



NOSSAMAN LLP

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February 13, 2017

Bill Scroggins, Ph.D.  
President/CEO  
Mt. San Antonio College  
1100 N. Grand Avenue  
Walnut, CA 91789

**RE: Engagement Letter for Noncredit State Advocacy Services**

Dear Dr. Scroggins,

This letter will constitute a Consulting Agreement between Mt. San Antonio Community College District ("District") and Nossaman LLP (hereinafter referred to as "Nossaman").

Effective immediately, the District retains Nossaman for State advocacy services on a monthly retainer basis to assist with efforts noncredit related legislation and budget issues. Ashley Walker, Policy Advisor, will be the Project Manager and serve as primary contact to the District, the State Legislature, Governor's office and Administration, the California Community Colleges Chancellor's Office and other potential partners such as the Community College League of California. Services provided by Nossaman shall include:

- **Monitoring:** Monitor all activities of the California Legislature, including hearings, briefings, and press related events on the topic of noncredit.
- **Bill Tracking:** Nossaman will use Capitol Track at the state level and will track all noncredit related legislation. Nossaman will send bill reports on a weekly basis to ensure the District is up to date on the ongoing status of each bill.
- **Legislative Advocacy:** Nossaman proposes to offer the following services to accomplish this task:
  - Proactively identify state budget issues being considered that will impact the Adult Education Block Grant (AEBG), and advocate on the District's behalf.
  - Recommend positions on noncredit legislation.
  - Draft position letters on legislation and budget AEBG language.
  - Notify the District of pertinent legislative informational hearings related to noncredit and/or the AEBG.
  - Monitor the appropriate Senate and Assembly Budget Subcommittees for state budget developments related to the AEBG and provide regular updates to the assigned District staff.
  - Watch for significant amendments to noncredit related legislation that will affect the District and provide regular updates to the assigned District staff.

- On noncredit related legislation deemed a priority by the District, lobby the Legislature and Governor's office and provide advocacy materials.
- Monitor the Legislature and Governor's actions on noncredit related bills.
- **Regulation Efforts:** When necessary, Nossaman will engage with the California Community Colleges Chancellor's office and Board of Governors regarding Title 5 regulation proposals related to noncredit.
- **Monthly Reports:** Provide monthly reports to the District that include all activities performed by Nossaman.
- **California Fair Political Practices Commission:** Nossaman assists clients with the preparation and filing of federal and state lobbying registrations and ongoing lobby disclosure reporting. As an added service, Nossaman will prepare and file state lobbying registrations and ongoing lobby disclosure reporting for the District.

For the aforementioned services, the District agrees to pay Nossaman a monthly retainer fee of \$1,500. The contract will be effective immediately upon execution of this agreement until January 31, 2018. The contract can be renegotiated at any time to extend the length of the contract and/or to increase the retainer and scope of work, by including an addendum. The contract can be terminated at any time with a 30 day notice provided by the District.

The monthly retainer will not cover direct expenses, which include, but are not limited to: required out-of-town travel, specialized legal or lobbying services provided at the request of the District outside the scope of the retainer, or communication costs beyond normal duplicating, printing, faxing, long-distance calls and postage. Any services or direct expenses not covered by the monthly retainer will need to be approved in advance by the District.

We at Nossaman appreciate your confidence in our Firm, and look forward to working with you to advocate for noncredit programs provided by the District.

Sincerely,



Ashley Walker  
Policy Advisor  
for Nossaman LLP

I agree to the terms of the contract, as described above:

\_\_\_\_\_  
Dr. Bill Scoggins  
President, Mt. San Antonio College

Dated: \_\_\_\_\_