17-085-004	Santa Clarita	Canyons, College of the	\$150,000
17-085-005	Glendale	Glendale College	\$149,562
17-085-006	Grossmont-Cuyamaca	Grossmont College	\$150,000
17-085-007	Lake Tahoe	Lake Tahoe College	\$150,000
17-085-008	Los Angeles	Los Angeles Valley College	\$150,000
17-085-010	Marin	Marin, College of	\$150,000
17-085-012	Pasadena Area	Pasadena City College	\$150,000
17-085-013	State Center	Reedley College	\$150,000
17-085-014	San Bernardino	San Bernardino Valley College	\$149,840
17-085-015	San Diego	San Diego Continuing Education Center	\$135,200
17-085-016	Rancho Santiago	Santa Ana College	\$150,000
17-085-017	Santa Monica	Santa Monica City College	\$150,000
17-085-018	San Mateo County	Skyline College	\$149,816

Grant #	District	College	Amount Requested
17-085-019	West Kern	Taft College	\$150,000
17-085-020	West Hills	West Hills College - Coalinga	\$150,000

**(4) Academic Affairs Division**

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Contract (Course Identification Numbering /Outgoing funds)  
**Contractor or Grantee:** Academic Senate for California Community Colleges  
**Contract or Grant No.:** C17-0050  
**Term: Orig. term:** November 15, 2017 – June 30, 2018  
**Total Project Length:** 8 Months  
**Project Year:** Year One  
**Amount of Agreement:** \$1,000,000  
**Bid Process:** N/A

**Purpose:** These funds are used to support the ongoing course identification numbering system. The Course Identification Numbering System (C-ID) is a supranumbering system to ease the transfer and articulation in California’s higher educational institutions. This is a faculty-driven system initially developed to assign identifying designations (C-ID numbers) to significant transfer courses, addressing the need for a “common course numbers” by providing a mechanism to identify comparable courses.

**(5) Academic Affairs Division**

**Reason for Board Approval:** Contract total exceeds \$100,000  
**Contract Title:** Community for California Community Colleges Umoja Programs  
**Type of Agreement:** Contract (Umoja Program)  
**Contracted:** Chabot – Las Positas CCD  
**Contract No.:** C17-0064  
**Term:** December 1, 2017 – December 31, 2018  
**Amount of Agreement:** \$2,500,000  
**Bid Process:** Non-Competitive  
**No. of Proposals Received:** 0  
**No. That Met Min. Score:** N/A  
**Readers:** N/A

**Purpose:** The purpose of the contract is to provide funding necessary for the Umoja Community (<http://umojacommunity.org/>) to provide technical assistance to community college Umoja Programs in order to foster the academic success of community college under-represented students. Umoja, (a Kiswahili word meaning unity) is a learning community and critical resource dedicated to enhancing the cultural and educational experiences of our California Community College students. The Umoja Community primarily serves at-risk, educationally and economically disadvantaged students, believing that when the voices and histories of students are deliberately and intentionally recognized, students develop self-efficacy and a foundation for academic success. Umoja actively promotes student success

for all students, with an emphasis on African American student success, through culturally responsive curriculum and practices.

This budgeted funding specifically focuses on continuing to improve upon necessary data collection framework to establish a robust, ongoing data collection and reporting function that will ensure the ability to perform future program evaluations for Umoja Programs at community colleges throughout the state.

**(6) Academic Affairs Division**

<b>Reason for Board Approval:</b>	Grant exceeds \$100,000
<b>Type of Agreement:</b>	Grant (Academic Affairs/Guided Pathways/outgoing funds)
<b>Grantee:</b>	Chabot-Las Positas CCD
<b>Grant No.:</b>	17-057-001
<b>Term:</b>	November 15, 2017 – December 31, 2021
<b>Total Project Length:</b>	Up to 4 years
<b>Project Year:</b>	Year One of Four
<b>Amount of Agreement:</b>	Up to \$15,000,000
<b>Bid Process:</b>	Non-Competitive

**Purpose:** This item implements the funding to support the California Community College Guided Pathways effort being administered by the Chancellor’s Office. These funds are designed to provide community colleges with strategic, one-time state investments and technical assistance will enable colleges to integrate existing student-success programs and provide students with predictable course schedules and frequent feedback and support services to ensure that they can complete academic programs more efficiently..

In the *2017 State Budget*, the California State Legislature appropriated \$150 million to support California community colleges in implementing Guided Pathways. As part of this appropriation, the Legislature authorized the Chancellor’s Office to retain up to 10 percent of of these funds for statewide assistance and programmatic support, with all remaining funds being allocated as grants to participating community colleges.

While grants to the colleges will be directly allocated to the colleges, the \$15 million in statewide assistance funding will be managed through Chabot Las Posits as the fiscal agent and used by the Chancellor’s Office to support implementation activities throughout the state system. The Education Services and Support unit within the Chancellor’s Office is providing the necessary leadership to direct and allocate these resources.

**(7) Technology, Research & Information System Division**

<b>Reason for Board Approval:</b>	Exceeds \$100,000
<b>Type of Agreement:</b>	Purchase
<b>Contractor or Grantee:</b>	Corbel Solutions
<b>Contract or Grant No.:</b>	PO 17-216
<b>Term:</b>	N/A
<b>Total Project Length:</b>	N/A
<b>Project Year:</b>	FY 2017-18

**Amount of Agreement:** up to \$250,000  
**Bid Process:** Request for Quote (RFQ) Solicitation  
**No. of Proposals Recvd:** 3  
**No. That Met Min. Score:** 3  
**Readers:** N/A

**Purpose:** We are renewing equipment for the agency's systems that host critical services such as our websites, email, file system (H/I drives), databases, etc. The last time we purchased new components was in 2013 and existing systems will be out of warranty in March 2018. Replacement of these components is necessary in order to guarantee stability of our IT systems.

**(8) Workforce and Economic Development Division**

**Reason for Board Approval:** Grant Total Exceeds \$100,000  
**Type of Agreement:** Grant (WEDD/SB1402 EWD/Outgoing Funds)  
Renewal for Technical Assistance Provider:  
Centers of Excellence for Labor Market  
Research South-Central Coast Region Only  
Ventura County CCD  
**Contractor of Grantee:**  
**Contract of Grant No.:** 17-204-001  
**Term:** November 1, 2017 — June 30, 2018  
**Total Project Length:** 8-Months  
**Project Year:** Year One  
**Amount of Agreement:** \$200,000  
**No. of Grants Awarded:** 1  
**Bid Process:** Originally awarded through RFA competitive bid

**Purpose:** This grant will support the Technical Assistance Provider: Centers of Excellence for Labor Market Research (CoE) for the South-Central Coast Region. Specifically, the grant will fund a full-time Director at the regional Center for Excellence who will serve the region's community colleges by providing data and research support for labor market analysis, demand and supply information, program development tools, environmental scans, and customized reports.

**(9) Workforce and Economic Development Division**

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Grant (WEDD/SB1402/SWP/Career Technical Education Pathways/Outgoing Funds)  
Chabot – Las Positas CCD  
**Contractor or Grantee:**  
**Contract or Grant No.:** 16-205-001  
**Term:** Orig. term: October 1, 2016 – December 31, 2017  
Am. 1: Extended to February 28, 2019  
**Total Project Length:** Two years, Four months  
**Project Year:** Year Two of Three

**Amount of Agreement:**

Orig. Amount: \$ 20,000,000  
Am. 1: \$ 11,808,085  
Am. 2: \$ 18,211,000  
Total: \$ 50,019,085

**Bid Process:**

Originally awarded through RFA competitive bid

**Purpose:** The purpose of this grant was to establish a fiscal agent for statewide initiatives, programming, leadership and coordination in support of implementation of the Strong Workforce Program and the 25 recommendations of the Board of Governors' Task Force on Workforce, Job Creation, and a Strong Economy. This grant augmentation will further support this objective by accomplishing the following:

Innovate and scale projects-in-common that advance sector strategies, including attainment of industry-recognized credentials and supporting faculty in the development of stackable credentials along a career/guided pathway.

Support student success and workforce outcomes through integrated planning technology platforms across multiple funding streams that tie together student outcomes, work plans, and quarterly reporting processes.

Improve upon existing data tools for career pathway programs development to improve the student journey towards completion and workforce success.

Develop new and expand existing regional projects-in-common identified under the Strong Workforce.

Develop and launch the Education Futures Project, a statewide effort to incorporate Teacher Preparation Pipeline (TPP) programs throughout California community colleges, to successfully recruit, train and support teachers to ameliorate critical shortages in Science, Technology, Engineering and Math (STEM), Career Education (CE) and other high need sectors, as well as to diversify and align education pathways.



## STANDING ORDERS NOS. 318 AND 319 OF THE BOARD OF GOVERNORS

### 318. Contracts.

(a) Except as provided in subsection (b), whenever the power to contract is invested in the Board, or when, in the judgment of the Chancellor, such contracts are expressly or impliedly authorized to fulfill responsibilities or authorities vested in the Office of the Chancellor, the Chancellor is authorized in the name of the Board of Governors to enter into such contracts.

(b) The Chancellor shall secure Board approval before entering into any contract:

- (1) In excess of \$100,000; or
- (2) Over three years in duration; or
- (3) With respect to consulting services, in excess of \$50,000.

The requirement for Board approval shall apply to any amendment of a contract which results in the original contract exceeding the specified limits, as well as the amendment of a contract where the amendment itself exceeds the specified limits. Under circumstances when the need to contract was not foreseeable, and when delaying approval of the contract until the next Board meeting would jeopardize the contract or frustrate its purpose, the Chancellor shall have the authority to enter into contracts in excess of the limits specified in this subsection. Before entering into such contracts, however, the Chancellor shall consult with the President of the Board.

(c) In securing the approval of contracts by the Board pursuant to subsection (b), the Chancellor shall apply the following procedures:

(1) In determining the nature, extent and need for any such contract, the Chancellor shall provide a summary of the Request for Proposal (RFP), Invitation for Bid (IFB), or other summary of the purpose and need for a contract to the Board of Governors prior to publicly releasing any such RFP or IFB, or prior to making any informal commitment to contract. The Chancellor may proceed with the release of the RFP, IFB, or other contract negotiations, unless the Board President, with or without the advice of any appropriate Board Committee designated by the President, directs the Chancellor to withhold action within a 10 day period from the date the summary is provided.

(2) In developing language for such contracts, the Chancellor shall include a provision which allows any aggrieved bidder on an RFP or IFB to protest the awarding of a contract to the Chancellor. The Chancellor shall inform the Board of any such protests, including the results of such protests. This remedy shall be in addition to the bidder's right to protest the matter to the Department of General Services.

(3) The Chancellor shall ensure that each panel of evaluators who score proposals is made up of staff from more than one division in the Chancellor's Office, including outside evaluators as appropriate; and the Chancellor shall take such other steps as necessary to ensure that evaluations and scoring are objective and fair.

(4) In requesting approval of said contracts, the Chancellor shall, at the time of distributing each regular meeting agenda to the Board of Governors, include a summary of contracts for Board approval. The summary for each contract shall indicate: the purpose of the contract; the amount of the contract; the time for performance of the contract, including whether it was advertised as a multi-year contract; the number of proposals received or whether the contract is a sole source contract; the number of proposals which met the minimum score for cost opening; and the party awarded the contract.

The provisions of subparagraphs (1) through (3) above shall not apply to interagency agreements with other state agencies, and other agreements necessary for the agency to receive public funds.

(d) The authorization contained in subsection (a) includes agreements, leases, contracts, and other documents, including but not limited to: service agreements, insurance agreements, fiscal, budgetary, and personnel documents, travel requests, contracts for the purchase of apparatus, furniture, equipment, supplies and books, as well as contracts entered into as necessary to receive federal funds allocated to the California Community Colleges, all within the limits of fiscal ability and sound budgetary controls and subject to such policies as may be established by the Board. (EC § 70901(b)(5).)

### 319. Grants.

(a) Except as provided in subsection (b), whenever the power to enter into a grant is invested in the Board, or when, in the judgment of the Chancellor, a grant is expressly or impliedly authorized to fulfill responsibilities or authorities vested in the Office of the Chancellor, the Chancellor shall have the authority to enter into such grants.

(b) The Chancellor shall secure Board approval before entering into any grant:

- (1) In excess of \$100,000; or
- (2) Over three years in duration; or

The requirement for Board approval shall apply to any amendment of a grant which results in the original grant exceeding the specified limits, as well as the amendment of a grant where the amendment itself exceeds the specified limits. Under circumstances when the need to enter into a grant was not foreseeable, and when delaying approval of the grant until the next Board meeting would jeopardize the grant or frustrate its purpose, the Chancellor shall have the authority to enter into grants in excess of the limits specified in this subsection. Before entering into such grants, however, the Chancellor shall consult with the President of the Board.

(c) Prior to submitting grants to the Board for approval pursuant to subsection (b), the Chancellor shall either:

- (1) present to the Board for its review and approval an expenditure plan outlining the nature, extent and need for any such grants; or
- (2) provide a summary of the Request for Application (RFA) or other summary of the purpose and need for a grant to the Board of Governors prior to publicly releasing any such RFA or prior to making any informal commitment to award a grant. The Chancellor may proceed with the release of the RFA unless the Board President, with or without the advice of any appropriate Board Committee designated by the President, directs the Chancellor to withhold action within a 10 day period from the date the summary is provided.

(d) All grants awarded by the Board of Governors or the Chancellor on or after January 1, 1996, shall be awarded through competitive processes or through allocation formulas reviewed and approved by the Board of Governors, except that:

- (1) Grants may be awarded competitively within regions.
- (2) Grants for regional or statewide coordination activities for the Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), Matriculation, and Economic Development programs need not be competitively bid.

(3) Where there are conditions beyond the control of the Chancellor which limit competition, such as matching fund requirements or other agencies being required to select grantees, the Chancellor, in consultation with the President of the Board and the Chairperson of the appropriate committee, shall have authority to award grants without competition.

(e) Panels evaluating or scoring grant proposals will include or be comprised of outside readers as appropriate and will be comprised so as to assure objectivity and prevent conflicts of interest. In the event that outside readers are not used, the evaluation panel shall be comprised of staff from more

than one division in the Chancellor's Office. The Chancellor shall ensure that readers are appropriately trained with respect to the process for review of grant applications.

(f) Grants for the performance of functions which are ongoing in nature will be awarded in cycles of between one and five years in length. In advertising a grant for an ongoing function, district personnel will be apprised of the length of the cycle and the funding anticipated to be available for the duration of the project; provided however, that nothing in this Section shall be construed to preclude subsequent adjustment of actual funding levels to reflect unforeseen circumstances. Districts shall be further informed that continuance of the grant will depend on year-to-year funding, and continued satisfactory performance. The Chancellor shall have the authority to exempt grants described in Subsection (d)(2) or those awarded under the Mathematics, Engineering, and Science Achievement (MESA) program, the Middle College High School program, or the Puente project from the duration limitations imposed by this paragraph.

(g) A district which, prior to January 1, 1996, has been awarded a grant on a non-competitive basis for the performance of an ongoing function may continue to be awarded that grant, at the discretion of the Chancellor, for a period of up to three additional fiscal years. Retention of the grant shall depend on continued availability of funds and satisfactory performance. At the conclusion of the term, the grant for the ongoing function shall be awarded on a competitive basis.

(h) To the extent that a grantee contracts with a private or public entity to perform certain parts of the grant, the grantee shall be required to disclose the intended purpose and amount of such subcontracting, shall agree to follow locally applicable competitive bidding processes in doing such subcontracting, and shall agree to name the subcontractors chosen.

(i) The procedures specified above shall not apply to grants which are distributed on an allocation formula basis which has been reviewed and approved by the Board of Governors.