

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

CALIFORNIA INSTITUTE OF ARTS AND
TECHNOLOGY INC., a California
corporation,

Plaintiff,

vs.

CAMPUS MANAGEMENT CORP., a Florida
corporation,

Defendant.

CASE NO. 18-cv-24701-KMM

FIRST AMENDED COMPLAINT

Plaintiff California Institute of Arts and Technology Inc. (“CIAT”) sues Defendant Campus Management Corp (“CMC”) and alleges as follows:

INTRODUCTION

1. CIAT is a computer technical school providing students with vocational and career advancement programs. CMC styles itself as a provider of technology “solutions” for educational institutions, specifically, software (“SaaS”) and related technical support.

2. In 2016 CIAT began searching for software and related support to assist with its campus operations. Its representatives approached CMC and discussions with CMC’s representatives ensued. CMC represented that its SaaS was state of the art and would provide CIAT with a unified, turn-key “solution” to “fit the unique needs of CIAT” and the “distinctive need” of its students.” In reliance on this and additional, more specific representations described below, CIAT entered into a “Master Agreement” and related agreements with CMC for software and support in November of 2016.

THE PARTIES

14 5. CMC is a corporation organized and existing under the laws of the State of
15 Florida with its principal place of business in Boca Raton, Florida. It is deemed a citizen of
16 Florida for purposes of 28 U.S.C. section 1332 (c).

JURISDICTION AND VENUE

20 7. The amount in controversy, without interest and costs, exceeds \$75,000.00

FIRST CAUSE OF ACTION

26 9. CIAT repeats and realleges paragraphs 1 through 8 above as though fully set
27 forth herein.

1 10. CMC represented to CIAT, both orally in multiple presentations and site visits
2 and in its written “Solution Proposal” to CIAT that its “solution’s power would result in better
3 operational efficiency, improved data collection and reporting and most important, increased
4 student success.” It represented its software’s open architecture would enable easy integration
5 with CIAT’s existing systems. It represented its CampusNexus Student software combined
6 with CampusNexus CRM software would serve as CIAT’s “hub” across the student lifecycle.
7 It represented its “solution” would unite departments, campuses and workflows, giving CIAT
8 a “360-degree view” of every department’s interactions with each student thereby helping
9 CIAT boost enrollment, retention and placement results. CMC represented CampusNexus as
10 a dynamic solution which would grow and transform CIAT as new models and student needs
11 evolved.

12 11. CMC’s representations were false and, at the time they were made, CMC
13 knew, or should have known of their falsity. When the “solution” went live in May of 2017,
14 CIAT discovered its delivery, configuration, implementation, support and interface were all
15 deficient and it did not perform as represented. Among other things, CMC’s solution did not
16 allow CIAT to recognize revenue, leaving it without accurate financials for several months.
17 The solution did not integrate with CIAT’s existing system, Canvas. Campus/Nexus CRM
18 never worked properly. It was rigid and inflexible. It was not mobile friendly. Two-way
19 proactive chat was not available after hours. Students could not leave messages. Hosted chat
20 loaded only at a glacial pace. “Forms builder” and the “executive dashboard” were never
21 delivered. Email marketing could be configured and edited only with great difficulty.
22 Keyboard shortcuts did not work. Emails had to be sent from an alias rather than a user’s
23 account. Email users could not upload images to their emails. The email signature option did
24 not work. In sum, operational efficiency, data collection and reporting and student success
25 have all been hindered and CMC’s “solution” did not help CIAT boost enrollment, retention
26 and placement results.

27 12. CIAT justifiably relied on CMC’s false representations in entering into a
28 “Master Agreement for SaaS and Professional Services” and related agreements with CMC on

1 or about November 1, 2016. True and correct copies of the Master Agreement and related
2 agreements, along with certain amendments thereto are attached hereto as Exhibit "1".

3 13. CMC made the false representations to CMC knowingly, or, alternatively, in a
4 grossly negligent manner, with the intent to induce CMC to enter into the Master Agreement
5 and related agreements and reap substantial fees and other benefits for itself and to the
6 detriment of CIAT. Indeed, notwithstanding all of the solution's problems, the CMC
7 representative in most frequent contact with CIAT was its sales rep who spent her time trying
8 to upsell CIAT on additional CMC products and services.

9 14. As a proximate result of CMC's fraud, CIAT has suffered damages in an
10 amount in excess of \$75,000 the precise amount to be proven at time of trial.

11 15. Paragraph 14.2 of the Master Agreements provides in part that in the event of
12 litigation, the prevailing party shall be entitled to reimbursement of reasonable attorneys' fees
13 and costs. CIAT has incurred and will incur attorney's fees and costs in connection with this
14 action.

15 16. CMC's conduct justifies an award of exemplary damages.

16 **SECOND CAUSE OF ACTION**

17 **(Breach of Contract)**

18 17. CIAT repeats and realleges paragraphs 1 through 8 above as though fully set
19 forth herein.

20 18. CMC was obligated under the Master Agreement and related agreements to
21 deliver, configure and implement accessible SaaS ("CampusNexus Student" and
22 CampusNexus CRM") for CIAT and, in addition, provide maintenance and support services.
23 It was required to use due care and act in good faith in its performance of the CMC SaaS and
24 to provide service in a professional and workmanlike manner and in accordance with industry
25 standards.

26 19. CIAT did all, or substantially all, of the essential things which the Master
27 Agreement and related agreements required it to do except those which it was excused from
28 doing.

20. All conditions required by the Master Agreement and related agreements for CMC's performance have occurred.

21. CMC breached the Master Agreement and related agreements by failing to provide accessible SaaS, failing to use due care and act in good faith in the delivery, configuration and implementation in its performance of the SaaS and by failing to provide support services in a professional and workmanlike manner.

22. As a result of CMC's breach, CIAT has suffered damages in excess of \$75,000, the precise amount to be determined at time of trial.

23. Paragraph 14.2 of the Master Agreements provides in part that in the event of litigation, the prevailing party shall be entitled to reimbursement of reasonable attorneys' fees and costs. CIAT has incurred and will incur attorney's fees and costs in connection with this action.

THIRD CAUSE OF ACTION

(Breach of Implied Covenant of Good Faith and Fair Dealing)

24. CIAT repeats and realleges paragraphs 1 through 8 above as though fully set forth herein.

25. CMC was obligated under the Master Agreement and related agreements to deliver, configure and implement accessible SaaS ("CampusNexus Student" and CampusNexus CRM") for CIAT and, in addition, provide maintenance and support services. It was required to use due care and act in good faith in its performance of the CMC SaaS and to provide service in a professional and workmanlike manner and in accordance with industry standards.

26. CIAT did all, or substantially all, of the essential things which the Master Agreement and related agreements required it to do except those which it was excused from doing.

27. All conditions required by the Master Agreement and related agreements for CMC's performance have occurred.

1 28. CMC breached the Master Agreement and related agreements by consciously
2 and deliberately failing to deliver, configure and implement accessible SaaS, failing to use
3 due care and act in good faith in the delivery, configuration and implementation in its
4 performance of the SaaS and by failing to provide support services in a professional and
5 workmanlike manner.

6 29. CMC's actions and omissions unfairly frustrated the agreed common purpose
7 and interfered with CIAT's receipt of the Master Agreement's and related agreements'
8 benefits and its conduct did not comport with CIAT's reasonable contractual expectations
9 under material aspects of the Master Agreement and related agreements.

10 30. As a result of CMC's breach of the implied covenant of good faith and fair
11 dealing, CIAT has suffered damages in excess of \$75,000, the precise amount to be
12 determined at time of trial.

13 31. Paragraph 14.2 of the Master Agreements provides in part that in the event of
14 litigation, the prevailing party shall be entitled to reimbursement of reasonable attorneys' fees
15 and costs. CIAT has incurred and will incur attorney's fees and costs in connection with this
16 action.

17 **FOURTH CAUSE OF ACTION**

18 **(Rescission)**

19 32. CIAT repeats and realleges paragraphs 1 through 8 above as though fully set
20 forth herein.

21 33. CMC knew or should have known that its false and fraudulent representations
22 to CIAT regarding its "solution" would have been material to CIAT's decision to enter into
23 the Master Agreement and related agreements, for had CIAT known their false and fraudulent
24 nature, CIAT would never have executed the Master Agreement and related agreements.
25 CIAT's consent was given by fraud and/or mistake exercised by or with the connivance of
26 CMC and thus CIAT hereby requests a rescission of the Master Agreement and related
27 agreements. CIAT further requests that CMC restore all consideration given by CIAT, and
28

1 hereby offers to restore all consideration given by CMC, if any, so as to put the parties in the
2 same position as if they had never executed the Master Agreement and related agreements.

3 34. CIAT has no adequate remedy at law because the “solution”, its delivery,
4 configuration, implementation, support and interface have not met the distinctive need of
5 CIAT and its students. Significant portions of that which was delivered never worked and the
6 bulk of the remainder is still not fully-functional. CIAT has thus suffered irreparable harm
7 because instead of serving as a solution for CIAT’s challenges as a growing educational
8 institution, CMC’s SaaS and “support” have hindered and disrupted CIAT’s operations.

9 35. Paragraph 14.2 of the Master Agreements provides in part that in the event of
10 litigation, the prevailing party shall be entitled to reimbursement of reasonable attorneys’ fees
11 and costs. CIAT has incurred and will incur attorney’s fees and costs in connection with this
12 action.

13 **FIFTH CAUSE OF ACTION**

14 **(Declaratory Relief and Declaratory Judgment under Chapter 86 Florida Statutes)**

15 36. CIAT repeats and realleges paragraphs 1 through 8 above as though fully set
16 forth herein.

17 37. The Master Agreement contains a provision which gives CIAT the right to
18 terminate in the event CMC materially breaches and fails to cure within thirty days of the
19 breach.

20 38. On or about April 9, 2018, CIAT wrote CMC, advised of CMC’s material
21 breaches, and further advised that unless the breaches were cured it would terminate the
22 Master Agreement and related agreements.

23 39. CMC did not cure the material breaches.

24 40. There is a bona fide, actual and present dispute between CMC and CIAT as to
25 whether CMC materially breached the Master Agreement and related agreements, whether it
26 failed to cure such breach and whether CIAT was justified in terminating the Master
27 Agreement and related agreements under the provisions of the contract.

39. There is thus a justiciable question as to the parties' rights and responsibilities and CIAT seeks declaratory relief and a declaratory judgment related thereto.

PRAYER FOR RELIEF

WHEREFORE, CIAT prays judgment against CMC as follows:

ON THE FIRST CAUSE OF ACTION

1. For damages in excess of \$75,000, the precise amount to be determined at time of trial, plus interest thereon;
2. For exemplary damages;
3. For costs of suit, including attorney's fees; and
4. For such other and further relief as the Court deems just and proper.

ON THE SECOND CAUSE OF ACTION

1. For damages in excess of \$75,000, the precise amount to be determined at time of trial, plus interest thereon;
2. For costs of suit, including attorney's fees; and
3. For such other and further relief as the Court deems just and proper.

ON THE THIRD CAUSE OF ACTION

1. For damages in excess of \$75,000, the precise amount to be determined at time of trial, plus interest thereon;
2. For costs of suit, including attorney's fees; and
3. For such other and further relief as the Court deems just and proper.

ON THE FOURTH CAUSE OF ACTION

1. For rescission of the Master Agreement and related agreements and restitution of all consideration exchanged so as to put the parties in a position as if no contract had ever been executed;
2. For consequential damages in an amount in excess of \$75,000, the precise amount to be determined at time of trial, plus interest thereon;
3. For costs of suit, including attorney's fees; and
4. For such other and further relief as the Court deems just and proper.

ON THE FIFTH CAUSE OF ACTION

1. For a declaration that CMC materially breached the Master Agreement and related agreements and failed to cure that breach thereby entitling CIAT to a termination of the Master Agreement and related agreements;

2. For costs of suit, including attorney's fees; and

3. For such other and further relief as the Court deems just and proper.

DEMAND FOR JURY TRIAL

CIAT demands a trial by jury.

Dated: November 27, 2018

Respectfully Submitted

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**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA**

CASE NO.: 18-cv-24701 RS

CALIFORNIA INSTITUTE OF ARTS AND
TECHNOLOGY INC., a California
corporation,

Plaintiff,

v.

CAMPUS MANAGEMENT CORP.,
a Florida corporation

Defendant.

JOINT PRETRIAL STIPULATION

1. Statement of the Case by Each Party.

A. Plaintiff/Counter-Defendant California Institute of Arts and Technology, Inc.’s Statement. Plaintiff California Institute of Arts and Technology, Inc. is a computer technical school providing students with vocational and career advancement programs. Defendant Campus Management Corp. styles itself as a provider of technology “solutions” for educational institutions, specifically, software (“SaaS”) and related technical support.

In 2016 CIAT began searching for a software and related support to assist with its campus operations. CAMPUS represented that its SaaS was state of the art and would provide CIAT with a unified, turn-key “solution” to “fit the unique needs of CIAT” and the “distinctive need” of its students.” In reliance on this and additional, more specific representations described below, CIAT entered into a “Master Agreement” with CAMPUS for software and support in November of 2016.

CAMPUS's representations were false. The "solution", its delivery, configuration, implementation, support and interface have not met the distinctive need of CIAT and its students. An entire year has passed since the "solution" was allegedly fully configured. Some of what was promised was never delivered, including "forms builder" and an "executive dashboard." Significant portions of that which was delivered never worked and the bulk of the remainder is still not fully-functional. Instead of serving as a solution for CIAT's challenges as a growing educational institution, CAMPUS's SaaS and "support" have hindered and disrupted CIAT's operations. The "solution" is not what CAMPUS represented and it is not what CIAT bargained for. CAMPUS fraudulently induced CIAT to enter into the Master Agreement and related contracts, breached those contracts, breached the implied covenant of good faith and fair dealing and damaged CIAT as a result.

B. Defendant/Counter-Plaintiff Campus Management Corp.'s Statement of the Case.

CAMPUS is a supplier of software solutions to public and private universities and institutions of learning nationwide. CIAT, a technical college located in California, entered into a series of related agreements with CAMPUS to obtain CAMPUS's software solutions and services. CAMPUS fulfilled its obligations under the operative agreements. However, rather than pay its past due invoices, CIAT commenced this action against CAMPUS to avoid complying with its obligations under the agreements, which contain a disclaimer of warranties as well as a limitation of liability provision. CIAT failed to pay CAMPUS what is due pursuant to the parties' agreements, and has not made payments since July 2017, prompting CAMPUS to counterclaim against CIAT for breach of contract.

2. Jurisdiction. The Court has jurisdiction pursuant to 28 U.S.C. section 1332 (a) (2) based on diversity of citizenship of CIAT and CAMPUS.

3. Pleadings Raising the Issues. The pleadings raising the issues consist of (i) CIAT's First Amended Complaint, (ii) CAMPUS's Answer, Affirmative Defenses and Counterclaim and (iii) CIAT's Answer to Counterclaim.

4. Undisposed Motions. CAMPUS Defendant/Counter-Plaintiff Campus Management Corp.'s Motion to Strike Jury Trial Demand (ECF No. 52).¹ Further, the parties anticipate filing certain *in limine* motions which shall be filed in accordance with the timing requirements of Local Rule 16.1 (j).

5. Uncontested Facts.

(a) On or about November 1, 2016, CAMPUS and CIAT entered into a master agreement for software as a service and professional services and related Addenda (the "Master Agreement") pursuant to which CAMPUS agreed to provide hosted services for CAMPUS's CampusNexus software (the and professional services.

(b) On or about November 1, 2016, CAMPUS and CIAT also entered into a Statement of Work, pursuant to which CAMPUS agreed to install, implement, and provide transition support for certain CAMPUS products.

(c) On December 1, 2016, CAMPUS and CIAT also entered into a Web Services Integration Solution and API Subscription ("Subscription Agreement"), pursuant to which CAMPUS provided services pertaining to a certain integration solution and web services API (eLearning).

(d) On or about February 16, 2017, CAMPUS and CIAT entered into Change Order #1 to the SOW ("Change Order #1"), pursuant to which CAMPUS agreed to provide services to import demographic student data for data entry into CIAT's CampusNexus Student implementation project.

¹ CAMPUS does not consent to this action being tried by a jury nor does it agree that this action should proceed to trial before a jury. As such, CAMPUS reserves the right to submit proposed findings of fact and conclusions of law in the event the Court grants the pending Motion to Strike Jury Trial Demand. CIAT on the other hand asserts the action should be tried to a jury. However, should the Court order CIAT's jury trial demand stricken, CIAT also reserves the right to submit proposed findings of fact and conclusions of law.

(e) On or about April 10, 2017, CAMPUS and CIAT entered into a Change Order #2 to the Statement of Work, pursuant to which CAMPUS agreed to provide services for configuration and testing support for CIAT's CampusNexus Student, CampusNexus Portal, and CampusNexus CRM related to the addition of a second campus by CIAT, certain technical services related to a script and one time import of certain lists.

(f) On April 21, 2017, June 5, 2017, and September 18, 2017, respectively, CIAT executed three (3) addenda to the Master Agreement, pursuant to which CIAT agreed to changes in the monthly recurring charges based upon increases in ASRs/Users and addition of Campuses by CIAT.

(g) On April 21, 2017 and September 18, 2017, respectively, CIAT executed two (2) addenda to the Subscription Agreement, pursuant to which CIAT agreed to further changes in the monthly recurring charges based upon further increases in ASRs.

6. Disputed Issues of Fact Which Remain.

(a) Whether CAMPUS misrepresented the nature and extent of the benefits its software solution would provide CIAT.

(b) Whether CAMPUS's misrepresentations induced CIAT to enter into the Master Agreement and related contracts.

(c) Whether CIAT suffered damages as a result of its reliance on CAMPUS's misrepresentations.

(d) The nature and extent of CIAT's damages as a result of CAMPUS's misrepresentations

(e) Whether CAMPUS breached the Master Agreement and related contracts.

(f) Whether CIAT breached the Master Agreement and related contracts.

(g) The nature and extent of CAMPUS's contractual damages.

(h) Whether CAMPUS breached the implied covenant of good faith and fair dealing contained in the Master Agreement and related contracts.

(i) The nature and extent of CIAT's damages as a result of CAMPUS's breach of the implied covenant of good faith and fair dealing.

(j) Whether CAMPUS materially breached the Master Agreement and related agreements and failed to cure that breach thereby entitling CIAT to a termination of the Master Agreement and related agreements under the specific terms of those agreements.

(k) The nature and extent of CIAT's contractual damages.

(l) Whether CIAT was justified in terminating the Master Agreement and related agreements.

(m) Whether CIAT made all payments specified under the Master Agreement and the related contracts.

7. Statement of Issues of Law on Which there is Agreement.

(a) The elements of a cause of action for fraud in the inducement.

(b) The elements of a cause of action for breach of contract.

(c) The elements of a cause of action for breach of the implied covenant of good faith and fair dealing.

8. Statement of Issues of Law which Remain for Determination by the Court.

(a) Whether CIAT's claims are barred by the disclaimer of warranties clause contained in the Master Agreement.

(b) Whether CIAT's damage claim is limited by the limitation of liabilities provision contained in the Master Agreement.

(c) Whether the trial of this matter should be tried by a jury or the Court, in light of the parties' jury waiver within the Master Agreement.

9. Trial Exhibits. CIAT's List of Exhibits is attached hereto as Exhibit "9.1." CAMPUS's List of Exhibits is attached hereto as Exhibit "9.2."

10. Trial Witnesses. CIAT's List of Witnesses is attached hereto as Exhibit "10.1." CAMPUS's List of Witnesses is attached hereto as Exhibit "10.2."

11. Estimated Trial Time. The parties estimate trial will last 5 – 7 days.

12. Estimate of Attorney's Fees. The parties estimate the maximum amount of attorney's fees properly allowable to be no more than \$175,000.

Date: January 31, 2020

Respectfully submitted,

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EXHIBIT 9.1.**CIAT'S EXHIBIT LIST & CMC OBJECTIONS**

<u>OBJECTION CODE</u>	<u>DESCRIPTION OF OBJECTION</u>
A	Authentication
E	Exhibit constitutes attempted expert testimony from a person who was not designated as expert.
H	Hearsay
I	Contains inadmissible matter
LOF	Lack of Foundation
P	Privileged
R	Relevancy
UP	Unduly prejudicial
UT	Untimely provided

No.	Exhibit	Basis for Objection
1.	CMC Solution Proposal	R, H
2.	Master Agreement	
3.	Web Services Integration Solution and API Subscription	
4.	Statement of Work No. 2457680	
5.	Addendum to Master Agreement dated April 24, 2017	
6.	Addendum to Master Agreement dated June 9, 2017	
7.	Addendum to Master Agreement dated October 2, 2017	
8.	Addendum to Web Services Integration Solution dated April 24, 2017	
9.	Addendum to Web Services Integration Solution dated October 2, 2017	
10.	Change Order No. 1	
11.	Change Order No. 2	
12.	Proposed Addendum to Master Agreement	
13.	June 2017 email chain between Doyle and Rustman	
14.	August 4, 2017 Doyle letter to Trey and Susan	
15.	BSO Recommendations Approach	
16.	BSO Report	
17.	January 20, 2018 Email from Blanchette to Doyle	
18.	February 14, 2018 Email from Doyle to Blanchette	
19.	January 22, 2019 Email Exchange between Amit Hooda and Claire Park	
20.	11/2/17 Email exchange between Schmoll/Nelson/Kong	
21.	January 10, 2018 Email exchange between Nelson and Doyle	
22.	January 16, 2018 Email from Sumabat to Schmoll	

23	January 16, 2018 Email from Schmoll to Doyle	
24	January 17, 2018 Email exchange between Schmoll and Khong	
25	December 20, 2017 Email from Schmoll to Doyle	
26	January 22, 2018 Email from Schmoll to Khong	
27	January 22, 2018 Email exchange between Schmoll/Sumabat/Doyle	
28	January 27, 2018 Email from Khong to Schmoll	
29	Notice of Taking Videotaped Deposition of Tierra Murguia	R
30	Text messages between Tierra Murguia and Bob Cunningham	R, LOF, H, A, I
31	Murguia emails re CMC	
32	CRM Training Manual	H, I, A
33	Murguia Screen Shots	R, A, H
34	Omitted	R
35	Business Requirements Document	
36	February 20-23, 2017 Goals and Objectives	
37	February 27 – March 2, 2017 Goals and Objectives	
38	March 6-9, 2017 Goals and Objectives	
39	April 3-6, 2017 Goals and Objectives	
40	April 24-27, 2017 Goals and Objectives	
41	May 1-5, 2017 Goals and Objectives	
42	June 5-8, 2017 Goals and Objectives	
43	Action Item Log	
44	Process and Template	
45	July 31, 2017 Email from Park to Nelson	

46	July 31, 2017 Park, Nelson, Samuels emails	
47	August, 2017 Nelson, Doyle, Rustman, Park email trail re August 7, 2017 letter	
48	October 4, 2017 Email from Doyle to Nelson	
49	Workspace email	
50	August 3, 2017 email from Nelson to Park	
51	August 3, 2018 email from Khong to Nelson	
52	August 22, 2017 email from Murguia to Samuels, Dorminey, Nelson	
53	September 6, 2017 email from Nelson to Doyle	
54	September 7, 2017 Doyle/Rustman email exchange	
55	September 20, 2017 Rustman/Doyle email exchange	
56	September 25, 2017 Khong/Nelson email exchange	
57	Omitted	
58	September 29, 2019 Email from Rustman to Doyle	
59	October 26, 2017 Email from Khong to Kumar	
60	October 6, 2017 Email between Nelson and Khong	
61	October 9, 2017 Incident Report	
62	October 10, 2017 Nelson/Khong/Doyle email exchange	
63	October 11, 2017 Email from Nelson to Doyle	
64	October 26, 2017 Email from Brigadier to Park	
65	October 27, 2017 Email from Khong to Nelson	
66	October 28, 2017 Email from Khong to Nelson	
67	October 30, 2017 Email from Khong to Nelson	
68	October 31, 2017 Email from Nelson to Khong	

69	November 3, 2017 Email from Khong to Nelson	
70	November 9, 2017 Email from Khong to Nelson	
71	November 9, 2017 Email from Khong to Schmoll	
72	November 14, 2017 Email from Doyle to Schmoll	
73	November 9, 2017 Email from Khong to Nelson	
74	November 20, 2017 Email from Schmoll to Doyle	
75	December 5, 2017 Email from Khong to Schmoll	
76	December 11, 2017 Email from Nelson to Doyle	
77	Undated Email from Schmoll to Moody re Revenue Recognition	
78	December 12, 2017 Email re Incident Report	
79	December 12, 2017 Email from Nelson to Khong	
80	December 12, 2017 Email from Nelson to Doyle	
81	December 18, 2017 Email from Schmoll to Doyle	
82	Undated Email from Nelson to Doyle re CRM concerns	
83	January 17, 2018 Email from Schmoll to Colbert	
84	January 20, 2018 Email from Blanchette to Doyle	
85	January 27, 2018 Email from Khong to Schmoll	
86	January 29, 2018 Email exchange between Colbert and Nelson	
87	January 29, 2018 Email from Nelson to Colbert	
88	February 6, 2018 Email from Dorminey to Cornish	
89	February 12, 2018 Email from Nelson to Doyle	
90	April 3, 2018 Email from Colbert to Schmoll	
91	July 6, 2017 Email from Robert Cunningham to Doyle	

92	Text message exchange between Cunningham and Murguira	
93	July 13, 2017 Email from Bongo to Cunningham	
94	July 13, 2017 Email from Murguia to Cunningham	
95	July 13, 2017 Email from Murguia to Cunningham	
96	July 17, 2017 Email exchange between Murguia and Cunningham	
97	July 31, 2017 Email from Murguia to Cunningham	
98	August 15 Email from Murguia to Cunningham	
99	August 7, 2017 Email from Murguira to Alex Moesti	
100	Summary of CIAT Damages	H, LOF, A
101	Summary of Amounts Paid by CIAT under Master Agreement and Related Agreements	H, LOF, A
102	Amounts Paid by CIAT for Payroll Costs for Employees to Perform Services Which CMC's Technology Should Have Performed	H, LOF, A
103	Amounts Paid by CIAT to Temporary Employees	LOF, R, A, H, UT
104	Amounts Paid by CIAT to Regular Employees	LOF, R, A, H, UT
105	Calculation of Excess Student Attrition	H, A, UT
106	Calculation of Revenue per Student per Term	H, A, UT
107	Detailed Profit and Loss Report 2017 and 2018	H, A, UT
108	Summary of Estimated Lost Profits	LOF, H, A, UT
109	Resume of Robert A. Taylor	H, A, LOF, UT, E
110	CMC's Invoices Paid by CIAT	
111	Invoices from Eastridge Workforce Solutions	LOF, R, H
112	CIAT's Payroll Check History Summary	LOF, R, H

113	CIAT's Profit and Loss Statements for the Years Ended December 2013 to 2018, etc.	A, H
114	CIAT's Balance Sheets	A, H
115	Graph of Active Student Population, etc.	A, H
116	Draft of 2018 Audited Financial Statement	A, H
117	2017 and 2018 Trial Balance	A, H
118	SAP A Reports	R, UT, H
119	SAP Report A July 2018 – October 2018, etc.	R, UT, H
120	SAP Report A November 2018 – February 2019, etc.	R, UT, H
121	SAP Report B September 2018 – November 2018, etc.	R, UT, H
121	SAP Report B January 2019 – March 2019, etc.	R, UT, H
122	Drop % Report	H, A, UT
123	April 9, 2018 Letter to Milton and Brigadier	
124	May 23, 2017 Email from Mala to Shashank re “enhancement”	R, E, LOF
125	December 6, 2017 IM between Blanchette and Magesh	
126	CMC's Annual Audited or Reviewed Financial Statements for the last five years.	R, UT, P, UP
127	CMC's current month-end financial statement	R, UT, P, UP
128	W-2s for CMC's executive officers for the last five years	R, UT, P, UP

EXHIBIT 9.2.

**EXHIBITS CAMPUS EXPECTS TO OFFER INTO EVIDENCE AND CIAT'S
OBJECTIONS**

<u>OBJECTION CODE</u>	<u>DESCRIPTION OF OBJECTION</u>
A	Authentication
E	Exhibit constitutes attempted expert testimony from a person who was not designated as expert.
H	Hearsay
I	Contains inadmissible matter
LOF	Lack of Foundation
P	Privileged
R	Relevancy
UP	Unduly prejudicial
UT	Untimely provided

No.	Exhibit	Basis for Objection
1.	Master Agreement	
2.	Web Services Integration Solution and API Subscription	
3.	Statement of Work No. 2457680	
4.	Addendum to Master Agreement dated April 24, 2017	
5.	Addendum to Master Agreement dated June 9, 2017	
6.	Addendum to Master Agreement dated October 2, 2017	
7.	Addendum to Web Services Integration Solution dated April 24, 2017	
8.	Addendum to Web Services Integration Solution dated October 2, 2017	
9.	Change Order No. 1	
10.	Change Order No. 2	
11.	Proposed Addendum to Master Agreement	
12.	CIAT Invoices	H, LOF
13.	CIAT Open Payables	H, LOF
14.	Summary of CMC Damages	H, LOF
15.	Summary of Amounts due under Master Agreement and Related Agreements	H, LOF
16.	Documents showing system-wide access by CIAT following termination of contract (Code and SignInDateTime fields)	R, LOF
17.	BSO Report	
18.	CIAT BSO-Nexus Observations and Recommendations Dec 2017 v4	
19.	Business Requirements Document	
20.	February 20-23, 2017 Goals and Objectives	
21.	February 27 – March 2, 2017 Goals and Objectives	
22.	March 6-9, 2017 Goals and Objectives	
23.	April 3-6, 2017 Goals and Objectives	

24.	April 24-27, 2017 Goals and Objectives	
25.	May 1-5, 2017 Goals and Objectives	
26.	June 5-8, 2017 Goals and Objectives	
27.	March 17, 2017 E-mail from Tierra Murguia to Erica Samuels-Didier, Subject Line: CIAT – Follow-up re Network Admin Support	LOF
28.	IM Conversations between Susie Schimansky and Andre Dixon, April 13, 2018	LOF
29.	March 22, 2018 E-mail from Rob Sumabat to Susan Nelson; Subject Line: New IT Director requests to get up to speed.	
30.	September 14, 2017 E-mails between Susan Nelson, Jamie Doyle, Claire Park, and Tierra Murguia, Subject Line: Nexus Student Warning	
31.	June 5, 2017 E-mail from Robert Cunningham to Erica Samuels-Didier; Subject Line: CIAT Support	
32.	E-mail Chain between Diane Schmoll, Claudette Flynn, Susan Nelson, Paul Blanchette, and Ruben Gracia from December 12, 2017 to December 13, 2017; Subject Line – CIAT – PS Discovery Call needed Bill Moody preferred	
33.	December 7, 2017 E-mail from Paul Blanchette to Susan Nelson and Diane Schmoll; Subject Line: CIAT – Revenue Recognition	
34.	June 30, 2017 E-mail from Erica Samuels Didier to Jamie Doyle et al , Subject Line: CIAT – Revenue Recognition – End of Week Status Update	
35.	December 18, 2017 E-mail from Diane Schmidt to Bill Moody; No subject line	
36.	CampusNexus Student Quick Reference Month End Process for Revenue and GL Release (December 18, 2017 E-mail)	
37.	January 16, 2018 E-mail from Diane Schmoll to Bill Moody, Subject Line: Send me student billing example	
38.	January 16, 2018 E-mail from Bill Moody to Diane Schmoll, Subject Line: Send me student billing example.	
39.	E-mail Chains between Diane Schmoll, Ruben Garcia, and Cliff Smallwood, between December 8, 2017 and December 18, 2017; Subject Line: Re: VA Regulations	
40.	July 10, 2017 E-mail from Erica Samuels-Didier to Magesh Shanmugam; Subject Line: Re: CIAT – Discussion re: Needs for Pro-Active Chat	LOF
41.	January 17, 2018 E-mail from Paul Blanchette to Jamie Doyle, et al., Subject line: Billing and Revenue Follow Up	

EXHIBITS CAMPUS MAY OFFER INTO EVIDENCE AND CIAT'S OBJECTIONS

1.	April 9, 2018 Letter to Milton and Brigadier	
2.	July 13, 2017 Email from Murguia to Cunningham	
3.	July 13, 2017 Email from Murguia to Cunningham	
4.	July 17, 2017 Email exchange between Murguia and Cunningham	
5.	July 31, 2017 Email from Murguia to Cunningham	
6.	August 15 Email from Murguia to Cunningham	
7.	August 7, 2017 Email from Murguia to Alex Moesti	
8.	January 20, 2018 Email from Blanchette to Doyle	
9.	February 14, 2018 Email from Doyle to Blanchette	
10.	January 22, 2019 Email Exchange between Amit Hooda and Claire Park	
11.	11/2/17 Email exchange between Schmoll/Nelson/Kong	
12.	January 10, 2018 Email exchange between Nelson and Doyle	
13.	January 16, 2018 Email from Sumabat to Schmoll	
14.	January 16, 2018 Email from Schmoll to Doyle	
15.	January 17, 2018 Email exchange between Schmoll and Khong	
16.	December 20, 2017 Email from Schmoll to Doyle	
17.	January 22, 2018 Email from Schmoll to Khong	
18.	January 22, 2018 Email exchange between Schmoll/Sumabat/Doyle	
19.	January 27, 2018 Email from Khong to Schmoll	
20.	July 31, 2017 Email from Park to Nelson	

21.	July 31, 2017 Park, Nelson, Samuels emails	
22.	August, 2017 Nelson, Doyle, Rustman, Park email trail re August 7, 2017 letter	
23.	October 4, 2017 Email from Doyle to Nelson	
24.	August 3, 2017 email from Nelson to Park	
25.	August 3, 2018 email from Khong to Nelson	
26.	August 22, 2017 email from Murguia to Samuels, Dorminey, Nelson	
27.	September 6, 2017 email from Nelson to Doyle	
28.	September 7, 2017 Doyle/Rustman email exchange	
29.	September 20, 2017 Rustman/Doyle email exchange	
30.	September 25, 2017 Khong/Nelson email exchange	
31.	September 29, 2019 Email from Rustman to Doyle	
32.	October 26, 2017 Email from Khong to Kumar	
33.	October 6, 2017 Email between Nelson and Khong	
34.	October 9, 2017 Incident Report	
35.	October 10, 2017 Nelson/Khong/Doyle email exchange	
36.	October 11, 2017 Email from Nelson to Doyle	
37.	October 26, 2017 Email from Brigadier to Park	
38.	October 27, 2017 Email from Khong to Nelson	
39.	October 28, 2017 Email from Khong to Nelson	
40.	October 30, 2017 Email from Khong to Nelson	
41.	October 31, 2017 Email from Nelson to Khong	
42.	November 3, 2017 Email from Khong to Nelson	
43.	November 9, 2017 Email from Khong to Nelson	

44.	November 9, 2017 Email from Khong to Schmoll	
45.	November 14, 2017 Email from Doyle to Schmoll	
46.	November 9, 2017 Email from Khong to Nelson	
47.	November 20, 2017 Email from Schmoll to Doyle	
48.	December 5, 2017 Email from Khong to Schmoll	
49.	December 11, 2017 Email from Nelson to Doyle	
50.	Undated Email from Schmoll to Moody re Revenue Recognition	
51.	December 12, 2017 Email re Incident Report	
52.	December 12, 2017 Email from Nelson to Khong	
53.	December 12, 2017 Email from Nelson to Doyle	
54.	December 18, 2017 Email from Schmoll to Doyle	
55.	Undated Email from Nelson to Doyle re CRM concerns	
56.	January 17, 2018 Email from Schmoll to Cobert	
57.	January 20, 2018 Email from Blanchette to Doyle	
58.	January 27, 2018 Email from Khong to Schmoll	
59.	January 29, 2018 Email exchange between Colbert and Nelson	
60.	January 29, 2018 Email from Nelson to Colbert	
61.	February 6, 2018 Email from Dorminey to Cornish	
62.	February 12, 2018 Email from Nelson to Doyle	
63.	April 3, 2018 Email from Colbert to Schmoll	
64.	July 6, 2017 Email from Robert Cunningham to Doyle	
65.	July 13, 2017 Email from Bongo to Cunningham	

66.	May 2, 2017 E-mail from Tierra Murguia to Erica Samuels-Didier and Claire Park, Subject Line: Heads upon a few frustrations	
67.	May 2, 2017 E-mail from Prashanth Venkatesh to Erica Samuels-Didier, et al., Subject Line: Heads up on a few frustrations	LOF
68.	May 17, 2017 E-mail from Prashanth Venkatesh to Erica Samuels-Didier, et al.; Subject Line: Heads upon a few frustrations.	LOF
69.	E-mail from Tierra Murguia to Erica Samuels-Didier, et al.; Subject Line: Re: Formsbuilder update?	
70.	January 2, 2018 E-mail from Diane Schmoll to Susan Nelson, Paul Blanchette, Bill Moody, and Diane Schmoll; Subject Line: CIAT – Billing & Revenue Scope/Estimate	
71.	Current state Discovery/Documentation/Recommendations (attachment to January 2, 2018 E-mail).	
72.	E-mail Chain between Shashank Mishra, Erica Samuels-Didier and Prashanth Venkatesh, from May 8, 2007 to May 18, 2017; Subject line: CIAT – Effort for Chat customization – Please hold off	LOF
73.	CIAT School Catalog	
74.	Agenda: Sales to PS Internal Transition Meeting, 11/1/2017	
75.	CRM Training Manual	
76.	Action Item, Issues, Post Go Live Action Items and System Limitations Log	
77.	Process and Template	
78.	CRM Project Tracking Document	
79.	CIAT CRM Connector Information, Imports and Customizations	
80.	CampusNexus Portal Quick Reference Guide	
81.	CampusNexus Student Groups Training Guide	
82.	CRM Solution Design Document	
83.	Campus Implementation Kickoff	

EXHIBIT 10.1

WITNESSES TO BE PRESENTED BY CIAT

- (1) Jamie Doyle: 401 Mile of Cars Way, Suite 100, National City, CA 91950.
- (2) Claire Park: 401 Mile of Cars Way, Suite 100, National City, CA 91950.
- (3) Chanh Kong: 3605 69th Street, La Mesa, CA 9194. Mr. Kong's testimony will be presented by deposition.
- (4) Tierra Muguira: 606 Tukmal Drive, Oceanside, CA 92058. Ms. Muguira is both a percipient and expert witness. It is anticipated that Ms. Muguira will testify in person, but if not, her testimony will be presented by videotaped deposition.
- (5) Robert A. Taylor, CPA/ABV, Brinig Taylor Zimmer, 401 B Street, Suite 2150, San Diego, CA 92101. Mr. Taylor is an expert witness.
- (6) Bashar Wadie Qopi, California Institute of Arts and Technology, Inc., 401 Mile of Cars Way, Suite 100, National City, CA 91950. Mr. Qopi is an expert witness.
- (7) Ed Brancheau. 401 Mile of Cars Way, Suite 100, National City, CA 91950.
- (8) Robert Cunningham. 401 West Kennedy Blvd., Tampa, Florida 33606. It is anticipated that Mr. Cunningham will testify in person, but if not, his testimony will be presented by deposition.
- (9) Paul Blanchette. 176 1/2 Coles Street, Jersey City, New Jersey 07302. It is anticipated that Mr. Blanchette will testify in person, but if not, his testimony will be presented by deposition.
- (10) Susan Nelson. It is anticipated that Ms. Nelson will testify in person, but if not, her testimony will be presented by deposition.
- (11) Glen Forman. 11923 Iowa Avenue, Unit C, Los Angeles, California 90025. It is anticipated that Mr. Forman will testify in person, but if not, his testimony will be presented by deposition.
- (12) Deanne Dorminey. 508 Hawkins Street, Live Oak, Florida 32064. . It is anticipated that Ms.

Dorminey will testify in person, but if not, his testimony will be presented by deposition.

(13) Campus Management's Chief Financial Officer or equivalent.

WITNESSES WHO MAY BE CALLED BY CIAT

(14) Paula Colbert, 6016 Adelaide Ave., San Diego, CA 92115. Ms. Colbert is both a percipient and expert witness.

(15) Robert Turner. 401 Mile of Cars Way, Suite 100, National City, CA 91950.

(16) Mellissa Kingston: 401 Mile of Cars Way, Suite 100, National City, CA 91950.

(17) Elizabeth Sanchez: 401 Mile of Cars Way, Suite 100, National City, CA 91950.

(18) Rosie Tennis: 8737 Encino Ave., San Diego, CA 92123.

EXHIBIT 10.2

WITNESSES TO BE PRESENTED BY CAMPUS

- 1) Jim Brigadier, 5201 Congress Avenue, Boca Raton, FL 33487.
- 2) Anders Nessen, 5201 Congress Avenue, Boca Raton, FL 33487.
- 3) Paul Blanchette, 176 1/2 Coles Street, Jersey City, New Jersey 07302.
- 4) Susan Nelson, 5201 Congress Avenue, Boca Raton, FL 33487.
- 5) Glen Forman, 11923 Iowa Avenue, Unit C, Los Angeles, California 90025.
- 6) Deanne Dorminey. 508 Hawkins Street, Live Oak, Florida 32064.
- 7) Jamie Doyle: 401 Mile of Cars Way, Suite 100, National City, CA 91950.
- 8) Cori Shelley, General Counsel, Campus, c/o Egozi & Bennett, PA, 2999 NE 191st Street,
Suite 407, Aventura, Florida 33180.

**MINUTES OF THE NOVEMBER 10, 2020
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Chair Robert Duehmig at 6:32 p.m.

Board members present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaforde-Cantor, Sara Meyer, Tim Lyman, and Dave Zunkel.

Board members absent: None. Others present: Peter Williams, Jerad Sorber, Jade Jaconetti, Rinda Johansen, Kristen Wilkin, Katie Frankowicz, Lucien Swerdloff, Angee Hunt, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Tim Lyman asked to add "Schedule of Standing Committee Meetings" under New Business. Sara Meyer **moved to adopt the agenda as amended.** Dave Zunkel seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves.

B. Public Comment

Chair Robert Duehmig read the following statement: Public comment will be accepted by email addressed to pschulte@clatsopcc.edu or by mail to: Patricia Schulte, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103 before the close of business on Tuesday, November 10, 2020. Any submitted public comment will be included in the meeting minutes and shared with all Board members. *(Note from Board Secretary: no public comment was received.)*

III. APPROVAL OF MINUTES

Karen Burke **moved to approve the October 13 Board Work Session minutes as presented.** Rosemary Baker-Monaghan seconded. The motion carried

unanimously. Anne Teaford-Cantor pointed out a typo in the Regular Board Minutes: the statement, "It [the OCCA Conference] will all be virtual and is long as usual" should read "It will all be virtual and is *as* long as usual." Dave Zunkel **moved to approve the October 13 Regular Board Meeting minutes as corrected**. Karen Burke seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. None

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

VP Zahn provided a summary of the Statements and Revenues and Expenditures FY20-21 and FY19-20 by fund source. The Financial Summary also included revenues and expenditures as of October 31, 2020 compared to revenues and expenditures as of October 31, 2019 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through October FY20-21 is \$1.027 million or 31.93% of the adopted budget. Tuition and fee revenue is down 19.66% compared to October FY19-20. For FY20-21, there was no increase in the tuition rate of \$105 per credit.

State appropriations recorded through October FY20-21 are \$2.136 million representing two of the four quarterly payments. State appropriations in the FY20-21 adopted budget is \$4.218 million based on the second year of the \$640 million community college allocation for the 2019-2021 biennium. Property taxes recorded through September FY20-21 are \$44,000 and represent 1.0% compared to budget. The actual FY19-20 property taxes received are \$4.786 million or 102.79% of the adopted budget. Other revenue recorded through September FY20-21 is \$36,000. Timber Proceeds are budgeted at \$450,000. The FY20-21 adopted budget beginning fund balance is \$1.4 million, and the actual beginning fund balance is \$2.004 million (pending audit completion). The FY18-19 actual budgetary basis ending fund balance is \$1.453 million. Total actual General Fund expenditures through October are \$3.651 million, or 25.72% of budget, compared to \$3.728 million in October FY19-20 representing a 2.08% decrease. Total estimated actual General Fund expenditures in FY19-20 are \$12.085 million or 90.15% of budget.

VP Zahn noted the audit presentation will not be in December this year. Because of the CARES Act, the new computer system, and new staff, we

will need more time to complete all the documentation that auditors have requested. Given all these factors, we will be requesting an extension and will notify the Board when it has been approved. The goal is to have the financial statements presented to the Board at the February 2021 meeting. VP Zahn said the extension doesn't impact the budget process. The first meeting of the Budget Advisory Committee will be on November 17 followed by a meeting on December 3. The Budget Advisory Committee will be meeting twice monthly starting in January. VP Zahn said she hopes to maintain the College's general fund balance. Back in May and June, we made a plan to reduce \$1.1 million in the budget, and we are still on track to do that. Tuition and fee revenue is down about \$250,000. The next economic forecast for the state is due out November 17 for the next biennium. The Governor's budget is due out in early December.

B. Report of the Board Chair

Chair Duehmig said he will delay his report for the discussion on the ERP.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor said OCCA has had a busy month because of the untimely death of OCCA Chair Ron Fox. She noted that she served on the advocacy panel for the OCCA Board training in October. After the election, she wrote a note of congratulations to Suzanne Weber. The OCCA DEI Committee met and rolled out statement language to go along with the mission statement to be approved at the December 4 OCCA Board meeting. Rosemary Baker-Monaghan joined Ms. Teaford-Cantor as part of the Board Policy Framework panel for the Executive Assistants Conference that followed the OCCA Annual Conference sessions. Ms. Teaford-Cantor asked everyone who attended the Annual Conference to complete the evaluation survey on the sessions. Session materials will be posted online. Ms. Teaford-Cantor sat in on John Wyckoff's session detailing OCCA's month-by-month, task-by-task plan navigating current conditions and telling community colleges' story. Community colleges are essential to the recovery of the state. Community colleges get people job ready and can really be part of the solution. Chair Duehmig said he has been in a number of meetings on budgets. Budgets are going to be tight and there will be a lot of grumbling. He noted that community colleges educate a lot of the healthcare workforce. Ms. Teaford-Cantor said that OCCA hired a new

communications director. Up until recently, the OCCA staff have been doing the communications work on top of their other jobs.

CEDR

Sara Meyer said there is not much to report on CEDR except there will be another round of funding for businesses that didn't benefit in the early rounds. CEDR is responsible for distributing those funds.

Foundation

Dave Zunkel reported that the employee giving campaign was very successful with 87% participation. President Breitmeyer will be taking the polar plunge on Monday, November 16 on Facebook Live. The online auction entitled "Harvest the Potential" will take place November 25-28 in conjunction with Thanksgiving. Angee Hunt said ads regarding the auction will be on the digital Astorian starting this week. The auction website is live and registration for the auction is through the website. If you received emails on the summer giving campaign, you should receive an email on the auction. The items are from the Arts & Experiences Auction that could not be held in May.

Board Policy Committee

Karen Burke reported that the Board Policy Committee did not meet last month but is looking forward to getting HR policies coming through the governance structure.

Spirit of Clatsop Committee

Rosemary Baker-Monaghan asked if it is realistic to give out an award this year given the current situation or should it wait until next year. The Board is not required to give an award every year. The process for giving the award is outlined in the board policy and is to be given outside of the campus community. After further discussion, the Board agreed that an award should be given this year. The Spirit of Clatsop Committee, including Ms. Baker-Monaghan, Dave Zunkel, Chair Duehmig, and President Breitmeyer will schedule a meeting in the next month.

D. Report of the President

President Breitmeyer gave an overview of the issues with the new ERP, Campus Nexus, which is the computer system that runs the college. It has

become clear that it is deficient, and staff and students are suffering because of it. Over the past week, there have been meetings with staff, the consortium of community colleges implementing Campus Nexus, and Anthology (formerly Campus Management), developers of Campus Nexus. Rogue Community College, one of the colleges in the consortium, is cutting ties with Anthology which presents additional problems. Rogue provided the previous ERP, RogueNet. Rogue is extricating their data from Anthology and reinstituting RogueNet as a short-term solution. President Breitmeyer said that is also a possibility for Clatsop. Next Tuesday, the four remaining presidents in the consortium will be speaking with the COO and CEO of Anthology about the problems we are experiencing. Unless Anthology can meet expectations, we can't go on with this product. Instead of saving time so staff can spend more time with students, the opposite is happening. Our staff has had to do many things manually, including financial aid. President Breitmeyer said if we do in fact break ties with Anthology as Rogue has done, there will be a financial cost. Rogue has said they will support us if we go back to RogueNet. CCC has spent more than \$1 million on this product. We may be able to recoup some of these costs but not all of them. President Breitmeyer said we may need to finance the purchase of a new system. Some of the early issues with registration where students were unable to register online have been fixed but not in a timely manner. Mr. Lyman said he is glad to see we are not buying into the lost cost fallacy. Some speed bumps are normal, but we shouldn't still be having problems. He recommended having a post mortem on what went wrong in the selection process. He advised getting a law firm with expertise in technology contracts. President Breitmeyer said the Rogue solution will be temporary for a year or two and then Rogue will go out to bid for a new system. He added that Anthology has the desire to make this work, but he doesn't know if they have the capacity to make this work. Blue Mountain Community College has had the same problems. Oregon Coast Community College is not using the financial aid module in Campus Nexus so they are doing a bit better. Columbia Gorge Community College has not even gone live yet. Because Rogue is so large, they have been able to vet new fixes and upgrades in Campus Nexus. Without Rogue, that will fall to Blue Mountain or Clatsop and neither of us has the resources to do that. President Breitmeyer said we will pursue recouping some of the loss.

President Breitmeyer asked Classified President Rinda Johansen to comment. Ms. Johansen said members of the Classified Union have gone overboard trying to deal with Campus Nexus and just wrote a letter of no confidence in Campus Nexus. They have zero confidence it will ever work

for Clatsop. VP Sorber said the most difficult consequences have been on students and staff. It has been over 132 days since Go Live and basic functions that we were told were working are still a challenge for staff. The product wasn't ready for prime time when they rolled it out.

President Breitmeyer said the options are: continue with Anthology if they can assure us that "x, y, z" will happen; go back to RogueNet and work on getting as much money back as possible from Anthology; or purchase a new product immediately which we can do if we do debt financing. VP Zahn confirmed the College can get debt financing. President Breitmeyer noted that whatever we do, it will be challenging. It's not going to be an easy fix and we will have to be committed to the decision. Rogue is planning to go back to RogueNet in the spring. President Breitmeyer said there are products that other community colleges are using and that he has used at other community colleges that are possibilities. He would want to pursue purchasing one of these other products with a proven track record. Lucien Swerdloff commented in the Chat that faculty have also been dealing with this frustration and discussing this issue. Faculty has not voted, but he believes they would support the Classified Staff position.

Staff Presentation – Lucien Swerdloff, Historic Preservation/Computer-Aided Design Instructor, Recent Historic Preservation Projects

Lucien Swerdloff provided a PowerPoint presentation on two projects the Historic Preservation program has worked on: the 1852 Custom House in Astoria and the Lindgren Cabin at Cullaby Lake. For both projects, students duplicated traditional building techniques appropriate to the time period. Everything was done by hand with hand tools. Future projects include continuing to work on the outbuildings at the Cullaby Lake site, the Hillside Cemetery (Pioneer Cemetery) in Astoria, and the Deep River Church built in 1902 on the other side of the Columbia River. The Historic Preservation program is taking COVID-19 safety precautions. Most of the work is outside, and students and staff are used to wearing masks during the restoration work. For indoor workshops, masks are required and workshop capacity is reduced to accommodate social distancing. A lot of the students are not from the area; they come from all over the country. Mr. Swerdloff will provide a copy of the PowerPoint to Board members.

Report of the VP Academic Affairs

VP Peter Williams referred the Board to his written report. Lucien Swerdloff's presentation was the first of the monthly faculty presentations.

In support of program prioritization, VP Williams has had a series of back and forth conversations with our Institutional Researcher, Justin Smith, at Linn-Benton Community College. This Thursday and Friday, the Guided Pathways team will be attending a two-day Guided Pathways workshop. VP Williams is expecting an RFP to be released for a \$10,000 grant for math they are interested in applying for. VP Williams is working with Celeste Petersen on co-requisite math. Co-requisite math would provide additional support for students to be successful. VP Williams is interested in tying it into the Guided Pathways work.

Report of the VP Student Success

VP Sorber said in addition to the items in his written report, he is now able to get some enrollment data. The College is down just over slightly 30% in FTE. Sara Meyer asked if the pre-TRIO program not meeting its numbers is a concern since Talent Search needs to apply for a new grant. VP Sorber replied we should not be negatively impacted in the way we originally feared. The U.S. Department of Education is a bit slower than expected in getting that information out right now.

E. Report of the ASG Representative

There was no report because the ASG representative was not in attendance.

VI. OLD BUSINESS

A. Update on Fall 2020 COVID-19 Response Plan

President Breitmeyer said OSHA put out some new rules that impact the College slightly. The good news is our plan is already compliant. OSHA's temporary rules go into effect on November 16 and will be in effect for 180 days. The Safety Committee is meeting and will have an update to the response plan for the December Board meeting. VP Zahn noted we are requiring everyone to do a self-check for symptoms before they come on campus, but we do not have the capacity to check everyone's temperature. VP Sorber said there is a link to the CDC self-check on our website.

VII. NEW BUSINESS

A. President's Evaluation

There are minor changes proposed for this year's questionnaire, including the addition of items on the strategic plan and strategic initiatives.

Otherwise, it is the same questionnaire as last year and will provide some trend data from last year. Following the questionnaire in the packet is the proposed distribution list. Ms. Burke said normally we would do a 360 evaluation this year because we do it every third year. Since this year is not normal, we are proposing basically the same distribution list as last year, including two students (the ASG president and a representative of the Latinx Club). The committee is also proposing the addition of the OCCA executive director since President Breitmeyer works closely with her. When the survey is sent out by email, there will be an introduction asking for comments. The committee will work with the Board Secretary to set up the survey and get it sent out. They plan to be ready to meet with the President in Executive Session before the December Board meeting. Rosemary Baker-Monaghan **moved to approve the President's evaluation questionnaire and the distribution list.** Anne Teaford-Cantor seconded. The motion passed unanimously.

B. Student Retention Committee

Tim Lyman said the original intent of the Student Retention Committee was to get back students who had dropped out of degree-seeking programs from last spring term to fall term. The method would be to develop scripts and train personnel to use those scripts to call students. Mr. Lyman said at the time he proposed this committee, he had no idea of the magnitude of the problem. To VP Sorber and President Breitmeyer's credit, they got together a list of students to be called, but the callers needed training. Mr. Lyman clarified that he doesn't want a permanent committee. He is proposing to develop a retention program in cooperation with the staff and then turn it over to the College. Mr. Lyman detailed his relevant experience that qualifies him to work with the staff on this effort. He stated he disagrees that student retention is not Board business. Chair Duehmig agreed the Board needs to address student retention but stated we may have different views on how to do it. He said the Board needs to set policies to retain students. Developing programs and then turning them over to staff is not the Board's role. It is the Board's role to make sure the policies are in place to implement strategies. It is not our role as a policy Board to develop programs. In response to a question from Sara Meyer, Chair Duehmig said if Mr. Lyman was not a Board member, he could be hired as a consultant if the College chose to do so. Mr. Lyman emphasized he is not asking to be paid. He said the original proposal is that he, VP Sorber, a faculty member, and someone from the Foundation be on the retention committee. VP Sorber suggested that if the Board

wishes to prioritize retention, it would say here are our strategic initiatives and we would like to see you move retention from x% to x% in one year or two years: here are your indicators and metrics. Then he and President Breitmeyer would come back to the Board and say here are the resources we need to achieve that goal. A combination of resources could include consultants, software, and other additional resources that would move us down the road toward accreditation requirements. VP Sorber said he wants to stay focused on the College's strategic goals and top priorities. Given the ERP and COVID, Student Services has very limited capacity. VP Sorber understands the urgency. He also wants to make sure we are taking the holistic view. President Breitmeyer said setting a priority around retention is wholly appropriate for the Board to do. It's the responsibility of the staff to execute a plan as we move forward with the evolution of our strategic plan. Mr. Lyman commented that he doesn't mean this in a denigrating way, but if you knew how to do that you would already be doing it. President Breitmeyer said one of the reasons VP Sorber stood out in the hiring process is his experience in enrollment management. Now we also have VP Williams who has experience in academics. Everyone needs to be working with a comprehensive enrollment management plan. Ms. Teaford-Cantor pointed out the Board is a policy governance board by state law and having sat in on a refresher course on that concept, she would not want to implement any plan that didn't do this through policy. Sara Meyer commented that as a business owner, she could make decisions in consort with her employees. She can understand Mr. Lyman's frustrations about wanting to get things done. Chair Duehmig reiterated that it's not the role of Board members to develop programs to turn over to the College to run. President Breitmeyer said we will commit to a very specific focus on reporting on retention efforts to the Board. Chair Duehmig asked Mr. Lyman if there is a specific motion he wants the Board to vote on. Mr. Lyman replied that a motion would be pointless and he did not have anything constructive to add.

C. Washington State Office of Financial Management A/E Guidelines

Given the time, Mr. Lyman asked to table this item to the December Board meeting.

D. Standing Committee Meeting Dates

Mr. Lyman requested that a schedule of standing committee meetings be presented at the December Board meeting. Karen Burke replied that the Board Policy Committee could schedule standing meetings but there may

not always be policies to discuss. She also doesn't know if committee meetings can be guaranteed to happen because of staff availability. Mr. Lyman replied he would like to have a regular schedule because he only had 24-hours-notice of the last two committee meetings. Sara Lyman pointed out that Board committees cannot have more than three Board members in attendance or it is a public meeting. Ms. Baker-Monaghan said the Board Policy Committee meetings are recorded if Mr. Lyman would like to view them. Although not a committee of the Board of Education, the Foundation Board has a regular meeting schedule which can be put out in advance of the meetings. Chair Duehmig said we will work harder to make notice of committee meetings available.

E. New Hires

President Breitmeyer announced the new hires: Felicity Green is the new Assistant to the VP Student Success reporting to Jerad Sorber effective October 19, Jiang Fei Koch is the new Registrar and STEP Program Assistant reporting to Siv Barnum effective October 26, Krystal Brailsford is the new Accounting Clerk II-Accounts Payable reporting to Stephanie Homer effective October 27, and Emeera Mathew is the new Enrollment Assistant reporting to Siv Barnum effective November 9.

VIII. ANNOUNCEMENTS

The next Board meeting is on Tuesday, December 8 with an Executive Session on the President's Evaluation at 5:30 p.m. followed by the 6:30 p.m. Board Meeting.

IX. BOARD FORUM

Dave Zunkel said he is a student at CCC taking Religion 101 with Seth Tichenor.

Anne Teaforde-Cantor said she got to attend the town hall that State Treasurer Tobias Read did on Zoom. We have an ally in him. She said she wrote him a thank-you.

Sara Meyer said she had nothing to report except that she liked the election that has gone on.

Rosemary Baker-Monaghan said she agreed with Sara Meyer.

Karen Burke said she had nothing.

Chair Duehmig thanked everyone for the conversation today.

X. ADJOURNMENT

For the minutes, the Board noted that Mr. Lyman left the meeting prior to 8:50 p.m.

Without further business, the Regular Board meeting was adjourned at approximately 9:00 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary

***Rogue Community College District
Board of Education– November 17, 2020 Meeting Minutes***

- 1. Call to Order-** The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Shawn Hogan, Board Chair, at 5:04 p.m. on November 17, 2020, via Zoom. Due notice was given.
- 2. Determine Presence of a Quorum-** A quorum of the Board was present including: Kevin Talbert, Pat Fahey, Roger Stokes, Shawn Hogan, Pat Ashley and Claudia Sullivan.
- 3. Zoom Etiquette-** Rachelle Brown explained the Board’s Zoom Etiquette expectations. Participants, aside from Board members and the Senior Leadership team, were asked to mute themselves and have their video turned off. If someone were to cause a distraction or disturbance to the meeting, that person would be dismissed from the meeting. If anyone wished to speak, they were asked to raise their hand, either electronically or physically on their video screen.
- 4. Introduction of Guests-** RCC District employees included: President Cathy Kemper-Pelle, Juliet Long, Kori Ebenhack, Curtis Sommerfeld, Amy Durst, Andrew Huston, Anna Manley, August Farnsworth, Bernyne Wright, Carmen Sumner, Chelsea Daugherty, Daniel Elash, Greg McKown, Grant Walker, Hollie Adair, Isabelle Pierre, Jamee Harrington, Jan Carpenter, Jeanne Lee, Jennifer Burkes, John Miles, Judy Basker, Kim Freeze, Kimberly Pottberg, Laurie Roe, Lisa Stanton, Marco Vasquez, Mary Middleton, Paula Calcaterra, Navarro Chandler, Rene McKenzie, Sara Bristol, Sara Bart, Scott Lindberg, Sheri Muzzioli, Steve Foster, Tamara Adams, Tracy Redd, RCC Foundation President, Valerie Barr and Cave Junction City Council member, Jean Anne Miles.
- 5. Public Comment-** None.
- 6. College Reports**
 - A. Finance and Audit Committee-** Pat Fahey stated that the committee discussed the overall current financial condition of the college.
 - B. Written Report(s)-**
 - a. Student Government-** Isabelle Pierre highlighted items from her written report (see file). She noted that the most recent ASG Student Huddle saw a record-breaking turnout. The Board said that they really appreciate the student perspective that comes from the Student Huddle section of the ASG report. Ms. Pierre said she feels like the most important thing for students is that they feel heard. She encouraged the Board, as well as staff, to attend a Student Huddle. Shawn Hogan asked Ms. Pierre if ASG feels like the Textbook Affordability Group (TAG) is helping to solve some of

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Board of Education– November 17, 2020 Meeting Minutes***

the problems around affordable textbooks. Ms. Pierre responded yes and that ASG is thankful for the staff and faculty members who are working on those solutions. President Kemper-Pelle asked Ms. Pierre if ASG would like her to attend a Student Huddle. Ms. Pierre said that ASG had recently discussed the desire to bring back Pizza/Lunch with the President. President Kemper-Pelle agreed and they will work out how to do something like that in our current virtual environment.

- i. **Student Profile-** Ms. Pierre noted that unfortunately Sam Ventura was unable to attend tonight's Board meeting but she hopes the Board had a chance to read his written profile (see file).
- b. **Classified Association-** Sara Bristol expressed the general excitement of the classified staff upon hearing the news that RCC will be bringing back RogueNet. Ms. Bristol said that classified staff have also appreciated the Chats with Cathy that have been taking place. She also noted that while classified staff are concerned that the transition from Campus Nexus Student (CNS) back to RogueNet will fall heavily on the classified staff, they hope that we can take what we learned from CNS and use that to help us with this new transition.
- c. **Faculty Association (no written report)-** Mary Middleton stated that faculty are thrilled with the decision to move away from CNS. She noted that FAMAT continue to meet every two weeks and that the faculty Koffee Klatches have been well attended.
- d. **Faculty Senate-** Tracy Redd said that she appreciates Shaylee Graham's willingness to co-chair during her first year on faculty senate. Ms. Redd highlighted items from the written report (see file). Faculty are working on creating Zoom classroom guidelines to add to the student handbook.

7. President's Report

- A. **Monthly Calendar and Narrative-** President Kemper-Pelle highlighted items from her written report (see file). During the most recent Illinois Valley Advisory Team meeting, a question was raised regarding future use of the Kerby Belt Building. It was noted by President Kemper-Pelle that the sale of the building is not on the table, only leasing. The Boys and Girls Club have expressed interest in leasing space in the Kerby Belt Building. Kevin Talbert and Roger Stokes attended the most recent Southern Oregon Education Leadership Council put on by Representative Pam Marsh. Dr. Talbert commended President Kemper-Pelle and Linda Schott, President of Southern Oregon University, for stepping up to co-chair the council going forward. President Kemper-Pelle thanked Juliet Long and Kori Ebenhack for their hard work with the council.

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President Kemper-Pelle congratulated Lisa Stanton and her team for receiving the Certificate of Achievement for Excellence in Financial Reporting for the 18th year.

- B. Campus Nexus Update**- On November 7th a written notice was sent to Anthology that stated RCC's intent to sever our relationship with them based on their inability to fulfill the terms of their contract. A follow-up letter was sent yesterday asking Anthology to please identify an individual(s) with whom we can enter into negotiations.
- C. Bond Oversight Committee (BOC)**- The BOC will be meeting tomorrow afternoon. Greg McKown highlighted items from his written report (see file). Mr. McKown then shared a video that showed a 3D virtual walk-through of what the new Science Building is anticipated to look like. A series of pictures was then shared with the Board that showed the current Water Project installation on the Redwood Campus. Pat Ashley asked for clarification on the note in the BOC report that states that project savings have been reassigned. Curtis Sommerfeld responded that not all savings have been allocated to any specific project and that we still have a lot of leeway with the timeframe to use those savings.

8. Board Action and/or Information Items

- A. Adopt Board Policy: BP 2432 College President Succession (Second Reading)**

Pat Ashley moved, seconded by Pat Fahey, that the Board adopt item 8.A, as presented.

The motion unanimously carried.

- B. Review Board Policy: BP 5510 Off-Campus Student Organizations (First Reading)**

- a. Pat Ashley stated that the wording is a bit hard to understand. President Kemper-Pelle noted that this policy is legally required and therefore we cannot change the wording.

- C. Review Board Policy: BP 7130 Employee Compensation (First Reading)**

- a. No comments.

- D. Administrative Procedure: AP 6150 Designation of Authorized Signatures (Information)**

- a. No comments.

- E. Approve Markforged Metal X 3D Printer Purchase through Hawk Ridge Systems**

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Pat Ashley moved, seconded by Roger Stokes, that the Board adopt item 8.E, as presented.

The motion unanimously carried.

F. Approve Agreement with College Board for PowerFAIDS Software

Kevin Talbert moved, seconded by Roger Stokes, that the Board adopt item 8.F, as presented.

The motion unanimously carried.

G. Approve Contract with Campus Logic, Inc. for Financial Aid Software

Pat Fahey moved, seconded by Claudia Sullivan, that the Board adopt item 8.G, as presented.

The motion unanimously carried.

H. Approve Simulation Equipment Purchase through Laerdal Medical Corporation

Kevin Talbert thanked Jodie Fulton for attending the Finance and Audit Committee meeting that occurred immediately prior to the start of this Board meeting. Dr. Talbert stated that Ms. Fulton's excellent explanations of the four purchasing resolutions on tonight's agenda helped the Board to better understand the need for them.

Kimberly Pottberg and Paula Calcaterra, both from the RCC nursing program, further explained the needs, benefits, and opportunities that the new simulation equipment would provide.

Kevin Talbert moved, seconded by Pat Fahey, that the Board adopt item 8.H, as presented.

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

- A. Foundation**- Judy Basker noted that while fundraising is not going as well as it was at this time last year, it is going much better than anticipated, given the current pandemic situation. The Board expressed their excitement that the Ron

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Fox Endowed Scholarship has already received over \$6K (see file). Ms. Basker added that several thousand more dollars have come in toward that scholarship since her report submission.

- B. Senior Leadership Team**- Juliet Long highlighted items from her written report (see file). She noted that Program Information Sessions are being created and they will be a great new resource for students. Kori Ebenhack stated that she is very proud of the work being done by ASG for the Friendsgiving event. Rene McKenzie added that the event has been an excellent collaborative effort among students, staff, and community partners. It was noted that a food bank is in the works for the Redwood Campus. Curtis Sommerfeld highlighted that our computer labs have been a great resource for students who have trouble accessing a computer or Internet at home or who may need help with homework, Zoom, or Blackboard.
- C. Institutional Research Effectiveness & Planning (IREP)**- Laurie Roe highlighted items from her written report (see file). Ms. Roe noted that while Career and Technical Education (CTE) enrollment has dropped throughout the state compared to the fall of 2019, it has actually increased at RCC. President Kemper-Pelle noted that our underserved students have been the most affected as a result of COVID-19. She added that equity gaps are also increasing and we need to find ways to address those gaps. Ms. Roe then highlighted items from the Economic Value of Rogue Community College Executive Summary report (see file). She noted that Oregon community college students tend to stay in the area and invest in the community. Shawn Hogan stated that this report would be great to share with the greater Rogue Valley community.

10. New Business

- A. Strategic Planning Committee: Board Representation**- President Kemper-Pelle noted that in the past we have had two Board members who served on the steering committee for our strategic planning. Pat Ashley, Pat Fahey, and Claudia Sullivan all volunteered to serve on that committee. The steering committee is anticipated to start meeting in January.
- B. Grant Coordinator Introduction**- Scott Lindberg introduced himself to the Board and expressed his excitement to be part of the RCC team. Mr. Lindberg previously worked for the City of Grants Pass for nearly 15 years.

11. Old Business

- A. Zone 7 Vacancy**- The due date for applications is Monday, November 23rd. So far, we have received four applications.

12. Approve Consent Agenda

- A. Meeting Minutes**

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- a. October 20, 2020 Special Board Meeting
- b. October 20, 2020 Regular Board Meeting
- B. Grant Acceptance**
 - a. GEER Student Support Grant
 - b. ODVA Campus Veterans’ Resource Center Grant
 - c. ABS Title II Grant
 - d. First Generation Student Success Grant
 - e. Continuation Grants: Perkins Basic, TRiO REOC, and TRiO RETS
- C. Human Resources (none)**
- D. Financial Reports**
 - a. Monthly Financial Data Report- October 2020

Pat Ashley moved, seconded by Kevin Talbert, that the Board approve the consent agenda.

The motion unanimously passed.

13. Board Reports

- A. Executive Committee**- Nothing to add.
- B. Facilities Committee**- Roger Stokes noted all of the good work that is going on at the Redwood Campus in accordance with the Redwood Campus Master Plan, particularly in making the campus more student centric. At their last meeting, the committee discussed facility usage at the Riverside Campus. The committee identified Building A as currently being the most underutilized and a good candidate for a potential lease agreement. The committee also identified the need to increase our utilization of the Higher Education Center. The committee will meet again after the start of the new year.
- C. OCCA/OSBA**- Pat Fahey attended the OCCA annual conference, which was held virtually this year. He highlighted the good sessions on Diversity, Equity, and Inclusion. Shawn Hogan noted that voting for OSBA has opened today. He will receive feedback from Board members and then cast one vote on behalf of the Board.
- D. Board Outreach Committee**- Nothing to add.
- E. Marketing Advisory Council**- Claudia Sullivan stated that items are being collected for the time capsule and discussion is being had on making it into an art installation rather than actually burying it. She added that Carmen Sumner is working on short videos for our website and social media pages.
- F. RCC Foundation**- Claudia Sullivan attended her first Foundation Board Meeting and she enjoyed hearing the students who were there to present on the scholarships they have received.

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G. Board Policy Committee- Pat Ashley noted that the committee plans to meet next week.

H. President’s Performance Review Committee- Shawn Hogan highlighted items from the draft timeline that has been included in this month’s board packet (see file).

Shawn Hogan closed the public meeting at 7:05 p.m.

14. Executive Session- Shawn Hogan called the meeting into Executive Session at 7:06 p.m. pursuant to ORS 192.660 (2)(d) Labor Negotiations and (2)(e) Real Property Transactions and closed the Executive Session at 7:35 p.m.

Shawn Hogan reconvened the public meeting at 7:35 p.m.

15. Roundtable-

To reduce Zoom fatigue, the Board agreed to explore ways to shorten the virtual Board meetings. This topic will be added to the agenda for discussion at the next Executive Committee meeting.

16. Adjournment- Shawn Hogan adjourned the meeting at 7:40 p.m.

Meeting minutes respectfully submitted by Rachelle Brown, Assistant to the President-Governance.

Board of Education
Wednesday, October 7, 2020
6:00 pm – Virtual Meeting

Call to Order and Recognition of Visitors – Board Chair Jane Hill called the meeting to order at 6:00 p.m. Introductions of staff and visitors were made.

Present: Jane Hill, Heidi Van Kirk, Chris Brown, Tony Turner, Don Rice, and Bill Markgraf
Absent: Kim Puzey

Others present: Dennis Bailey-Fougner, President; John Fields, David Shellberg, Bruce Clemetsen, Anne Morter, Bonnie Day, Brad Holden, Celeste Tate, Daniel Anderson, Eric DeLary, Ian Howarth, Ken Daniel, Tammy Krawczyk, Tod Case, and Wade Muller, BMCC Staff; Pete Hernberg, Faculty Association President; Kristi Sewell, Classified Association President; Megan Van Pelt, ASG President; Matt Liscom, Sharone McCann, and Laurie Post, faculty members, and Shannon Franklin, Board Secretary.

Public Comment – Due to the meeting being conducted virtually, information on the printed agenda instructed people to email or mail input to Board Secretary Franklin; no input was received. Chair Hill also asked if there was anyone who wanted to speak to the Board. Hearing no response, she moved on to the next agenda item.

Looking @ Learning

John Fields, VP Instruction, noted fall term 2020 has been unusual, but instruction is used to unusual every fall due to new initiatives, compliance rules and laws, and move deftly. Therefore, when March hit us with the pandemic we were not ready, but we were prepared. Our faculty have moved to build up our remote offerings over the last five years. Our staff is dedicated to serving our students wherever they are, so when the College was asked to move to remote instruction with seven days' notice, the faculty did not bat an eye. In addition, they did not stop caring and doing for our students three weeks ago – after almost seven months into the pandemic, even with telecommuting instruction fatigue setting in, when faculty and staff heard BMCC enrollment was down almost 41%, they sprang into action and helped organize an extreme enrollment event to get students registered. Thanks to everyone's effort, the College is now down about 15% in enrollment compared to fall 2019. Remote instruction did not occur without challenges. Dr. Fields invited instructors Sharone McCann and Matt Liscom to talk about their experiences with remote instruction.

Sharone McCann is an instructor for College Prep and a department chair. She is in her 36th year of instruction, and teaches GED, Basic Skills, English Language Acquisition (ELA) and foundation classes in reading and writing. She reported before COVID, classes were face to face, although some classes were using Zoom to connect to other classrooms. After Covid, things changed dramatically. For spring term, College Prep used textbooks, setting them outside for students to pick up while instructors waved from the windows. By summer, the department learned how to build more instruction into Canvas. By fall, the instructors really learned how to Zoom classes, and adopted a "no shirt, no service" policy. In many ways, it was more effective than in face-to-face classes, and the students are better prepared for college classes by learning the technology. Ms. McCann asked her students what they thought about Zooming classes. Comments included the students are really learning how to use computers, they know the future is about technology, they save time by not having to travel, and one student stated they had a zoom appointment with their doctor and the student could zoom better than the doctor could. There are also problems. Students have old computers, spotty internet service, and have to share computers and internet with their children, and everyone is sitting for long periods. College Prep has loaned out laptops to students, and

children have stepped up to help parents and grandparents navigate their computers. Ms. McCann misses seeing her students in person, but she feels that she has improved as an instructor, and is better than ever.

Matt Liscom is an Ag instructor and department chair. He had similar sentiments as Ms. McCann, and the good things have been similar. Ag operates very differently, and has had its own challenges. Agriculture as a whole is based on relationships, and Ag classes work better with classroom instruction. Ag attracts students from all over Oregon, Washington, and Idaho. Students spend a lot of time with their instructors, and the time spent in person with students is helpful to Ag instructors for placing students in internships. Simulation technology does not work quite as well as the instructors wish it did. Most Ag classes are enhanced by classroom discussion, and that does not happen as well with the online format. Students can see each other, but they do not develop relationships as they would if they were all in person and could offer counter-ideas. However, small groups of students are able to experience labs, and classroom Zoom sessions are recorded, so students can take the class any time. Instructors also use Zoom to meet with students when they need help or advice. Students need to hear from people in the Ag industry, and it is much easier to have guest speakers from the Ag industry join their classes from different states or countries, as they are not required to travel. Speakers have been lined up to speak from Nebraska, Florida, and other places for the Ag Orientation class.

There are challenges, and online does not fit the program as much as in-person instruction. Ag students want to be outside with their hands and feet in the dirt working on something. The students have put up with the format and been appreciative of the effort by the instructors, but if remote learning goes on for an extended period, it will become a problem. It would be easy to get frustrated, but Mr. Liscom has been very impressed with everyone and his or her willingness to make the best of the situation and deliver instruction this way.

Chair Hill noted it was fun to see Mr. Liscom's classroom. Board member Heidi Van Kirk thanked both presenters for reminding us of the positives; it is easy to think of the difficulties everyone has been through; she thanked all faculty and staff for all their work to bring quality instruction to the students.

Dr. Fields reiterated that not all of our classes are a good fit for the online environment, but there are a few benefits to remote learning, and he thanked all faculty for their efforts. The College is working to see if a few classes could come to campus, but Dr. Fields will file an application with the Northwest Commission on Colleges and Universities (NWCCU) to remain remote for one more term.

Reports

ASG

ASG President Megan Van Pelt reported:

- Welcome to the Pack was conducted virtually in two sessions with half the ASG team attending each session, and both sessions went well.
- One ASG officer is no longer with ASG leadership, but a new officer will be added.
- Rock the Vote is coming up soon and the deadline to register is October 13.
- Online hours have been established for ASG officers to meet with students and answer questions.

Faculty Association

Pete Hernberg, BMFA President, expressed the thanks of the faculty for everyone who worked so hard to get students registered due to the crisis with the Campus Nexus system; faculty pitched in wherever they could, and it was a tremendous effort by staff. Mr. Hernberg respectfully encouraged the Board (without assigning blame) to

consider how the situation arose with Campus Nexus, what factors led to that, and how issues like that might be avoided in the future.

He was also thankful that BMCC has wisely avoided Covid related challenges that other colleges have gone through. He commended John Fields, President Bailey-Fournier, and all the leadership for their early and wise decision to go ahead with remote instruction for fall. It was a good decision.

Mr. Hernberg updated the Board about faculty union efforts from the state and local level toward the Department of Corrections; members have been asked to contact the Governor. The Governor's office has received over 200 letters and emails about this issue. The OEA published an article and issued a press release, and there was an article in the East Oregonian about the DOC decision to move to in-house education. Mr. Hernberg thanked President Bailey-Fournier for his effort to get the ball rolling and get the word out on this issue. Tomorrow, Mr. Hernberg will address the Higher Education Coordinating Commission (HECC) and state the strong opposition to the DOC plan, and the reasons they should reconsider their decision to provide in-house instruction. Umatilla County Commissioner John Shafer, agreed to raise the issue on his weekly legislative call with the Governor's office. Mr. Hernberg asked the Board to reach out to local legislators and those in Salem again to get them on board and supporting this issue; if we make enough noise, it could make an impact.

Board Chair Hill noted she has reached out to colleagues in the Governor's office and will continue to do so.

Classified Association

Kristi Sewell, Classified Association President, thanked staff and for their help in registration and getting students enrolled; it was chaotic for everyone involved. She appreciates everything the faculty are doing to adjust to online instruction. Many classified staff have also reached out in support of the DOC education program. Ms. Sewell noted she will distribute information received from Pete Hernberg and John Fields about the DOC issue at their next association meeting.

Foundation

Ken Daniels, Foundation Executive Director, reviewed his report in the Board packet, and reported the annual campaign will run from November through January 31 with a goal to raise \$60,000 to fund seven areas of student needs.

Chris Brown reported he received the Foundation newsletter in the mail yesterday. The newsletter is a bi-annual publication to reach out to residents in the BMCC service district.

Baker & Union Counties

In addition to Regional Director Ian Howarth's report in the Board packet, he has reengaged leadership in La Grande to start forming an advisory committee there to move forward with the Contracted Out of District (COD) location in Union County.

Boardman Workforce Training Center (WTC)

Anne Morter, Boardman Center Director, did not have any additional information from the Board packet, but reported plans are moving forward for the forklift simulator that will be housed at the WTC. She is hoping that people will be allowed back in the building to use it when the simulator arrives.

Hermiston

Tammy Krawczyk, Dean Hermiston Center and College Prep, reported the College received grant money Pathways to Opportunity (PTO) and Title II, several laptops were purchased for students to check out. This is coordinated online through the library. Ms. Krawczyk is hoping the Center will be opened for placement testing in the next few weeks.

Milton-Freewater

Susan Kralman, Milton-Freewater Center Director, was unable to join the Board meeting.

President's Report

President Bailey-Fougner did not add much to his report; others stole his thunder with the DOC issue. He also thanked faculty and staff for their efforts with the registration events due to the ERP system, and noted the College is making a little progress on the ERP implementation. Celeste Tate emailed President Bailey-Fougner with news that enrollment is now only down 12%, so the College is moving in the right direction. He thanked everyone for all their efforts with the issues BMCC has recently faced.

Consent Agenda

- A) Approve Minutes from Regular Board Meeting 09/02/2020
- B) Approve Employment Contract for Stephanie Avila, STEP Navigator
- C) Approve 2021-2022 Budget Calendar

Heidi Van Kirk moved, seconded by Tony Turner to approve the consent agenda. Motion passed unanimously.

Student Fee Review

President Bailey-Fougner and Celeste Tate, Associate Vice President of Finance and Business Operations, held a discussion with the Board about the information provided in the Board packet regarding the Distance Ed fee and the Technology fee.

Board member Don Rice asked if the fees look like they are appropriate, or if there are certain elements that need to be addressed. Ms. Tate responded the fees they are appropriate. There was an excess of \$55,000, but that money has been used to purchase more equipment for Zoom rooms for Distance Education.

President Bailey noted he reviewed fees at sister institutions, and found BMCC's Distance Ed and Technology Fees are in the same ballpark as others.

Heidi Van Kirk stated it seems the expenses for technology will increase as the years go by, and asked at what point should the College hire in-house to repair technology. President Bailey-Fougner responded that is a good point, but finds although some technology is more expensive, some technology is less expensive. He stated he is more concerned about cyber-security, which can be expensive. Jane Hill stated she is happy to see some of the CARES Act money is being used to directly help students with the Distance Ed fee.

Board Policy Review

First reading of Board Policies II.A. Governance Commitment and II.B. Governing Style. Board members should send suggested changes or comments to Shannon Franklin. The Board will hold a half-day retreat via Zoom on October 16, and will likely discuss elements of this policy.

Procurement of Buses

Celeste Tate, AVP Finance and Business Operations, reported the College is seeking to replace the larger transport fleet of two 2002 Ford Champion 15-passenger buses with new buses, as the life of the current bus fleet has expired and have become unreliable and have multiple safety issues. The Athletic teams have been using a charter company to transport them to athletic events. The College expects to save \$20,000 per year by replacing the fleet. The cost of \$129,568 will be recovered over 10 years from the vehicle pool.

Don asked about the need for ADA on the buses since they are for athletic teams. President Bailey-Fougner responded the buses are also used for field trips that may include students with disabilities. The state contract requires ADA compliance for transportation. There is space for wheelchairs, but if not being used, seats can be added or the space can be used for team gear.

This year, there may still be a need for chartered buses due to all athletic teams competing in their sport at the same time; two buses will not cover all the travel.

Heidi Van Kirk moved, seconded by Chris Brown, to approve a purchase order for \$129,568 for the procurement of two buses. Motion passed unanimously by roll-call vote.

Calendar of Events

President Bailey walked through the calendar of events, and Ms. Hill reminded everyone that Tuesday is the deadline to register or update registration. People can do this by going to Oregonvotes.gov. Don Rice reminded everyone about the Board retreat on October 16, Tony Turner noted OCCA is holding a Board workshop at the end of October, and the OCCA Conference will be held virtually November 4 – 6.

Adjourn

Hearing no further business to come before the Board, the meeting adjourned at 7:10 pm.

Jane Hill, Board Chair

Dennis Bailey-Fougner, President

EVALUATOR EXPLANATION SUMMARY

Enterprise Resource Planning (ERP) System for Greenville Technical College RFP # 5400019402

Offeror's Name: (Please Print) **Anthology**

Evaluator's Name: (Please Print) **Al Whitney**

Evaluator's Number: 9 (SPO will assign)

To support my evaluation of this RFP, I hereby provide a brief explanation for each score given to each evaluation criteria.

- 1. Functional and Technical Capabilities:** The completeness and suitability of the Offeror's proposed solution to meet or exceed the defined Business Challenges and Transformation Needs of this RFP.

Based on the information provided by the vendor, the reference(s) provided by Purchasing and the input from the SME's, I gave a score of 30. Some major factors in this determination are very few modules that are missing from the EDCT system and very few that are offered with a 3rd party solution and the maturity of their SIS product. The references were satisfied with their product and all needs were met.

- 2. Information Technology Resources/Support/Implementation Service:** A thorough and detailed explanation as to the amount of technical support (staffing) required by the College for initial implementation and for ongoing support. Offerors are to include detailed explanation as to the integrative capability and security surrounding the system. A thorough and detailed presentation of all implementation support to be provided to the College throughout the entire implementation, including training.

Based on the information provided by the vendor, the reference(s) provided by Purchasing and the input from the SME's, I gave a score of 20. Some major factors in this determination are the training and implementation needs are met, only 10 years of data can be migrated and references noted a strong cultural change is required. We have 20+ years of data that would need to be migrated.

- 4. Offeror's Qualifications:** The completeness and suitability of the Offeror's proposed solution to meet the needs of this RFP. The Offeror's financial strength must reflect sound financial stability; the Offeror's experience and references must provide evidence of its depth and breadth of experience, and evidence of successful past performance with projects of this similar size and scope.

Based on the information provided by the vendor, the reference(s) provided by Purchasing and the input from the SME's, I gave a score of 18. Anthology did supply a financial statement. Our VP of Finance would like to review this further, so their financial stability is not included in my scoring. Some major factors in this determination are the number of years (30+ years) Anthology has been involved in Higher Ed software and Anthology's customer base being 95% Higher Ed. However, it appears that they recently offered the CampusNexus solution in 2017 and CampusNexus Engage in 2018 and merged with

Education Partners in 2019.

OTE: If needed, please provide additional pages to support your explanation.

Evaluator's Signature: *Al Whitney*

Date: Jan 29, 2021

STATE FISCAL ACCOUNTABILITY AUTHORITY
STATE PROCUREMENT OFFICE
1201 MAIN STREET, SUITE 600
COLUMBIA, SC 29201
(803) 737-0600

TO: RFP COMMITTEE MEMBERS

FROM: *SHEILA O. WILLIS, CPPB*
PROCUREMENT MANAGER

SUBJECT: RFP NO. 5400019402

DATE: 12/10/2020

Please find enclosed:

- Evaluation Panel Briefing Instructions Sheet
- Conflict of Interest and Confidentiality and Evaluation Panel Briefing Certifications (*Procurement Integrity Representations and Restrictions & Non-Disclosure Agreement—Procurement Information*)
- Evaluator Reports/Score Sheets
- Responses to the RFP Referenced Above will be handed out near the conclusion of this meeting

COMMITTEE MEMBERS MUST REVIEW THE GUIDELINES STIPULATED ON THE EVALUATION PANEL BRIEFING INSTRUCTIONS BEFORE READING ANY RESPONSES.

Please read each proposal carefully and thoroughly. Be prepared to discuss each proposal at the selection meeting. You may complete your Evaluator Reports in pencil or use a working evaluation sheet prior to the selection meeting. You might want to adjust your scores when the Panel meets for discussion. Please do not write in any of the proposals.

Please be objective in scoring each proposal and do not allow others, or prior knowledge, to influence you. Remember, this is an independent evaluation, and you were chosen to serve on this committee because your expertise is valued. **Do not discuss the evaluation process among yourselves outside of this forum.** Remember, you may score only what is contained in each proposal.

At the selection meeting you will have the opportunity to hear the opinions of all other committee members. They may have caught something significant that you missed, or vice versa. You may adjust preliminary scores at any time prior to finalizing them in ink and turning them in.

If you should have any questions, concerns, or outside contacts regarding this procurement to report, please contact me at SFFA/State Procurement Office, (803) 737-4417.

STATE PROCUREMENT OFFICE (SPO) RFP

Panel “Briefing”

Instructions to the Evaluation Panel

You have been selected to provide input and guidance in the selection of a vendor to fulfill the needs of the State as set forth in the subject Request for Proposal (RFP). The State Procurement Office’s Procurement Officer reviewed the contractual language in each proposal received and you have received all those proposals that the State believes meet the contractual terms and conditions contained in the RFP. Your responsibility is to review, evaluate, and score each proposal.

1. **Conflict of Interest:** See applicable form *Procurement Integrity Representations and Restrictions*.
2. **Reviewing Proposals:** The RFP listed the State’s requirements for this procurement. Those requirements containing the words “must” or “shall” are considered mandatory. If you believe that an offeror’s proposal fails to meet one of these requirements, notify the SPO procurement officer as soon as possible. The procurement officer will review your findings and notify the other evaluators. Any proposal not meeting a mandatory requirement must be eliminated from consideration. There may be other requirements listed in the RFP containing the words such as could, may, might, or should. These requirements are considered optional or desirable. If you do not understand an Offeror’s response to a requirement, contact the SPO Procurement Officer and ask the Procurement Officer to seek clarification from the Offeror. The Procurement Officer will get the clarification for you and share that information with the other members of the evaluation committee. It is imperative that all evaluators have the same information concerning an Offeror’s proposal. **DO NOT** contact the Offeror on your own! This could jeopardize the procurement.
3. **Independent Evaluation:** Your responsibility is to provide an impartial, unbiased evaluation of each proposal according to the evaluation criteria contained in the RFP. You must arrive at your scores independently, without the influence of any other evaluator. The evaluation panel may meet for the purpose of discussions prior to finalizing scores and making an award. All scoring panel members must attend all meetings of the evaluation committee.
4. **Rating Structure:** The evaluation points for each award criteria are as indicated on the evaluation sheet.
5. **Price:** If price was an initial evaluation criteria, the points for price will either be figured by the chairperson or his designee based on a formula supplied by the State Procurement Office, or subjectively by the each evaluator, as instructed by the Procurement Officer.
6. **Score Sheets:** Score sheets are to be completed and signed in ink by each panel member prior to turning them in to the chairperson. No comments or documentation of scoring should be on the score sheets.
7. **Documentation of Scoring:** For each proposal, evaluators will provide a brief written explanation for the points awarded for each evaluation criteria. This explanation will be included in the Procurement Officer’s file and subject to public review under the Freedom of Information Act. In the event of a protest, each member of the evaluation panel may be called upon to support their reasoning before the Chief Procurement Officer, the Procurement Review Panel, or in a Court of Law. Evaluators should not include working papers, notes, or extraneous comments with the evaluation information returned to the Procurement Officer.
8. **Protest Hearing(s):** All decisions by this Evaluation Panel are subject to protest. Each member and/or the whole panel may be called upon to explain or defend their rating.
9. **Confidentiality:** All information presented or reviewed, and anything discussed during the entire evaluation process is considered confidential. You will be required to return all copies of the proposals to the SPO Procurement Officer upon completion of the evaluation. No discussions are allowed with anyone not part of this evaluation process (internal or external) until an award is made or finalized. See applicable form *Non-Disclosure Agreement—Procurement Information*.

EVALUATOR SCORE SHEET

Enterprise Resource Planning (ERP) System for Greenville Technical College RFP # 5400019402

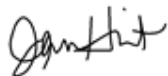
Offeror's Name: (Please Print) Anthology

Evaluator's Name: (Please Print) Jan Hirt

Evaluator's Number: 6 (SPO will assign)

Evaluation Criteria – Phase I	Range	Score
1. Functional and Technical Capabilities: The completeness and suitability of the Offeror's proposed solution to meet or exceed the defined Business Challenges and Transformation Needs of this RFP.	0 - 35	33
2. Information Technology Resources/Support/Implementation Service: A thorough and detailed explanation as to the amount of technical support (staffing) required by the College for initial implementation and for ongoing support. Offerors are to include detailed explanation as to the integrative capability and security surrounding the system. A thorough and detailed presentation of all implementation support to be provided to the College throughout the entire implementation, including training.	0 - 25	25
4. Offeror's Qualifications: The completeness and suitability of the Offeror's proposed solution to meet the needs of this RFP. The Offeror's financial strength must reflect sound financial stability; the Offeror's experience and references must provide evidence of its depth and breadth of experience, and evidence of successful past performance with projects of this similar size and scope.	0 - 20	15
	Total	73

Evaluator's Signature:



Date: 1/29/21

EVALUATOR EXPLANATION SUMMARY

Enterprise Resource Planning (ERP) System for Greenville Technical College
RFP # 5400019402

Offeror's Name: (Please Print) Anthology

Evaluator's Name: (Please Print) Jan Hirt

Evaluator's Number: 6 (SPO will assign)

To support my evaluation of this RFP, I hereby provide a brief explanation for each score given to each evaluation criteria.

1. **Functional and Technical Capabilities:** The completeness and suitability of the Offeror's proposed solution to meet or exceed the defined Business Challenges and Transformation Needs of this RFP.

Solution with a full suite of modules as requested by the college. Weak payroll based on GTC's needs; strong support of EDCT, students, financial aid, CRM, and finance. Appears to provide automation and streamlining of processes.

2. **Information Technology Resources/Support/Implementation Service:** A thorough and detailed explanation as to the amount of technical support (staffing) required by the College for initial implementation and for ongoing support. Offerors are to include detailed explanation as to the integrative capability and security surrounding the system. A thorough and detailed presentation of all implementation support to be provided to the College throughout the entire implementation, including training.

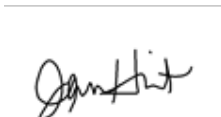
Clear description of college staffing needed for implementation and implementation support provided by vendor. Supported by references obtained. Robust training provided.

4. Offeror's Qualifications: The completeness and suitability of the Offeror's proposed solution to meet the needs of this RFP. The Offeror's financial strength must reflect sound financial stability; the Offeror's experience and references must provide evidence of its depth and breadth of experience, and evidence of successful past performance with projects of this similar size and scope.

Would need to review financial stability further. Excellent references from institutions of comparable size and similar in project scope. Supports SC state regulations and lottery tuition assistance.

OTE: If needed, please provide additional pages to support your explanation.

Evaluator's Signature:



Date: 1/29/21

EVALUATOR SCORE SHEET

Enterprise Resource Planning (ERP) System for Greenville Technical College RFP # 5400019402

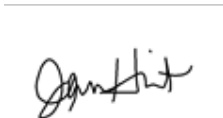
Offeror's Name: (Please Print) **Anthology**

Evaluator's Name: (Please Print) Jan Hirt

Evaluator's Number: ____6____ (SPO will assign)

Evaluation Criteria – Phase I	Range	Score
3. Business Proposal: The value of the proposed solution to meet or exceed the needs of this solicitation with specific respect to Total Cost of Ownership, Risk Analysis, Risk Mitigation, Risk Sharing and Performance Incentives. Offerors are to identify all costs associated with this project.	0 - 20	17
	Total	17

Evaluator's Signature:



Date: 2/9/21

EVALUATOR EXPLANATION SUMMARY

Enterprise Resource Planning (ERP) System for Greenville Technical College
RFP # 5400019402

Offeror's Name: (Please Print) **Anthology**

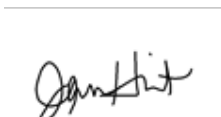
Evaluator's Name: (Please Print) Jan Hirt

Evaluator's Number: ____ 6 ____ (SPO will assign)

To support my evaluation of this RFP, I hereby provide a brief explanation for each score given to each evaluation criteria.

3. **Business Proposal:** The value of the proposed solution to meet or exceed the needs of this solicitation with specific respect to Total Cost of Ownership, Risk Analysis, Risk Mitigation, Risk Sharing and Performance Incentives. Offerors are to identify all costs associated with this project.

Full proposal but did not include travel cost. Very clear proposal.



Evaluator's Signature:

Date: 2/9/21

EVALUATOR SCORE SHEET

Enterprise Resource Planning (ERP) System for Greenville Technical College RFP # 5400019402

Offeror's Name: (Please Print) _____

Evaluator's Name: (Please Print) _____

Evaluator's Number: _____ (SPO will assign)

Evaluation Criteria – Phase II	Range	Score
Demonstration: Demonstration of capabilities and methods described in the Offeror's written proposal to meet the needs of the College as defined in this RFP.	0 - 20	
	Total	

Evaluator's Signature: _____ **Date:** _____

EVALUATOR EXPLANATION SUMMARY

**Enterprise Resource Planning (ERP) System for Greenville Technical College
RFP # 5400019402**

Offeror's Name: (Please Print) _____

Evaluator's Name: (Please Print) _____

Evaluator's Number: _____ (SPO will assign)

To support my evaluation of this RFP, I hereby provide a brief explanation for each score given to each evaluation criteria.

Demonstration: Demonstration of capabilities and methods described in the Offeror’s written proposal to meet the needs of the College as defined in this RFP.

[illegible]

Evaluator’s Signature: _____ **Date:** _____

EVALUATOR EXPLANATION SUMMARY

Enterprise Resource Planning (ERP) System for Greenville Technical College RFP # 5400019402

Offeror's Name: (Please Print) **Anthology**

Evaluator's Name: (Please Print) Jennifer L. Moorefield

Evaluator's Number: 5 (SPO will assign)

To support my evaluation of this RFP, I hereby provide a brief explanation for each score given to each evaluation criteria.

1. **Functional and Technical Capabilities:** The completeness and suitability of the Offeror's proposed solution to meet or exceed the defined Business Challenges and Transformation Needs of this RFP.

This proposal fully meets all areas requested by the college. Strong continuing education, student services, academics and HR functions. Weak in payroll area.

2. **Information Technology Resources/Support/Implementation Service:** A thorough and detailed explanation as to the amount of technical support (staffing) required by the College for initial implementation and for ongoing support. Offerors are to include detailed explanation as to the integrative capability and security surrounding the system. A thorough and detailed presentation of all implementation support to be provided to the College throughout the entire implementation, including training.

Complete training plan and timeline identifying all resources internal and external needed for successful implementation. Excellent references.

3. **Offeror's Qualifications:** The completeness and suitability of the Offeror's proposed solution to meet the needs of this RFP. The Offeror's financial strength must reflect sound financial stability; the Offeror's experience and references must provide evidence of its depth and breadth of experience, and evidence of successful past performance with projects of this similar size and scope.

Very qualified with experience in Higher education space. Excellent references. Excellent breadth of experience. Further review of detailed financials would be helpful.

OTE: If needed, please provide additional pages to support your explanation.

Evaluator's Signature: *Jennifer L. Moorefield* **Date:** 2/1/2021

HENRY MCMASTER, CHAIR
GOVERNOR

CURTIS M. LOFTIS, JR.
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



THE DIVISION OF PROCUREMENT SERVICES

DELBERT H. SINGLETON, JR.
DIVISION DIRECTOR
(803) 734-8018

JOHN ST. C. WHITE
MATERIALS MANAGEMENT OFFICER
(803) 737-0600
FAX: (803) 737-0639

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

G. MURRELL SMITH, JR.
CHAIRMAN, HOUSE WAYS AND MEANS COMMITTEE

GRANT GILLESPIE
EXECUTIVE DIRECTOR

February 1, 2021

Anthology Inc. (f/k/a Campus Management Corp.)

Attn: Robin Bradley

rbradley@campusmgmt.com

5201 Congress Ave.

Boca Raton, FL 33487

Re: **URGENT NOTICE - Response Due by February 3, 2021 at 5:00 P.M. EST.**

RFP #5400019402 – Enterprise Resource Planning System – Greenville Technical College

Dear Ms. Bradley:

As the procurement officer for the above referenced RFP, I am writing to conduct discussions regarding your proposal. As contemplated in the Request for Proposals, the State has elected to conduct discussions pursuant to South Carolina Code Section 11-35-1530(6) and Regulation 19-445.2095(I). Under these laws, discussions are conducted with all offerors submitting proposals initially classified, for discussion purposes, as either acceptable or potentially acceptable. Your proposal has been classified as potentially acceptable. However, failure to successfully address the items that are the subject of this communication may result in your proposal being eliminated from further consideration.

The authority to conduct discussions is strictly limited. First, discussions involve only a limited exchange of information. They are not and cannot constitute negotiations.

Second, all discussions must be controlled by the procurement officer. Accordingly, please do not communicate with any other state employees regarding these discussions without my express prior approval and my direct participation.

Third, these discussions involve an opportunity for you to submit cost or price, technical, or other revisions to your proposal. However, the law allows such revisions *"only to the extent such revisions are necessary to resolve any matter raised in writing by the procurement officer during discussions."* Accordingly, you must ensure that any revisions submitted are strictly limited to only those revisions necessary to resolve the concerns raised in this letter. Please see the list of concerns below. Unauthorized revisions or additional unsolicited responses may result in rejection of your revisions and consideration of only your initial proposal that, again, may result in elimination from further consideration.

Fourth, revisions should be timely received. Any revisions should be received by me no later than **February 3, 2021 at 5:00 P.M. EST or sooner. Late proposal revisions will not be considered.**

Matters for Discussion/Clarification
RFP #5400019402

I. The Request for Proposal, Section VII. Terms and Conditions – B. Special, paragraph titled Term of Contract – Effective Date/Initial Contract Period (Jan 2006), page 47 states: *“The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is 2 years from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award.”*

The Request for Proposal, Section VII. Terms and Conditions – B. Special, paragraph titled Term of Contract – Option to Renew (Modified), page 47 states: *“(a) At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of 5 years(s), unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award.”*

Anthology Inc.’s (Anthology’s) price proposal only reflects pricing for five years. The term of this contract is seven years.

Please submit a business proposal that reflects pricing for the full seven (7) year contract term. Failure to do so may result in elimination from further consideration.

Again, and in summary, Anthology’s proposal has been determined to be “potentially acceptable” and reasonably susceptible of being selected for award pursuant to S.C. Regulation 19-445.2095. I. and the Request for Proposal, Section II. Instructions to Offerors – A. General Instructions, paragraph titled Responsiveness/Improper Offers at page ten (10). Therefore, this letter is to seek clarification of all deficiencies in the proposal that may result in its rejection as non-responsive, to resolve uncertainties concerning the cost or price, technical proposal, and other terms and conditions, to resolve in writing suspected mistakes and allow the Offeror a reasonable opportunity to submit any cost or price, technical, or other revisions to its proposal if that proposal was determined to be reasonably susceptible of being selected for award. Therefore, the items listed are regarded as among those circumstances permitting clarification. Please understand that it is necessary that the requests to correct these items be specifically followed and failure to do so may result in Anthology’s proposal being eliminated from further consideration.

Please submit any revisions no later than February 3, 2021 at 5:00 P.M. EST.

Sincerely,

Sheila O. Willis, CPPB
Procurement Manager
Office of State Procurement
1201 Main Street, Suite 600
Columbia, SC 29201



Business Proposal
for
Greenville Technical College

Enterprise Resource Planning (ERP) System
RFP # 5400019402
Due: October 12, 2020 by 11:00 AM EST

Official Contact: **Robin Bradley**
rbradley@campusmgmt.com | 864.542.7475



Global Headquarters
5201 Congress Avenue
Boca Raton, Florida 33487



North America: 561-923-2500
proposals@campusmgmt.com:
www.campusmanagement.com

October 9th, 2020

Dr. Keith Miller
Greenville Technical College
506 South Pleasantburg, Drive
Greenville, SC 29607

Dr. Miller,

Per the instructions of the RFP, we are submitting our cost proposal as a separate document from our technical proposal.

I look forward to hearing from you once you have had the occasion to evaluate our proposed solution. Should you need further information regarding our offer, please feel free to contact me at your convenience. You can reach me at rbradley@campusmgmt.com or 864.542.7475.

Sincerely,

Robin Bradley

Robin Bradley
Regional Sales Manager
Anthology, Inc.

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BUSINESS PROPOSAL

Offerors are to submit a Business Proposal as a separate document from the Technical Proposal. The Business Proposal may include the following considerations:

(a) Total Cost of Ownership -- What is the anticipated cost of purchasing, owning, leasing, operating, maintaining, and/or supporting the proposed solution for the total potential term of the contract? Provide a detailed accounting.

See below table for estimated solution pricing.

Please provide the payment schedule for product and services.

Anthology will begin invoicing Greenville Technical College upon execution of the parties' resulting Final Contract. Anthology would also like to clarify that its Proposal and standard agreement contain additional terms regarding invoicing and payments. Typical payment structure is monthly as services are performed.

(b) Risk Analysis -- What internal or external factors could significantly impact the probability of completing this project on time and within budget?

- *Project Document Signatures*
 - *Our implementation methodology requires Anthology and Greenville Technical College agreement that each phase is complete. Without agreement, the timely start of the next phase may be jeopardized.*
- *Source Data Quality*
 - *Poor data quality resulting in long data migration times may be delayed the go-live.*
- *Unidentified Project Requirements*
 - *New/changing requirements may distract the primary project focus result in delays.*
- *Workload Prioritization*
 - *Greenville Technical College's team may have competing work priorities that affect timely completion.*

(c) Risk Mitigation -- What actions can be taken to mitigate the identified risks?

- *Project Document Signatures*
 - *Assign Project Managers and Sponsors from the Anthology and Greenville Technical College side.*
 - *Sponsors evaluate risks and issues affecting Anthology or Greenville Technical College confidence.*
 - *Changes to scope or schedule are processed through formal change control.*
- *Source Data Quality*

- *Anthology will recommend “best practice” User Acceptance Testing criteria and approach.*
- *Quality checks leading up to the UAT will be reviewed and approved.*
- *The UAT phase will include multiple runs of the data migration.*
- *Prior to go-live, the Anthology and Greenville Technical College must sign off on data quality.*
- *Post go-live, issues are evaluated for their impact and sent to project team.*
- *Unidentified Project Requirements*
 - *Shared project governance is enforced before/during/after implementation.*
 - *The governance team periodically reviews the project status/risks.*
 - *The governance team as a whole decides what changes to implement.*
- *Workload Prioritization*
 - *Establish blackout dates (team resource unavailability dates) at project start.*
 - *The team will be made aware up front when their participation is required for the project. The project sponsor at Greenville Technical College should deliver this message.*
 - *Weekly status meetings to discuss the upcoming resource availability.*
 - *For required changes, the Project Managers evaluate the effect and communicate it accordingly. Anthology and Greenville Technical College assume responsibility for negative impacts due to changes in resource availability.*

(d) Risk Sharing -- Are there opportunities for mutually beneficial risk sharing?

Yes, risk sharing will be mutual. An Anthology Project Manager will be responsible for the execution and delivery of all project deliverables and milestones. The Project Manager will work hand-in-hand with your Project Manager to manage the scope, schedule, quality, risk and cost of the project, and ensure that all appropriate stakeholders are part of a well-managed communication plan.

(e) Performance Incentives -- Are there opportunities for performance-based incentives?

Yes. Anthology would be open to discussing potential performance-based incentives that might be mutually utilized to help support a successful and timely implementation.



Estimated CampusNexus Solution Pricing

Solution Component	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
<i>CampusNexus Student (SIS)</i>	\$435,094	\$435,094	\$435,094	\$448,147	\$461,591	\$2,215,019
<i>CampusNexus Engage (CRM)</i>	\$170,400	\$170,400	\$170,400	\$175,512	\$180,777	\$867,489
<i>CampusNexus Finance, HR & Payroll (ERP)</i>	\$148,770	\$148,770	\$148,770	\$153,233	\$157,830	\$757,373
<i>Occupation Insight</i>	\$15,000	\$15,000	\$15,000	\$15,450	\$15,914	\$76,364
<i>Cloud Deployment (One-time fee)</i>	\$21,896	N/A	N/A	N/A	N/A	\$21,896
<i>Implementation Services (Fixed fee)</i>	\$1,343,963	\$1,343,963	N/A	N/A	N/A	\$2,687,926
Totals	\$2,135,123	\$2,113,227	\$769,264	\$792,342	\$816,112	\$6,626,067

Anthology Notes and Assumptions:

- The pricing for your proposed system will expire on June 30, 2021.*
- If your organization modifies the project scope after our submitting this proposal, the project pricing may need to be adjusted to fit the new project scope.*
- The implementation services fixed fee does not include travel and living expenses that may occur during the implementation. Travel and living expenses are billed as incurred. The Anthology Project Manager will coordinate with GTC's Project Manager to develop the final implementation schedule.*

Appendix

Contacting Us

We invite you to contact us at your convenience. Your official Anthology contact person is:

Contact Person: Robin Bradley / Regional Sales Manager

Contact Person Info: 864.542.7475 / rbradley@campusmgmt.com

You can also contact us through our corporate channels:

Corporate Phone: 561-923-2500 (North America)

Corporate Email: Proposals@campusmgmt.com

Corporate Web Site: www.campusmanagement.com

FAX: 561-999-0096

Notes

Pricing Expiration Date

The pricing we provide in this proposal is valid until June 30, 2021.

Legal

Anthology recognizes that you may have questions regarding the contract terms and our comments below. We, therefore, look forward to working together in good faith towards final mutually agreeable contracts.

Confidential Information, Trade Secrets, and FOIAs or Similar Requests

This document may contain trade secrets (i.e., proprietary information) and other confidential information. Should any entity other than your organization's proposal evaluation personnel request a copy of this document through the US Freedom of Information Act (FOIA) or through any other means, Anthology respectfully asks that you notify us directly in a timely manner. We will be happy to provide you with a redacted version or an otherwise confidentially marked copy of our proposal for limited distribution. For additional information, please see the disclosure statement that is included in this proposal.

Microsoft Power BI Award Winner

Anthology is a Microsoft 2019 partner of the year finalist in the use of Microsoft's Power BI. The award was in recognition of Anthology's excellence in innovation and implementations based on Microsoft's technology.



EdTech 2020 Breakthrough Award Winner

Anthology is the 2020 winner of EdTech’s award for innovation in higher education solutions. The EdTech award honors excellence and recognizes creativity, hard work and success in a range of educational technology categories. EdTech selected Anthology from over 1,500 nominees across twelve countries.

**Agreed Upon Functionality and Capabilities**

Anthology’s solution has the functional capability as specified in this package. However, should you award the contract to Anthology, Anthology will provide only the functional or other capabilities agreed to by the parties in the executed agreement to GTC.

Changes in Solution Scope

We understand that the possibility may exist that our proposed solution may need modification based on any new information provided to Anthology by GTC after the initial submission of our proposal. Should your organization’s project scope change, we invite you to negotiate with us in good faith to address any such changes.

Certified for ISO 27001 Compliance

Microsoft Azure is the platform we use for our CampusNexus Cloud Services. Our cloud services are third-party [certified to comply with ISO 27001](#). ISO 27001 is the global standard for information security management systems.

**Product Images**

As the development of our products is an ongoing process, the appearance of the product as shown in any screenshots in this document is subject to change.



Disclosure Statement

The information in this document shall not be disclosed outside the recipient's organization. The information shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the information itself. If a contract is awarded to Anthology as a result of or in connection with the submission of this information, the recipient shall have the right to duplicate, use, or disclose the information only to the extent provided in the contract. This restriction does not limit the right of the recipient to use the information contained if it is obtained from another source without restriction. If the recipient is served with a request to disclose any or all of Anthology's confidential information pursuant to the requirements of applicable law, a judicial or governmental request, requirement or order or otherwise, Anthology asks to be notified promptly to provide Anthology sufficient time to object to such a request. In good faith, Anthology will understand that the recipient will take reasonable steps to cooperate with and assist Anthology in contesting such a request, requirement, or order or in otherwise protecting Anthology's rights prior to disclosure.

© 2020 Anthology All rights reserved. Anthology and Talisma are registered trademarks of Anthology. Talisma CRM, CampusNexus, CampusVue, and Radius by Anthology are protected trademarks of Anthology. These marks may be registered in the U.S. and other countries. All other trademarks and registered trademarks are the properties of their respective owners.



Business Proposal
for
Greenville Technical College

Enterprise Resource Planning (ERP) System
RFP # 5400019402
Due: October 5, 2020 by 11:00 AM EST

Official Contact: **Robin Bradley**
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October 9th, 2020

Dr. Keith Miller
Greenville Technical College
506 South Pleasantburg, Drive
Greenville, SC 29607

Dr. Miller,

Per the instructions of the RFP, we are submitting our cost proposal as a separate document from our technical proposal.

I look forward to hearing from you once you have had the occasion to evaluate our proposed solution. Should you need further information regarding our offer, please feel free to contact me at your convenience. You can reach me at rbradley@campusmgmt.com or 864.542.7475.

Sincerely,

Robin Bradley

Robin Bradley
Regional Sales Manager
Anthology, Inc.

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BUSINESS PROPOSAL

Offerors are to submit a Business Proposal as a separate document from the Technical Proposal. The Business Proposal may include the following considerations:

(a) Total Cost of Ownership -- What is the anticipated cost of purchasing, owning, leasing, operating, maintaining, and/or supporting the proposed solution for the total potential term of the contract? Provide a detailed accounting.

See below table for estimated solution pricing.

Please provide the payment schedule for product and services.

Anthology will begin invoicing Greenville Technical College upon execution of the parties' resulting Final Contract. Anthology would also like to clarify that its Proposal and standard agreement contain additional terms regarding invoicing and payments. Typical payment structure is monthly as services are performed.

(b) Risk Analysis -- What internal or external factors could significantly impact the probability of completing this project on time and within budget?

- *Project Document Signatures*
 - *Our implementation methodology requires Anthology and Greenville Technical College agreement that each phase is complete. Without agreement, the timely start of the next phase may be jeopardized.*
- *Source Data Quality*
 - *Poor data quality resulting in long data migration times may be delayed the go-live.*
- *Unidentified Project Requirements*
 - *New/changing requirements may distract the primary project focus result in delays.*
- *Workload Prioritization*
 - *Greenville Technical College's team may have competing work priorities that affect timely completion.*

(c) Risk Mitigation -- What actions can be taken to mitigate the identified risks?

- *Project Document Signatures*
 - *Assign Project Managers and Sponsors from the Anthology and Greenville Technical College side.*
 - *Sponsors evaluate risks and issues affecting Anthology or Greenville Technical College confidence.*
 - *Changes to scope or schedule are processed through formal change control.*
- *Source Data Quality*

- *Anthology will recommend “best practice” User Acceptance Testing criteria and approach.*
- *Quality checks leading up to the UAT will be reviewed and approved.*
- *The UAT phase will include multiple runs of the data migration.*
- *Prior to go-live, the Anthology and Greenville Technical College must sign off on data quality.*
- *Post go-live, issues are evaluated for their impact and sent to project team.*
- *Unidentified Project Requirements*
 - *Shared project governance is enforced before/during/after implementation.*
 - *The governance team periodically reviews the project status/risks.*
 - *The governance team as a whole decides what changes to implement.*
- *Workload Prioritization*
 - *Establish blackout dates (team resource unavailability dates) at project start.*
 - *The team will be made aware up front when their participation is required for the project. The project sponsor at Greenville Technical College should deliver this message.*
 - *Weekly status meetings to discuss the upcoming resource availability.*
 - *For required changes, the Project Managers evaluate the effect and communicate it accordingly. Anthology and Greenville Technical College assume responsibility for negative impacts due to changes in resource availability.*

(d) Risk Sharing -- Are there opportunities for mutually beneficial risk sharing?

Yes, risk sharing will be mutual. An Anthology Project Manager will be responsible for the execution and delivery of all project deliverables and milestones. The Project Manager will work hand-in-hand with your Project Manager to manage the scope, schedule, quality, risk and cost of the project, and ensure that all appropriate stakeholders are part of a well-managed communication plan.

(e) Performance Incentives -- Are there opportunities for performance-based incentives?

Yes. Anthology would be open to discussing potential performance-based incentives that might be mutually utilized to help support a successful and timely implementation.



Estimated CampusNexus Solution Pricing

Solution Component	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Totals
CampusNexus Student (SIS)	\$435,094	\$435,094	\$435,094	\$443,796	\$452,672	\$461,725	\$470,959	\$3,134,433
CampusNexus Engage (CRM)	\$170,400	\$170,400	\$170,400	\$173,808	\$177,284	\$180,830	\$184,446	\$1,227,568
CampusNexus Finance, HR & Payroll (ERP)	\$148,770	\$148,770	\$148,770	\$151,745	\$154,780	\$157,876	\$161,033	\$1,071,745
Occupation Insight	\$15,000	\$15,000	\$15,000	\$15,300	\$15,606	\$15,918	\$16,236	\$108,061
Cloud Deployment (One-time fee)	\$21,896	N/A	N/A	N/A	N/A	N/A	N/A	\$21,896
Implementation Services (Fixed fee)	\$1,343,963	\$1,343,963	N/A	N/A	N/A	N/A	N/A	\$2,687,926
Totals	\$2,135,123	\$2,113,227	\$769,264	\$784,649	\$800,342	\$816,349	\$832,676	\$8,251,629

Anthology Notes and Assumptions:

- The pricing for your proposed system will expire on June 30, 2021.
- If your organization modifies the project scope after our submitting this proposal, the project pricing may need to be adjusted to fit the new project scope.
- The implementation services fixed fee does not include travel and living expenses that may occur during the implementation. Travel and living expenses are billed as incurred. The Anthology Project Manager will coordinate with GTC's Project Manager to develop the final implementation schedule.

Appendix

Contacting Us

We invite you to contact us at your convenience. Your official Anthology contact person is:

Contact Person: Robin Bradley / Regional Sales Manager

Contact Person Info: 864.542.7475 / rbradley@campusmgmt.com

You can also contact us through our corporate channels:

Corporate Phone: 561-923-2500 (North America)

Corporate Email: Proposals@campusmgmt.com

Corporate Web Site: www.campusmanagement.com

FAX: 561-999-0096

Notes

Pricing Expiration Date

The pricing we provide in this proposal is valid until June 30, 2021.

Legal

Anthology recognizes that you may have questions regarding the contract terms and our comments below. We, therefore, look forward to working together in good faith towards final mutually agreeable contracts.

Confidential Information, Trade Secrets, and FOIAs or Similar Requests

This document may contain trade secrets (i.e., proprietary information) and other confidential information. Should any entity other than your organization's proposal evaluation personnel request a copy of this document through the US Freedom of Information Act (FOIA) or through any other means, Anthology respectfully asks that you notify us directly in a timely manner. We will be happy to provide you with a redacted version or an otherwise confidentially marked copy of our proposal for limited distribution. For additional information, please see the disclosure statement that is included in this proposal.

Microsoft Power BI Award Winner

Anthology is a Microsoft 2019 partner of the year finalist in the use of Microsoft's Power BI. The award was in recognition of Anthology's excellence in innovation and implementations based on Microsoft's technology.



EdTech 2020 Breakthrough Award Winner

Anthology is the 2020 winner of EdTech’s award for innovation in higher education solutions. The EdTech award honors excellence and recognizes creativity, hard work and success in a range of educational technology categories. EdTech selected Anthology from over 1,500 nominees across twelve countries.

**Agreed Upon Functionality and Capabilities**

Anthology’s solution has the functional capability as specified in this package. However, should you award the contract to Anthology, Anthology will provide only the functional or other capabilities agreed to by the parties in the executed agreement to GTC.

Changes in Solution Scope

We understand that the possibility may exist that our proposed solution may need modification based on any new information provided to Anthology by GTC after the initial submission of our proposal. Should your organization’s project scope change, we invite you to negotiate with us in good faith to address any such changes.

Certified for ISO 27001 Compliance

Microsoft Azure is the platform we use for our CampusNexus Cloud Services. Our cloud services are third-party [certified to comply with ISO 27001](#). ISO 27001 is the global standard for information security management systems.

**Product Images**

As the development of our products is an ongoing process, the appearance of the product as shown in any screenshots in this document is subject to change.

Disclosure Statement

The information in this document shall not be disclosed outside the recipient's organization. The information shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the information itself. If a contract is awarded to Anthology as a result of or in connection with the submission of this information, the recipient shall have the right to duplicate, use, or disclose the information only to the extent provided in the contract. This restriction does not limit the right of the recipient to use the information contained if it is obtained from another source without restriction. If the recipient is served with a request to disclose any or all of Anthology's confidential information pursuant to the requirements of applicable law, a judicial or governmental request, requirement or order or otherwise, Anthology asks to be notified promptly to provide Anthology sufficient time to object to such a request. In good faith, Anthology will understand that the recipient will take reasonable steps to cooperate with and assist Anthology in contesting such a request, requirement, or order or in otherwise protecting Anthology's rights prior to disclosure.

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		Max. Point Value															
Offeror	Criteria	Ev1	Ev2	Ev3	Ev4	Ev5	Ev6	Ev7	Ev8	Ev9	Ev10	Ev11	Ev12	Ev13	Totals		
Anthology Inc. (f/k/a Campus Managemet Corp)	Demonstration	20	11	17	10	10	20	13	5		16	10	13	15	18	158.00	
Ellucian Company L.P.	Demonstration	20	3	10	5	5	5	8	1		9	5	10	5	7	73.00	
Workday, Inc.	Demonstration	20	17	19	19	20	19	18	20		19	19	19	18	13	220.00	
		Totals	31.00	46.00	34.00	35.00	44.00	39.00	26.00	0.00	44.00	34.00	42.00	38.00	38.00	451.00	
TOTAL																	
		Phase I Subtotal	Phase II Subtotal	Total	Rank												
Offeror	Criteria																
Anthology Inc. (f/k/a Campus Managemet Corp)	Phase I & II Scores	993	158	1151	1												
Ellucian Company L.P.	Phase I & II Scores	802	73	875	3												
Workday, Inc.	Phase I & II Scores	851	220	1071	2												
Prepared by / Date:	Shelia O. Willis, CFP® 3/10/2021																