

Thursday, March 21, 2019
Regular Board of Trustees Meeting

Chinatown/North Beach Center
628 Washington Street
Auditorium
San Francisco

1. OPENING ITEMS

Subject **A. Call to Order: President Alex Randolph, Vice President Tom Temprano, Trustee Brigitte Davila, Trustee Ivy Lee, Trustee John Rizzo, Trustee Thea Selby, Trustee Shanell Williams, Student Trustee Max Hirschfeld**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 1. OPENING ITEMS

Type Procedural

2. APPROVAL OF MINUTES

Subject **A. Regular Board Meeting - February 28,2019**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 2. APPROVAL OF MINUTES

Type Action

File Attachments
[February 28 2019 Minutes.pdf \(205 KB\)](#)

Motion & Voting

Approval of the February 28, 2019 Board of Trustees' Meeting Minutes

Motion by Thea Selby, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

3. SPECIAL RESOLUTIONS OF THE BOARD

Subject **A. 94. AMENDED - March 21, 2019 Resolution honoring the victims and survivors of sex trafficking imposed by the Japanese military on girls and women from more than 13 Asian countries during WWII and memorializing its occurrence**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 3. SPECIAL RESOLUTIONS OF THE BOARD

Type Action

AMENDED - March 21, 2019

WHEREAS: According to most international historians, the term "Comfort Women" euphemistically refers to an estimated 200,000 women and young girls who were kidnapped and forced into sexual slavery by the Imperial Japanese Army during its colonial and wartime occupation of Asia and the Pacific Islands from the 1930s through the duration of World War II; and

WHEREAS: During the 15 years of invasion and occupation of Asian countries, unspeakable and well-documented war-crimes, including mass rape, wholesale massacres, heinous torture, and other atrocities, were committed by the Japanese Imperial Army throughout the occupied countries and colonies; and

WHEREAS: In 2001, the San Francisco Board of Supervisors passed Resolution No. 842-01, urging the government of Japan, on the 50th anniversary of the US-Japan Peace Treaty, to fully acknowledge and apologize for Japan's wartime atrocities and provide

just compensation for the surviving victims of its aggression; and

WHEREAS: In 2007, the U.S. House of Representatives passed Rep. Mike Honda's bipartisan House Resolution 121, which also called on the Government of Japan to formally acknowledge, apologize, and accept historical responsibility for its Imperial Armed Forces' coercion of young women into sexual slavery; and

WHEREAS: In 2013, the San Francisco Board of Supervisors passed Resolution No. 218-13 condemning Japan's denial of its system of sexual enslavement during World War II and calling for justice for "Comfort Women"; and

WHEREAS: In 2015, the San Francisco Board of Supervisors passed Resolution No. 342-15 in support of creating a public memorial in memory of those girls and women; and

WHEREAS: In 2015 the San Francisco Board of Education passed a resolution directing the school district to develop age-appropriate curriculum to teach students how to recognize the signs of human trafficking as part of their health education classes; and

WHEREAS: Today there are an estimated 40.3 million victims of human trafficking globally, of which 75% are women and girls, and forced labor and human trafficking worldwide is a \$150 billion criminal industry; and

WHEREAS: Rape is a human rights violation and a war crime, and women's rights are human rights; and

WHEREAS: San Francisco is a destination for human trafficking due to its geographic location, ports, airports, industry, and immigrant populations; and

WHEREAS: Learning about this victimization and teaching about it will help illuminate the modern epidemic of human trafficking, which occurs in many countries around the world; and

WHEREAS: Leaders of the Japanese American community, which faced mass incarceration of the 120,000 in U.S. "concentration camps" in WWII and share a history of discrimination with other communities, have worked closely with the broader Asian Pacific Islander community in the past decades to strengthen relationships and build trust, understanding, and community for civil rights and social justice; and

WHEREAS: San Francisco is a city of immigrants and their descendants, many of whom have ancestral ties to Asian and Pacific Islander nations;

THEREFORE, BE IT RESOLVED: That during the month of March in which we celebrate International Women's Day, the Board of Trustees of City College of San Francisco honors the victims and survivors of sex trafficking imposed by the Japanese military on girls and women from more than 13 Asian countries during WWII, celebrates their courage in bringing this history to light, and hereby memorializes that this moment in history occurred in order to never repeat such exploitation and victimization.

SUBMITTED BY: Trustee Ivy Lee, Trustee Brigitte Davila, Trustee Thea Selby, **Trustee Alex Randolph, Trustee John Rizzo, Trustee Tom Temprano, Trustee Shanell Williams**

Motion & Voting

4. PUBLIC COMMENT

Subject A. Items on the Agenda

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 4. PUBLIC COMMENT

Type Information

- Speakers are limited to two minutes and will stop upon the Board Clerk's signal that time is up. Please submit speaker request cards to the Board Clerk prior to the conclusion of public comment.
- Speakers who wish to address more than one agenda item are limited to a total of three minutes, regardless of the number of items.
- The purpose of Board Policy 1.12, Standards of Decorum, is to create a safe, respectful environment for civil discourse. Prohibited: profanity, threats and "remarks that do not pertain to the subject matter for which the privilege of the floor was granted" (BP 1.12.IC)

Subject B. Items Not on the Agenda

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 4. PUBLIC COMMENT

Type Information

Per Board Policy 1.10.III:

Each regularly scheduled Board meeting shall provide an opportunity for the public to discuss items under the subject matter jurisdiction of the Board that are not on the agenda. A member of the public wishing to present such an item shall submit a written request at the beginning of the meeting to the Chancellor that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items. As a matter of courtesy, the Board encourages people to notify the Chancellor in advance of the Board meeting of their intention to address the Board on matters that do not appear on the agenda. Public comment is limited to two minutes per speaker for no more than a total of ten (10) minutes per topic.

5. CLOSED SESSION

Subject A. Approval of Closed Session Agenda

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 5. CLOSED SESSION

Type Action

Recommended Action Approve Closed Session Agenda as Presented

1. Conference with Labor Negotiator (Government Code 54957)

Agency Designated Representative: Dianna Gonzales

Employee Organizations: AFT 2121, SEIU 1021, Stationary Engineers Local 39, San Francisco Building & Construction Trade Council Unions (SFBCTCU), Department Chair Council, Administrators, Unrepresented Classified, Chancellor

2. Conference with Legal Counsel, Existing Litigation (Government Code Section 54956.9)

San Francisco Community College District v. Bovis Lend Lease, Inc.

(Case No. CGC-16-550989)

3. Conference with Legal Counsel- Existing Litigation, (Government Code Section 54956.9)

American Federation of Teachers, Local 2121, CFT/AFT v. San Francisco Community College District - Unfair Practice Charge No. SF-CE-3290-E

4. Public Employee Dismissal/Discipline/Release – two employees

5. Public Employee Performance Evaluation, California Government Code section 54957(b): All administrators

Motion & Voting

Approve Closed Session Agenda as Presented

Motion by Thea Selby, second by Tom Temprano.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject B. Recess to Closed Session (Café)

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 5. CLOSED SESSION

Type Procedural

6. RECONVENE TO OPEN SESSION

Subject A. Announcement of Reportable Actions Taken in Closed Session

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 6. RECONVENE TO OPEN SESSION

Type Action, Procedural

Motion & Voting

The Board of Trustees by a vote of 7 to 0 approved a serperation agreement for the Vice Chancelloor of Information Technology.

Motion by Alex Randolph, second by Tom Temprano.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

7. RECOGNITION

Subject **A. 2019 Cybersecurity Mayor's Cup Competition Winners**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 7. RECOGNITION

Type

Subject **B. Susan Boeckmann, CCSF videographer for work on Womens' and Gender Studies Projects**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 7. RECOGNITION

Type

8. REPORTS FROM CONSTITUENT GROUPS

Subject **A. Chinatown/North Beach Center Associate Students Officer's Report - Jeremy Huang**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 8. REPORTS FROM CONSTITUENT GROUPS

Type Information

Subject **B. Academic Senate President's Report - Fred Teti**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 8. REPORTS FROM CONSTITUENT GROUPS

Type Information

Subject **C. Classified Senate President's Report**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 8. REPORTS FROM CONSTITUENT GROUPS

Type Information

Subject **D. Service Employees International Union, Local 1021 President's Report – Athena Steff**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 8. REPORTS FROM CONSTITUENT GROUPS

Type Information

Subject **E. American Federation of Teachers, Local 2121 President's Report – Jennifer Worley**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 8. REPORTS FROM CONSTITUENT GROUPS

Type Information

Subject F. Administrators Association Co-Chair's Report – Ilona McGriff

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 8. REPORTS FROM CONSTITUENT GROUPS

Type Information

Subject G. Department Chair Council President's Report – Darlene Alioto

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 8. REPORTS FROM CONSTITUENT GROUPS

Type Information

9. STANDING ADMINISTRATION REPORTS: "VISION 2025" - TOWARD A SUSTAINABLE FUTURE FOR CCSF

Subject A. Student-Centered Sustainability: A Fall 2019 Class Schedule to increase graduations and close the achievement gap for equity students

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 9. STANDING ADMINISTRATION REPORTS: "VISION 2025" - TOWARD A SUSTAINABLE FUTURE FOR CCSF

Type Discussion, Information

File Attachments

[9. A. 1.pdf \(858 KB\)](#)

[9. A. 2.pdf \(166 KB\)](#)

[9. A. 3.pdf \(125 KB\)](#)

Subject B. Financial Sustainability: 2018-2019 Budget Update 2019-2020 Budget Development: Issues and Timeline

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 9. STANDING ADMINISTRATION REPORTS: "VISION 2025" - TOWARD A SUSTAINABLE FUTURE FOR CCSF

Type

File Attachments

[9. B.pdf \(674 KB\)](#)

Subject C. Environmental Sustainability: Sustainable Academic Environment: Preparing for Major Construction Projects – Proposed Projects and Budget for Prop A Funds – Construction Delivery Methods

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 9. STANDING ADMINISTRATION REPORTS: "VISION 2025" - TOWARD A SUSTAINABLE FUTURE FOR CCSF

Type

File Attachments

[9. C. 1.pdf \(15,203 KB\)](#)

9. C. 2.pdf (2,185 KB)
9. C. 3.pdf (1,891 KB)

Subject **D. Sustainable Business Process Update on improvement of IT student registration system**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 9. STANDING ADMINISTRATION REPORTS: "VISION 2025" - TOWARD A SUSTAINABLE FUTURE FOR CCSF

Type

Subject **E. Introduction to the Purchasing and Contracting Process**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 9. STANDING ADMINISTRATION REPORTS: "VISION 2025" - TOWARD A SUSTAINABLE FUTURE FOR CCSF

Type

File Attachments
9. E.pdf (606 KB)

10. CONSENT ITEMS

Subject **A. 70. Approval of Sixteen Out-of-State Travels (None to AB 1887 States)**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 10. CONSENT ITEMS

Type Action (Consent)

Recommended Action That the Board of Trustees approve the accompanying employees' out-of-state travel.

EXPLANATION AND ANALYSIS: Board Policy 2.19, District Travel requires that out-of-state travel be approved by the Board of Trustees.

The accompanying travel itineraries have been approved by the responsible program managers and the appropriate Vice Chancellor.

SUBMITTED BY: Luther Aaberge, Vice Chancellor of Finance and Administration

Name	Event	Location
Antonich, Misha	Broadcast Educators Conference	Las Vegas, NV
Cecil, Malcolm	Broadcast Educators Conference	Las Vegas, NV
Dalla, Catherine	Association of Colleges for Tutoring and Learning Assistance Conference	Las Vegas, NV
Dewar, Cynthia	Phi Rho Pi National Speech and Debate Tournament	Reno, NV
Duncan, Robert Ian	American Association of Geographers Conference	Washington, D.C.
Failes-Carpenter, Adele	Evanston Family Therapy Center Yearlong Narrative Therapy Program Level 2	Evanston, IL
Fontanella, Ann	National Conference on Race and Ethnicity in Higher Education	Portland, OR
Hess, Darrel	American Association of Geographers Conference	Washington, D.C.
Kinney, Megan	American College and Research Libraries Conference	Cleveland,

		OH
Light, Ken	AIPAD-The Photography Show	New York, NY
Lopez, Vinicio	National NAFSA Conference	Washington, D.C.
Massin, Terri	National Conference on Race and Ethnicity in Higher Education	Portland, OR
McFarland, Sheila	Broadcast Educators Conference	Las Vegas, NV
Tinson, Leslye	National Conference on Race and Ethnicity in Higher Education	Portland, OR
Wang, Nicholas	NAB Convention-National Association of Broadcasters	Las Vegas, NV
Warshaw, Arnold	Association of Colleges for Tutoring and Learning Assistance Conference	Las Vegas, NV

File Attachments

[70-AttachmentA.pdf \(1,690 KB\)](#)
Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject**B. 71. Approval of Out-of-State Travel (To Wichita, Kansas)**

Meeting

Mar 21, 2019 - Regular Board of Trustees Meeting

Category

10. CONSENT ITEMS

Type

Action (Consent)

Fiscal Impact

No

Recommended Action That the Board of Trustees approve the accompanying employees' out-of-state travel.

EXPLANATION AND ANALYSIS: Board Policy 2.19, District Travel requires that out-of-state travel be approved by the Board of Trustees.

Dean Bynum is requesting to attend the Aviation Technician Education Council (ATEC) Conference to be held in Wichita, Kansas from March 17 to March 19, 2019. The ATEC conference is a yearly held national conference. The City College of San Francisco (CCSF) Aviation Program is a member of the ATEC. As the new Dean of the Aviation department, the ATEC Conference will provide Dean Bynum training on updated aviation curriculum, funding sources for our Aviation Program via grants, and address the need to recruit more women and minorities that are enrolled in community colleges aviation programs. Also, the ATEC Conference will outline the compliance and certification process for all the Community Colleges Inspections and Certifications.

The Conference has been highly recommended by several Community Colleges Aviation Programs within the State of California. Overall the Conference can provide a wide range of professional development and opportunities for the Dean to enhance and greater develop CCSF Aviation Program.

No college funds will be used for this trip.

The accompany travel itinerary have been approved by the responsible program managers and the appropriate Vice Chancellor.

SUBMITTED BY: Luther Aaberge, Vice Chancellor of Finance and Administration

File Attachments

[71-AttachmentA.pdf \(135 KB\)](#)
Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject C. 72. Declaration of Surplus Property

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 10. CONSENT ITEMS

Type Action (Consent)

Preferred Date Mar 21, 2019

Absolute Date Mar 21, 2019

Fiscal Impact No

Recommended Action Authorization is hereby granted to dispose and recycle whatever possible of all unsatisfactory and unserviceable equipment listed on Schedule A.

EXPLANATION AND ANALYSIS: It has been determined that the majority of property identified in Schedule A is unsatisfactory and not in serviceable condition, and is of insufficient value to defray the costs of arranging a sale. It is recommended that the property be safely collected and recycled. California Education Code Section 81452 reads in part as follows: "(c) If the Board by a unanimous vote of those members present, finds that the property is of insufficient value to defray the cost of arranging a sale, it may be disposed of in the local public dump." The California Department of Toxic Substances Control 2006 Universal Waste Law states that "televisions, computer monitors, laptop computers and most other electronic devices cannot be disposed to the trash. The prohibition of computer monitors in the trash applies to both cathode ray tube (CRT) monitors, and liquid crystal diode (LCD) monitors." All electronic wastes will be recycled via the College's agreement with Electronic Recyclers, a State of California certified collector and recycler.

SUBMITTED BY: Luther Aaberge, Vice Chancellor Finance and Administration

File Attachments

[72-AttachmentA.pdf \(363 KB\)](#)

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject D. 73. Review of Purchase Orders that have been issued in accordance with Board Policy and Administrative Procedures from February 1, 2019 through February 28, 2019

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 10. CONSENT ITEMS

Type Action (Consent)

Preferred Date Mar 21, 2019

Absolute Date Mar 21, 2019

Fiscal Impact No

Budgeted Yes

Recommended Action It is recommended that that authorization be given to authorize and approve the issuance of the referenced Purchase Orders in accordance with Education Code Section 81656.

EXPLANATION AND ANALYSIS: The February 2019 Purchase Order Report has been prepared and is available for review in accordance with Education Code Section 81656 which states, "All transactions entered into by an officer or employee shall be reviewed by the governing board every 60 days." This Purchase Order Report contains all orders issued from February 1, 2019 through February 28, 2019, which have been issued in accordance with applicable policies, procedures and laws by an authorized officer of the District. These encumbrances have been budgeted for within the approved Tentative Budget.

The Purchase Order Report is available for review on the City College of San Francisco Purchasing Department website and can be viewed at <http://www.ccsf.edu/en/about-city-college/administration/vcfa/purchasing/monthly-purchasing-reports.html>.

Authorization of these Purchase Orders are consistent with Board Goal #6 – Continue to ensure current and future fiscal stability, including expecting and supporting plans that address shifts in enrollment patterns and accreditation standard III.D.1.b – Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements, III.D.2.c – Appropriate financial information is provided throughout the institution, in a timely manner, III.D.2.e – The institutional has policies and procedures to ensure sound financial practices, and fiscal stability, and III.D.3.b – The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.

SUBMITTED BY: Luther Aaberge, Vice Chancellor of Finance and Administration

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	E. 74. Approval of Categorically Funded Contracts Related to City College of San Francisco (CCSF) Extension (formerly the Office of Corporate and Continuing Education)
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	10. CONSENT ITEMS
Type	Action (Consent)
Recommended Action	That the Board of Trustees approve the following categorically funded contracts related to CCSF Extension.

EXPLANATION AND ANALYSIS: CCSF Extension has negotiated the following contracts:

1. Osaka Jikei College, in the amount of \$10,000, to provide a three-day Nursing program from May 8, 2019 to May 10, 2019. The program consists of classroom instructions, site visit, interpretation, instructional materials and project management.
2. City and County of San Francisco, Department of Human Resources, in the amount of \$9,600, to provide 32 hours of "Effective Written Communications" training from January 1, 2019 to June 30, 2019.

This agenda item is in alignment with the College's Education Master Plan.

SUBMITTED BY: Tom Boegel, Senior Vice Chancellor of Academic and Institutional Affairs

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	F. 75. Acceptance of Private Gifts and Donations to City College
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	10. CONSENT ITEMS
Type	Action (Consent)
Preferred Date	Mar 04, 2019

Fiscal Impact	No
Dollar Amount	\$14,000.00
Budgeted	No
Budget Source	Donors
Recommended Action	That the Board of Trustees approve the acceptance of gifts listed below for and in the name of the San Francisco Community College District (SFCCD); and that upon transfer of legal title of these gifts described below, the Institutional Development Office is directed to notify the donors of acceptance of the gifts by the governing board.
Goals	<p>1. EDUCATIONAL MASTER PLAN</p> <p>5. PUBLIC RELATIONS AND FUNDRAISING</p>

EXPLANATION AND ANALYSIS: This agenda item is being presented in accordance with the SFCCD Policy Manual Section 8.08 - Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$1000, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees. These gifts provide new and expanded opportunities for organizational development and effective innovation. Many of these gifts provide much-needed support/equipment for programs to maintain currency and at times allow programs to innovate with respect to the delivery of instruction.

This agenda item is being presented in accordance with Board Policy 8.08 – Acceptance of Gifts and is in alignment with the College’s Education Master Plan.

SUBMITTED BY: Kristin Charles, Associate Vice Chancellor of Institutional Development

File Attachments
[75-AttachmentA.pdf \(240 KB\)](#)

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	G. 76. Authorization to extend an existing Sub-Recipient Contract, to provide industry apprenticeships, between City College of San Francisco (CCSF) and the San Francisco Office of Economic and Workforce Development (OEWD)
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	10. CONSENT ITEMS
Type	Action (Consent)
Preferred Date	Mar 04, 2019
Fiscal Impact	No
Dollar Amount	\$87,500.00
Budgeted	Yes
Budget Source	California Community Colleges Chancellor’s Office (CCCCO), Division of Economic and Workforce Development
Recommended Action	That the Board of Trustees approve a no-cost extension of the sub-recipient contract between CCSF and the San Francisco OEWD. The extended contract period is from February 1, 2019 through June 30, 2019. This extension does not modify the existing contract amount of \$87,500.
Goals	1. EDUCATIONAL MASTER PLAN

EXPLANATION AND ANALYSIS: As presented in Item 170223-IV-42, CCSF was awarded \$1,000,000 from the California Community Colleges Chancellor's Office (CCCCO), Division of Economic and Workforce Development, through the California Apprenticeship Initiative (CAI) New and Innovative Grants Program, for CCSF's Information Security Analyst Apprenticeship program. CCSF received a no-cost extension from CCCCCO to continue the Apprenticeship program through December 31, 2020.

The San Francisco OEWD is a sub-recipient of this grant and has identified, engaged, and recruited employers for the period of July 1, 2017 through January 31, 2019. We are requesting an extension of OEWD's contract through June 30, 2019, to continue to provide support to the project by securing the Information Security Analyst Apprentices with employer engagement.

This agenda item is in alignment with the College's Education Master Plan.

SUBMITTED BY: Kristin Charles, Associate Vice Chancellor of Institutional Development

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	H. 77. Fine Arts Insurance Policy Renewal with Alliant Insurance Services, Inc.
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	10. CONSENT ITEMS
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	\$85,000.00
Budgeted	Yes
Budget Source	This contract will be paid with General Funds.
Recommended Action	That the Board of Trustees approves an authorization to renew the annual fine arts insurance policy for the term March 1, 2019 through March 1, 2020, in the amount of \$85,000, with Alliant Insurance Services, Inc.
Goals	Core Values of the Board of Trustees

EXPLANATION AND ANALYSIS: Alliant Insurance Services, Inc. is currently providing coverage as broker for the Diego Rivera Mural and other collections across the District. The one-year premium renewal including earthquake and terrorism, with zero deductible, provides fine arts coverage with total insured values of \$51 million dollars.

PROCUREMENT AND SELECTION PROCESS: Alliant Insurance Services sought quotes to determine if another option could be more advantageous than the 18/19 policy. No other option through Alliant was advantageous due to insurance market conditions and the coverage demands of our Diego Rivera Mural and other collections across the District. There will be significant savings in fine art insurance once the temporary transfer of the Mural to SFMOMA is executed.

SUBMITTED BY: Dr. Rueben Smith, Senior Vice Chancellor of Facilities, Capital Planning, and Public Safety

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	I. 78. Approve contract renewal with CampusLogic for electronic documentation verification submission and scholarship student electronic application management, in the amount not to exceed \$313,808
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Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	10. CONSENT ITEMS
Type	Action (Consent)
Preferred Date	Mar 21, 2019
Absolute Date	Mar 21, 2019
Fiscal Impact	No
Dollar Amount	\$313,808.00
Budgeted	Yes
Budget Source	Financial Aid Categorical Board Financial Assistance Program (BFAP)
Recommended Action	Approve the contract renewal with CampusLogic for electronic documentation verification submission and scholarship student electronic application management, in the amount not to exceed \$313,808.

EXPLANATION AND ANALYSIS: The Financial Aid Office, upon approval, will continue to provide equitable services to students at all City College of San Francisco (CCSF) locations with the partnership of CampusLogic. CampusLogic will assist the Financial Aid Office and Scholarship Office in providing the following services:

1. Providing a secure mobile document upload/paperless process for both student and parent(s) without having to print and submit documents in-person, through fax, or email
2. Automating the verification process through a mobile responsive web student portal, e-signature, text message notification, imaging, and dynamic web forms
3. Automating follow-up between our financial aid office and the student, including text message notifications
4. Reducing the time for verification processing
5. Submission of student's scholarship application
6. Automating Scholarship committee review process

The amount of the contract has been budgeted under the Financial Aid Categorical Board Financial Assistance Program (BFAP). Financial Aid will be responsible for paying a total of \$313,808 in two separate fiscal years: \$148,508 in Fiscal Year 2019-2020 and \$165,300 in Fiscal Year 2020-2021.

According to and followed by CCSF Financial Aid, in accordance with Accreditation Standard IIC: Student Support Services,

1. The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution.
2. The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method.

SUBMITTED BY: Dr. Elizabeth Coria, Associate Vice Chancellor of Student Affairs

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject **J. 79. Approve contract with Quest TierFive, Inc. for the conversion of analog paper student records and microfilm to digital imaging, not to exceed \$600,000**

Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	10. CONSENT ITEMS
Type	Action (Consent)
Preferred Date	Mar 21, 2019
Absolute Date	Mar 21, 2019
Fiscal Impact	No

Dollar Amount \$600,000.00

Budgeted Yes

Budget Source Categorical

Recommended Action That the Board of Trustees approve the contract with Quest TierFive, Inc. for the conversion of analog paper student records and microfilm to digital imaging, not to exceed \$600,000

EXPLANATION AND ANALYSIS: Quest TierFive, Inc., will address the digital conversion of vital paper records and include all essential services including document preparation, high-resolution digital imaging – freight, scanning, image enhancement, double-blind key data entry, indexing at the folder level by folder description, or at the roll description for microfilm and sheet title for microfiche, PDF conversion, data formatting and data delivery.

This agenda item is being presented in accordance with Board Policy and Administrative Procedure 8.16 – Record Retention and Destruction, Title 5, Chapter 10, Subchapter 2.5, Retention and Destruction of Records. Approval of this item furthers the District's compliance with accreditation Standard II. C. 8.

- The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.

SUBMITTED BY: Dr. Elizabeth Coria, Associate Vice Chancellor of Student Affairs

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject K. 80. Approve recommendation by the Associated Students (AS) Executive Council to increase the Student Activity fee from \$7 in Fiscal Year 2020, and from \$7 to \$10 in Fiscal Year 2021

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 10. CONSENT ITEMS

Type Action (Consent)

Preferred Date Mar 21, 2019

Absolute Date Mar 21, 2019

Fiscal Impact Yes

Recommended Action That the Board of Trustees approve the recommendation by the AS Executive Council to increase the Student Activity fee from \$5 to \$7 in Fiscal Year 2020, and from \$7 to \$10 in Fiscal Year 2021.

EXPLANATION AND ANALYSIS: The Associated Students (AS) fund critical student support programs, such as the Queer Resource Center, the Veteran's Resource Center, Voices of Immigrants Demonstrating Achievement (VIDA), the Women's Resource Center, the Family Resource Center, Students Supporting Students, and the Bookloan Program. In 2002, the Board of Trustees passed resolution No. 020321-S3, authorizing the use of a negative check off to collect a \$5 Student Activity Fee at the time of registration. After deliberating for the entirety of the Fall 2018 semester, the AS Executive Council agreed, with the requisite two-thirds majority vote, in favor of the aforementioned incremental fee increase.

On April 26, 2018, the Board approved BP 5.27, which states in section VIII. B., "The Associated Students Executive Council may, upon a two-thirds vote, recommend to the Board of Trustees one change to the student activity fee in each academic year. Upon certification of the voting results, the recommendation for a fee increase or decrease shall be presented to the Board of Trustees."

This increase is consistent with Educational Code 70902(a), as well as the State Chancellor's Office Student Fee Handbook.

SUBMITTED BY: Dr. Elizabeth Coria, Associate Vice Chancellor of Student Affairs

Motion & Voting

That the Board of Trustees approve the accompanying employees' out-of-state travel.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

11. ACTION ITEMS

Subject **A. 81. Approval of the Course and Program Actions Recommended by the City College of San Francisco (CCSF) Curriculum Committee**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 11. ACTION ITEMS

Type Action

Preferred Date Mar 21, 2019

Recommended Action That the Board of Trustees approve the course and program actions recommended by the CCSF Curriculum Committee.

EXPLANATION AND ANALYSIS: The Curriculum Committee has been established in accordance with Section 55002 of the California Code of Regulations, Title 5, Division 6 and is a part of the collegial governance structure overseen by the Academic Senate.

At a meeting on February 6th, the College Curriculum Committee approved 18 actions:

- Courses: 6 actions total (2 credit course revisions, 3 new distance ed addenda, and 1 deactivated course)
- Majors and Certificates: 12 actions total (12 credit program revisions)

A list of approved actions is attached to this resolution.

This agenda item is in alignment with the Education Master Plan.

SUBMITTED BY: Tom Boegel, Senior Vice Chancellor of Academic and Institutional Affairs

File Attachments

[81-AttachmentA.pdf \(59 KB\)](#)

Motion & Voting

That the Board of Trustees approve the course and program actions recommended by the CCSF Curriculum Committee.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject **B. 82. Academic Employees (Faculty) Credit/Non Credit Program District Funded, Academic Employees: Categorically funded**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 11. ACTION ITEMS

Type Action

Preferred Date Mar 21, 2019

Absolute Date Mar 21, 2019

Fiscal Impact No

Recommended Action To approve the Chancellor's recommendation for the accompanying faculty appointments for Credit/Non Credit Program, District Funded, Academic Employees (Faculty): Categorically funded.

EXPLANATION AND ANALYSIS: Approval of this resolution will provide number of staff and administrators with appropriate preparation and experience to provide the administrative services necessary to support the institution's mission and purposes, while the District continues to transform and sustain the college infrastructure.

SUBMITTED BY: Dianna Gonzales, Senior Vice Chancellor Administrative and Student Affairs

File Attachments
[82-AttachmentA.pdf \(100 KB\)](#)

Motion & Voting

To approve the Chancellor's recommendation for the accompanying faculty appointments for Credit/Non Credit Program, District Funded, Academic Employees (Faculty): Categorically funded.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	C. 83. Approval of Personnel Items (Administrators Appointments)
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	11. ACTION ITEMS
Type	Action
Preferred Date	Mar 21, 2019
Absolute Date	Mar 21, 2019
Fiscal Impact	No
Recommended Action	To accept the Chancellor's recommendation for Administrative appointments as noted in Attachment A.

EXPLANATION AND ANALYSIS: The appointments will provide the administrative services necessary to support the institution's mission and purposes.

SUBMITTED BY: Dianna Gonzales, Senior Vice Chancellor Administrative and Student Affairs

File Attachments
[83-AttachmentA.pdf \(22 KB\)](#)
[83-AttachmentB.pdf \(709 KB\)](#)

Motion & Voting

To accept the Chancellor's recommendation for Administrative appointments as noted in Attachment A.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	D. 84. Acceptance of Employees' Resignation or Retirement
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	11. ACTION ITEMS
Type	Action
Preferred Date	Mar 21, 2019
Absolute Date	Mar 21, 2019

Fiscal Impact	No
Recommended Action	Approve the employees' Resignation or Retirement of Academic and Classified employees and Administrators.

EXPLANATION AND ANALYSIS: This action is to approve the resignation or retirement of Academic and Classified employees and Administrators that have provided administrative and educational services to support the institution's mission and purpose. This action records the effective date of retirements and resignations and acknowledges the years served at this institution.

SUBMITTED BY: Dianna Gonzales, Senior Vice Chancellor Administrative and Student Affairs

File Attachments
[84-AttachmentA.pdf \(104 KB\)](#)

Motion & Voting

Approve the employees' Resignation or Retirement of Academic and Classified employees and Administrators.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	E. 85. Public Hearing/Adoption - Proposals presented to the public by City College of San Francisco (CCSF) and Service Employees International Union (SEIU) for Successor Contract Negotiations
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	11. ACTION ITEMS
Type	Action
Preferred Date	Mar 21, 2019
Absolute Date	Mar 21, 2019
Fiscal Impact	No
Recommended Action	To conduct a public hearing providing for comment on the District's proposals presented to the public by City College of San Francisco (CCSF) and Service Employees International Union (SEIU) Local 1021 for Successor Contract negotiations. Upon completion of the public hearing, adopt the District's initial proposals and begin formal negotiations on a successor contract between the District and SEIU.

EXPLANATION AND ANALYSIS: On February 28, 2019, the District and SEIU presented to the public, or "sunshined," their respective proposal in accordance with California Government Code Section 3547 (a). The parties presented their initial proposals as Attachments A and B during the February 28, 2019 meeting of the Board of Trustees. The parties' respective proposals are also included here as Attachment A (District proposals) and Attachment B (SEIU's proposals). The law requires initial proposals be presented at a public meeting to provide the public "the opportunity to express itself regarding the proposal" and thereafter, the Governing Board to adopt its proposals.

SUBMITTED BY: Dianna Gonzales, Senior Vice Chancellor Administrative and Student Affairs

File Attachments
[85-AttachmentA.pdf \(535 KB\)](#)
[85-AttachmentB.pdf \(168 KB\)](#)

Motion & Voting

To conduct a public hearing providing for comment on the District's proposals presented to the public by City College of San Francisco (CCSF) and Service Employees International Union (SEIU) Local 1021 for Successor Contract negotiations. Upon completion of the public hearing, adopt the District's initial proposals and begin formal negotiations on a successor contract between the District and SEIU.

Motion by Shanell Williams, second by John Rizzo.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject F. 86. Facilities Master Plan (FMP) Approval

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 11. ACTION ITEMS

Type Action

Fiscal Impact No

Recommended Action That the Board of Trustees approve the FMP, and that the Board of Trustees direct the Chancellor to work with the Office of Facilities, Planning, and Construction to develop and, upon subsequent approval by the Board, put into effect the FMP Implementation Plan.

Goals [Core Values of the Board of Trustees](#)
[1. EDUCATIONAL MASTER PLAN](#)
[2. FMP AND BOND CASE STATEMENT](#)

EXPLANATION AND ANALYSIS: The Facilities Master Plan (FMP) provides a plan for facilities development to support the goals and strategies of the City College of San Francisco's (CCSF) Education Master Plan (EMP). It is one of the resource plans within the integrated planning process. The FMP is a long range plan that sets a unified direction for CCSF's facilities over the next five years. The plan outlines the College's goals and strategic directions relative to facilities, thereby providing a continuing guide to CCSF's integrated planning, future actions, and decisions about the allocation of facilities resources.

The FMP will provide a roadmap for facilities development in order to support the goals and strategies of the College's EMP, the goals of which include:

2014-2020 Educational Master Plan:

1. Advance student achievement in meeting educational goals.
2. Transform and sustain campus infrastructure.
3. Provide new and expanded opportunities for organizational development and effective innovation.

Draft Goals of the 2018-2025 Educational Master Plan currently in development:

1. Goal 6: Build, Improve, and maintain facilities.

The FMP will:

1. Provide a strategy for facilities improvement, renovation, replacement, and new construction over the next 10 years.
2. Build a 21st century community college that meets the needs of students and faculty today and into the future.
3. Modernize CCSF facilities in order to serve the city of San Francisco for the next 10 years and beyond.

On October 22, 2015, the Board of Trustees authorized contracting with tBP Architects for Master Planning Services for the development of the Facilities Master Plan (Resolution 151022-IX-490). Following the FMP Kickoff Meeting in late 2015, a working group (Facilities Committee - formerly the Capital Projects and Planning Committee - plus additional resource members) was formed to guide the development of the FMP in coordination with tBP. This working group is an advisory committee made up of faculty, classified staff, students and administrators.

Development of a FMP required extensive data collection and analysis, focus groups and interviews, facilitation of college-wide discussions about scenarios and recommendation, and draft writing. The Master Planner engaged with the working group beginning in 2016. In early 2016, the FMP Existing Conditions were published followed by the Draft FMP Goals. A Space Needs Analysis was conducted in mid-2016 and draft options were published in Fall of 2016. Draft Preferences and Recommendations were published in early 2017 followed by a series of presentations to constituency groups in early 2017. The Office of Facilities, Planning, and Construction re-engaged in the development of the FMP in November of 2017.

On May 3, 2018, at a Board Study Session, the Vice Chancellor of Facilities, Planning, and Construction provided a presentation on the plan for Facilities Master Plan Re-engagement which included College review of the FMP draft followed by a series of workshops with constituency groups culminating in a public forum in November 2018. Following the Public Forum, the FMP would be revised under the coordination of the Facilities Committee followed by Participatory Governance Review.

This re-engagement plan was executed with minimal deviation. A series of eight workshops were held with constituent groups, and feedback was incorporated. Multiple presentations and updates were made to Facilities Committee, Academic Senate, and the Participatory Governance Council (PGC) in Fall of 2018. A special Facilities Task force was formed to provide focused feedback on the plan. Task force comments were incorporated along with comments received from the PGC. Upon receipt of the support and recommendation of the Participatory Governance Council on March 7, 2019 and the Facilities Committee on March 18, 2019, the plan was brought to the Board of Trustees for action.

The draft FMP and accompanying process documentation are available on the College's website at:
https://www.ccsf.edu/en/about-city-college/administration/vcfa/facilities_planning/facilities-master-plan.html

SUBMITTED BY: Dr. Rueben Smith, Senior Vice Chancellor of Facilities, Capital Planning, and Public Safety

Motion & Voting

That the Board of Trustees approve the FMP, and that the Board of Trustees direct the Chancellor to work with the Office of Facilities, Planning, and Construction to develop and, upon subsequent approval by the Board, put into effect the FMP Implementation Plan.

Motion by John Rizzo, second by Tom Temprano.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject **G. 87. Authorization to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects and to reallocate funds available from the 2005 General Obligation Bond Issue within existing eligible projects**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 11. ACTION ITEMS

Type Action

Fiscal Impact Yes

Dollar Amount \$12,800,000.00

Budgeted Yes

Budget Source Projects will be funded by the 2001/2005 Prop. A Bond Funds

Recommended Action Authorization to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects and to reallocate funds available from the 2005 General Obligation Bond Issue within existing eligible projects.

Goals [Core Values of the Board of Trustees](#)
[2. FMP AND BOND CASE STATEMENT](#)

EXPLANATION AND ANALYSIS: The Board of Trustees has previously enacted resolutions authorizing necessary reallocations of funds available from the 2001 and 2005 General Obligation Bond Issues within the existing projects approved by San Francisco voters. Such allocations are permitted under the rules that govern Proposition 39 Bond Measures.

The available funds would be reallocated to the proposed Proposition A 2001/2005 Bond Improvement Projects (Renovations/Remodeling/ADA):

Student Development & Welcome Center	\$2,330,000
Bookstore Renovation	\$1,600,000
Wheelchair Lift Upgrades	\$100,000
Restroom Upgrades	\$200,000
Boiler Upgrades	\$340,000
Roofing Repairs	\$2,650,000
Campus Police Upgrades	\$580,000
Infrastructure & Intercampus Communication	\$250,000
Evans Center Upgrades	4,400,000
BMS/EMS System Upgrade	\$100,000
Fort Mason Design Service	\$250,000
Total:	\$12,800,000

SUBMITTED BY: Dr. Rueben Smith, Senior Vice Chancellor of Facilities, Capital Planning, and Public Safety

File Attachments
[87-AttachmentA.pdf \(1,272 KB\)](#)

Motion & Voting

Authorization to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects and to reallocate funds available from the 2005 General Obligation Bond Issue within existing eligible projects.

Motion by Shanell Williams, second by Thea Selby.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject **H. 88. Authorization to Contract with Steinberg Hart to Provide Professional Services for District-wide Design Standards**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 11. ACTION ITEMS

Type Action

Fiscal Impact Yes

Budgeted Yes

Budget Source This contract will be paid by the 2001/2005 Bond Funds.

Recommended Action To approve an authorization to contract with Steinberg Hart to provide professional services by creating district-wide design standards supporting the Ocean Campus and its Centers for a not to exceed contract of \$659,000.

Goals [Core Values of the Board of Trustees](#)
[1. EDUCATIONAL MASTER PLAN](#)
[2. FMP AND BOND CASE STATEMENT](#)

EXPLANATION AND ANALYSIS: This professional service contract is for providing district-wide design standards which will establish consistent implementation across the college's future design, renovation, and new construction.

The services shall include investigation/evaluation of existing and previous standards, specifications, materials used in the recently built facilities, interviews with CCSF Buildings & Grounds supervisors and staff, assessment of the conditions of the existing equipment, and systems. All data received will be gathered, analyzed, and incorporated into necessary reports.

The scope of services also includes but is not limited to the consideration for the following:

- Learning and collaboration spaces that are high-tech, adaptable, and accessible
- Sustainability and easy to maintain materials and systems
- Longevity and life cycle of the equipment
- Availability of material, equipment, and systems
- Durability and extensive use of material
- Aesthetic and style
- Economical and financial impact

The total authorization for a not-to-exceed contract of \$659,00 includes the fee proposal of \$627,620 and a 5% contingency of \$31,380.

PROCUREMENT AND SELECTION PROCESS:

Steinberg Hart was selected from a pool of prequalified firms (RFQ 166) through the following process:

- Request for Proposals (RFP 212) were requested from the prequalified pool.
- Proposals were reviewed and scored by CCSF staff and Bond Program consultants. The scoring was based on proposal content, staff and firm experience.
- The top four firms with the highest scores were then interviewed and scored again by a panel. The panel consisted of additional CCSF staff and Bond Program consultants who narrowed down the selection to two firms based on the final scoring outcome.
- These last two firms went through a final interview following a final selection based on the firm's experience and project plan.

MWEB COMPLIANCE:

Small Local Business Enterprise firms participation at 30%.

- Maffei Structural Engineering 2% of the total contract
- Guttman & Blaevoet, MEP Consultant 15% of the total contract
- Carducci Associates, Landscape Architects 13% of the total contract

SUBMITTED BY: Dr. Rueben Smith, Senior Vice Chancellor of Facilities, Capital Planning, and Public Safety

Motion & Voting

To approve an authorization to contract with Steinberg Hart to provide professional services by creating district-wide design standards supporting the Ocean Campus and its Centers for a not to exceed contract of \$659,000.

Motion by Shanell Williams, second by Thea Selby.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject	I. 89. Fort Mason Lease Extension
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	11. ACTION ITEMS
Type	Action
Budgeted	Yes
Budget Source	General Fund
Recommended Action	Approve Lease Extension for Fort Mason Center for term commencing June 1, 2019, and expiring on December 31, 2019.
Goals	Core Values of the Board of Trustees

EXPLANATION AND ANALYSIS: Over the past three years, the District and Fort Mason have been negotiating a long term lease. During this time, the District and Fort Mason entered into a series of short-term lease extensions. The most recent extension, the Fourth Addendum to Lease, expires on May 31, 2019. The parties have agreed on a Fifth Addendum to Lease to extend the lease seven months to December 31, 2019. The Fifth Addendum includes a 7% increase to the base rent bringing the rent to a net of \$26,656 per month.

SUBMITTED BY: Dr. Rueben Smith, Senior Vice Chancellor of Facilities, Capital Planning, and Public Safety

File Attachments
[89-AttachmentA.pdf \(52 KB\)](#)

Motion & Voting

Approve Lease Extension for Fort Mason Center for term commencing June 1, 2019, and expiring on December 31, 2019.

Motion by Thea Selby, second by Shanell Williams.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Abstain: Ivy Lee

Subject	J. 90. Authorization for one contract addendum with CampusWorks
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	11. ACTION ITEMS
Type	Action
Preferred Date	Mar 01, 2019
Fiscal Impact	Yes
Dollar Amount	\$187,200.00
Budgeted	Yes

Budget Source

General Fund

Recommended Action

Authorization to amend the original CampusWorks Banner 9 Support contract to expand scope of work to provide for application enterprise management and database administrator.

EXPLANATION AND ANALYSIS: The scope of the original CampusWorks contract is expanded to include a senior database administrator (DBA) and applications enterprise manager for a six months to provide monthly database services, system management/support, and ensure completion of operational and strategic database initiatives.

- Monitor operation of interfaces between enterprise software applications and college-wide Banner system.
- Develop and enforce database user standards and procedures, audits, modifies, and amends data in systems using appropriate commands, hand-editing, and bulk import of data.
- Provide assistance to Banner application developers in the effective use of database query and programming languages.
- Provide technical advice and recommendations to departments requesting specialized support or services.
- Install, configure, upgrade, optimize and maintain Oracle databases, forms and reports.
- Provide technical advice and recommendations for Oracle/SQL Database Administration and best practices in SQL programming language.
- Troubleshoot, analyze and determine strategies for resolving hardware, software malfunctions related to Banner enterprise applications.
- Monitor Oracle database operations for optimum performance and utilization.
- Provide a rapid response to critical issues.
- Provide recommendation on backup and recovery to prevent outages.
- Provide assistance with Evisions and Argos reporting tool.
- Provide assistance with Banner ODS.
- Become a resource on a variety of database integration issues including migration between disparate databases, data conversion, capacity planning, interface building to other databases and new application deployments.
- Provide maintenance of the Ellucian Banner source code using tools such as Subversion and GitHub.
- Communicate effectively both orally and in writing.

The monthly cost of a six (6) month remote, senior database administrator (DBA) is \$31,200. Travel expenses will be billed as incurred.

ORIGINAL RESOLUTION NUMBER	CURRENT CONTRACT AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	DESCRIPTION
190228-XII-65	\$514,800 (Travel expenses will be billed as incurred)	\$187,200 (Travel expenses will be billed as incurred)	\$702,000 (Travel expenses will be billed as incurred)	Additional work to provide DBA & Application Enterprise Project Manager

SUBMITTED BY: Dianna Gonzales, Senior Vice Chancellor Administrative and Student Affairs and Daman Grewal, Vice Chancellor of Information Technology/CTO

File Attachments

[90-AttachmentA.pdf \(394 KB\)](#)

[90-AttachmentB.pdf \(374 KB\)](#)

Motion & Voting

Authorization to amend the original CampusWorks Banner 9 Support contract to expand scope of work to provide for application enterprise management and database administrator.

Motion by Thea Selby, second by Shanell Williams.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Abstain: Ivy Lee

Subject

K. 91. Authorization to amend contract with BergDavis Public Affairs, for an additional \$57,000, at a total not-to-exceed amount of \$185,978

Meeting

Mar 21, 2019 - Regular Board of Trustees Meeting

Category

11. ACTION ITEMS

Type	Action
Preferred Date	Mar 21, 2019
Absolute Date	Mar 21, 2019
Fiscal Impact	Yes
Dollar Amount	\$57,000.00
Budgeted	Yes
Budget Source	Unrestricted funds
Recommended Action	To approve a not-to-exceed amount of \$57,000, for CCSF's current communications firm, BergDavis Public Affairs. This is for continuing public affairs and communications-related services through the end of this fiscal year on June 30, 2019, the date of the expiration of the current agreement.

Goals 6. ADVOCACY AND RESOURCE DEVELOPMENT

BACKGROUND: BergDavis Public Affairs has served CCSF ably and well since October 1, 2015, under a Board-approved professional services agreement that has been continued to this time with successive Board approvals.

- In FY2018-2019 to date, expenditures for BergDavis Public Affairs: \$128,978. With this approval, the total expenditures in FY2018-2019: \$185,978.
- The approval of \$57,000 is to plan for expenses for services to the end of this fiscal year.
- CCSF will re-compete this professional services agreement and issue and open RFQ in April, to which it will welcome BergDavis Public Affairs. The Board will then oversee an open selection process for a new contract for communications services to commence July 1, 2019.

Some, but not all, of the services provided by a firm like BergDavis Public Affairs:

- The writing, editing and production of all public press releases.
- Relationship management with all media.
- Advocacy and relationship management with SF elected official and civic leaders.
- Event management, including photography and related services, for official events with public officials and visitors.
- Services to faculty and staff to publicize achievements and to promote enrollment.
- Advisory and consultation services to the Board and administration.
- Support for the CCSF directors of media affairs and government affairs.
- Special advocacy and resource development projects such as the development of the cannabis academic program.

ADDITIONAL FUNDING REQUIRED: \$57,000. These funds have been budgeted in the current FY2018-2019 budget under budget line item code 5190, consultants.

PROCUREMENT AND SELECTION PROCESS: The original selection process occurred in 2015.

COMPLIANCE WITH B.P. 7.23, MINORITY/WOMEN BUSINESS ENTERPRISE: BergDavis Public Affairs is a 100% women-owned, locally-owned San Francisco small business.

SUBMITTED BY: Dr. Mark W. Rocha, Chancellor

Motion & Voting

To approve a not-to-exceed amount of \$57,000, for CCSF's current communications firm, BergDavis Public Affairs. This is for continuing public affairs and communications-related services through the end of this fiscal year on June 30, 2019, the date of the expiration of the current agreement.

Motion by Thea Selby, second by Shanell Williams.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Abstain: Ivy Lee

Subject	L. 92. Board of Trustees Votes for California Community College Trustees (CCCT) Board of Directors
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	11. ACTION ITEMS
Type	Action

Preferred Date	Mar 21, 2019
Fiscal Impact	No
Recommended Action	That the Board of Trustees exercise the option of submitting a total of seven (7) votes from the below list of thirteen (13) 2019 CCCT Board candidates. The Board President declares votes will be tallied in open session for Trustees to be elected to the Board of Directors of the Community College League of California (CCLC) and directs the League of the California Community Colleges to cast votes on their behalf in the hopes that they will be elected to the California Community College Trustees Board of Directors.

EXPLANATION AND ANALYSIS: The CCCT Board serves a major role within the CCLC. Meeting five times a year, the 21-member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

The election of members to the CCCT Board is now underway. Each member community college district board of the League shall have one vote for each of the seven (7) seats up for re-election on the CCCT Board. The seven (7) candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board will vote to break the tie. Official ballots must be signed by the board secretary and board president or vice-president. The signed official ballots must be returned to the League office in ballot return envelope and postmarked no later than April 25, 2019.

The candidates (in random order) are as follows:

1. Raymond Macareno, Sequoias CCD
2. Thomas Prendergast, III, South Orange County CCD
3. Michael Baldini, Napa Valley CCD
4. *Keneth A. Brown, El Camino CCD
5. *Sally Biggin, Redwoods CCD
6. Greg Bonaccorsi, Ohlone CCD
7. Mark Evilsizer, Palomar CCD
8. Tracey Vackar, Riverside CCD
9. Michelle R. Jenkins, Santa Clarita CCD
10. Gary Chow, Mt. San Antonio CCD
11. *Linda S. Wah, Pasadena Area CCD
12. Mary Jane Sanchez, Desert CCD
13. Brigitte Davila, San Francisco CCD

*Incumbent

SUBMITTED BY: Dr. Mark W. Rocha, Chancellor

File Attachments
[92-AttachmentA.pdf \(2,179 KB\)](#)

Motion & Voting

Motion to vote on candidates for the CCCT Board of Directors. The trustees then voted on the following candidates: Brigitte Davila, moved by Trustee Rizzo, seconded by Trustee Temprano. Apporved unanimously; Mary Jane Sanchez, moved by Trustee Selby, seconded by Trustee Davila. Approved by a 6 to 0 vote with Trustee Rizzo abstaining; Linda Wah, moved by Trustee Davila, seconded by Trustee Lee. Approved by a 4 to 0 vote with Trustees Rizzo, Selby, and Williams abstaining; Mark Evilsizer, moved by Trustee Davila, seconded by Trustee Temprano. Motion failed by a 3 to 0 vote, with Trustees Lee, Rizzo, Selby, and Williams abstaining.

Motion by Brigitte Davila, second by Thea Selby.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Thea Selby, Tom Temprano

Subject **M. 93. Resolution in Support of Senate Bill (SB) 291 (Leyva) Postsecondary Education: California Community College Student Financial Aid Program**

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting

Category 11. ACTION ITEMS

Type Action

WHEREAS: California is projected to face a significant gap in both skilled workers and college graduates; and

WHEREAS: California community colleges provide a gateway to the middle class in the state through robust transfer and career technical education programs; and

WHEREAS: Students at California community colleges are more likely to be the first in their family to attend college, in need of retraining, come from an immigrant background, or be financially disadvantaged; and

WHEREAS: Major factors in a student's enrollment and ultimate success in college are affordability, including fees and tuition; textbooks and transportation; housing and food; and other access costs; and

WHEREAS: California has made an important investment in need-based financial aid for California college students through the California College Promise Grant, the largest free community college plan in the nation; and

WHEREAS: When considering the total cost of attendance, even with financial aid available for students (federal, state, and institutional), attending a California community college is more expensive than a University of California or California State University; and

WHEREAS: The lack of state financial aid support has forced community college students to work more and take fewer classes, reducing the chance of academic success; and

WHEREAS: There is a longstanding disparity in the amount of financial aid that community college students receive compared to students at four-year institutions; and

WHEREAS: Senator Connie Leyva (D-Chino) recently introduced Senate Bill (SB) 291, which would establish the California Community College Student Financial Aid Program to provide need-based grant awards to eligible community college students; and

WHEREAS: The California Community College Student Financial Aid Program would cover the true cost of attendance for community college students and help pay for expenses not already covered by family contributions, employment, and other aid; and

WHEREAS: The California Community College Student Financial Aid Program would allow eligible students to receive financial aid regardless of their age, timeout of high school, or high school academic performance; and

WHEREAS: The California Community College Student Financial Aid Program would make financial aid available to students enrolled in a degree, certificate, or short-term career education program; and

WHEREAS: SB 291 is co-sponsored by the California Community Colleges and the Community College League of California;

THEREFORE, BE IT RESOLVED: That the Board of Trustees of the San Francisco Community College District does hereby support SB 291 (Leyva), which will establish the California Community College Student Financial Aid Program to address disparities in the amount of financial aid community colleges receive and provide aid to cover the true cost of attendance for community college students enrolled in a degree, certificate, or short-term career education program.

SUBMITTED BY: Trustee Alex Randolph, Trustee John Rizzo, Trustee Brigitte Davila

Motion & Voting

That the Board of Trustees of the San Francisco Community College District does hereby support SB 291 (Leyva), which will establish the California Community College Student Financial Aid Program to address disparities in the amount of financial aid community colleges receive and provide aid to cover the true cost of attendance for community college students enrolled in a degree, certificate, or short-term career education program.

Motion by John Rizzo, second by Tom Temprano.

Final Resolution: Motion Carries

Yea: Alex Randolph, Brigitte Davila, Ivy Lee, John Rizzo, Shanell Williams, Tom Temprano

Abstain: Thea Selby

12. TRUSTEES REPORTS

Subject	A. Alex Randolph, Board President
Meeting	Mar 21, 2019 - Regular Board of Trustees Meeting
Category	12. TRUSTEES REPORTS
Type	Reports

Subject	B. Tom Temprano, Board Vice President
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Meeting Mar 21, 2019 - Regular Board of Trustees Meeting
Category 12. TRUSTEES REPORTS
Type Reports

Subject C. Brigitte Davila

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting
Category 12. TRUSTEES REPORTS
Type Reports

Subject D. Ivy Lee

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting
Category 12. TRUSTEES REPORTS
Type Reports

Subject E. John Rizzo

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting
Category 12. TRUSTEES REPORTS
Type Reports

Subject F. Thea Selby

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting
Category 12. TRUSTEES REPORTS
Type Reports

Subject G. Shanell Williams

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting
Category 12. TRUSTEES REPORTS
Type Reports

Subject H. Max Hirschfeld, Student Trustee

Meeting Mar 21, 2019 - Regular Board of Trustees Meeting
Category 12. TRUSTEES REPORTS
Type Reports

13. ADJOURNMENT
