

This SCFF Proposal is being forwarded to the FFC with the additional information below:

**RISE COLLEGE CLASSES IN SANTA RITA
Revised Proposal 2019
Jamal Cooks, Ph.D.**

Introduction

The RISE Program provides academic services for formerly incarcerated students. In an effort to expand the program, we propose to teach face-to-face college level courses in Santa Rita Jail. The questions below were posed by the SCFF committee and we have provided appropriate responses.

Questions

- 1. To what extent have you vetted the logistics of this proposal? In particular, have you confirmed there are classroom spaces in the jail large enough to hold reasonable class sizes of students? Is there an office space at Santa Rita for the Coordinator you intend to hire?*

The RISE program is working in collaboration with 5 Keys. 5 Keys is an educational agency that provides education programs and allows people to make positive contributions to their families and communities, and to reach their full potential. Currently, 5 Keys provides workshops and life skills classes in Santa Rita Jail. Later this semester, we will coordinate with Open Gate, and 5 Keys to provide a program for incarcerated students to enroll in college classes. The jail will provide class space for the program and a desk for the coordinator in the Transitional Center on site.

- 2. What classes are you planning to offer at Santa Rita?*

We will offer 5 classes per semester. The classes will include business, English, CTE, Social Science, PSCN classes (registering for classes, filling out financial aid information, and developing successful study habits for student success).

- 3. What is the average number of students do you anticipate per class section? What is this based on?*

The jail will provide class space and a desk in the Transitional Center on site. The class size will be between 20-25 students due to the restrictions set by the jail. As a safety policy, two Deputy officers will be in room in the room at all times for safety.

- 4. The committee believes your revenue projections are off.*

During the Spring 2020 semester, we will survey potential students about the types of classes (Social Sciences, Business, English, CE) and their desired academic work load (how many classes per semester). The classes will be offered to students who will be incarcerated for 5 or more years. This will allow us to work with students who will be able to enroll in, take, and finish the class in one semester.

After meeting with IR, the numbers are more conservative. The goal is to serve 100 non duplicated students. Each students will take two, 3- unit classes per semester.

- 100 students x 6 WSHC= 17.5 weeks= 10,500 /525=20 FTES Year 2
- 125 students x 6 WSHC= 17.5 weeks= 13,125 /525=25 FTES Year 3

In terms of funding for college, many students will qualify for the California Promise Grant in order to pay for tuition and materials. We anticipate approximately 75% will qualify for this grant. A few students may qualify for the Pell Grant, however, there are a number of restrictions for student eligibility based on the type of crime committed by the student.

The number of student that complete Math AND English and completing 9 or more CTE units are 5 students in year 2 and 5 students in year 3.

Budget Overview

Coordinator- \$80,000

The project requires a full-time coordinator who works in the jail, transitions students to Chabot, and supports students to meet their academic goals. The coordinator implements the delivery of on-site services including surveying inmates to determine class schedules, administering evaluations to improve the academic experience, providing trainings for faculty entering the jail i.e safety strategies, working with incarcerated individuals, and maintaining a positive working relationship with representatives from Santa Rita. The coordinator will develop a sequence of classes, identify faculty to teach classes, and professional development for faculty.

Adjunct Instructors- 5 classes x \$6384= \$31,920 year 2/ 8 classes x\$6384 year 3

Classified staff- \$30,000

The administrative support, either 1 or 2 people, will be a part-time contract or overtime for a full time classified person. The duties will include clerical duties, processing of financial aid applications, and registration working with Admissions and Records.

Equipment and software- \$5,000

Benefits- \$5,000

Mileage- \$5,000

Materials and Supplies- \$5,000

Conclusion

The RISE program will need initial funding for setting the foundation and operating the program. Over the next 2 years, we will apply for other funding sources in order to continue the work that is started by the initial SCFF funding. The goal is to secure funding from other grants and educational agencies to pay for the coordinator, staff and books/ materials. By establishing teaching college classes in Santa Rita, the RISE program will continue helping students with career exploration, job placement, and strategies to find livable wage employment. Although the committee may pause at hiring people with the SCFF funding, the proposal warrants funding because it supports the district mission to provide "innovative educational opportunity and support services to prepare students to succeed in a diverse global society."

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SCFF Metrics	(Year 1)			(Year 2)			(Year 3)		
	Incremental Units	SCFF Contribution	Project Revenue Contribution	Incremental Units	SCFF Contribution	Project Revenue Contribution	Incremental Units	SCFF Contribution	Project Revenue Contribution
Base Allocation									
Credit FTES	0	\$ 3,848.50	\$ 0.00	0	\$ 3,958.57	\$ 0.00	0	\$ 4,074.16	\$ 0.00
Credit FTES of Special Admit	0	\$ 5,634.56	\$ 0.00	0	\$ 5,795.71	\$ 0.00	0	\$ 5,964.94	\$ 0.00
Credit FTES of inmates in correctional facilities	0	\$ 5,634.56	\$ 0.00	20	\$ 5,795.71	\$ 115,914.20	25	\$ 5,964.94	\$ 149,123.50
Noncredit FTES	0	\$ 3,456.62	\$ 0.00	0	\$ 3,555.48	\$ 0.00	0	\$ 3,659.30	\$ 0.00
CDCP noncredit FTES	0	\$ 5,634.56	\$ 0.00	0	\$ 5,795.71	\$ 0.00	0	\$ 5,964.94	\$ 0.00
Total Base Allocation			\$ 0.00			\$ 115,914.20			\$ 149,123.50
Supplemental									
Pell Grant Recipients	0	\$ 948.96	\$ 0.00	0	\$ 976.10	\$ 0.00	0	\$ 1,004.60	\$ 0.00
California Promise Grant Recipients	0	\$ 948.96	\$ 0.00	75	\$ 976.10	\$ 73,207.50	100	\$ 1,004.60	\$ 100,460.00
AB540 Students	0	\$ 948.96	\$ 0.00	0	\$ 976.10	\$ 0.00	0	\$ 1,004.60	\$ 0.00
Total Supplemental			\$ 0.00			\$ 73,207.50			\$ 100,460.00
Student Success									
Associate degree for Transfer	0	\$ 1,817.38	\$ 0.00	0	\$ 1,869.35	\$ 0.00	0	\$ 1,923.94	\$ 0.00
Associate degree	0	\$ 1,363.03	\$ 0.00	0	\$ 1,402.01	\$ 0.00	0	\$ 1,442.95	\$ 0.00
Credit Certificate (16-units)	0	\$ 908.69	\$ 0.00	0	\$ 934.68	\$ 0.00	0	\$ 961.97	\$ 0.00
Transfer Level Math and English	0	\$ 908.69	\$ 0.00	5	\$ 934.68	\$ 4,673.40	5	\$ 961.97	\$ 4,809.50
Transfer to a four-year university	0	\$ 681.52	\$ 0.00	0	\$ 701.01	\$ 0.00	0	\$ 721.48	\$ 0.00
9 or more CTE Units	0	\$ 454.34	\$ 0.00	5	\$ 467.34	\$ 2,336.70	5	\$ 494.93	\$ 2,474.00
Attained Living Wage	0	\$ 454.34	\$ 0.00	0	\$ 467.34	\$ 0.00	0	\$ 480.98	\$ 0.00
Total Student Success			\$ 0.00			\$ 7,010.10			\$ 7,284.50
Total by year			\$ 0.00			\$ 196,131.80			\$ 256,868.00

4. Budget Summary

Refer to the personnel needs and funding categories below to estimate the expenses that will be incurred to accomplish this project. Check all boxes that apply.



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Personnel Needs: Admissions and Records Maintenance and Operations Institutional Research Business Office Full-time Faculty Adjunct Faculty Financial Aid Classified Professionals Other, describe below

Other:

Funding Category: Technology Supplies and Equipment Travel and Mileage Facilities Use Administrative Support Institutional Research Marketing and Outreach Curriculum Other, please describe

Other:

Expense	Year		
	Year 1	Year 2	Year 3
Full-time and/or Adjunct Faculty	\$0	\$31,920	\$51,072
Classified Professionals and/or Other Personnel Needs <i>(Part-time, Specialist or Professional Experts)</i>	\$0	\$80,000	\$90,000
Materials & Supplies <i>(consider marketing and outreach for this project)</i>	\$0	\$5,000	\$5,000
Equipment & Software	\$0	\$5,000	\$5,000
Other Classified	\$0	\$30,000	\$30,000
Other Mileage	\$0	\$5,000	\$7,000
Other Benefits	\$0	\$5,000	\$7,000
Cost Benefit Totals	Year 1	Year 2	Year 3
Total Annual Revenue Projected:	0.00	196,131.80	256,868.00
Total Annual Expenses Projected:	0.00	161,920.00	195,072.00
Return on Investment Projected:	0.00	34,211.80	61,796.00





Student Centered Funding Formula Project Proposal

Thank you for proposing a Student Centered Funding Formula project. Please read the Funding Formula Committee's Philosophy Statement prior to completing the application.

Funding Formula Committee Philosophy Statement:

The Funding Formula Committee (FFC) strives to educate the Chabot-Las Positas Community College District about the State funding formula metrics, accurate data sources on the metrics, and best practices and efficient processes to fully benefit from the metrics. We aim to capitalize on the metrics while maintaining a central focus on student success and equity.

The FFC aims to recommend high-impact initiatives and processes that are fiscally responsible and lead to increased funding based on any of the State's three funding formula components:

- *Base Allocation:* FTES funding, Credit, Non-credit, CDCP, Special Admit and Incarcerated Education
- *Supplemental Allocation:* California Promise Grant, AB 540 students, and Pell Grant recipients
- *Student Success Allocation:* degrees, degrees for transfer, credit certificates, completion of 9 or more CTE units, transfers to four-year university, completion of transfer level math and English, attainment of a regional living wage and equity "bumps" for California Promise Fee Waiver and Pell Grant recipients

The FFC aims to do all the above, while also taking into consideration the initiatives' impacts on students meeting their educational goals, student equity, the College's strategic plans and educational missions, cost-benefit analyses, scalability and alignment of the initiatives across both Colleges.

The FFC strives for our committee processes to be respectful, transparent, equitable, collaborative, and grounded in data-driven analyses and evidence-based practices. We will aim to value and respect the time it takes for faculty members, Classified Professionals, Administrators, and student employees to accomplish new initiatives. We believe that all CLPCCD community members have valuable ideas and we will be most successful collectively strategizing to maximize our funding.



Title of Project Proposal: RISE College Courses in Santa Rita **Today's Date** 9/27/2019

1. Requestor(s):

Full Name of Lead Contact for Request: Jama1 Cooks Title or Position Dean

Phone number 5107080344 Extension _____

Email jcooks@chabotcollege.edu

Department(s): Other RISE Program

- Location (check all that apply): District Chabot LPC
- How many requests have you submitted to the Funding Formula Committee to date? 1
- Was this proposal, or a proposal similar to this, identified as part of Program or Area Review at the college? Yes No
- List the names of other employees, agencies and/or stakeholders involved in this project:
The RISE Program provides academic services for formerly incarcerated students. In an effort to expand the program, we proposes to teach face-to-face college level courses in Santa Rita Jail. This project is a collaboration between The RISE program at Chabot College, Santa Rita Education Coordinator, 5 Keys and Open Gate, with an exploration to partner with Las Positas College. The courses may include, but not limited to, Career Education (CE), college readiness classes, English, history and sociology to allow students the opportunity to work towards earning certifications for jobs, Associate of Arts degrees, and the ability to transfer to 4-year universities.



2. Scope of Project

2a In about 250 words, briefly describe the scope of this project in the space provided below.

The project requires a full-time coordinator who works in the jail, transitions students to Chabot, and supports students to meet their academic goals. The coordinator implements the delivery of on-site services including surveying inmates to determine class schedules, administering evaluations to improve the academic experience, providing trainings for faculty entering the jail i.e safety strategies, working with incarcerated individuals, and maintaining a positive working relationship with representatives from Santa Rita. The coordinator will develop a sequence of classes, identify faculty to teach classes, and professional development for faculty. In addition, the coordinator will schedule weekly team meetings of the RISE team to discuss the curriculum, instruction, assessment, and overall learning experiences for students. These meetings will allow faculty to be reflective about their teaching practices and develop strategies to become better instructors. Moreover, the coordinator markets the program, maintains, reviews, updates, and supports the content of social media and webpages, and serve as point-of-contact for issues arising with the operations of the program. The classified staff member, in collaboration with the program coordinator, the is responsible for processing the school registration paperwork to admissions and records, helping students complete the financial aid paperwork, completing hiring paperwork for faculty and student workers (ePAF's), maintaining evaluations, collecting data for reporting, and in the planning of the team meeting. The classified staff maintains performance data invoice requisitions, website updates, promotional materials, budget status, and others tasks assigned by management.

2b Duration: _____ 1st semester _____ 2nd semester _____ x _____ Longer term- *Please provide a short description below*

The RISE program will need initial funding for setting the foundation and operating the program. The coordinator can be a full time faculty member or an adjunct. The goal is to secure funding from other grants and educational agencies to pay for the coordinator, staff and books/ materials. After establishing teaching college classes in Santa Rita, the RISE program will expand helping students with career exploration, job placement, and strategies to find livable wage employment.



2c The cost-benefit analysis is critical to the application process. To the best of your ability, briefly describe the cost-benefit analysis and how this project will accomplish its outcomes.

The RISE project makes money for the college and district. The total costs for the contract coordinator, the classified staff, books, and materials is a small fraction of the total cost. The financial significance is that college earns a higher amount per student for incarcerated students, many students will participate in the CE programs, and students interested in obtaining an Associates of Arts degree will complete college level English or Math. The funding for the program increases annually because the number of students will increase and the amount of work needed will grow over time. However, the amount of materials and books will decrease because we will collect the books back for each class to create a lending library of textbooks, novels, and readers. Although the committee may pause at hiring people with the SCFF funding, the proposal warrants funding because it supports the district mission to provide "innovative educational opportunity and support services to prepare students to succeed in a diverse global society."

3. Estimated Impact on Student Centered Funding Formula (SCFF)

1. Using the table below, read the list of SCFF funding categories in the column titled "SCFF Metrics" and identify which metrics are expected to be impacted with this project.
2. For each SCFF metric impacted, estimate the number of students/amounts of FTES to be generated, over and above what is typically generated in the metric. Input this number into the column entitled, "Estimated SCFF points generated by project" in the appropriate row. For example, if the project is estimated to generate an additional 100 Pell grants in Year 1 (FY19-20), then input the number "100" in column, "Estimated SCFF points generated by project," row "Pell Grants," under the group of columns for "Year 1 (FY19-20)".
 - o How many additional students/FTES are estimated to result from this project in Year 2 (FY20-21)? Input this number into the column, "Estimated SCFF points generated by project," in the row for the appropriate SCFF metric and corresponding year.
 - o How many additional students/FTES are estimated to result from this project in Year 3 (FY 2021-22)? Input this number into the column, "Estimated SCFF points generated by project," in the row for the appropriate SCFF metric and corresponding year.
3. For each SCFF metric with a number entered for "Estimated SCFF Points generated by project," the total monies generated per year will automatically populate.
4. These totals will be used later in the application (Question 4) when you are calculating the estimated expenses in comparison to the estimated revenue generation (i.e. the "return on investment").

-Table for Calculations on the next page-



SCFF Metrics		FY19-20 (Year 1)		FY20-21 (Year 2)			FY21-22 (Year 3)		
Base Allocation	Incremental Units	SCFF Contribution	Project Revenue Contribution	Incremental Units	SCFF Contribution	Project Revenue Contribution	Incremental Units	SCFF Contribution	Project Revenue Contribution
<i>Credit FTES</i>	0	\$ 3,848.50	\$ 0.00	0	\$ 3,958.57	\$ 0.00	0	\$ 4,074.16	\$ 0.00
<i>Credit FTES of Special Admit</i>	0	\$ 5,634.56	\$ 0.00	0	\$ 5,795.71	\$ 0.00	0	\$ 5,964.94	\$ 0.00
<i>Credit FTES of inmates in correctional facilities</i>	0	\$ 5,634.56	\$ 0.00	20	\$ 5,795.71	\$ 115,914.20	40	\$ 5,964.94	\$ 238,597.60
<i>Noncredit FTES</i>	0	\$ 3,456.62	\$ 0.00	0	\$ 3,555.48	\$ 0.00	0	\$ 3,659.30	\$ 0.00
<i>CDCP noncredit FTES</i>	0	\$ 5,634.56	\$ 0.00	0	\$ 5,795.71	\$ 0.00	0	\$ 5,964.94	\$ 0.00
Total Base Allocation			\$ 0.00			\$ 115,914.20			\$ 238,597.60
Supplemental									
<i>Pell Grant Recipients</i>	0	\$ 948.96	\$ 0.00	75	\$ 976.10	\$ 73,207.50	150	\$ 1,004.60	\$ 150,690.00
<i>California Promise Grant Recipients</i>	0	\$ 948.96	\$ 0.00	25	\$ 976.10	\$ 24,402.50	50	\$ 1,004.60	\$ 50,230.00
<i>AB540 Students</i>	0	\$ 948.96	\$ 0.00	0	\$ 976.10	\$ 0.00	0	\$ 1,004.60	\$ 0.00
Total Supplemental			\$ 0.00			\$ 97,610.00			\$ 200,920.00
Student Success									
<i>Associate degree for Transfer</i>	0	\$ 1,817.38	\$ 0.00	0	\$ 1,869.35	\$ 0.00	10	\$ 1,923.94	\$ 19,239.40
<i>Associate degree</i>	0	\$ 1,363.03	\$ 0.00	0	\$ 1,402.01	\$ 0.00	0	\$ 1,442.95	\$ 0.00
<i>Credit Certificate (16-units)</i>	0	\$ 908.69	\$ 0.00	0	\$ 934.68	\$ 0.00	0	\$ 961.97	\$ 0.00
<i>Transfer Level Math and English</i>	0	\$ 908.69	\$ 0.00	20	\$ 934.68	\$ 18,693.60	30	\$ 961.97	\$ 28,859.10
<i>Transfer to a four-year university</i>	0	\$ 681.52	\$ 0.00	0	\$ 701.01	\$ 0.00	0	\$ 721.48	\$ 0.00
<i>9 or more CTE Units</i>	0	\$ 454.34	\$ 0.00	5	\$ 467.34	\$ 2,336.70	10	\$ 494.93	\$ 4,949.30
<i>Attained Living Wage</i>	0	\$ 454.34	\$ 0.00	0	\$ 467.34	\$ 0.00	0	\$ 480.98	\$ 0.00
Total Student Success			\$ 0.00			\$ 21,030.30			\$ 53,047.80
Total by year			\$ 0.00			\$ 234,554.50			\$ 492,565.40

4. Budget Summary

Refer to the personnel needs and funding categories below to estimate the expenses that will be incurred to accomplish this project. Check all boxes that apply.



Personnel Needs: Admissions and Records Maintenance and Operations Institutional Research Business Office Full-time Faculty Adjunct Faculty Financial Aid Classified Professionals Other, *describe below*

Other: The full time coordinator will either be a full time faculty member. The funds will pay for release time for coordination at Santa Rita full time in the jail.

Funding Category: Technology Supplies and Equipment Travel and Mileage Facilities Use Administrative Support Institutional Research Marketing and Outreach Curriculum Other, *please describe*

Other: All of the students should qualify for financial aid which will include tuition and books. The administrative support, either 1 or 2 people, will be a part-time contract or overtime for a full time classified person. The duties will include clerical duties, processing of financial aid applications, and registration working with Admissions and Records.

Expense	Year 1	Year 2	Year 3
Full-time and/or Adjunct Faculty	\$ 0	\$ 145,000	\$ 150,000
Classified Professionals and/or Other Personnel Needs <i>(Part-time, Specialist or Professional Experts)</i>	\$ 0	\$ 40,000	\$ 45,000
Materials & Supplies <i>(consider marketing and outreach for this project)</i>	\$ 0	\$ 10,000	\$ 10,000
Equipment & Software	\$ 0	\$ 0	\$ 0
Other mileage	\$ 0	\$ 5,000	\$ 8,000
Other professional development	\$ 0	\$ 5,000	\$ 8,000
Other	\$	\$	\$
Cost Benefit Totals	Year 1	Year 2	Year 3
Total Annual Revenue Projected:	0.00	234,554.50	492,565.40
Total Annual Expenses Projected:	0.00	205,000.00	221,000.00
Return on Investment Projected:	0.00	29,554.50	271,565.40



5. Optional: Additional Information

Provide additional information not asked about this project here, if needed.

After clicking on “Finish” this application will be emailed to the Dean/Area Manager, then the VP, then the President/VC for review and approval.

6. Reviewer’s Signatures

Please note: Approved projects require a report out once per semester to the FFC and will be reviewed by the PBC on a quarterly basis.

Print Name: Jama1 Cooks	Signature: DocuSigned by: Jamal Cooks B47B900E24974E0...	
Dean or Area Manager		Date 9/27/2019

Print Name: Dr. Stacy Thompson	Signature: DocuSigned by: Dr. Stacy Thompson 5BEFD686C8844D5...	
Vice President		Date 10/10/2019

Print Name:	Signature:	
President or Vice Chancellor		Date

Certificate Of Completion

Envelope Id: CA5D257F1B504033A3D8D37B0B39BE64	Status: Completed
Subject: SCFF Budget Submission Request by [[College-Staff_UserName]]	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	CLPCCD SCFF APP
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	7600 Dublin Blvd
	3rd Floor
	Dublin, CA 94568
	FFC-SCFF@clpccd.org
	IP Address: 209.129.155.253

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Status: Original	Holder: CLPCCD SCFF APP	Location: DocuSign
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Signer Events

Jamal Cooks
 jcooks@chabotcollege.edu
 Dean
 Chabot College
 Security Level: Email, Account Authentication (None)

Signature

Completed

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Timestamp

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Jamal Cooks
 jcooks@chabotcollege.edu
 Dean
 Chabot College
 Security Level: Email, Account Authentication (None)

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Signature Adoption: Pre-selected Style
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Dr. Stacy Thompson
 slthompson@chabotcollege.edu
 Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	10/10/2019 6:41:33 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Chabot-Las Positas CCD (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Chabot-Las Positas CCD:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dneideffer@clpccd.org

To advise Chabot-Las Positas CCD of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dneideffer@clpccd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Chabot-Las Positas CCD

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dneideffer@clpccd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Chabot-Las Positas CCD

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to dneideffer@clpccd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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