





# The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS

DATE: November 12-13, 2013

SUBJECT: Approval of Contracts and Grants		Item Number: 1.2	
		Attachment: No	
CATEGORY:	Executive	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Steven Bruckman, Executive Vice Chancellor	Consent/Routine	X
		First Reading	
Approved for Consideration:	 Brice W. Harris, Chancellor	Action	
		Information	

**ISSUE:** This item presents contracts and grants for approval.

**BACKGROUND:** The Board of Governors Procedures and Standing Orders (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 2013 agenda.

Contracts and Grants

The following are the summaries of contracts and grants that require board approval pursuant to Standing Orders Nos. 318 and 319, copies of which are attached.

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

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Grant (Workforce & Economic Development outgoing)  
**Contractor or Grantee:** Multiple  
**Contract or Grant No.:** 13-041 – State Energy Resources Conservation and Development Commission  
**Term:** November 6, 2013 – May 6, 2015  
**Total Project Length:** 18 months  
**Amount of Agreement:** Various  
**Bid Process:** N/A  
**No. of Proposals Recvd:** 11  
**No. That Met Min. Score:** N/A  
**Readers:** N/A

**Purpose:** The purpose of this grant is to support the Alternative and Renewable Fuel and Vehicle Technology Program. The California Community Colleges Chancellor’s Office and the California Energy Commission are supporting eligible colleges in the development and procurement of training resources to address immediate unmet workforce training needs related to clean, efficient, and low carbon alternative fuels and/or vehicle technologies in their region.

<b>Grant No.</b>	<b>Grantee (District/College)</b>	<b>Amount</b>
13-041-009	Fresno City College	\$125,000
13-041-010	Cerritos CCD	\$150,000
13-041-011	Rio Hondo CCD	\$150,000
13-041-012	Imperial CCD	\$75,000
13-041-013	Yuba CCD	\$100,000
13-041-014	College of the Desert	\$100,000
13-041-015	Cypress College	\$100,000
13-041-016	LA Trade Tech	\$100,000
13-041-017	DeAnza Community College	\$175,000

13-041-018	Evergreen Community College	\$175,000
13-041-019	San Diego Miramar	\$100,000

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

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Grant (Workforce and Economic Development/outgoing)  
**Contractor or Grantee:** West Valley-Mission CCD/West Valley College  
**Contract or Grant No.:** 12-047-002 – Dept. of Energy (Solar)  
**Term:** Orig. term: Nov. 15, 2012 – Sept. 30, 2014  
Am. 1: Extend through March 30, 2015  
**Total Project Length:** 28 months  
**Amount of Agreement:** Original Amount: \$276,600  
Am. 1: \$283,423  
Total Amount: \$560,023

**Purpose:** The purpose of the grant is to develop a series of inter-related curricula to prepare instructors with the colleges and across the workforce development spectrum in the theory and practice of Solar Photovoltaic and Solar Heating and Cooling system installation. These training instructors will be able to expand workforce training programs to meet identified demand for solar installers.

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

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Grant (Senate Bill 70 Governor’s Career Pathways Project)  
**Contractor or Grantee:** Coast CCD/Golden West College  
**Contract or Grant No.:** 13-175-001  
**Term:** Orig. term: September 1, 2013 – March 30, 2014  
Am. 1: Extend through August 30, 2014  
**Total Project Length:** 1 Year  
**Amount of Agreement:** Original Amount: \$62,000  
Am. 1: \$63,000  
Total Amount: \$125,000

**Purpose:** The purpose of the grant is to provide a field liaison to the Chancellor’s Office Economic and Workforce Division to evaluate and disseminate models and best practices in the area of career technical education enrollment management, data and evaluation accountability in support of Senate Bill 1070 planning and student success. The liaison will work with the leaders from the field and the team from the Chancellor’s Office to make recommendations for a data infrastructure that will provide ongoing, integrated, and current data on Senate Bill 70 and Senate Bill 1070 programs

and students based upon a set of common metrics that include academic and employment outcomes.

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

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Grant (Senate Bill 70 Governor’s Career Pathways Project)  
**Contractor or Grantee:** Santa Clarita CCD/College of the Canyons  
**Contract or Grant No.:** 13-322-001  
**Term:** Orig. term: July 1, 2013 — June 30, 2014  
Am. 1: Extend through June 30, 2015  
**Total Project Length:** 2 Years  
**Amount of Agreement:** Original Amount: \$237,000  
Am. 1: \$471,000  
Total Amount: \$708,000

**Purpose:** This grant supports the Governor’s Career Education Pathways Initiative by providing professional development opportunities for college faculty and deans to attend a leadership development institute, build learning communities with K-12 instructors, and exchange information. Additionally the grant provides support for professional development, accountability and networking for newly funded sector navigators who are working with colleges to design certificate programs, articulation agreements, dual enrollment and other strategies that impact the successful transition of students through pathways.

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

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Grant (Senate Bill 70 Governor’s Career Pathways Project)  
**Contractor or Grantee:** Coast CCD  
**Contract or Grant No.:** 13-172-001  
**Term:** Orig. term: September 1, 2013 — February 28, 2014  
Am. 1: Extend through August 31, 2014  
**Total Project Length:** 1 Year  
**Amount of Agreement:** Original Amount: \$100,000  
Am. 1: \$100,000  
Total Amount: \$200,000

**Purpose:** This grant supports the Governor’s Career Education Pathways Initiative by providing a project director to work with the designers of the Launchboard accountability system that spans the continuum of metrics for high school students to transition to the community college system in career pathways. The project director coordinates with the partners involved in the project, including CalPass and the Management Information Systems division at the Chancellor’s Office. Additionally, the project director offers professional development and training to users of the system.

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

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Grant (Senate Bill 70 Governor's Career Pathways Project)  
**Contractor or Grantee:** Coast CCD  
**Contract or Grant No.:** 12-140-830  
**Term:** Orig. term: November, 1, 2011 — October 31, 2014  
Am. 1: Extend through October 31, 2015  
**Total Project Length:** 4 Years  
**Amount of Agreement:** Original Amount: \$200,000  
Am. 1: \$200,000  
Total Amount: \$400,000

**Purpose:** The purpose of the grant is to support the [www.careercafe.com](http://www.careercafe.com) website, a virtual career center for California community college students. The website offers assessment, career inventory, resources, internship information, resume writing tutorials, pathway information, and links to the community college system that align with student interest. The website is used by high school and college students, counselors, and employers.

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

**Reason for Board Approval:** Exceeds \$100,000  
**RFA Specification No.:** 13-157-010  
**RFA Specification Title:** Deputy Sector Navigator  
**Funding Source:** Economic and Workforce Development and Senate Bill 1070  
**Type of Agreement:** Grant  
**Contractor or Grantee:** Long Beach CCD  
**Contract or Grant No.:** 13-157-010  
**Term:** November 6, 2013 — June 30, 2014  
**Total Project Length:** 7 months, 24 days  
**Amount of Agreement:** Original Amount: \$100,000  
Am. 1: \$200,000  
\$300,000

**Bid Process:** Competitive bid

**Purpose:** The deputy sector navigator grants fund regional sector experts to develop effective sector partnerships with employers, regional consortium, community colleges, high schools, regional occupation programs, workforce investment boards, and other regional organizations to ensure a skilled workforce in support of the regional economy and industry sector. The funding supports activities to establish career pathways for the regional community into those regional economies. The grantee will support and improve regional workforce training within the sector for entry level and incumbent workers and will coordinate with employers on curriculum and certificate development and program alignment. Additionally the deputy sector navigators will collaborate with regional partners to offer contract education, credit, and non-credit training. It was a requirement of the Chancellor's Office that the applications match one of the priority or emergent

sectors chosen by the region in which the applicant applied, and the fiscal agent is one of the districts within that region. The allocated funding for deputy sector navigator grants was determined by this regional selection.

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

**Reason for Board Approval:** Exceeds \$100,000  
**Type of Agreement:** Grant (Workforce and Economic Development/outgoing)  
**Contractor or Grantee:** Butte/Glenn CCD  
**Contract or Grant No.:** 13-151-004  
**Term:** July 1 2013 – June 30, 2014  
**Total Project Length:** 1 year  
**Amount of Agreement:** Original Amount: \$372,500  
 Am. 1: \$400,000  
 Total Amount: \$772,500

**Purpose:** The purpose of the amendment to the original grant is create a healthcare Workforce Pilot Program that includes 10-12 pilots that expand the role of the Emergency Medical Technician-Paramedic, also known as Mobile Integrated Healthcare. These funds will be used to develop curriculum for the new Registered Nurse Care Coordination, health care manager, patient navigator, utilization management, team model of care, health coding, and chronic disease management. Additionally, these funds will be used to disseminate the curriculum and training materials of the Allied Health Learning Community concept developed at Sacramento City College.

**(9) Technology, Research, & Information Systems Division**

**Reason for Board Approval:** Exceeds \$100,000  
**RFA Specification No.:** 13-082  
**RFA Specification Title:** California Community College Online Education Initiative  
**Funding Source:** Expanding the Delivery of Courses through Technology (2013-14 California State Budget Schedule (26) 10.10.050)  
**Type of Agreement:** Grant  
**Grantee:** Foothill-De Anza Community College District  
**Grant No.:** 13-082-001  
**Term:** December 1, 2013 – June 30, 2014  
**Total Project Length:** Up to four years and seven months (55 months)  
**Project Year:** Initial 7 months  
**Amount of Agreement:** Not to exceed \$16.9 million one-time and \$10 million annually  
**Bid Process:** RFA - Competitive bid

**Purpose:** This is a request for application to expand the California Virtual Campus which is a catalog of online courses from accredited colleges in California. This request for application will establish an online course exchange in the California Virtual Campus for California Community College

students. The proposed program is designed to increase the number of college associate degree graduates and transfers to four-year colleges and improve the retention and success of students enrolled in online courses offered through the exchange. The online course exchange within the California Virtual Campus is the result of the Governor’s Online Education Initiative funded in the 2013-14 State of California Budget for \$16,910,000.

The Online Education Initiative is a program that will enable students from any participating college to enroll in and complete a course from another participating college and easily apply that course towards completion of a degree at their home college. The Online Education Initiative will allow students to find, register and complete courses at any California Community College participating in the initiative. It will also include student support services to address retention and faculty support for course development and conversion. The goal is to increase access to open courses from across the state to provide students with opportunities to faster degree completion.

The Online Education request for application will be awarded to a college/district to:

- Act as the fiscal agent for the initiative
- Work closely with the Chancellor’s Office and Advisory and Steering Committees to guide the initiative toward the successful completion of objectives
- Ensure the initiative is integrated into all phases of new and existing statewide projects.
- Perform project management activities for the online education system and its components.
- Collaborate with the California Community College Technology Center (CCCTC) which is responsible for the technical development of a student services portal and many components.
- Collaborate with: @One for professional development, 3CMedia and CConfer for video, phone and web-based conferencing.
- Expand the usage of the online education system and ensure it continues to provide benefit to the California Community Colleges.

**(10) Technology, Research, & Information Systems Division**

<b>Reason for Board Approval:</b>	Exceeds \$100,000
<b>RFA Specification No.:</b>	13-083
<b>RFA Specification Title:</b>	California Community College Common Assessment Initiative
<b>Funding Source:</b>	Student Success and Support Program (formerly known as Matriculation)
<b>Type of Agreement:</b>	Grant
<b>Contractor or Grantee:</b>	Butte Community College District
<b>Grant No:</b>	13-083-001
<b>Term:</b>	December 1, 2013 – June 30, 2014
<b>Total Project Length:</b>	Up to 4 years and 7 months (55 months)
<b>Project Year:</b>	initial 7 months
<b>Amount of Agreement:</b>	Not to exceed \$8 million annually
<b>Bid Process:</b>	RFA competitive bid
<b>Purpose:</b>	This RFA is to develop a Common Assessment System for the benefit of all California Community Colleges and students. The Common Assessment System will contain informational, test

preparation, test delivery, test administration, data collection and course placement guidance. The goals of the purposed system are:

- Develop and use centralized and integrated technology solutions to support the assessment and placement activities of the California Community Colleges.
- Help colleges provide more students with robust and effective assessment and placement tools.
- Expand the underlying systems of data and research and improve access to the data in support of students, faculty and staff.

The RFA will be awarded to a college/district to:

- Act as the fiscal agent for the initiative.
- Work closely with the Chancellor's Office and Advisory and Steering Committees to guide the initiative toward the successful completion of objectives.
- Ensure the initiative is integrated into all phases of new and existing statewide projects.
- Perform project management activities for the common assessment system and its components.
- Collaborate with the California Community College Technology Center which is responsible for the technical development of a student services portal and many of its components.
- Expand the usage of the common assessment system and ensure the system continues to provide benefit to the California Community Colleges.

The Common Assessment System will implement the provisions of Assembly Bill 743 which will receive funding, starting with the state budget for fiscal year 2013-14. Senate Bill 1456, the Seymour-Campbell Student Success Act of 2012, which was sponsored by the Board of Governors to implement several recommendations of the Student Success Taskforce, requires colleges to provide and students to participate in orientation, assessment for placement, and counseling, advising and other education planning services. Colleges that utilize an assessment test as part of their placement process will be required to use the common assessment once it is established.

#### **(11) Technology, Research, & Information Systems Division**

<b>Reason for Board Approval:</b>	Exceeds \$100,000
<b>RFA Specification No.:</b>	13-084
<b>RFA Specification Title:</b>	California Community College Education Planning Initiative Student Success and Support Program (formerly known as Matriculation)
<b>Funding Source:</b>	Grant
<b>Type of Agreement:</b>	Butte Community College District
<b>Grantee:</b>	13-084-001
<b>Grant No.:</b>	December 1, 2013 – June 30, 2014
<b>Term:</b>	Up to 4 years and 7 months (55 months)
<b>Total Project Length:</b>	initial 7 months
<b>Project Year:</b>	Not to exceed \$8 million annually
<b>Amount of Agreement:</b>	<b>RFA - Competitive bid</b>
<b>Bid Process:</b>	



**Purpose:** This request for application is to develop an Education Planning System for the benefit of all California Community Colleges and students. The Education Planning System will provide career exploration, program planning, and degree audit tools.

The goals of the purposed system are:

- Develop and use centralized and integrated technology solutions to better guide students to define and achieve their educational goals.
- Help colleges provide more students with education planning and degree audit support.
- Develop and/or expand the underlying systems of data necessary to support a comprehensive statewide education planning system to streamline the planning process for students, faculty and staff.

The RFA will be awarded to a college/district to:

- Act as the fiscal agent for the initiative.
- Work closely with the Chancellor's Office and Advisory and Steering Committees to guide the initiative toward the successful completion of objectives.
- Ensure the initiative is integrated into all phases of new and existing statewide projects.
- Perform non-technical project management activities for the education planning system and its components, such as, committee management, requirements gathering, policy review and impact analysis, collecting user enhancement and change requests, end user training, and implementation and ongoing user support.
- Partner with the California Community College Technology Center which is responsible for the technical development activities for this project.
- Expand the usage of the education planning system and ensure the system continues to provide benefit to the California Community Colleges.

The California Community College Education Planning Initiative is a new initiative funded in the 2013-14 California State Budget to help implement the Student Success and Support Program created by Senate Bill 1456, the Seymour-Campbell Student Success Act of 2012. That law refocused and updated the former matriculation program to target funding to the core services of orientation, assessment, counseling, advising and education planning to support the Board of Governors implementation of the recommendations from the Student Success Task Force

## 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.