



# The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS  
DATE: July 20, 2015

SUBJECT: Approval of Contracts and Grants		Item Number: 2.1	
		Attachment: No	
CATEGORY:	Executive	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Paul Feist, Vice Chancellor	Consent/Routine	
		First Reading	
Approved for Consideration:	 Brice W. Harris, Chancellor	Action	X
		Information	

**ISSUE:** This item presents contracts and grants 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 January 2014 agenda.

**ANALYSIS:** This item presents contracts and grants for approval. Summaries of contracts and grants recommended for board approval are provided in this item. In addition, Standing Orders Numbers 318 and 319, which govern Board action on contracts and grants are included for reference.

- Items 1, 3, 4, and 5 are renewals of contracts and grants previously approved by the Board. These contracts and grants were initially awarded through competitive processes and presented to the Board. Items 1 and 5 include augmentations to these previously approved contracts and grants.
- Item 2 is a new contract to secure hotel space for the Student Senate for California Community Colleges for the purpose of their annual General Assembly. Each year the Board enters into such a contract to support the Student Senate’s activity. Costs of the contract will be recouped through registration fees.
- Item 6 is a new grant supported by Career Technical Education (SB 858) funds to support a two-person technical assistance team to work with colleges on Career Pathways Design.

Summaries of the recommended contracts and grants are provided below:

**(1) Institutional Effectiveness Division**

**Reason for Board Approval:** Grant Total Exceeds \$100,000  
**Type of Agreement:** Grant (Student Success and Support Programs/Outgoing funds)  
**Contractor or Grantee:** Santa Clarita Community College District  
**Contract or Grant No.:** 15-047-001  
**Term:** August 1, 2015 – November 30, 2016  
**Total Project Length:** 12 months  
**Project Year:** Year 2 of 5  
**Amount of Agreement:** Up to \$5,500,000

**Purpose:** This grant, which is annually renewable for a maximum period of five years (60 months), was awarded to Santa Clarita Community College District to satisfy the program requirements of the Institutional Effectiveness and Technical Assistance Program.

Santa Clarita Community College District has agreed to the following:

- Act as the fiscal agent for the initiative.
- Ensure program continuity with minimal overhead.
- Work closely with the Chancellor's Office, designated advisory committees and colleges to perform the activities required to develop and manage a comprehensive technical assistance program to enhance institutional effectiveness and further student success.
- Build a robust technical assistance site visit infrastructure to assist colleges, districts, and centers.

The Institutional Effectiveness and Technical Assistance Program will satisfy the language of Senate Bill No. 860 (SB-860 SEC. 20. Section 84754.6) as added to the Education Code:

*The Chancellor of the California Community Colleges, in coordination with community college stakeholder groups, the appropriate fiscal and policy committees of the Legislature, and the Department of Finance, shall develop, and the Board of Governors shall adopt, a framework of indicators designed to measure the ongoing condition of a community college's operational environment in the following areas:*

- (1) Accreditation status.*
- (2) Fiscal viability.*
- (3) Student performance and outcomes.*
- (4) Programmatic compliance with state and federal guidelines.*

## **(2) Student Services Division**

**Reason for Board Approval:** Contract Total Exceeds \$100,000  
**Type of Agreement:** Contract (Student Senate/Outgoing funds)  
**Contractor or Grantee:** TBD  
**Contract or Grant No.:** 15-0010  
**Term:** November 11, 2015 – November 16, 2015  
**Total Project Length:** 6 days  
**Amount of Agreement:** Up to \$150,000  
**Purpose:** Student Senate for California Community Colleges Fall 2015 General Assembly  
**Projected Funding for Subsequent Years:** Registration fees will be collected to cover all expenses.

## **(3) Telecommunication & Technology Division**

**Reason for Board Approval:** In excess of \$100,000  
**Type of Agreement:** Grant (TTIP North/Telecommunication/Outgoing funds)  
**Contractor or Grantee:** Butte-Glenn Community College District  
**Contract or Grant No.:** 15-080-001  
**Term:** July 1, 2015 – June 30, 2016  
**Total Project Length:** Twelve months  
**Project Year:** Sixth year  
**Amount of Agreement:** Not to exceed \$3,000,000  
**Purpose:** In 2010-11, two grants were consolidated in order to lower administrative overhead as a result of reduced funding to the Telecommunications and Technology Infrastructure Program (TTIP) and the consolidated structure remains in place. The grants are: the California Virtual Campus (CVC) and California Community Colleges Technology Center both housed at Butte College. The core mission of each consolidated project remains unchanged and each project continues to respond to the needs of the California Community College faculty, staff and students, in addition to forming partnerships across the educational community.

The California Virtual Campus provides complete, timely, and accurate information about online courses and programs in California higher education, and provides links to resources that support students as they navigate through the complex world of distance education in California. As a project funded by the California Community Colleges Chancellor's Office by a grant to the Butte-Glenn Community College

District, the CVC operates so as to develop, construct, and maintain core services and relationships that support and enable distance education efforts at all California colleges for all students. Senate Bill 1437 codified the efforts and existence of the California Virtual Campus in 2009. In 2013, Governor Brown's Online Education Initiative identified the expansion of CVC as a main objective of the initiative. The CVC online catalog support has moved to the Online Education Initiative.

TTIP-North Provides a variety of services through the CCC Technology Center:

- Systemwide Technology Platform: a standardized solution set to enable statewide technology solutions.
- OpenCCC: the statewide identification number of community college students
  - This number will enable statewide technology solutions to support students more effectively.
- CCCApply: the new version of the common application to college will save colleges \$600,000 in ongoing costs and is being provided free to all California Community Colleges. The application consistently receives a 97 percent approval rating from students.
- Information Security Center: Provides free information security services to the California Community Colleges to help colleges guard against data security breaches.
- Statewide purchase of a Library Content Database: available for free to all community colleges

The CCC Technology Center provides the mechanism to continue the implementation of the California Community Colleges Telecommunication and Technology Program (TTIP). This project will enhance the system's commitment to telecommunications and technology in meeting the educational needs of students in the California Community Colleges and facilitates and coordinates the work of system-wide technology projects by:

- Providing Project Leadership and Strategic Planning Support
- Disbursing Funds
- Managing Contracts
- Developing external funding resources
- Providing LISTSERV® and Web site hosting services
- Publicizing the progress of the projects
- HelpDesk Support

In addition to furthering California Community Colleges technology initiatives, the Technology Center funds the operations of CalREN, the California Research and Education Network. This fiber optic backbone connects the vast majority of the state's K-20

#### **(4) Telecommunication & Technology Division**

<b>Reason for Board Approval:</b>	Contract Total Exceeds \$100,000
<b>Type of Agreement:</b>	Grant (TTIP South/ Telecommunication Outgoing funds)
<b>Contractor or Grantee:</b>	Palomar Community College District
<b>Contract or Grant No.:</b>	15-081-001
<b>Term:</b>	July 1, 2015 – June 30, 2016
<b>Total Project Length:</b>	12 months
<b>Project Year:</b>	Sixth year
<b>Amount of Agreement:</b>	Not to Exceed \$4,000,000

**Purpose:** In 2010-11, the CCC Confer, 3CMedia Solutions and @One grants were consolidated in order to lower administrative overhead as a result of reduced funding to the Telecommunications and Technology Infrastructure Program (TTIP). The consolidated structure remains in place today. Prior to 2010-11, the CCC Confer and 3CMediaSolutions grants each received approximately \$2,200,000 annually and the @One Professional Development Project received approximately \$800,000 annually. Since the budget cuts, TTIP-South has consistently received less than \$3,800,000 to support all three projects. Despite budget cuts, the core mission of each consolidated project was unchanged and the

projects have worked to lower costs, provide critical services and add new service offerings for the community colleges.

Under the TTIP-South umbrella, a variety of services are offered:

- The Online Teaching Conference is organized managed and supported by all TTIP-South projects and brings together exemplary instructors in online education from California and institutions across the nation.
- The @One Project offers free to low-cost professional development and technical training for faculty and classified staff, in addition to offering a certification program/curriculum in online teaching for California Community College faculty.
- The CCC Confer project provides free audio (phone) and web conferencing services to the community colleges. The project has seen a year-to-year increase in demand for e-conferencing services which supports and enables collaboration while saving time and money related to travel.
- CCC Confer also supports faculty and students by enabling virtual office hours, live classroom tutoring, counseling, captioning, voice tools, etc.
- 3CMedia Solutions provides live conference support, multi-media services, storage and on-demand video streaming. In 2013-14, 3C Media Solutions assumed the administrative and fiscal responsibility of providing a video conferencing solution to the California Community Colleges.

#### CCC Confer Objectives and Services

- Maintain and improve the system-wide e-conferencing service using 800 number access or Voice over IP (toll free).
- Maintain current infrastructure, hardware and software necessary to store, maintain and provide secure access for CCC faculty, staff and students.
- Continue to evaluate and oversee the acquisition of hardware, software and networking or service bureau options for e-conferencing, as needed.
- Provide for the physical location and facilities for the e-conferencing center.
- Manage on-going technical operations for the e-conferencing center.
- Develop and/or update the implementation and maintenance plan.
- Update and continue to support a training plan to facilitate the deployment and use of this technology throughout the system.
- Explore new applications and uses of this technology to better serve faculty, staff and students in this environment of collaboration.
- Explore and implement integration with other products/services, such as course management systems, captioning, etc.

#### 3C Media Solutions

3C Media Solutions provides conference/meeting filming and support, video production services, including video creation, editing and distribution and provides ADA media support (including captioning) to help faculty, staff and administrators develop media that is accessible to all participants and viewers. 3CMedia Solutions lowered costs by partnering with a third party streaming service and cloud-based storage provider for all community colleges. Faculty may upload, store and organize video content for use in course management systems. 3CMediaSolutions staff provides conference video/streaming services and supply video/camera equipment for education conferences to enhance the exchange of ideas and connect educators across California.

#### 3C Media Solutions Services

- Video Production: Capture, edit, caption and index
- Conference Support: Capture, edit and distributed for virtual viewing
- Podcasting for Educators: Storage and distribution of educational materials
- Educational YouTube: Upload and share educational materials free of advertisements
- Video Conferencing: Provide service, support and training

## @One Project

@One offers free or low-cost technology training for the faculty and staff of the colleges and provides colleges with a substantial cost savings for professional development, training and a certification program focused on technology and online teaching and learning. @One Instructors provide face-to-face training, online and self-paced courses, webinars, accessible archives, and downloadable materials. The @One Project will continue to develop and support a system-wide training center that enables faculty and staff to learn how to (a) use current technology to design effective learning experiences and (b) how to integrate such experiences with other forms of instruction, both traditional and innovative. @One will also assist the California Community College faculty and staff to enhance student learning and success through expanded uses of effective technology by providing training, online resources and support.

### @One Project Services

- Professional Development (technology, online teaching and learning)
- MERLOT (Multimedia Education Resources for Learning and Online Teaching) Initiative Support
- Provides funding to MERLOT, an inter-segmental Open Education Resource Library for faculty.
- Online Teaching Certification Program

The projects will interface closely with the TTIP North Project, formerly California Virtual Campus, and where appropriate, other similar technology and/or training initiatives by the Chancellor's Office or in the other segments of public education in California.

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

**Reason for Board Approval:**

Exceeds \$100,000

**Type of Agreement:**

Contract (Interagency Agreement)  
(WEDD/Proposition 39 Clean Energy  
Workforce Grant/Outgoing Funds)

**Contractor:**

California Conservation Corps

**Contract No.:**

C13-0056

**Term:**

June 1, 2014 — October 31, 2016

**Total Project Length:**

27 months

**Amount of Agreement:**

Original Amount: \$ 150,000

Am. 1: \$ 200,000

Total Amount: \$ 350,000

**Bid Process:**

Originally awarded through RFA  
Competitive Bid

**Purpose:** This augmentation enables creation of intermediate and advanced level college curriculum to expand the training and career opportunities of the California Conservation Corps statewide energy program for Corps participants, as well as local college students. The program provides basic work experience (including apprenticeship or industry employment), training and continuing education for young adults and veterans. Original funding from Proposition 39 launched this training partnership with Sierra College to teach Corps members to collect data for energy savings opportunity surveys for elementary and secondary schools.

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

**Reason for Board Approval:**

Exceeds \$100,000

<b>Type of Agreement:</b>	Grant (WEDD/Senate Bill 858 (Formally Senate Bill 1070)/Outgoing Funds)
<b>Grantee:</b>	Rancho Santiago Community College District
<b>Grant No.:</b>	14-189-001
<b>Term:</b>	July 1, 2015 – June 30, 2017
<b>Total Project Length:</b>	Two Year
<b>Amount of Agreement:</b>	Up to \$950,000
<b>Bid Process:</b>	Competitive Bid
<b>Number Received:</b>	Four
<b>Number Readers:</b>	Eight

**Purpose:** In support of the Career Technical Education Program, this grant provides funds for a two-person key talent team of technical assistance providers (TAPs) for Career Pathways Design. This key talent team will represent the Chancellor’s Office by serving as the statewide liaison for Career Pathways Design. The TAPs will be responsible for:

- Identifying and disseminating best practices that will improve Career Pathways statewide; and
- Providing leadership, guidance, and technical assistance at the local, regional, and state level in order to expand and improve Career Pathways from middle and high schools to community college programs and promote student success.

The mission of the Career Technical Education Pathways program is to accomplish the broader objectives of SB 1070 by supporting regions as they develop and implement sustainable policies and infrastructure that results in the successful transition of CTE students from high schools to community colleges, thus preparing them for further education or entrance into the workforce.

## 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.