



APPROVED/RATIFIED
BY BOARD 08/05/2019

CONTRACT #: 2019/20-02

Agreement Between the Foothill-De Anza Community College District and Campbell Union School District (CUSD)

Confirmation of Program and Service Offerings Contract and Memorandum of Understanding for providing Noncredit Instruction

This agreement describes the partnership between Campbell Union School District (CUSD) (referred to in this document as "Agency") of Santa Clara County; Foothill-De Anza Community College District (referred to in this document as "FHDACCD"); Foothill College and Foothill College's Family Engagement Institute (referred to in this document as "FEI"). This agreement will initiate upon signing, and apply to Foothill College courses and professional development offered at Agency site effective August 26, 2019. This agreement will be evaluated and updated on an annual basis every June, or when significant/material changes impacting this agreement are enforced.

This agreement between FHDACCD, Foothill College's FEI, District Program is from 08/26/2019 – 6/30/2020.

Project Background

The project agreement scope of work consists of delivering noncredit parenting classes and professional development in grades TK – 5th Grade at Blackford Elementary School, Lynhaven Elementary School, Rosemary Elementary School, Sherman Oaks Elementary School, and Monroe Middle School focused on effective strategies of Family Engagement to develop and implement a district-aligned, school-site-specific coordinated plan of systemic, integrated and sustainable family engagement, designed to build leadership and improve educational outcomes for low-income children in Agency. The FEI, Agency program, noncredit parenting classes, and professional development are founded in evidenced-based practices and involve multiple phases of delivery.

Equally as critical in affecting a cultural shift amongst families, schools and communities, is the impactful role of families on promoting a college going identity to ensure student success. In partnership with Foothill College, FEI provides educational materials and faculty to our partner organizations through Noncredit Parenting courses whereby the registered family members become Foothill College students. Registered students receive a Certificate of Participation and a Foothill College student ID that entitles them to college resources and services during the term of their enrollment.

Roles and Responsibilities

Foothill College Noncredit Courses

- a) This agreement is a joint undertaking of Foothill, Agency and FEI.
- b) The purpose of this agreement is to provide participants the opportunity to take noncredit courses on-site.
- c) All courses offered at the Agency site(s) will be open to members of the public. Agencies open campus policy is incorporated as part of this agreement.
- d) All curriculum will be developed and approved solely by Foothill College. The specific course offerings will be by mutual agreement and approved by Foothill, Agency.
- e) All aspects of these course offerings shall conform to the requirements of the California Education Code and the applicable regulations of the Board of Governors of the California Community Colleges.

1. Course Offerings

- a) Courses offered will be scheduled according to the total contact hours as defined in the current Foothill College Catalog and Course Outline of Record.

2. Instructor of Record

In the manner prescribed by Section 58058(b) of Title 5 of California Administrative Code, Foothill, Agency and FEI agree that all courses offered by Foothill will be in-person courses taught by Foothill employees who meet the minimum qualifications for such courses.

Each course offered shall be supervised by a person who meets the minimum qualification for service in this area and who is employed and assigned to the Program by Agency and Foothill College. Notwithstanding any other provision of this paragraph, Foothill shall have primary rights to control and direct activities of each person assigned to teach agreed upon courses while he or she is engaged in such instruction or is otherwise serving Foothill.

3. Student Registration/Enrollment

Enrollment in these courses is open to any person that meets any applicable prerequisites. These courses shall be published in the Foothill College schedule of classes. FEI, in collaboration with Foothill's Student Services Division, will work with Agency to coordinate the college application process. Once the application is completed, Foothill will manage the student registration process. Foothill College student services staff will ensure that all students are registered for the appropriate class. All courses will be offered as noncredit, so there are no student enrollment fees and there is no penalty to the student for withdrawing from the courses.

4. Facilities

The facilities shall be designated by Agency and shall not endanger the health, safety, or welfare of Foothill students or employees.

5. Project Management

Foothill's faculty shall be responsible for recording attendance and all other records typically associated with a Foothill student, including maintaining and submitting records of attendance, certifying census rosters and any other required duties.

6. Consideration

Foothill will provide and pay for all faculty and course materials at no cost to Agency.

Foothill-De Anza Community District certifies that it does not receive full compensation from the direct education costs of the courses from any public or private agency, individual or group. Agency certifies the instructional activity to be conducted will not be fully funded by other sources.

NONCREDIT PARENTING	LOCATION/DATES/TIMES	EXPLANATION OF SERVICES SCOPE OF WORK
Families of TK – 5 th Graders	<p>Blackford Elementary</p> <p>Fall 2019 – Winter 2020: Thursday 8:30 a.m. – 10:30 a.m.</p> <p><u>Fall 2019:</u> <u>8 Week Noncredit Parenting Courses</u> <u>2 hrs. each</u> 9/26; 10/3; 10/10; 10/17 10/24; 11/7; 11/14; 11/21</p> <p><u>Winter 2020:</u> <u>8 Week Noncredit Parenting Courses</u> <u>2 hrs. each</u> 1/30; 2/6; 2/13; 2/27 3/5; 3/12; 3/19; 3/26</p>	<p>FEI provides instruction, educational materials</p> <p>CUSD provides staffing and coordination of childcare, snacks and storage space for Program materials</p> <p>Target number is a minimum of 30 students enrolled</p>

Scope of Work Cont.

NONCREDIT PARENTING	LOCATION/DATES/TIMES	EXPLANATION OF SERVICES SCOPE OF WORK
Families of K – 5 th Graders	<p>Lynhaven Elementary</p> <p><u>Fall 2019 – Winter 2020:</u> Wednesday 8:30 a.m. – 10:30 a.m.</p> <p><u>Fall 2019:</u> <u>8 Week Noncredit Parenting Courses,</u> <u>2 hrs. each</u> 9/25; 10/2; 10/9; 10/16 10/23; 10/30; 11/6; 11/13</p> <p><u>Winter 2020:</u> <u>8 Week Noncredit Parenting Courses,</u> <u>2 hrs. each</u> 1/29; 2/5; 2/12; 2/26 3/4; 3/11; 3/18; 3/25</p>	<p>FEI provides instruction and educational materials</p> <p>CUSD provides staffing and coordination of childcare, snacks and storage space for Program materials</p> <p>Target number is a minimum of 30 students enrolled</p>
Families of Preschool – 5 th Graders	<p>Rosemary Family Learning Center / Rosemary Elementary</p> <p><u>Fall 2019 – Winter 2020:</u> Wednesday 6:00 p.m. – 8:00 p.m.</p> <p><u>Fall 2019:</u> <u>8 Week Noncredit Parenting Courses,</u> <u>2 hrs. each</u> 9/25; 10/2; 10/9; 10/16 10/23; 10/30; 11/6; 11/13</p> <p><u>Winter 2020:</u> <u>8 Week Noncredit Parenting Courses,</u> <u>2 hrs. each</u> 1/29; 2/5; 2/12; 2/26 3/4; 3/11; 3/18; 3/25</p> <p><u>Spring 2020:</u> <u>4 Week Noncredit Parenting Course,</u> <u>2 hrs. each</u> <u>TBD</u> Monday or Wednesday 8:30 a.m. – 10:30 a.m. 4/13; 4/20; 4/27; 5/4 or 4/15; 4/22; 4/29; 5/6</p>	<p>FEI provides instruction and educational materials</p> <p>CUSD provides staffing and coordination of childcare, snacks and storage space for Program materials</p> <p>Target number is a minimum of 30 students enrolled</p>

Families of TK – 6 th Graders	<p>Sherman Oaks Community Charter</p> <p>Fall 2019 – Winter 2020: Tuesday 8:30 a.m. – 10:30 a.m.</p> <p><u>Fall 2019:</u> <u>8 Week Parenting Workshops, 2 hrs. each</u> 9/24; 10/1; 10/8; 10/15 10/22; 10/29; 11/5; 11/12</p> <p><u>Winter 2020:</u> <u>8 Week Parenting Workshops, 2 hrs. each</u> 1/28; 2/4; 2/11; 2/25 3/3; 3/10; 3/17; 3/24</p>	<p>FEI provides instruction and educational materials</p> <p>CUSD provides staffing and coordination of childcare, snacks and storage space for Program materials</p> <p>Target number is a minimum of 30 students enrolled</p>
Families of 5 th – 8 th Graders	<p>Monroe Middle School</p> <p>Fall 2019 – Winter 2020: Monday 6:00 p.m. – 8:00 p.m.</p> <p><u>Fall 2019:</u> <u>8 Week Parenting Workshops, 2 hrs. each</u> 9/23; 9/30; 10/7; 10/21 10/28; 11/4; 11/18; 12/2</p> <p><u>Winter 2020:</u> <u>8 Week Parenting Workshops, 2 hrs. each</u> 1/27; 2/3; 2/10; 2/24 3/2; 3/9; 3/16; 3/23</p> <p><u>Spring 2020:</u> <u>4 Week Leadership Institute, 2 hrs. each</u> *TBD Monday or Wednesday 8:30 a.m. – 10:30 a.m. * 4/13; 4/20; 4/27; 5/4 or 4/15; 4/22; 4/29; 5/6 *</p>	<p>FEI provides instruction and educational materials</p> <p>CUSD provides staff and coordination of childcare, snacks and storage space for Program materials</p> <p>Target number is a minimum of 30 students enrolled</p>

7. FEI (Program) will:

- Ensure that FEI faculty and staff sign-in at the school office upon arrival to the campus and sign-out immediately prior to leaving the campus, for services provided when the school office is open.
- Ensure that all staff have been fingerprinted, have clearance from the Department of Justice, and have a current negative Tuberculosis test, as required by the Program. To the extent that Program staff work directly with Agency students, such staff shall be fingerprinted for the benefit of District; the cost of fingerprinting shall be the responsibility of District.

8. Agency will:

- Ensure access to Agency site contact person/program coordinator to plan and review services on a timely basis to coincide with Program's academic calendar and quarterly class schedule.
- Provide facilities conducive to the Program offering.
- Agency coordinates childcare and provides childcare staff plus provides and coordinates healthy snack/meal for families
- Outreach to participating Agency families and educators
- Maintain an open campus policy whereby the Foothill College noncredit classes that are held on agency's campus are open to the community.

9. Background for Professional Development Services

This project agreement is also aimed at strengthening the capacity of administrators, teachers and staff to engage families as essential partners in student learning through developing a sustainable, systemized model of family engagement whereby educators and families share in the responsibility. FEI partners with educational institutions and community partners that serve children, youth and families of low-income to provide developmentally and culturally responsive family engagement programs and professional development to promote family engagement, school and workforce readiness, and pathways to postsecondary education. FEI's work is aligned with the goals and objectives of the California Department of Education (CDE) *Family Engagement Framework* and the U.S. Department of Education *Dual Capacity-Building Framework for Family-School Partnerships* aimed at embedding family engagement as an integral and essential component of leadership and student success.

FEI's professional development model is based on the premise that educators are the primary school contacts for children and families and consequently have significant potential as influencers to promote authentic and meaningful family engagement that will impact knowledge, attitudes and behaviors and ultimately improve student learning. Engaging teachers as leaders is fundamental in developing a school-wide and sustainable model of family engagement.

Beyond the contracted professional development training, FEI is positioned to support the goals of continuing education of staff/providers through Foothill College's course offerings. This includes a range of college programs: AA/AS Degrees, University Transfer Pathways towards a BA/BS Degrees, and Continued Education - earning Early Childhood Education (ECE) credits in Child Development and Professional Growth.

FEI's professional development model also includes options for early childhood educators and providers that support mentors and coaches to provide high quality services.

10. Fee for Service

In consideration of the professional development services provided by the Program, the Agency agrees to pay FEI through the Foothill-De Anza Foundation \$70,000*.

FAMILY, STAFF, & COMMUNITY ENGAGEMENT	LOCATION/DATES/TIMES	EXPLANATION OF SERVICES SCOPE OF WORK
<p>Special Events/Professional Development:</p> <p>Families, staff, and community will participate in a Dual Capacity model that supports Strategic & Integrated Family Engagement whereby educators and families will experience learning communities together.</p> <p>FEI will provide teachers, administrators and staff professional development on culturally responsive strategies for engaging with families that promote student success through college going identity – TBD</p> <p>FEI's Executive Director and Supervisor will meet with individual school site principals, the Supervisor for Parent and Community Engagement (SLS), and the Director - School Services, Student Services to customize family engagement strategic planning for the academic school year, 2019-2020.</p>	<p>Family / School Events – <i>TBD by School Partners</i></p> <p>Blackford Elementary</p> <p>Lynhaven Elementary</p> <p>Rosemary Community Learning Center / Rosemary Elementary</p> <p>Sherman Oaks Community Charter</p> <p>Monroe Middle School</p> <p>Beginning of Academic School year and prior to the start of services: Monday, August 26, 2019 Blackford: 9:30 a.m. – 10:30 a.m. Sherman Oaks: 11 a.m. – 12 noon Lynhaven: 2 p.m. – 3 p.m. Monroe: 3 p.m. – 4 p.m. Rosemary: TBD</p>	<p>FEI will collaborate with school administrators, educators, staff and families as implementation partners to maximize contracted services outcomes and deliver:</p> <p>Program Facilitator and Support</p> <p>Outreach: Back to School Night; etc.</p> <p>Toolkits, Materials, Family Books, FEI Foothill Student Identification Card</p> <p>DREAMers / UndocuALLY Workshops</p> <p>Immigration, latest developments, know your rights and more;</p> <p>FEI culminating celebrations; collaborate on school events;</p>
<p>Outreach and Partnership Development:</p> <p>Getting families, staff, and teachers involved—FEI presentations at staff meetings, community meetings, outreach opportunities</p> <p>Back to School, Campus Collaborative, etc.</p>	<p>Fall 2019-Spring 2020</p> <p>Back to School: Blackford – Lynhaven – Rosemary – Sherman Oaks – Monroe –</p> <p><i>TBD: (Staff Meetings, Campus Collaborative)</i></p>	<p>CUSD will arrange with FEI</p>



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<p>Dual Capacity Family-School Partnership Co-design Model:</p> <p><u>Fall 2019</u> STEAM-Computer Literacy/Digital Life</p> <ul style="list-style-type: none"> • Develop computer and internet skills • Navigating PowerSchool and school site online resources & communication platforms • Identifying educational and community resources such as Libraries etc. • Safe responsible and smart use of online media • Examine the role of technology in education and leadership <p><u>Winter 2020</u> TBD</p>	<p>Blackford Elementary</p> <p><u>Fall 2019</u></p> <p><u>Winter 2020</u></p>	<p>Fall 2019-Winter 2020</p>
<p>Dual Capacity Family-School Partnership Co-design Model:</p> <p><u>Fall 2019</u> STEAM-Computer Literacy/Digital Life</p> <ul style="list-style-type: none"> • Develop computer and internet skills • Navigating PowerSchool and school site online resources & communication platforms • Identifying educational and community resources such as Libraries etc. • Safe responsible and smart use of online media • Examine the role of technology in education and leadership <p><u>Winter 2020</u> <ul style="list-style-type: none"> • TBD </p>	<p>Lynhaven Elementary</p> <p><u>Fall 2019</u></p> <p><u>Winter 2020</u></p>	<p>Fall 2019-Winter 2020</p>

<p>Dual Capacity Family-School Partnership Co-design Model:</p> <p><u>Fall 2019</u> <i>STEAM-Computer Literacy/Digital Life</i></p> <ul style="list-style-type: none"> • Develop computer and internet skills • Navigating PowerSchool and school site online resources & communication platforms • Identifying educational and community resources such as Libraries etc. • Safe responsible and smart use of online media • Examine the role of technology in education and leadership <p><u>Winter 2020</u> TBD</p> <p><u>Spring 2020</u> <i>Leadership Institute</i></p> <ul style="list-style-type: none"> • Building capacity of families and SLS coordinators together • Leadership development • Connect with your community on issues that matter • Work together to put ideas into action 	<p>Rosemary Community Learning Center / Rosemary Elementary</p> <p><u>Fall 2019</u></p> <p><u>Winter 2020</u></p> <p><u>Spring 2020</u> *TBD</p>	<p>Fall 2019-Winter 2020</p> <p>CUSD will determine if the Leadership Institutes combined both the Monroe and Rosemary sites at one location and confirm days and times.</p>
<p>Dual Capacity Family-School Partnership Co-design Model:</p> <p><u>Fall 2019</u> <i>STEAM-Computer Literacy/Digital Life</i></p> <ul style="list-style-type: none"> • Develop computer and internet skills • Navigating PowerSchool and school site online resources & communication platforms • Identifying educational and community resources such as Libraries etc. • Safe responsible and smart use of online media • Examine the role of technology in education and leadership <p><u>Winter 2020</u> TBD</p>	<p>Sherman Oaks Community Charter</p> <p><u>Fall 2019</u></p> <p><u>Winter 2020</u></p>	<p>Fall 2019-Winter 2020</p>

<p>Dual Capacity Family-School Partnership Co-design Model:</p> <p><u>Fall 2019</u> <i>Navigating Middle School</i></p> <ul style="list-style-type: none"> • Prepare for Middle School Success • Connect with others to build a community of support • Plan for High School, College, and beyond <p><u>Winter 2020</u> TBD</p> <p><u>Spring 2020</u> <i>Leadership Institute</i></p> <ul style="list-style-type: none"> • Building capacity of families and SLS coordinators together • Leadership development • Connect with your community on issues that matter • Work together to put ideas into action 	<p>Monroe Middle School</p> <p><u>Fall 2019</u></p> <p><u>Winter 2020</u></p> <p><u>Spring 2020</u> *TBD</p>	<p>Fall 2019-Winter 2020</p> <p>CUSD will determine if the Leadership Institutes combined both the Monroe and Rosemary sites at one location and confirm days and times.</p>
<p>Family Field Trips:</p> <p>Family Bridge to College</p>	<p>Blackford, Lynhaven, Rosemary, Sherman Oaks, Monroe Families and Staff field trip to:</p> <p>Foothill College 12345 El Monte Rd. Los Altos Hills, CA, 94022</p> <p>March 7, 2020 8:30 a.m.- 1:30 p.m.</p>	<p>Program provides family activities, informational workshops, materials, and lunch</p> <p>Transportation arranged by CUSD and provided at CUSD expense</p>
<p>Evaluation:</p>	<p>Fall 2019 - Spring 2020</p>	<p>FEI will conduct evaluation and submit summary of quarterly data on the following agreed upon dates:</p> <p>Attendance Sheet: 12/2, 3/30, 5/11 Evaluation Summary: 1/21, 5/4, 6/1</p>
<p>Total cost to CUSD: (Agency provides transportation, childcare, at Agency's expense; rate does not include Family Bridge to College bus transportation costs)</p>		<p>\$70,000</p>

11. Cancellation

The Program retains the right to cancel this agreement before the commencement of services (August 26, 2019) in which case the Agency shall not be liable for any payments to the Program.

The Agency retains the right to cancel any service that is offered under this agreement 15 day or more before the commencement of services (August 26, 2019) without a cancellation fee. A 15% per service cancellation fee applies to each service that is cancelled by the Agency 15 days or less before the commencement of services. All cancellations must be received with a written notice. All cancellations must be received with a written notice.

12. Facilities Use

The Agency shall provide appropriate classroom facilities for programming (and for a reasonable time before and after each session) at the location described above. The Program shall reimburse Agency for any loss of or damage to its facilities (beyond normal wear and tear) resulting from the willful negligence of the Program, its officers, employees or agents.

13. Programmatic Reporting

At the end of the program, the Program will provide the Agency with the names of each participant in attendance and survey results (if applicable) and provide written updates and presentations related to program outcomes.

14. Non-Discrimination

Neither party to this agreement shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability unlawfully deny any person the benefits of or unlawfully subject any person to discrimination in the operation of this agreement. Both parties agree to act in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1972, and the Americans with Disability Act of 1990.

15. Indemnification

Agency shall defend, indemnify and hold harmless FHDACCD against all claims, demands, actions, costs, (including attorney's fees) or liability arising from or related to the negligence, willful misconduct, or omission of Agency in connection with or arising from or out of the performance of this contract agreement. Program shall defend, indemnify all hold harmless Agency against all claims, demands, actions, costs, (including attorney's fees) or liability arising from or related to the negligence, willful misconduct, or omission of FHDACCD in connection with or arising from or out of the performance of this contract agreement.

FHDACCD shall defend, indemnify and hold harmless Agency against all claims, demands, actions, costs, (including attorney's fees) or liability arising from or related to the negligence, willful misconduct, or omission of FHDACCD in connection with or arising from or out of the performance of this contract agreement. Agency shall defend, indemnify all hold harmless FHDACCD against all claims, demands, actions, costs, (including attorney's fees) or liability arising from or related to the negligence, willful misconduct, or omission of Agency in connection with or arising from or out of the performance of this contract agreement.

16. Insurance

Acceptance of this contract agreement constitutes that FHDACCD and Agency maintain Workers' Compensation (statutory limits) and Employers' Liability insurance with limits not less than \$1,000,000 and Commercial General Liability insurance with limits not less



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than \$1,000,000 each occurrence combined single limit throughout the term of this contract agreement.

17. Tax Reporting/Payment Responsibilities

Agency understands and agrees that its employees are not employees of Program and are not entitled to benefits of any kind that may be provided to employees of Program. Agency shall assume full responsibility for payment of all Federal, State, and local taxes and mandatory employer contributions with respect to its employees.

Notices

Any notice or correspondence required by this agreement shall be delivered personally or by United States mail, as follows:

Correspondence to the Program:

Betsy Nikolchev
Executive Director
Family Engagement Institute
Foothill College, FHDA CCD
12345 El Monte Road, Los Altos, Hills CA, 94022
Phone: 650-949-7463

Correspondence to the Agency:

Bleetsyka Harris
Lead for Parent and Community Engagement
School Linked Services
Campbell Union School District
155 N. 3rd Street
Campbell, CA 95088
(408) 364-4200 x6226 | bharris@campbellusd.org

Rosanna Palomo
Director of School Services
Campbell Union School District
155 N. 3rd Street
Campbell, CA 95088
(408) 364-4200 x6285 | rpalomo@campbellusd.org



Invoices & Payments

Program will invoice Agency in two payments; one Due January 31, 2020 and a second one Due April 30, 2020, **payable to Foothill-De Anza Foundation** within 30 days. If payment is not received within 15 days after due date a late fee will be assess.

Payments should be mailed to:

Family Engagement Institute, Foothill College
Attention: Betsy Nikolchev
12345 El Monte Road, Los Altos Hills, CA 94022

General

This agreement may be terminated, and any provision herein may be amended or waived, upon the mutual written consent of Agency, Foothill and FEI.

This Agreement shall be governed under the laws of the State of California, without giving effect to its choice of law principles.



IN WITNESS WHEREOF, this Agreement will be effective as of the date of the last signature below.

TO BECOME EFFECTIVE, THIS MUST BE SIGNED AND RETURNED TO THE PROGRAM PRIOR TO COMMENCEMENT OF PROGRAM(S)/SERVICES.

AGENCY:

CAMPBELL UNION SCHOOL DISTRICT

Shelly Viramontez, Ed.D.
Superintendent

DATE

PROGRAM: FOOTHILL COLLEGE
FAMILY ENGAGEMENT INSTITUTE

Betsy Nikolchev
Executive Director, FEI

7/16/19

DATE

COLLEGE:

FOOTHILL- DE ANZA
COMMUNITY COLLEGE DISTRICT

Bret Watson
Vice President, Finance and
Admin Services

7/16/19

DATE

Dennis Ciria
Executive Director,
Foothill De Anza Foundation

7/17/19

DATE

Susan Cheu
VP, District Admin and
Business Services

8/8/19

DATE

Received
JUL 17 2019



APPROVED/RATIFIED

BY BOARD

08/05/2019

Vice Chancellor of Business Services FHDA Contract/Agreement Routing Sheet

All contracts and agreements **must** be approved prior to any services or work performed.
Must use the most current ICA and/or Agreements form online: <http://purchasing.fhda.edu/forms/index.html>
Per board policy, **all district contracts in the amount of \$20,000, or greater**
must be approved by the Vice Chancellor, Business Services, unless already approved by the Board of Trustees.

Contract / Agreement Name: FEI - Campbell Union School District MOU FY19-20

Contract Originator's Name (Print): Pauline Brown Extension: 7326

Signature / Name

Date

1. Originator

Pauline Brown

7/16/19

2. Supervisor/Administrator

Betsy Nikolchev

7/16/19

3. Campus VP/ VC of HR or ETS/
Exec. Dir. of Facilities

Brett Watson

7/16/19

4. FHDA Foundation Director/
Assistant Director

Dennis Cima

7/17/19

5. Risk Management

6. ETS (as needed) *

7. Grants Office (if necessary)

8. Vice Chancellor, Business Services* Susan Cheu

*Required prior to beginning work of the contract

Funding Source (must check one): General Fund Categorical Fund Foundation Fund Other (Specify): Revenue

Contract Amount: \$ 70,000

(Contract Cost)

(Contract Revenue)

August 5th Agenda Meeting

Anticipated Board Meeting for ratification (i.e., January 16, 2018 BOT Meeting):

Fee for service

Type of Service:

Date Received by Business Services office:

Contracts will be returned to the Originator. If you would like the contract returned to someone else, please specify:

Name: Maofen Chen

Campus: Foothill

Department: FEI

WHERE DOES YOUR CONTRACT GO FROM HERE?

For contracts in the amount of \$0 - \$19,999:

- Visit the [Contracts/Agreement for Services Flow Chart](#)

For contracts in the amount of \$20,000 - \$90,199:

- After the contract is reviewed and signed by the VC of Business Services, it will be placed on the Board Agenda, Ratification of Contracts
- Once the Board of Trustees has ratified the contract, it will be stamped with the date of approval and **sent back to the Originator (as listed above)**. A copy will be filed in Business Services.

For contracts in the amount of \$90,200+:

- After the VC of Business Services reviews the contract, it should be placed on the Board of Trustees's Agenda as a separate agenda item. Contact your President's Office for details.
- Once the Board of Trustees has approved the contract, the VC of Business Services will sign the original contract. It will be stamped with the date of approval and **sent back to the Originator (as listed above)**. A copy will be filed in Business Services.

* (as needed) will be determined by Campus Business Officers or appropriate Vice Chancellor.

Questions? View the Contracts / Agreements for Services Flow Chart or contact Business Services at 650-949-6202.

Prepared by District Business Services (Revised 01/01/2018)