ANNUAL DISTRICT SERVICES AREA REVIEW 2011-2012

Department of General Services

Dr. Sadiq B. Ikharo, Vice Chancellor of General Services

November 14, 2011
# Annual District Services Area Review – 2010-2011

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Service Area: Department of General Services
Supervising Manager: Dr. Sadiq B. Ikharo

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I. MISSION STATEMENT

The Department of General Services has a responsibility for planning, design, maintenance and operations with a commitment to providing safe and adequate facilities and environments through accountability, environmental sustainability, while transforming lives to achieve a high level of educational excellence.
II. OVERVIEW

The Department of General Services provides facility and property services for the Peralta Community College District, Duplicating, Capital Outlay, Design & Construction and Facilities & Operations. Police Services also fall under this department. Facility and property services include capital planning and management, real property leasing, maintenance of facilities and equipment, energy management, and custodial services. Other services provided include central mail distribution and duplication services for the District.

The Measure A In-house Bond and Construction Management Program is also managed by the Department of General Services, under the direction of the Vice Chancellor of General Services. Managing the Measure Bond Program in-house is in the best interest of the District because it is more financially prudent. It also has a tendency to assure the voting public its fiduciary responsibility.

Police Service; Sheriff’s Department and Security also falls under the direction of the Vice Chancellor of General Services. Currently, the Peralta Community College District contracts with the Alameda County Sheriff’s Office and Securitas Security Services, Inc. to provide security and emergency police services and security services for the entire District. Their services include parking enforcement, safety of students, employees and visitors and building security.
III. DIVISIONAL FUNCTIONS

District Mailroom and Duplication Center

The main function of this department is to distribute and collect incoming and outgoing U.S. mail and inter-departmental mail; affix and record postage on registered mail and packages using commonly used concepts, practices, and procedures with the postal field. Duplication functions include providing duplication support for the District Administration Center.

Facilities & Operations Division

Engineering Department: The Engineering Department operates and maintains academic buildings, maintains the utility distribution system, and performs related services, operates swimming pools. A wide variety of skills and materials in metal working, electrical, electronics, broadband cable, plumbing, heating, ventilation, air-conditioning, carpentry, roofing, masonry, locksmith, painting, and glazing trades are available for departmental facilities and projects. This department is responsible for the maintenance & operation of all Peralta Community College District buildings, building facilities & the equipment to operate those facilities.

Custodial Department/District: The District Administrative Center Custodial Division provides cleaning service in the District Administrative Center and specific non-campus outlying facilities, while also performing non-technical repairs and component replacement (for example, fluorescent tubes). The division also sets up special events and provides labor and equipment moving and delivery services within buildings.

Grounds Division: The Grounds Division provides the following services in support of overall College operations:

- Maintaining the grounds of the Peralta Community College District including:
  - outdoor athletic areas for varsity and intramural sports;
  - parking lots and parking spaces and directional traffic and informational signs;
  - roads, bridges, walks, fences and gates;
  - irrigation systems;
  - water management;
  - tree maintenance;
  - recycling and waste management disposing of the College’s solid waste with a goal of minimizing landfill and maximizing recycling;
  - pest control; and
  - operation and service equipment used in grounds maintenance operations.

Capital Outlay, Design, & Construction Division

Departmental main function is to oversee planning, design and construction of all capital projects to be undertaken with Measure A revenues and remaining Measure E funding. Currently there are two Facilities Project Managers, a Moving Manager, along with one Facilities Project Coordinator and three support positions within the Capital Projects division of the Department of General Services.
Facilities Planning & Development: Functions include the coordination of District-wide planning and development for all four campuses, creating and establishing District-wide design, procedure standards, best practices for facility planning and modernization of District facilities.

Police Services

Alameda County Sheriff's Office (Police Services): The Peralta Community College District contracts police services with the Alameda County Sheriff's Office. Peralta Police Services is responsible for protecting the life and property of students, employees, and visitors. Their mission is to preserve the peace, maintain order, and enforce state, federal, and local laws. Our goal is to provide a safe environment so that the educational process can be conducted in an orderly and uninterrupted manner. Deputies focus on "partnerships" in addressing the problems and/or concerns identified by campus staff and students.

Securitas Security Services: Their contract includes the following services:

- Security services at Berkeley City College;
- On-Site Security at the Berkeley City College Annex Facility;
- Weekend Security Services at College of Alameda, Laney College, Merritt College, and the District Administrative Center.

Campus Safety Aides, District-wide

The mission of the District-wide Safety Aide Training is to insure that all Safety Aides throughout the Peralta District are equipped with the necessary skills and training needed to service their campus in a professional manner. Duties & responsibilities of a Campus Safety Aide include:

- Escort and assist student, faculty & staff, as needed, to their vehicles and classrooms
- Perform walking patrols of campus grounds, facilities and buildings including parking lots
- Report any suspicious activity or accidents to Police Services via radio, phone or in person
- Serve as a safety representative at College
- Staff the Information booth and provide campus information, on occasions
- Conduct campus tours
- Attend extracurricular activities, as assigned, to assist with safety and crime reporting
- Assist with emergency evacuations, building sweeps and other activities relating to the safety
- Reports and take notes on suspicious activities and reports
- Assists in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on the school campus
- Provides information to school administrators regarding causes and effects of campus and community tension.
- Monitors and reports unauthorized persons on campus
- Assist students, faculty and staff during emergencies or disaster situation as first respondents
V. MANAGEMENT POSITIONS – Summary of Responsibilities

Vice Chancellor of General Services

- Plan, organize, direct, and coordinate the activities of the Department of General Services Department including Facilities Maintenance & Operations, Capital Outlay, Design & Construction, Measure A Bond Program, Peralta Police Services and the District Mailroom/Duplication.
- Develop and implement department policies, procedures and regulations; conduct management studies, and systems and procedure analyses regarding various department operations.
- Receives, examines, facilitates, and approves requisitions for the Department of General Services, Measure A & E Bond funding, capital construction projects, supplies and equipment.
- Writes specifications, prepares bids for all major construction projects.
- Receives and analyzes bids and makes recommendations for award to Board of Trustees.
- Supervises and provides management oversight for the Director of Capital Projects, who has day-to-day responsibility for the capital outlay projects.
- Supervises and provides management oversight for the Director of Facilities Operations, Director of Capital Projects and In-house Measure A Bond Program at the District Office.
- Supervises and provides management oversight for the Director of Facilities Maintenance and Operations, who has day-to-day responsibility for the District-wide departments of maintenance, grounds, and the District Office custodial services.
- Provides administrative leadership and oversight of Police Services District-wide.

The Director of General Services, in coordination with the Facilities Program Administrator, may perform the following:

- Interfaces with and provides management oversight for consultants and contractors for District facilities programs and capital projects.
- Develops and reviews plans for construction and deferred maintenance for conformity to code regulations.
- Plans, organizes and implements long and short-range construction, improvement, programs of the District.
- Develops the Scheduled Maintenance Plan and annual project submittals for State funding.
- Develops the five-year construction and deferred maintenance plan for the District.
- Develops, negotiates, prepares for Board of Trustees approval and administers construction contracts.
- Represents the District to State and local agencies and serves on District Councils and Commissions as assigned.

Director of Facilities & Operations

- Provides leadership, management and policy direction for facilities operations and maintenance.
- Supervises the District Divisions of Engineering, Grounds, and District office complex Custodial (collectively called Physical Plant).
- Plans, organizes and implements District-wide maintenance, grounds and renovation programs, and custodial activities for the District office complex.
- Manages Physical Plant personnel training and assists the Vice Chancellor in the development and management of budget preparation.
Interfaces with campus management, consultants, contractors, regulatory agencies and other related organizations on District renovation projects, providing District level supervision and project management.

Assists the Vice Chancellor in overseeing the District’s sustainability program to include energy conservation, waste management and recycling.

Assists the Vice Chancellor in the pursuit of LEED accreditation on existing District buildings.

Assists the Vice Chancellor and the Department of Human Resources in negotiations and issues dealing with the Local 39 bargaining unit.

Manages, coordinates and controls various District-wide facilities systems including computerized work order and preventive maintenance, security and fire alarm systems, emergency phones and parking lot ticket equipment.

Responsible for the development and updating of District maintenance and repair procedures.

Responsible for the Physical Plant training and departmental usage of computerized systems to facilitate monitoring and recordkeeping.

Assists the Vice Chancellor in the development, and implementation, of the Scheduled Maintenance Plan and annual project submittals for State funding.

Responsible to the Vice Chancellor for recommending personnel staffing needs, and for executing performance evaluations and discipline.

Assists Risk Management in emergency preparedness, safety and disaster planning.

Assist the Vice Chancellor to ensure that the facilities data base of buildings and grounds is maintained and updated.

**Director of Capital Projects**

- Acts as Construction Manager for capital outlay projects.
- Perform all contractual duties for the hard and soft construction costs for the prescibed project.
- Coordinate budget estimates (Not-To-Exceed) for District and prepare constructability reviews.
- Identify, recommend, and negotiate cost-effective consultant contracts for the District and monitor the consultants' budgets and monthly invoicing when required.
- Set up and implement review procedures and techniques to assure timely processing of pay applications, contracts, sub contracts, and change orders.
- Monitor and keep projects on Master Schedule on track and identify Milestones.
- Develop and maintain good relationship with Architects, Consultants, Inspectors, and Genera Contractors and coordinate meetings for the team.
- Work to develop building standards for construction and maintenance consistency on the District's behalf.
- Maintain timely and accurate reporting to management including budget, construction, and project milestone records as needed.
- Manage, execute, and/or develop project team coordination according to District standards and policies including knowledge of Public Contract Code and California Education Code.
- Review contract conditions; ensure compliance with all contract terms;
- Prepare documentation of all significant project events, e.g., accidents, delays, permit status reports, change orders and claims.
- Direct preconstruction services and activities to establish conformity of the project plans and documents.
- Develop calendar of upcoming bids that will require internal approvals in a timely fashion.
- Coordinate with Facilities Operations Manager regarding service maintenance needs for new projects.
- Maintain quality control (integrity and excellence of completed project).
- Coordinate "Outreach" programs with Purchasing Compliance Manager, as required to implement Board Policy on SELBE/SLBE.
- Mitigate claims and conflict during the course of construction.
- Ensure the completion of all job close-out procedures and coordinates storage of historical records and files.
- Work with Architects and Consultants to ensure projects are completed within prescribed budgets unless scope of services are modified or extended by the appropriate internal approvals (i.e., Director, Chancellor, Board of Trustees);
- Supervise staff as appropriate.
- Perform other related duties as assigned.

Facilities Planning & Development Manager
- Manage the selection processes for master list of architects, master list of PM/CM firms and miscellaneous consultants.
- Manage and assist with the development of the District-Wide Facilities Master Plan, participate in creating estimated project budgets for future bonds and contract negotiation.
- Conduct and manage Feasibility Studies, if necessary.
- Create project timelines and budgets.
- Coordination of interim housing and the management of design and construction of swing spaces, before and after construction.
- Responsible for land and property acquisition, planning and development of building changes and reconveyances.
- Conduct activities required for the disposal of surplus property.
- Conduct and manage district activities for California Environmental Quality Act (CEQA) when required.
- Responsible for the District Long-Range Facility Master Plan, including the compilation of demographics and land use detail.
- Conducts studies and special research projects to identify significant trends and district facility needs.
- Update geographic information system (GIS) and assists in enrolment projections, boundary planning and space optimization.
- Analyzes available funding sources for construction and modification of facilities.
- Coordinates plans and designs for new construction and modernization projects to incorporate educational, economic, and aesthetic concerns.
- Assist in the preparation of applications and reports to appropriate Federal, State and local government agencies acting as the District's liaison.
- Attends local and state meetings acting as the District's liaison with the State Chancellor's Office and at other local city and governmental agency meetings.
- Serves as the District liaison to project architects, engineers and inspectors.
- Assists in the development of contract specifications, bid documents, and coordination of bid process.
- Plans appropriately to adhere to legislation related to Community College facilities.
- Assist the District with facility capacity load ratios using the State Chancellor's Office Fusion software program.

Facilities Project Managers
- Establish meeting schedules with A/E and college project work group.
Programming and Design Phases
- Act as Liaison between the Colleges and the District Office, Department of General Services.
- Develop milestone schedules for assigned projects from inception to completion.
- Assist with the detailed definition of project scope, budget, and schedule, including programming support.
- Assist the District in the solicitation and retention of design and engineering consultants.
- Coordinate design consultant activities and delivery schedules.
- Review design documents for constructability, scheduling, consistency, coordination during schematic and design development phases of the work.
- Provide value engineering analyses, if necessary.
- Expedite owner’s design reviews including modifications.
- Reviews phase deliverables for compliance with minimum District requirements and provide comments, as required.
- Assist with the coordination of approvals by regulatory agencies including DSA, and local jurisdictions where applicable.
- Assist in the preparation of non-technical portions of the project specification manual.
- Analyze alternative project delivery strategies and make recommendations to District.
- Prepare and maintain a CPM schedule for the project.
- Monitor and provide progress reports concerning the design and/or procurement schedule.
- Prepare a procurement plan, where required.
- Prepare the appropriate attachments on multi-prime contracts.
- Coordinate preparation of project cost estimates at end of schematic phase, and at 50% and 100% completion of construction documents phase.

Procurement Phase
- Assist with pre-qualification process for the selection of prime and/or sub-contractors, as required including RFP/RFQ documents.
- As a result of any pre-qualification process, develop a short-list of pre-qualified prime and/or sub-contractors, as required.
- Monitor and coordinate all bid phase activities with District departments.
- Prepare public solicitation notice(s) for District approval.
- Conduct pre-bid conferences and project site walk examinations with bidders.
- Review and coordinate bid phase addenda.
- Estimate cost of bid phase addenda.
- Assist District with bid evaluations.
- Conduct post-bid conference, as required.
- Assist with the preparation of agenda items for Board approval.
- Conduct post-bid evaluations.

Construction Phase
- The District may, at its own discretion, retain the services of a Construction Management firm to perform either all or part of these services.
- Coordinate and conduct pre-construction activities.
- Develop detailed construction schedule.
- Review contractor’s schedule submittal and make recommendations to District.
Review and coordinate construction logistics between the contractors and the
District Maintenance & Operations (M&O) staff.
Conduct pre-construction conference(s).
Verify permits, approvals, bonds, and insurance.
Verify schedule of values.
Provide continuous on-site construction management personnel.
Work with DSA inspector, special inspectors and ensure compliance with all DSA
reporting and closeout requirements.
Establish team communication procedures with A&E and College project work
group.
Assist and support architect’s construction administration processes.
Review and process RFI's, Shop Drawings, samples, and other submittals.
Coordinate project site meetings with design/construction team.
Review construction progress and prepare reports.
Coordinate change order control process.
Review and analyze proposed change orders and make recommendations to
District.
Review safety manual and District safety protocol.
Establish and implement quality control program, including as-built accuracy.
Determine cost and schedule effects of change orders.
Prepare change order reports.
Coordinate and evaluate contractor’s recovery schedules.
Review and approve monthly pay requests.
Coordinate the preparation of the punch-list.
Determine final completion and payment.
Determine substantial completion dates, final payments, and release of retention.
Coordinate procurement and installation of FF&E.

Close-Out Phase
Coordinate close-out procedures, including personnel training.
Coordinate and expedite delivery of record drawings and specifications
Coordinate delivery and verify completeness of O&M manuals,
 warranties/guarantees and certificates.
Obtain occupancy verified reports, coordinate final testing, documentation, and
 regulatory inspections.
Prepare final accounting report.
Prepare occupancy plan report.
Ensure DSA certification of project is achieved.

Moving Manager
Assists the Vice Chancellor of General Services in the scheduling of project moves
throughout the District.
Coordinates meetings and planned moving schedules with the colleges and other
stakeholders.
Maintains liaison with site administrators, and other departments to maintain project
moving schedule.
Responsible for maintaining a list of approved moving contractors.
 Provides advice and assistance to the General Services Department to support the
necessary moves of equipment and furniture. Services provided shall include, but not
limited to, requests for necessary information regarding cost estimating, conferences,
site investigations, surveys and facilities review.
- Maintains the general management of programs including directing staff and consultants to the District.
- Analyzes and recommends budgets, contracts and policy background documentation or analysis.
- Assists in maintaining and setting District guidelines, standards and procedures for capital development, swing space and interim housing projects.
- Assists Facilities Maintenance and Operations Department in establishing a computerized method of tracking and service delivery.
- Writes bid specifications for actual movers to obtain the lowest responsible bidder for the District.

**Project Design Manager**
- Establish preliminary and final scope for budget and facilities schedule for District Senior Management approval.
- Negotiate and administer approved consultant agreement requests and amendment requests on projects in design; review, approve and monitor all consultant design activities and invoicing.
- Initiate preliminary scoping activities and establish protocols with campus administration and design teams.
- Coordinate scope with Peralta District Maintenance & Operations Department and all other internal department requirements.
- Review and recommend building arrangements, construction methods, and types of materials and overall appearances during the design phases for District approval.
- Monitor development and completion of construction documents, including schematics, design development, working drawings, cost estimates and schedules.
- Provide technical expertise in areas of building systems, functional use for campus activities, budgeting for all campus improvements, site utilisations and identification of state and local code constraints.
- Insure conformance with District standards and guidelines for quality assurance.
- Serve and facilitate as liaison among campus administrators, faculty, community groups, architects, engineers and surveyors, and planning and construction agencies (State of California Division of the State Architect (DSA) and local jurisdictions).
- Monitor all furnishings, fixtures, equipment, and color scheme specifications during construction documentation.
- Prepare and implement budgets, schedules, status reports, and control documentation on projects from inception to DSA approval.
- Conduct initial systems investigations and make recommendations on design modifications.
- Transition all completed State-approved construction documents to District-approved Construction Project Manager for bidding and construction activities.
- Review and comment on all architectural drawings from conceptual design through constructability review.
- Review and coordinate value engineering for all Measure A construction projects.

**Energy & Environmental Sustainability Manager**
- Act as the primary coordinator for the Vice Chancellor of General Services on issues of energy and environmental sustainability standards as they relate to all construction bond expenditures.
- Assist with energy and environmental sustainability goal setting for capital construction projects, promoting the District’s policy and programs relating to energy and environmental sustainability objectives.
- Coordinate annual District-wide sustainability conference.
Work with District staff and other District consultants to write sustainability grant funding from State and Federal.

- Coordinate with project managers, building committees and design teams of all new Campus capital projects construction, major renovations, and capital procurement projects to ensure that projects meet U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) guidelines, with Peralta Community College District policy on energy and environmental sustainability, and with national best practices in Green Building.

- Coordinate business managers, purchasing agents, facilities managers and facilities operators to optimize Peralta's existing operations buildings in the areas of recycling, waste reduction, energy efficiency, water efficiency, carbon emission reduction and environmentally sustainable deconstruction/demolition.

- Coordinate the development of new energy and environmentally sustainable projects through soliciting input and participation among faculty, students, staff and administrators.

- Provide up-to-date information about energy and environmental sustainability in campus facilities projects to all bodies and organizations on campus and to the local community, as needed.

- Oversee data collection to establish baseline inventory of existing energy and environmental sustainability initiatives within the District.

- Research and disseminate best practices information relating to Campus Sustainability projects/policies at other campuses.

- Propose changes to and maintain work force policy and procedure manuals for energy and environmental sustainability.

- Assist the Vice Chancellor in development and management of implementing Board and District Policies and Procedures relating to energy and environmental sustainability.

- Act as primary contact for the District with local businesses interested in energy and environmental sustainability.

- Coordinate all Peralta stakeholder groups in development of Energy and Environmental Management System plans.

- Oversee and coordinate implementation of District-wide recycling efforts.

- Provide assistance to and coordination of purchasing, facilities and grounds personnel within the District offices and on the colleges' campuses relating to energy & environmental sustainability.

- Coordinate the implementation of best energy and environmental sustainability practices in District energy system use, retrofitting, upgrades and installations.

- Coordinate the execution of environmental upgrades to existing buildings to provide for "green" ecologically appropriate usage.

- Work with the Advisory Committee on Environmental Sustainability (CACS) and its subcommittees to enhance the environmental sustainability efforts of the Peralta Community College District in the development, utilization and maintenance of its physical plant; in its purchasing and contracting; and the development of District community and educational programs.

- Manage content, design, and maintenance of Sustainable Peralta website.

- Participate in meetings of and events sponsored for the purpose of energy and environmental sustainability including but not limited to Green Facilities Subcommittee, and Community Partnerships Subcommittee.

- Design and Develop print materials, flyers, posters, brochures, etc. that publicize environmental sustainability efforts of the Peralta Community College District.

- Participate in meetings of and events sponsored for the purpose of energy and environmental sustainability including but not limited to Green Curriculum
Subcommittee, Green Facilities Subcommittee, and Community Partnerships Subcommittee.

- Manage and/or coordinate sustainability staff, graduate student researchers, volunteers and student interns as appropriate.
- Oversee and implement outreach to student groups, staff, and faculty.
- Coordinate conference program development including but not limited to working with conference Program Committee to recruit keynote speakers, panel presenters and resource experts, issue invitations to participants, coordinate content suggestions to participants, prepare breakout sessions, and confirm participant commitments.
- Coordinate preparation of all written conference material, including conference outreach flyers and posters, conference program/schedule, and other handouts.
VI. STAFF POSITIONS – Summary of Responsibilities

Executive Assistant, General Services

- Responsible for administrative support services for the Office of the Vice Chancellor.
- Serve as liaison between the Vice Chancellor’s management staff, academic and classified staff, unions, representatives of community agencies and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures or referring callers to the executive or others.
- Coordinate and support the Vice Chancellor’s complex activity and appointment calendar (using MS Outlook) which includes time management, on and offsite meeting arrangements, coordination of internal manager meetings, workshop conferences, and appointments with staff and Vendors.
- Perform a variety of complex, difficult and responsible administrative support duties; takes and transcribes dictation and types a variety of correspondence, memoranda, reports, statistical reports and other confidential materials.
- Research and assemble records, data, and confidential materials and other confidential matters.
- Perform research and other work related to a variety of employee-employer related matters. Research such as calling other community colleges on behalf of the Vice Chancellor to determine changes and other pertinent information.
- Assist in maintaining complex, interrelated administrative and confidential filing systems and records.
- Take and transcribe minutes of meetings, including Board Facilities meetings and Vice Chancellor committee meetings.
- Research, collect, and prepare daily back-up and detailed briefing materials, agendas, notes, and other materials in support of the Vice Chancellor’s appointments and meetings. Assists with preparation of PowerPoint presentations, Excel spreadsheets, financial reports, and a variety of planning and communications documents.
- Process paperwork for travel reimbursement and checks documents for accuracy, initiates, review and process requisitions for invoices, supplies, equipment services for the Vice Chancellor’s Office and check for accuracy and completeness. Maintains receiving records for invoices, supplies, equipment, vendor files and catalogs.
- Performs a wide range of advanced clerical duties related to the operation of the office; serves as liaison between an administrator and other district offices; serves in a liaison and/or resource capacity on projects and assignments.
- Assist in monitoring the Vice Chancellor’s budgets; assist with the development of long-range budgetary planning and projections; assist with annual unit budget spreadsheets. Check accuracy of allocations and expenditures; monitor expenditures; develop, maintain, and manage internal accounting systems and procedures; track unit expenses and provides status reports.
- Provide support in litigation such as document production and serves as liaison to outside attorneys, regarding construction and bidding litigations.
- Screen incoming calls and visitors, referring them to the Vice Chancellor or his staff, providing information as appropriate, or taking accurate and complete messages. Provides liaison functions between the Office of the Vice Chancellor and staff at all levels, "trustees, and members of the public who contact the office with service complaints.
- Communicate routinely with campus executives and administrative leadership to ensure that they are appropriately integrated on key issues, and keep the Vice Chancellor apprised of vital situations requiring immediate attention and triage.
• Open, annotate, and route mail to the Vice Chancellor and others of his staff, and drafts responses for the Vice Chancellor as appropriate. Handle highly confidential material, correspondence, personnel files and documents.
• Operates a variety of modern office equipment; order supplies and equipment for the Vice Chancellor and assures proper functioning of this office equipment.
• Serve as resource to other offices for information, policy and practice orientation, and general file materials.
• Conduct surveys with regards to security and police services, district-wide, relative to other community colleges.
• Assist with meetings relating to employee disciplinary hearings.
• Maintain the Department of General Services divisional websites and Measure A website.
• Provide support in responding to Public Records Act requests.

Facilities Project Coordinator (Construction)
• Prepares an updates Five-Year Capital Outlay Construction Plan; inputs and updates information into the state’s computerized program for submission to the State Chancellor’s Office.
• Prepares resolutions, boilerplate construction contracts and agreements.
• Prepares change orders and conveyances of real property for Board approval and does follow-up to see that all necessary actions are taken.
• Prepares Board briefs; maintains list of capital outlay and deferred maintenance and Measure E and Measure B projects.
• Sets up budgets, monitors budgets.
• Reviews all invoices for payment.
• Serves as liaison with legal counsel, architects, consultants, contractors, various governmental agencies, college staff and District staff.
• Coordinates bidding process.
• Prepares budget and audit reports.
• Establishes and maintains specialized filing systems for legal and technical documents.
• Prepares leases for off-campus facilities.
• Researches background materials for litigation proceedings.
• Assembles and files materials for environmental impact reports.
• Prepares and forwards final contracts, contractor’s bonds and payment bonds for approval by legal counsel.
• Gathers information on previous Board decisions for reports.
• Answers inquiries from student groups, private agencies, and City and State agencies.
• Gathers information and makes arrangements for a variety of meetings.
• Gathers information for inclusion in reports.
• Maintains and annually updates space inventory report.
• Uses Fusion for assessment and planning purposes.
• Supervises a Senior Secretary.

Facilities Project Coordinator (Administrative)
• Under direction of the Director of General Services, performs a variety of administrative support duties.
• Prepares an updates Five-Year Capital Outlay Construction Plan; inputs and updates information into the state’s computerized program for submission to the State Chancellor’s Office.
Prepares resolutions, boilerplate construction contracts and agreements;
Prepares change orders and conveyances of real property for Board approval and
does follow-up to see that all necessary actions are taken;
Prepares Board briefs; maintains list of capital outlay and deferred maintenance and
Measure E and Measure B projects.
Sets up budgets, monitors budgets.
Reviews all invoices for payment.
Serves as liaison with legal counsel, architects, consultants, contractors, various
governmental agencies, college staff and District staff.
Coordinates bidding process.
Prepares budget and audit reports.
Establishes and maintains specialized filing systems for legal and technical
documents.
Prepares leases for off-campus facilities.
Researches background materials for litigation proceedings,
Assembles and files materials for environmental impact reports.
Prepares and forwards final contracts, contractor's bonds and payment bonds for
approval by legal counsel.
Gathers information on previous Board decisions for reports.
Answers inquiries from student groups, private agencies, and City and State
agencies.
Gathers information and makes arrangements for a variety of meetings.
Gathers information for inclusion in reports.
Maintains and annually updates space inventory report.
Uses Fusion for assessment and planning purposes.
Supervises a Senior Secretary.

Staff Services Specialist, General Services

Provides administrative technical support in the Office of General Services; provides
secretarial assistance to the Facilities Project Management Team; performs a variety
of complex, difficult and responsible secretarial duties; types a variety of
correspondence, memoranda, reports, statistical reports, conduct survey and other
matters.
Establishes and maintains complex, interrelated administrative and confidential filing
systems, records, and contracts for Facilities Project Management Team.
Operates a variety of modern office equipment, including personal computers utilizing
Word, Excel, PowerPoint, Outlook and Access), and peripheral equipment such
printers, fax machine, copiers, calculators, typewriters and mainframe interface
systems.
Arranges and schedules a variety of meetings; maintains Facilities Project
Management Team appointment calendars (using MS Outlook), which includes time
management, on and offsite meeting arrangements, coordination of internal manager
meetings, workshops, conferences, appointments with staff, vendors.
Gives out information in person or by telephone where judgment, common
knowledge, and interpretation of policies and regulations are necessary.
Prepares agendas, attends meetings and takes and transcribes minutes of various
meetings.
Serves as support between Facilities Project Management Team and other district
managers, campus officials, and staff, representatives from community agencies and
the general public; serves in a liaison and/or resource capacity on projects and
assignments; assists directly by performing functions as related to a wide range of
administrative, operational, and other services.
Performs a wide range of clerical and administrative and operations functions.
- Assist in the preparation of Board of Trustees agenda, reports and cover memos; gathers back-up material for Board Agenda items.; assembles agenda materials.
- Composes correspondence and memoranda independently.
- Receives, opens, sorts and prioritizes all incoming mail and messages; distributes mail and identifies and refers matters to appropriate staff members.
- Receives and screens visitors, vendors and contractors and telephone calls and refers to appropriate staff member.
- Assists other managers and staff in the office, as required.
- Researches, and analyses data; collects and compiles statistical data and other information for inclusion into special and periodic reports. Verifies contractor/consultant licenses with State Contractor's License Board.
- Initiates, reviews and processes purchase requisitions for invoices, supplies, and equipment services for the Office of General Services; checks forms for accuracy and completeness; maintains receiving records for invoices, supplies, equipment, vendor files and catalogs; processes travel reimbursement forms.
- Monitors departmental budget expenditures and initiates budget transfers, Personnel Action Forms, and other forms necessary to maintain sound day-to-day budget activities.
- Updates and maintains Office of General Services department website.
- May supervise other clerical or student staff in the completion of assigned tasks.

Senior Secretary
- Serves as Secretary to the Divisional Administrator relieving the managers of a variety of clerical and technical duties.
- Types a variety of correspondence, memoranda, reports and other materials.
- Arranges and schedules a variety of meetings and conferences.
- Establishes and maintains complex, interrelated filing systems.
- Performs a wide range of clerical, personnel and budgetary control duties related to the operations of General Services and Capital Project.
- Serves as a liaison between administrator and other district or campus officials.
- Prepares and assembles agenda materials, reviews and checks documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.
- Reviews reports and maintains records of expenditures.
- Assists in preparing budget estimates.
- Composes correspondence independently.
- Operates a variety of modern office equipment including personal computer utilizing MS Office or other appropriate software, copiers, printers, and fax machines.
- Gives out information in person or by telephone where judgment, common knowledge, and interpretation of policies and regulations are necessary.
- Receives, opens, and distributes mail and identifies and refers matters to the administrator in order of priority.
- Receives visitors, sets up appointments, screens visitors and telephone calls and refers to appropriate staff members.
- May train subordinate office clerical personnel; may make recommendations on clerical appointments and improve office procedures.
- Collects and compiles statistical and financial data and other information for inclusion into special and periodic reports; orders office supplies.
**Principle Clerk**
- Performs a variety of complex clerical and general office duties.
- Acts as receptionist.
- Receives work orders verbally, via telephone, voicemail, wizard mail, or Maint Star Program.
- Relays work order information pertaining to maintenance and grounds staff via mobile radio unit for handling repairs to equipment and buildings, emergencies and safety issues. Inputs work orders in the Maint Star Program and closes out work order when work has been completed.
- Obtains budget coding for work orders.
- Makes appointments for engineers with vendors.
- Contacts vendors for price quotes as needed.
- Receives invoices and checks for discrepancies and contacts vendor regarding discrepancies.
- Processes requisitions.
- Codes invoices, opens, sorts and distributes mail.
- Sorts and checks utility bills by campus, obtains approval and routes for payment.
- Maintains log of attendance and overtime.
- Collects leave forms and time sheets, codes time sheets and obtains manager's approval and forwards to payroll department for processing.
- Takes notes at maintenance staff meetings.
- Electronically prepares personnel action and leave forms.
- Types memos, correspondence, lists and forms.
- Operates typewriter and personal computer.
- Orders office supplies.
- Prepares basic periodic reports.
- Maintains department files.
- Maintains adequate supply of forms.
- Issues access parking permits to contractors.
- Maintains gasoline card file.
- Maintains conference room calendar.
- Maintains security of key cabinet.
- May train and supervise student employees as needed.

**Clerical Assistant II**
- Performs a wide variety of clerical work including typing, proofreading, filing, and posting information on records.
- Acts as receptionist, answering the telephone and the general public, providing information or assistance as required.
- Types letters, memorandums, requisitions or other material as needed.
- Maintains simple budgetary control records for department to which assigned.
- Operates a variety of office equipment.
- Prepares basic statistical reports.
- Assembles, collates, staples materials and assists the Department to make copies.
- Maintains records of issuance and return of campus keys.
- Sorts and files documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files.
- Expedites the processing of construction invoices.
- Performs arithmetical calculations.
- Mails out letters, forms and applications.
- Receives, sorts, and distributes incoming and outgoing mail.
Assists in ordering and maintaining adequate stocks of office supplies.

**Head Custodian, District Office**
- Plans, organizes, coordinates and supervises the work of two (2) or more shifts of day and night cleaning personnel.
- Trains and instructs subordinate personnel in the performance of their duties; assigns regular work schedules and assumes responsibility for the cleanliness and safe conditions of the buildings.
- Supervises and checks the cleaning and care of rooms, rest rooms, halls and building fixtures, and equipment requiring activities such as sweeping, mopping, scrubbing, polishing, dusting, waxing, disinfecting and related duties.
- Assigns special duties for various educational, social and civic activities, arranging for proper equipment, heating, ventilating and lighting.
- Inspects buildings and reports dangerous, unsightly or unsanitary conditions or sees that such conditions are corrected.
- Assists in the development of specifications for custodial supplies and equipment after determining the most satisfactory materials.
- Attends safety meetings and departmental meetings.
- Maintains inventories so that adequate supplies are on hand.
- Arranges time schedules, vacation periods and plans the summer vacation work schedule.
- Evaluates custodial staff performance; maintains time and time records for the custodial staff.
- Prepares brief written reports and correspondence to the manager (i.e., inventory of supplies, status of work orders, shift logs, vacation schedules, recommendations for facility upgrade needs, etc.).
- Provides input as needed, to assist managers with performance evaluations.

**Custodian**
- Cleans, sweeps, scrubs, strips, mops and waxes floors.
- Vacuums, shampooos and extracts dirt from rugs and carpets.
- Cleans rest rooms, offices, shops, classrooms, kitchens, labs, theater, locker rooms and gym areas.
- Washes walls and removes graffiti.
- Cleans windows and drinking fountains.
- Empties and cleans waste containers.
- Cleans chalkboards, white boards and erasers.
- Replaces lights and cleans diffusers.
- Empties garbage and trash cans.
- Secures buildings having an alarm system.
- Reports needed repairs, hazardous materials or safety violations to supervisors.
- Assists in moving supplies and arranging furniture and equipment.
- Sets up facilities for special events.
- May assist in ordering, receiving, storing and inventorying of working supplies from college stores.
- May make minor non-technical repairs.

**Chief Stationary Engineer**
- Performs all of the essential functions of the Chief Stationary Engineer, as needed.
- Supervises the quality of building maintenance and evaluates the performance of staff through periodic inspections and on-site supervision.
Is responsible for supervising and overseeing the scheduling of building maintenance operations and issuing work orders to Senior Building Engineers, including energy management, preventative maintenance, key control, fire systems, budgeting and scheduling work which must be done on an immediate, intermittent, or long-range basis, and assigning work within staff allocations.

- Maintains central log of all operating machinery.
- Orders tools, spare parts, and machinery necessary for proper operation.
- Maintains file on records of repairs, maintenance, and lubrication of all machinery for District buildings.
- Performs periodic campus inspections of machinery and equipment.
- Supervises the charts, record keeping and prepares reports.
- Provides input on capital deferred maintenance, facility upgrades and hazardous waste removal projects.
- Works, as directed, with Architects/Engineers and recommends changes or modifications of existing mechanical equipment and inspects the installation of new equipment during the project final inspection phase and warranty period to verify equipment operation.
- Is responsible for and provides training to staff subordinates and apprentices on how to safely operate and maintain building and related equipment.
- Conducts campus building maintenance inspections on a periodic basis.

**Assistant Chief Stationary Engineer**

- Performs all of the essential functions of the Stationary and Utility Engineers.
- Under the direction of the Chief Stationary Engineer, plans, supervises, coordinates, schedules, and assigns the work to subordinate personnel.
- Monitors and maintains the Energy Management System (EMS) as needed.
- Monitors and supervises performance of subordinate personnel.
- Assists the Chief Stationary Engineer in training personnel.
- Maintains a log of all operating machinery, as needed.
- Assures all work is performed in a safe manner.
- Supervises the checking, operating and maintenance of building mechanical systems.
- Trains subordinates in the use and operation of District systems, including, but not limited to, EM (Energy Management), FA (Fire Alarm), card access, door lock key, work orders/PM (Periodic Maintenance), and emergency phones.
- Orders tools, spare parts and machinery necessary for efficient support of the department mission.
- Reads and interprets blueprints.
- Operates a variety of modern office equipment including personal computers utilizing various software applications (i.e., Microsoft Word, Excel, Computer Aided Drafting (CAD), etc.); the mainframe computer, Internet and e-mail.
- Works with outside contractors as required.
- Effectively works with campus senior management within framework of Physical Plant Department procedures.
- Assists Chief Stationary Engineer in scheduling and prioritizing work orders and PM

**Stationary Engineer**

- Inspect, adjust, repair, install, service, test, and maintain lighting, power, and communication/control systems, transformers, motors, appliances, controls (up to 480 volts), including data sensing and transmission cabling that may involve pneumatics and instruments, and direct digital controls.
- Operate high and low pressure boilers, test water and adds chemicals.
Wire new and altered buildings.
Assemble, test, and install lighting fixtures.
Inspect, adjust, repair, test, and service heating and air conditioning unit heaters, chillers and compressors. Activities may include adding refrigerant and oil, and replacing valves, fans, gaskets, filters and belts.
Lubricate equipment.
Use various testing devices to locate trouble and makes necessary adjustments.
Install switches, gauges, thermostats, valves, tubing, and other parts as needed.
Inspect, service, and repair kitchen and refrigeration equipment.
Check elevator functions.
Inspect and repair fire and sprinkler alarm system(s), electric clock system, lighting control system, security access systems and emergency telephone system(s).
Maintain locks and door hardware as required.
Re-key and record key system revisions.
Operate and maintain diesel-powered equipment.
Perform welding and brazing.
Occasionally order parts under the direction of the Assistant Chief Stationary Engineer.
Update equipment and maintenance logs.
Maintain and install fiber optic and other data cable systems.
Maintain and repair parking ticket machines, as needed.
Read and interpret blueprints.
Assemble and repair furniture.
Perform minor carpentry.
Remove and install window glass.
Prepare and paint surfaces.
Apply finishing to various surfaces.
Perform minor door hardware repairs.
Perform minor emergency repairs/adjustments to mechanical equipment such as replacing broken pipes, cleaning plugged drains, and replacing faucets, washers and gaskets.
Address minor electrical problems and report findings to supervisor.
Maintain chemical balance of water in swimming pool.

Utility Engineer
Assemble and repair furniture.
Perform minor carpentry.
Remove and install window glass.
Prepare and paint surfaces.
Apply finishing to various surfaces.
Perform minor door hardware repairs.
Perform minor emergency repairs/adjustments to mechanical equipment such as replacing broken pipes, cleaning plugged drain, and replacing faucets, washers and gaskets.
Address minor electrical problems and report findings to supervisor.
Maintain chemical balance of water in swimming pool.
Assist the Stationary Engineer in performing maintenance work as required.

Grounds Supervisor
Schedules work and assigns duties through Lead Groundworker-Gardeners.
Annual District Services Area Review
Department of General Services
Fiscal Year Ending: 2011-2012

- Provides technical assistance to subordinates and inspects work in progress or completed.
- Confers with District and College administration in regard to turf maintenance and grounds beautification.
- Works with landscape architects and contractors, develops and reviews landscape plans and specification, Inspects projects for adherence to specifications.
- Supervises the installation and maintenance of irrigation system and establishes turf maintenance schedules, and equipment replacement schedules.
- Develops specifications and requisitions for the purchase of equipment, tools, and supplies.
- Assists in the development of departmental budget.

**Assistant Grounds Supervisor**
- Train staff in a variety of duties, including safety, hazment substance handling, irrigation repair and equipment operation and maintenance.
- Assist in on-site inspection of irrigation and landscaping.
- Oversee spraying operations.
- Maintain chemical use sheet and equipment maintenance records.
- Attend meetings and seminars.
- Troubleshoot broken equipment.
- Perform tune-ups, brake and clutch jobs on small equipment.
- Overhaul carburetors, transmissions, sprinkler heads and remote control valves.
- Perform minor fence repairs.
- May order tools, supplies and equipment.
- May perform all the job duties of the Lead Groundsworker-Gardener position.

**Lead Groundsworker/Gardener**
- Serves as lead worker of a small grounds crew.
- Inspects assigned areas to detect grounds maintenance problems and checks for vandalism.
- Maintains records of equipment use and chemicals used.
- Schedules watering programs.
- Checks work of crew members and keeps supervisor informed of any special problems that arise with equipment or personnel.
- Plans and assigns work of Groundsworker/Gardener and, as a working Lead, also performs the functions of Groundsworker/Gardener.

**Groundsworker/Gardener**
- Cultivate water, fertilize, and trim lawns, shrubs, hedges, trees and ground cover.
- Spray shrubs, trees, weeds and lawns.
- Prune trees and other plants.
- Perform varied duties in the planting, transplanting, fertilizing and propagation of ornamental plants.
- Mow and edge lawns, using hand and power equipment, including gang mowers.
- Use hand tools to work soil and to remove weeds, undergrowth, and debris from grounds and landscaped area.
- Sweep walkways, driveways and parking lots using street sweeper, and pick up paper and rubbish, and empties garbage cans.
- Assist in the installation of landscaping projects.
- Renovate athletic facilities and other landscaping.
- Help in the installation of and repair of sprinkler systems.
- Clean drainage and other similar areas.
- Prepare and maintain softball, baseball, football and soccer fields.
- Mount signs.
- Check and service mowing tractor, power mowers, trimmers, and all gardening equipment.
- Lubricate and sharpen mowers.
- Make adjustments to and repair sprinkler systems.
- Trim trees from ground and ladder, using tree saw, chain saws and loppers.
- Spray chemicals.
- Drive district vehicles to haul supplies and equipment to and from work areas.
- May perform general custodial duties either seasonally or incidental to grounds-keeping activities.
VII. ACCOMPLISHMENTS 2010-2011

A. OFFICE OF THE VICE CHANCELLOR

- Successfully coordinated the Safety Aide Program taking into consideration the budget so that there would be no cost overruns.

- Developed an action plan in coordination with the College Presidents in preparation for the verdict of the Johannes Mohoric trial and coordinated security coverage for the sentencing phase of the trial, resulting in the no reported incidents of property damage or loss of life.

- Mobilized key Administrators in the successful implementation of a global message of pending incidents. Implementation resulted successful message alerts to faculty & staff and students, District-wide utilizing the Alertify Mass Communication System. Posting was a success with implementation receiving favorable reviews.

- Developed and reviewed alternative security services resources to determine the cost saving benefits, an analysis of in-house police services verses outsourcing.

- Implemented the installation of solar panel at Merritt College, which will generate enough power to supply Merritt with 42% of it’s annual energy demand. Multiple benefits from this project include a $16.8 million saving in energy expenditures over 25 years. Dedication ceremony was December 14, 2010 and was well attended. In addition, the District expects to general $27,000/month in PG&E in incentive rebates with $162,000 realized in the first six months with a total or $324,000 by December 2011. This will considerable ease the strain on the General Fund.

- Successfully completed plans to install roof solar panel and a co-generator plant at Laney College, which will provide a cost benefit of over $300,000 in energy and gas savings.

- Sixty-five percent (65%) of requests sent to the Board of Trustees are generated from the Department of General Services, with a 99% acceptance rate.

- Administered the completion of the Berkeley City College Built-out, Phase II project scope. This project was completed on time and within budget.

- Assisted the District to successfully defend the District’s financial recovery plan, on two occasions, at the State Chancellor’s Office, in Sacramento.

- Participated in the negotiations and settlements of the following litigations matters resulting in substantial savings to the Measure A bond.
  - ADA issues at Laney
  - ADA issues at Berkeley City College
  - Amoroso Construction
  - Nari Construction

- Successfully administered the Measure A Bond Program resulting in an unqualified opinion from VTD auditors for fiscal years ending 2008 and 2009.
Successfully planned and implemented the Smart Classroom Project, District-wide. Construction is ongoing.

Implemented the completion of the tennis courts upgrades at College of Alameda. The George S. Herring Tennis Courts dedication ceremony was held on December 6, 2010.

Administered the implementation of the completion of the landscaping project at College of Alameda, for a distinctive image for the District while providing a more quality environment for Students & Faculty.

Successfully Chaired and provided support to the following standing committees:
✓ PBIM District-wide Facilities Committee
✓ Security & Public Safety Committee
✓ DGS Task Force Team

Participate as an active member and/or contribute to the following monthly standing committees by providing information updates and materials and project updates:
✓ Strategic Management Team
✓ Board Audit & Finance Committee
✓ Board Policy Standard & Management Committee
✓ PBIM Planning & Budget Council
✓ GAF

Serve as an advisory member for the Measure A Oversight Bond Citizen’s Oversight Committee, regularly providing committee members with informational materials and project updates.

Developed administrative Procedures to retain professional consultants for Board approved shortlists.

Initiated the implementation of a Campus Safety Aide Program, District-wide that is designed to hire qualified students, provide them with good training and consistent supervision.

Administered the completion of the District Administrative HVAC Project resulting in a PG&E incentive rebate check in the amount of $18,736.40.

DGS worked, with the SmartLight/Oakland Shines Program to secure $358,555.58 of available rebate funding. The SmartLight Program is funded by California utility ratepayers under the auspices of the California Public Utilities Commission and a member of PG&E east Bay Energy Watch Partnership. Project will save Laney College an estimated $24,000 per year in electrical costs by using induction lamps which produce more light for the same amount of electricity and last twice as long as LEDs (45,000 hours vs. 85,000 hrs.).

Administering the plans for the implementation of Solar Panels on both Laney & Berkeley City College rooftops to further reduce energy costs. Bidding document are ready for advertisement. Once the projects are complete estimated saving to the District will be approximately $423,000 in annual savings costs and rebates.

Assisted in the negotiation of Local Union 1021 for a 4/10 summer work schedule for 2011 summer closure. Estimated saving to the District during shutdown period will total...
$156,032 with an overall electrical savings of $1,081,444.00 for Fiscal year 2011-2012.

- Assisted Legal Council to negotiate a court settlement relating to ADA compliance issues resulting in the implementation of court mandated upgrades. Project is near completion.

- Administered the District-wide Surveillance project which included the deployment of new surveillance cameras throughout the colleges and District Administrative Center. Security cameras will be monitored by Police Services on a 24/7 basis, as a means to safeguard life and property and deter criminal activity District-wide.

- Successfully administered the Smart Classroom project, District-wide. Plans are being implemented District-wide, which will result in the development of computer security lock down, and other furniture including audio equipment necessary for faculty to instruct with state-of-the-art equipment. This also will benefit the students with up-to-date technology tools to foster student development and high levels of student achievement.

- Successfully conducted a Measure A tour of all District modernization and new constructions projects with Community Stakeholders. Participants included Bond Oversight Committee Members and Board of Trustee representatives. Tour received favorable reviews as it was necessary to bring awareness to the community about the benefits of the Measure A Bond fund for the Colleges.

- Administered completion of bridging documents for Phase I for Merritt’s proposed Allied Health and Science Building project.

- Administered the completion of bridging document for COA Buildings C & D which are necessary to bid out this project. Bid for this project will be posted soon.

- Administered the COA Landscape Entrance Renovation (on Stargel entry area) has been completed resulting in a distinctive and positive image for the District.

- Renovations to the COA Dental Clinic has been completed which will now provide much needed dental services for qualified community citizens throughout the County of Alameda in collaboration with Asian Health Services.

- Merritt Horticulture Complex project is now completed. This project comprises replacement existing doors, HVAC improvements, including new fans, and heating system, Energy management system controls and replacement HVAC units as shown. Electrical improvements including lighting, power outlets, and greenhouse control panels.

- Merritt Building Q Renovation Project has been completed. This building will provide updated facilities to house the Merritt Administrative staff including renovated business offices and the duplication center.

- Exterior lighting upgrade has improved security through proper lighting fixtures for Merritt College Constituents and guests.
Administered renovations to the 860 Atlantic Building, located in Alameda. Upgrades to this building are near completion. Once renovations are complete this facility will provide needed joint-use by Merritt’s Genomics Program and the COA Science departments. Modernization includes state-of-the-art equipment for laboratory and other autoclaves.

Administered all phases of the Laney Athletic and Field House Complex project, which is nearing completion. Laney took occupancy of the baseball field in January 2011. The Field House is estimated to be complete by August 2011. Renovations provide the needed implementation to comply with Title IX requirement for both female and male athletics to have locker room for the athletic programs. In addition, this project will include a state-of-the-art weight room for training the Laney Eagles. They will no longer have to go out of their way during half-time to use the facilities as they did in the past.

Project Coordination (Administrative)

- Coordinated and/or prepared Department of General Services items for approval or ratification by the Board of Trustees (averaging six items per meeting), including Board resolutions, contract awards, change order ratifications, construction project acceptances, professional services agreements, amendments to agreements, budget approvals and transfers, leases, and other various items.
- Prepared all contracts for construction that were awarded during the year (approximately 20).
- Prepared all Board approved amendments to contracts or agreements for professional services.
- Prepared various other contracts for professional services and other services.
- Assisted in the preparation and submission of the 2012-17 Capital Outlay Five-Year Construction Plan, due annually to the State Chancellor’s Office.
- Coordinated submission of the annual Possessory Interest Report to the Alameda County Assessor’s Office.

Project Coordination (Construction)

- Updated the Space inventory for Fusion 2010.
- Coordinated the District Administration HVAC Project.
- Managed the District Wide Maximum Occupancy Signage Project.
- Managed the District Wide Security Project, Sherriff’s Control Room.
- Coordinated the District Wide Security Project, Surveillance Camera Bid.
- Coordinated the District Wide Signage Multi Media Signage Project to DSA.
- Coordinated the Laney College ADA Project Bid and Construction process.
- Instigated the District Wide Drinking Fountain Project design & proposal.
- Instigated the District’s Environmental study for the County of Alameda.
- Coordinated new signage for the Laney Bistro, and way finding signage.
- Assisted in the close out of old and new DSA open Application files.
- Assisted in the training of two employees in the Physical Plant Archive.
- Elected to Chairman of the Construction Management Department at Laney.
- Working closely with General Counsel on Payne – PCCD / ADA issues.
B. FACILITIES & OPERATIONS

- In coordination with the Capital Projects, provided standard review of drawings and specifications for many capital and major renovation projects at all stages with the primary focus being maintenance.

- Completed the Recycled Water project at Laney and the District Admin Complex (DAC), utilizing EBMUD “gray water” for irrigation, saving money and potable water.

- Last summer, and continuing this summer, was a participant in San Francisco Community Power’s electricity curtailment program where the District reduced PG&E consumption on those days where the demand was highest, helping to stabilize the grid, saving the District money, while receiving compensation in the amount of approximately $1000.

- Completed energy efficiency and sustainability projects including the Photovoltaic Project, Merritt College.

- Placed many additional areas into the Building Management System (BMS), directly reducing energy usage (e.g., Laney Building F computer labs, District Administration Center (DAC) exterior lights). Also, placed parking lot and exterior walkway lighting (initially a Laney) on the BMS so that they are on only when it’s dark, and the parking lot lighting reverts to every-other-row energized from 11:00 p.m. to 6:00 a.m., resulting in additional significant savings.

- Completed and successfully tested the DAC General Services Building new emergency generator.

- Increased the electrical service capacity of the DAC by doubling PG&E electrical feed, allowing increased utilization of the site.

- The Berkeley City College engineers assisted in short term and Phase II construction projects which included fire sprinkler and fire alarm modifications, while also reviewing the Phase III preliminary drawings. Also, these engineers served as in-house, independent reviewers of various preliminary drawings for other District campuses.

- The Merritt College engineers provided on-site assistance to the many contractors performing work there. Projects included the Horticulture renovation, Science upgrades in Bldg D addressing leakage problems in Bldgs. Q & R, and upgrading the LRC.

- Engineers at all four campuses assisted in providing assistance to the Smart Classroom contractors performing such work.

- Engaged a security consultant (Catalyst) to integrate the various security aspects (e.g., cameras, access, mass notification) while assisting the District toward an open architecture security platform which itself will save the District significant monies in service calls while protecting assets most positively. Also, supervised Catalyst's production of the District standard for Access Control & Motion Sensors (ACAMS).

- Oversaw Catalyst’s work through contractor selection for the following ACAMS projects: purchase and installation of the Lenel Head-End equipment; Smart Classrooms; and,
Phase I (ECC) JCI replacement.

- At COA retrofitted three defective circuit breakers with new digital trips while cleaned and exercised twelve other old breakers, greatly increasing the college's electrical reliability. Similarly serviced and exercised the automatic transfer switch for the District Admin Center, General Services Building, new generator.
- Monitored the new Merritt soccer fields by ensuring their continued usage through fallowing two fields throughout the winter.
- Replaced two roofs thereby bringing the average age of the major building roofs to a "young" 1.5 years.
- Provided assistance to emerging science programs including those at 860 Atlantic Avenue (COA), and the Allied Health Building (Merritt).
- Continued a mulching, grass recycling and chipped bark top bedding program enabling sustainable landscaping.
- Replaced two broken Pyrex lab vents in the Merritt D building, allowing laboratory classes to properly function.
- Provided landscape interaction with the City of Alameda in its Stargell Avenue Project thereby beautifying COA's north entrance.

C. PLANNING & DEVELOPMENT

- Coordinated the District's efforts to update of the Five –Year Plan to the State with staff and consultants to receive state funding and participate in state facility activities.
- Coordinated the RFQ for the new Laney College Facilities Master Plan. Efforts are underway with Laney College to make a final selection for the new Master Plan firm.
- Coordinated the RFQ for the District to select a firm to provide Labor Compliance Services. Three firms have been selected for final interviews.
- Coordinated the District's efforts for the following new acquisitions:
  ✓ Addison Street Garages
  ✓ 2120 University Avenue
  ✓ Henry J. Kaiser Center
  ✓ Eastmont Educational Center
- Coordinated and lead the due diligence efforts for the Kaiser Center.
- Coordinated the architectural bridging services for the new Merritt College Allied Health and Science Building.
- Coordinated the architectural bridging services for Buildings C & D at the College of Alameda.
- Conducted the mitigated negative declaration (CEQA) and geotechnical activities for Buildings C & D at the College of Alameda and the new Merritt Allied Health Build.
- Worked with staff and consultants on annual cash flow and budget reports.
- Coordinated and work on consultant contracts.
- Complete the coordination of the architectural bridging services with Fland for the Merritt College Allied Health and Science Center.
- Work with District legal and contract consultants to produce RFQ guidelines for selecting the Merritt College Allied Health design/build team.
- Coordinate interview process and selection Laney Master Plan Services. Final coordination for Board approval.
- Coordinate the final selection of the Real Estate Services. Final coordination for Board approval.
- Coordinate the interview process and selection of the firm that will monitor and assist the District with complying with prevailing wage requirements.
- Coordinate the District’s effort to perform due diligence regarding property boundaries at College of Alameda.
- Prepare a new RFQ for construction management services.
- Plan and coordinate the Cougar Village Swing Space projects.

D. CAPITAL PROJECTS

PROJECT MANAGEMENT

District Projects - Project – Management

- **Site Improvements and IDEC Modular Replacement:** Remodel and expansion of the International and Distance Education Center including site improvements and refurbishing of the existing parking lot at the DAC was completed.
- **Emergency Generator Installation:** Installation of new emergency generator and related such as equipment, switchgear, and transformers, as well as Landscaping around the equipment was completed.

Merritt Campus – Project Management

- **New Chiller Plant:** New Chiller plant to provide cooling for Building Q, Administration, Building L, Library and the New Allied Science Building. Project is being designed.
- **Photo Voltaic Array Lot C and Hillside:** New 1.2 megawatt Photo Voltaic Array “Solar panel” installation on the Hillside and portion of parking lot C was Completed.
- **T-Mobile Antenna at Building L:** New roof mounted antennas for T-mobile phone service nearing completion.
• AT&T Antenna at Building L: New roof mounted antennas for AT&T-mobile phone service nearing completion.

• Swing Space (A129) for Library: Remodel existing classrooms A129, A120 and storage space to allow for demolition of existing areas to accommodate new work. Refinish floors & walls. Partition large space into smaller rooms. Augment and update electrical and telecomm system as necessary to install all new HVAC system this work is complete.

• Waterproofing at Bldg. Q, D, and P: The existing landings decks and stairway at Buildings D, P and Q had failed waterproofing assemblies which cause leaking and water intrusion into the classrooms and spaces below. Waterproofing assemblies at Building D, Building P, and Building Q to stop the leaks have been replaced and the project is complete.

• Bldg. Q Improvements with Bldg. R HVAC Improvements:

  Building Q-three floor building: First floor- Gutting and Renovation scope -New ADA restrooms, new production area with computers, new mailroom. Second Floor-Gutting and Renovation scope-Redo interior spaces, new glass partition system. Third Floor- finishes scope-New flooring and paint, all General-East side will have new fenestration-shot creek, some ADA pavement and site work upgrades.

  Building R- Primarily Mechanical work- a storage room is being converted to a mechanical room and a larger new heating coil unit being added. This working is under construction and scheduled to be complete August 1, 2011.

• Building D Misc. Repairs- Maintenance: The project included cleaning of all ducts, replacement of filters and sanitation of all supply and return ducts and the replacement of broken or otherwise damaged acoustical ceiling tiles. Repairs to or replacement of defective and leaking piping and plumbing; including water, air, vacuum, and gas, systems and piping and plumbing accessories. Miscellaneous concrete patching repairs to various work stations and shelving the acoustical ceiling tiles. The work was completed.

• Building E Improvements (Gym): Interior modifications to Bldg E work includes replacing existing Flooring, Bleachers, storefront system with new systems, refinishing existing surfaces, new AC paving restriping and paving repairs this work is completed.

• Horticulture Department Improvements: This project comprises replacement existing doors, mechanical system improvements, including new fans, and heating system. Energy management system controls and replacement HVAC units as shown. Electrical improvements including lighting, power outlets, and greenhouse control panels. The Staff is being relocated to a temporary swing space and will move back June 16, 2011. Construction is complete.

• Exterior Lighting Improvements: A lighting survey of the entire campus was made showing the nighttimes lighting levels using this as a guide existing exterior lights are being upgraded and new lighting is being added where lighting levels were low to improve the lighting and safety of the campus. This project comprises replacement of high pressure sodium ('Yellow Light') lights, pathway lights, exterior building lights, and exterior HPS luminaries' with LED (White Light) luminaries'. Adding new Light poles
and LED sconces in dark areas and installation of building sign and directory lighting. The Construction is 99% complete some lighting fixtures were damaged during shipping and are being replaced.

- **Bldg. L - Library/ Learning Center**: The Work of this Project comprises the general construction of Building L at Merritt College which is being renovated to include the new home of the Merritt College Learning Center on the first floor. The Library and support spaces on the second floor will remain. A new elevator serving the first and second floors will be installed, as well as providing for painting existing interior walls and new hard ceilings replacing all existing flooring on the second and third floor. New Mechanical equipment will be installed to assist the existing air handling units in heating and cooling, new ceilings and lighting. The Contractor for this project has been selected and approved by the Board and Construction is in progress and scheduled for completion January 25, 2011.

- **Smart Classrooms**: This project will furnish and install audio visual equipment and wiring including smart whiteboard projector and projectors. Phased installation has begun at Merritt and completion is expected this summer.

- **Allied Health Science Building**: Phase one of the new science building, Bridging is complete. The Design Build portion is being released for qualifications and bidding this summer.

- **Replace Damaged Sidewalks, ramps and misc. repairs campus wide**: Plans and Specifications for the repairs the existing sidewalks, ADA access to the Self Reliant House and ramps that will be affected are being prepared for submittal and review by the State Architect this summer and construction will take place during the summer at the center of the campus including the replacement of the brass monument for Marion Anderson

**College of Alameda – Project Management**

- **C & D Science Building**: The new science building is still being designed and Construction will begin sometime in 2012. Programming complete, schematic designs being completed.

- **860 Atlantic**: An existing building in Alameda, 860 Atlantic Avenue is being renovated as swing space for the College of Alameda Science Departments and the Merritt College Genomics Program. Existing research and development laboratory rooms around the perimeter of the building are being combined into larger classroom-lab spaces for COA. Offices are being demolished to make room for shared classroom spaces. In the center of the building, a corridor some small spaces and offices are being reconfigured into teaching and lab spaces for Genomics. New, larger restrooms will be created and mostly new mechanical and telecom systems will be provided. Electrical, lighting and plumbing systems will be a hybrid of existing and new. Work includes but is not limited to: demo and construction of interior walls and ceilings, floor repair and finish replacement, relocation of existing doors and provision of new doors and frames and hardware, relocation and installation of existing equipment and fixed furniture from COA, reworking of the existing parking lot to provide for 5 new disabled parking spaces, minor roof repair, and some minor exterior brick veneer repair. This work is under construction and scheduled for completion this year.
- **Dental Area Modifications**: Modifications to the dental laboratory in Building A to accommodate the joint venture with the Asian Health Services and the COA Dental technician program. The project is complete.

- **COA Landscape Entry Renovations**: The Stargell road project was completed. To accompany that project construction has begun on landscaping and renovating the Stargell entry to the Campus to a major focal point and entry to the Campus. The landscaping for this project will achieve Bay Friendly certification showing the District's commitment to using environmentally sustainable processes and planting. This project is complete.

- **Tennis Court Bleachers**: New Tennis court Bleachers and scoreboard and lighting at the new George Herring tennis courts. This work is nearing completion and the dedication to George Herring was held 12/7/2010.

- **Gymnasium Kalwal at the COA**: New translucent, Kalwal, clerestory at the COA Gymnasium roof is complete. This project allows natural light into the normally dark Gymnasium.

**Laney College Project Management**

- Completion and closeout of Laney Tower Swing Space Package #1.
- Completion of Laney Health Clinic Swing Space.
- Substantial completion of increment #2 for the Laney Athletic Complex project.
- Closeout of Laney DSPPS project.
- Closeout of Laney Cosmetology project.
- Closeout of Laney Welding project.
- Closeout of Laney Carpentry Shop project.
- Manage the design process for the Laney Student Center.
- Completion of Laney Tower Swing Space Package #2.
- Completion of the Peralta TV project.
- Completion of the Laney Mechanical Upgrades at "F" and "G" Buildings.
- Laney Athletic Complex is substantially complete for increments #1 (parking lot) and #2 (baseball field). Increment #3 (Field House) is at 50% completion.
- Completion of design for the Laney Tower Modernization project (project was advertised for bid on 06/01/11).
- Management of the design process for the Laney Student Center project and planning for swing space needs.
Berkeley City College Project Management

- Completion of design and bidding process for the BCC ADA project.
- Closeout of BCC Build-Out Phase 2 and Short-Term projects.
- Completion of the BCC ADA project.
- Completion of revised design documents for the Phase 3 Build-Out and submission to DSA.

MOVE MANAGEMENT

Laney Campus – Move Management

- Relocation of Al Kirven from student Center to his new office in Student Center.
- Relocation of Katherine Du Boise to her new office from Student Center to Student Center.
- Relocation of DSPS from Eagle Village portables to E Building.
- Relocation of International Dept. from Eagle Village to the Int. Bldg. at District.
- Relocation of I.T. from the Tower to the Theater Bldg.
- Relocation of Forum 160 vacate for ADA compliance.
- Relocation of Theater Bldg. for ADA compliance project.
- Relocation of I.T. from Tower to A bldg.
- Relocation of 2nd floor of the Tower to upper A Bldg. (Financial Aid.)
- Relocation of Counseling (3rd floor Tower) to Counseling Portables
- Relocation of Tower floors 4 through 8 to the Eagle Village portables.
- Removal and replacement of Nurses station in the Student Center for construction.
- Relocation of Laney Nurse station from Tower to Student Center.
- Removal of furniture in A-260 for carpet installation, (6 phases.)

Merritt College – Move Management

- Relocation of Business Manager's Office to portables.
- Relocation of I.T. Department to Bldg. A (Patricia Rom.)
- Relocation of G-Name refrigerators from Merritt to District Warehouse.
- Relocation of electron microscope from the Dept. of Energy to Merritt.
- Relocation of G-Name equipment to storage from Merritt.
- Placement of climate control Storage Containers on Merritt Campus to accommodate G-Nome equipment.
- Relocation of Merritt Library from L Bldg. to Bldg. A and to storage.
- Removal of lower L Bldg. to Storage for L Bldg. renovation.
- Removal of Q Bldg. furniture to accommodate Q renovation.
- Relocation of Horticulture to portables at Merritt.
- Relocation of Horticulture back to their origin Bldg.

**College of Alameda – Move Management**

- Inventory of all furniture and contents in C and D Bldg.
- Relocation of Library antiquated furniture for arrival of new replacement furniture.
- Removal of CDC surplus furniture.
- Removal of Alameda surplus furniture for use in Laney Student Center Clinic.
- Move of C and D Chemistry and Biology Labs (pending).

**Berkeley City College – Move Management**

- Removal of BCC antiquated 3rd Floor furniture for arrival of new furniture.
- Removal of furniture for floor replacement in Shem / Biology labs. (3 phases)
- Relocation of Shirley Slaughter’s Dept. from 4th floor to 1st floor.
- Surplus Furniture Removal in 18 rooms at BCC and at the 2070 Allston Way Annex to accommodate arrival of new furniture.
- Removal of furniture from Shattuck address to vacate leased facility.

**E. POLICE SERVICES**

- On June 9, 2010, PPS deputies apprehended a suspect, who was suspected in the theft of Laney-owned laptop computers. Deputies recovered $18,000 in Laney-owned computers and computer components. Suspect was arrested on several counts of burglary and possession of stolen property.
- On July 23, 2010, PPS Deputies observed a red Buick fail to stop at a stop sign at 3rd Avenue and E. 10th Street; directly across the street from both Laney College and Dewey Academy, a continuation school for the Oakland Unified School District. They stopped the vehicle and contacted the driver, a juvenile and the lone occupant. Deputy noticed the barrel of a firearm under the juvenile’s leg. The juvenile was detained and a loaded Para .45 caliber, semi-automatic handgun was recovered. The juvenile was arrested for PC 12025, 12031, 12021(a)(1), and 626.9.
On August 2, 2010, PPS Deputy observed suspect, whom he knew had an outstanding warrant for check fraud against Laney College. Deputy knew this because he had investigated and submitted to the District Attorney (DA) the check fraud case for which the warrant was issued. Suspect was arrested without incident.

In August 20, 2010, PPS Deputy arrested suspect at the Lake Merritt BART station after arranging to meet her there. She was the other suspect in the Deputy's Laney check fraud case. Suspect had a warrant, which was issued as the result of PPS Deputy's investigation.

On August 31, 2010, PPS Deputies received a Critical Reach flyer listing a Merritt as a wanted person in a particularly violent PC 273.5 case being investigated by the Alameda Police Department. They went to Merritt College and stood by until suspect returned to his vehicle from class. An arrest was made without incident and transported him to the Alameda Police Department.

On September 7, 2010, PPS Deputy responded to the Merritt Childcare Center for a report of a hit-and-run. A white van struck another white van from behind, causing moderate damage. The driver of the suspect vehicle, later identified as Peralta District employee, contacted the three occupants of the vehicle he had struck and asked if he had hit them. When the female driver replied that he had, he said he would get the "Sheriffs," but drove away instead. A third party recognized his vehicle. His identity was traced through District records. When contacted, he admitted being there, but again said he did not think he had struck the vehicle. He had been on a PIP for vehicle accidents. The District Attorney's Office (DA) charged VC 20001 (Hit and Run).

On September 9, 2010, PPS Deputies stopped a vehicle travelling at a high rate of speed past Laney College. The driver was on active probation for PC 245. A probation search yielded a dirk, two double-bladed throwing knives, a machete, a belt with three razors concealed in the buckle, a stun gun and several other sharpened instruments. He also had a hockey mask, rope, flex cuffs, and disposable gloves. He was arrested and the DA charged four counts of PC 12020. A flyer with his picture and his vehicle's picture was created and sent to neighboring agencies for patrol information.

On September 16, 2010, PPS Deputies and officers from the Oakland Police Department (OPD) and Oakland Unified School District Police Department (OPS) conducted a zero-tolerance Specialized Traffic Enforcement Program known as STEP. Deputy Wissmiller put together the entire operation, which yielded seventy-six citations, seven towed vehicles and five arrests.

In the Fall Semester of 2010, Peralta Police Services through Margret Dixon, Director of the Merritt Administration of Justice Program initiated an Internship Program, in which Merritt students can earn credit by working at the Peralta Police Services Office. To date, three students have participated in the program.

On September 22, 2010, PPS Sargent & Deputies responded to a PC 245 with a taser in the Laney College breezeway. A football player on his way to the locker room was set upon by his former roommate who pistol-whipped him with the taser. PPS Deputy identified the suspect, using Facebook, and the victim later identified him in a photo line-up. An $80,000.00 warrant was issued for suspect's arrest.

On September 23, 2010, Deputies Victor Fox and Tom Bock, both members of the Special Response Unit, gave a presentation to Peralta Community College District
administrators on an “Active Shooter” situation. This is the first time in my tenure at Peralta Police Services we have been asked to do this; and it was Lt. Gulseth’s desire that it be done well. Deputy Fox prepared a PowerPoint presentation and did an outstanding job communicating the information. Presentation received very positive feedback from those in attendance.

- On October 26, 2010, PPS Deputies took a report of an indecent exposure that occurred in the Laney College Library. The suspect was identified. A records check revealed suspect had recently been released from the Pelican Bay State Prison and was a 290 PC Registrant on parole. Suspect also had an extensive criminal history for violence. The victim refused to file a complaint, as she told deputies that she feared for her safety. Suspect’s parole officer, was notified and briefed of the incident. Patrol Officer said suspects was considered a high-risk 290 PC registrant and she would have him report to her office immediately to violate his parole. Within the hour, Patrol Officer called the Peralta Police Services office and advised them that suspect was in custody and wouldn’t be sent back to prison to serve out his original term.

- On November 18, 2010, PPS, Sergeant, and other PPS Deputies responded to Merritt College for a report of a female brandishing a knife. The reporting party provided good descriptions; including the pocket in which the female had placed the knife. Both suspects were located in “F” parking lot. PPS Deputy located the knife in the exact location described by the RP. Suspect stated they had argued, but denied subject had brandished the knife. Suspect was arrested for and charged with 626.10 PC (possession of a knife on school grounds).

- On November 10, 2010, Deputy Derek Pope from Airport Police Services and Deputy Tom Bock from Peralta Police Services gave two Active Shooter presentations to College of Alameda administrators, staff and students; in conjunction with a citywide Disaster Preparedness Drill conducted by the City of Alameda. The Deputies did an outstanding job and were very well received by those in attendance. Special thanks to Captain Wright and Lieutenant Cook from the Airport Police Services and to Sergeant Montes of the Special Response Unit for their assistance.

- On November 18, 2010, PPS Sergeant and other PPS Deputies responded to Merritt College for a report of a female brandishing a knife. The reporting party provided good descriptions; including the pocket in which the female had placed the knife. Two suspects were located in “F” parking lot. PPS Deputy located the knife in the exact location described by the RP. Suspect stated they had argued, but denied that the other suspect had brandished the knife. One of the suspects was arrested for and charged with 626.10 PC (possession of a knife on school grounds).

- On November 30, 2010, PPS Deputy was conducting a patrol check in the Laney faculty lot. Several vehicles have been stolen from this parking lot in recent weeks. The most common vehicles taken are mid-to-late 1990’s Hondas, Toyotas, and Nissans. Deputy saw a Hispanic male standing in front of a 1999 Honda, attempting to open the driver’s door and seemingly having difficulty doing so. When the male, was later identified saw the PPS Deputy, he walked away. PPS Deputy ordered him to stop, which he did; however, he threw several items underneath a nearby van. PPS Deputy detained suspect and placed him in his patrol car. PPS Deputy then recovered the items from underneath the van. The items were three shaved keys, a pry tool, and a knife with a locking 3” blade. Suspect, who was on parole for 10851 VC (vehicle theft), was arrested for 664/10851 VC, 664/459 PC, 466 PC and 626.10 PC and 3056 PC.
ETS was also later able to send the PIPS vehicle to check the area for additional stolen vehicles. This was met with negative results, but the assistance was appreciated.

- On March 18, 2011, a victim was beaten severely with a piece of wood by two suspects after they chased him from the Lake Merritt BART station onto the Laney College campus. OPD responded and contacted two possible suspects. They field interviewed them, released one, and were in the process of releasing the second suspect when two witnesses contacted PPS Deputy and pointed out the remaining suspect. This suspect was later identified as one of the two men that the witness had seen assaulting victim.

- One suspect, who is known to Peralta deputies as a bicycle thief with a “stay-away” order from Laney College, was arrested and subsequently charged by the District Attorney with 245 PC and his probation was violated. The victim was transported to Highland Hospital (HACH) where he was treated for a broken nose, lacerations, and contusions. Regrettably, the victim had an outstanding PAL warrant and, immediately upon his release from HACH, was arrested by HACH deputies and transported by AC Transit deputies to the SRJ. Thanks to those units for their assistance. The motive for the attack is not known.

- On March 29, 2011, Administration of Justice students from Merritt College were given a tour of the Regional Training Center and were allowed to use the Force Options Simulator at the Range. The tour was arranged by Deputy Trapps, and the students were quite thrilled to have this opportunity. The program director, retired OPD Officer Margaret Dixon, was overwhelmed by the professionalism and courtesy shown to her students.

- On April 14, 2011, deputies responded to Merritt College for a CHP-transferred 9-1-1 call. A female non-student stated that she had been assaulted by her ex-boyfriend in the “D” parking lot. The victim had fled the scene in her vehicle and was failing to answer the cell phone from which she made the call. In the interim, based on her description, PPS Deputies detained a male, who was later and admitted having been in an argument with his ex-girlfriend, whom he identified. With the assistance of AC Transit Deputies the victim was located and returned to the scene, where she positively identified the suspect. He was arrested and his probation was subsequently violated by the District Attorney’s Office.
VIII. EVIDENCE

Documentation Supporting 2010-2011 Accomplishments

Websites

The Department of General Services accomplishments are documented and posted on appropriate websites.

- Department of General Services: [http://www.peralta.edu/apps/comm.asp?%241=86](http://www.peralta.edu/apps/comm.asp?%241=86)
- Facilities Maintenance & Operation: [http://www.peralta.edu/apps/comm.asp?$1=87](http://www.peralta.edu/apps/comm.asp?$1=87)
- Measure A Information: [http://www.peralta.edu/apps/comm.asp?$1=486](http://www.peralta.edu/apps/comm.asp?$1=486)
- Peralta Police Services: [http://www.peralta.edu/apps/comm.asp?$1=320](http://www.peralta.edu/apps/comm.asp?$1=320)
- Board Facilities and Land Use Planning Committee: [http://www.peralta.edu/apps/docs.asp?O=422](http://www.peralta.edu/apps/docs.asp?O=422)
- Board of Trustees Meetings: [http://peraltaccd.granicus.com/ViewPublisher.php?view_id=2](http://peraltaccd.granicus.com/ViewPublisher.php?view_id=2)

Binders

The Department of General Services' accomplishments are documented and include in respective binders:

- Department of General Services Task Team
- Measure A Citizen's Bond Oversight Committee
- Board Facilities and Land Use Planning Committee
- PBIM District-wide Facilities Committee Meeting
- Security & Public Safety Committee
- Project Steering Committees
- Construction Committees
- DSA Project Certification Guide
- Work Orders Completed
- Material Safety Data Sheets

Handbooks, Reports and other Publications

The Department of General Services accomplishments are documented in various handbooks, newsletter, reports and other publications.

- DGS Newsletters
- Department of Generals Newsletters
- Facilities Master Plans
- Project Status Reports
- Construction Protocol Procedures
- Capital Project Process Diagrams
- Capital Outlay Cash Flow Reports
- Annual Personal Safety Handbook
- Measure A Expenditure Reports
• Measure A Audit Reports (Financial and Performance)
• Measure A Annual Reports
• Measure A Roadmap to the Future – Capital Bond Program
• Project Managers Policy & Procedure Manual
• How To Do Business with Peralta Brochure
• Alertify Mass Communication Digital Broadcast, Administrative Procedures
• Consultants/Contractors Evaluations Forms
• Capital Projects Program Reports on Budgets/Costs, District-Wide
• Strategic Plan, Second Edition
• Strategic Goals & Short-term Institutional Objectives 2010-2011
IX. EVIDENCE OF COLLABORATION

The Department of General Services supports Peralta student, in a collaborative effort, by working with faculty, staff and administer at the Peralta colleges and with District Service Areas in the following ways:

- Involve the stakeholders in the planning of their facilities that is driven by the educational master plan by working with their college facility committees, Academic Senate and the various College councils to implement faculty planning and construction.

- Involve students especially in the Building and Construction programs in the design and implementation of solar and other construction by using students in the Building and Construction Programs at Laney to learn as apprentice during the planning & construction projects at the college.

- Build various levels of smart classrooms for improve student access and success.

- As Co-Chair of the Facility Committee, Planning & Budget Integration Model, develop and archive the instructional objectives of the committee while improving communications between other committees.

- Assist the Peralta Community College Foundation to raise funding that benefits our students in the form of scholarships and procurement of books.

- Solicit State Funding for future facility’s improvements.

- Continue to develop outreach strategies to solicit and contract with Small Local Business Enterprises (SLBE) and Small Emerging Local Business Enterprises (SELBE) in the six cities that the District provides education.
X. GOALS AND EXPECTATIONS  
For Fiscal Year Ending 2011-2012

Office of the Vice Chancellor

- Completion of the Smart Classroom Technology Project, District-wide to bring the medium of instruction into the 21st Century
- Provide adequate security to safeguard lives and property by the completion of the Surveillance Camera Project.
- Train and deploy student Campus Safety Aides to all the Colleges to act as “Student Ambassadors”, watch vehicles in parking lots, escort students and faculty to their vehicles, especially at night (as needed).
- Custodian Task Force - Complete the planning and implementation process. Task force will assist to clean areas of blight at the Colleges.
- Complete design-build bridging documentation for the Allied Health & Science Building Project at Merritt College. Also to select a design-build team to construct the project.
- Organize a community public forum on “How to Do Business with Peralta”
- Laney College Athletic Field Complex: Install solar panels on the roof of the parking structure and the Fieldhouse.
- Complete the design-build bridging documentation for Building C & D at College of Alameda and selection of building contractor and Architect of Records.
- Complete the Berkeley City College, Phase II Tenant Improvement Project:
- Complete the District-wide Security Surveillance Camera and IT infrastructure project.

Police Services

- Complete internships and continue working in partnership with Merritt’s Administration of Justice Program.
- Reduce the amount of bike thief’s District-wide, specifically at Laney College.
- Increase patrol checks in parking lots at Merritt, College of Alameda specifically at Laney College.
- Run an “Active Shooter Training Program “at Laney and Merritt, similar to the programs hosted at College of Alameda in the past.

Facilities and Operations

Division-Wide

- Reduce the number of outstanding Work Orders by one-third.
- Complete all Facilities and Operations projects as scheduled.
- Assist in the development and implementation of the Facilities Master Plan.
- Assist in the development and implementation of the District Standards.
- Work closely with the college presidents and business managers to ensure that their Facilities and Operations needs are met.
- Ensure that Shared Governance is incorporated into Facilities and Operations relations with the campus.
- Approve contractor invoices (or advise them of the reasons for their disapproval) within two weeks of receipt.
- Email a Habitable Report daily by 9:00 a.m. with information on any comfort issues which might impact student learning.

**Engineering**

- Respond to all drawings and specifications received for review within three weeks after receipt.
- Address Work Orders on a priority basis, and Emergencies immediately.
- Perform preventive maintenance as scheduled.
- Perform morning inspection rounds and report results by 8:00 a.m., daily.

**Grounds:**

- Work with Purchasing to incorporate sustainable chemicals and fertilizers.
- Assist in the removal of graffiti within two workdays after having been notified that campus custodians have attempted removal but were ineffective.
- Respond to all drawings and specifications received for review within three weeks after receipt.
- Perform morning inspection rounds and report results by 8:00 a.m. daily.

**Custodial (DAC and outlying non-campus locations):**

- Work with Purchasing to incorporate sustainable cleaning substances.
- Pick up trash at least daily at the DAC, and at least biweekly at outlying locations.
- Set up Boardroom and Atrium events no later than two hours before an event (assuming prior notification).
- Sweep and vacuum floors daily; clean carpets semi-annually.
Capital Outlay, Design & Construction

Department Goals Overall:

- Provide optimum centralized services in support of the District's Capital Outlay Program under Measures A & E.
- Develop seamless project protocols that will allow for the timely completion of projects as defined by the instructional needs of our colleges.
- Initiate positive steps to monitor and track project expenditures in alignment with the priorities that are set by our colleges and district wide.
- Streamline the processing of payment of invoices for vendors and consultants to ensure prompt and timely responses.
- Continue to serve the primary source of support to our colleges in the implementation of projects through all phases of planning, design, construction and occupancy.
- Ensure that safety and well being of our staff and students are given the highest consideration in the implementation of all projects.
- Continue to include all board and district policies and standards to become an integral part of all projects, including Small Local and Emerging Business goals and sustainability in accordance with Leadership in Energy and Environmental Design (LEED).
- Maintain positive relationships with our design and construction partners who provide the essential services required for capital project support and implementation.
- Work towards the review and update of our district design and construction standards to work closely with Project Architects, Construction Managers, Purchasing Department, and Operations & Maintenance.

Project Manager Goals – By College / District Wide:

- Achieve District Wide ADA Compliance.
- Achieve Standardization of the District Wide Access Keying system and Distribution.
- Improve plan room activity by installing Drawings, Plans & Specs on the shared drive (W Drive), to be accessed by the Stationary Engineers on Campus.
- Initiate Inter Departmental monthly meetings with Finance, Purchasing, IT & Maintenance, with a view to streamline their process on Pay Applications, Bidding, Keying and operation issues and Cameras & Smart Classrooms.
- Start the process to break away from our Proprietary Fire Protection consultant, and seek to replace Simplex with a more competitive pricing and open architecture.
Set up a joint Safety Task Force with Operations & Maintenance to identify future District Wide Safety Projects and associated funding.

Successful implementation of new Merritt College Center for Science and Allied Health Project.

Successful implementation of new Merritt College Chiller Plant Project.

Successful implementation of new College of Alameda C&D Science Building Project.

Create a Capital Projects/ Maintenance Department plan review check list.

Continue to work with stakeholders and follow the shared-governance process during project planning and design phases.

Establish a protocol for campus approval of design documents prior to obtaining permits and public bidding.

Continue to structure construction schedules to minimize disruption to normal campus operations.

Provide regular written updates to campus business managers regarding ongoing status of projects.

Solicit feedback from campus stakeholders in the form of surveys to obtain suggestions for improving coordination with General Services.

Continue to work with the Finance Department to streamline the manner by which capital project budgets are established and tracked.

Improve the process for review, approval and payment of invoices.

Continue to work with the Purchasing Department to increase participation of local businesses.

Reduce construction change orders by working with project architects to better integrate district design standards.

Improve the procurement process for furniture, fixtures and equipment.

Reduce the time it takes to close out projects with Division of the State Architect.

Move Planning and Management

Educate Faculty and Staff at the Campuses about proper move protocol.

Maintain a detailed cost analysis of moves performed for the Campuses.

Maintain oversight of the Companies selected to execute relocations to ensure competitive bidding performance.
• Publish a uniform move protocol to which all campuses will adhere.
• Enforce budget controls to maximize productivity and minimize costs.
• Limit necessary campus relocations and eliminate unnecessary relocations.

Facilities & Planning Development

• Assist the Vice Chancellor of General Services by coordinating the District’s efforts with participate in state facilities and funding activities through the State Chancellor’s Office.
• Coordinate the District’s efforts in updating the Five-Year Plan and Space Inventory Report with staff and consultants for submission to the State Chancellor’s Office.
• Coordinate a District Wide Facilities Master Plan Update so that all facilities planning efforts align with the District’s goals and objectives and each college’s Educational Master Plan.
• Revisit and establish the facility priorities at each District site.
• Coordinate and complete the CEQA documents for Buildings C & D at the College of Alameda and the New Merritt College Center for Science Center Allied Health.
• Coordinate the activities and develop the District process to select a Design/Builder for the Merritt College Science Center and Allied Health Building and for Buildings C & D at College of Alameda.
• Coordinate the development of swing space for the Student Center at Laney College.
• Work to complete the planning and development of swing space at Cougar Village that will serve to house the faculty, staff and students that currently occupy Buildings C & D at College of Alameda.
• Coordinate due diligence activities for District Property Acquisitions for Berkeley City College and any other District interest.

Energy & Environmental Sustainability

• To continue projects that are already planned, and to gain a general understanding of the District’s overall sustainability posture. Reach out to faculty and administration on all four college campuses.
• Work with Capital Budget personnel to initiate roof replacement and photovoltaic system installation on Laney College campus.
• Initiate Laney College swimming pool co-generation system.
• Produce annual sustainability conference, in conjunction with the Chancellor’s Advisory Committee on Sustainability.
• Take initial steps for a pilot program of the DC power management software.
• Prepare a report for the Board of Trustees (BOT) on areas of challenge in the BOT sustainability policy; areas of success or likely success; and recommended modifications.

• Work with Laney College personnel, including the Green Technology Education group, to formulate a waste stream management program.

• Work with Laney College culinary program to identify opportunities for purchasing organic ingredients.

• Upgrade Sustainable Peralta Website to reflect the switch from a grass roots type of effort to a more structured office of sustainability.
ADMINISTRATIVE UNIT ANNUAL REVIEW WORKSHEETS

Dated: November 14, 2011
I. The Administrative Unit PROGRAM REVIEW

The Unit Program Review should reflect the consensus of the staff within the unit. It is meant to provide a broad understanding of the unit, current trends related to the unit's mission, and how the unit serves to meet the overall mission or goals of Peralta Community College District and its campuses.

1. What is the mission of your unit?

The Department of General Services has a responsibility for planning, design, maintenance and operations with a commitment to providing safe and adequate facilities and environments through accountability environmental sustainability while transforming lives to achieve a high level of educational excellence.

2. Identify or outline how your unit serves the mission of your campus/college

The Department of General Services provides facility and property services for the Peralta Community College District, Duplicating, Capital Outlay, Design & Construction and Facilities & Operations. Police Services also fall under this department. Facility and
property services include capital planning and management, real property leasing, maintenance of facilities and equipment, energy management, and custodial services. Other services provided include central mail distribution and duplication services for the District.

The Measure A In-house Bond and Construction Management Program is also managed by the Department of General Services, under the direction of the Vice Chancellor of General Services. Managing the Measure Bond Program in-house is in the best interest of the District because it is more financially prudent. It also has a tendency to assure the voting public its fiduciary responsibility.

Police Service/Sheriff's Department and Security also falls under the direction of the Vice Chancellor of General Services. Currently, the Peralta Community College District contracts with the Alameda County Sheriff's Office and Securitas Security Services, Inc. to provide security and emergency police services and security services for the entire District. Their services include parking enforcement, safety of students, employees and visitors and building security.

**MAJOR Accomplishments 2010 – 2011 (do not include normal functions of your unit). No more than 10!!!! It may be helpful to reflect on your major goals from 2009-2010. You may have major accomplishments in addition to those plans. An accomplishment may include starting a new project/program which will be ongoing.***

<table>
<thead>
<tr>
<th>Major Accomplishments</th>
<th>Start Date</th>
<th>Status: ongoing, completed, or date completion anticipated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Successfully managing the $390 million dollar Measure A Bond Program, resulting in favorable unqualified audit opinions.</td>
<td>June, 2006</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2. Successfully completed the Merritt Photovoltaic (Solar Panel) which will generate 1.2 mega watts of solar energy at Merritt reducing energy needs by 42%. Rebates through P.G.&amp; E. 's CA. Initiative Incentive Program, to date, total $216,461. Total rebates are estimated at $5 million over a 5-year period.</td>
<td>January, 2009</td>
<td>Completed</td>
</tr>
<tr>
<td>3. Completed design and deployment of District-wide Smart Classroom project for all 4 colleges resulting in the, state-of-the-art equipment for faculty instruction and student learning by improving and enhancing instructional programs.</td>
<td>May, 2010</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Completed Laney College Athletic Complex. Project included baseball and multi-use field renovations and construction of a new parking lot and Fieldhouse.</td>
<td>December, 2008</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>5.</td>
<td>Successfully completed Tenant Improvement (T.I.) for College of Alameda for tiered classroom to accommodate 250 students at a time.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Completed the Exterior Lighting Improvement Project at Merritt College Horticulture Department providing improved safety for students, faculty and guests.</td>
<td>April, 2008</td>
</tr>
<tr>
<td>7.</td>
<td>Completed Modernization to Police Services Control Center. This project expanded the Police Control Center located at the District Administrative Center and to meet accessibility compliance. The expansion of the PPSCC is Phase 1 of the District-Wide Security Surveillance Project supporting Phases 2 and 3 (Cameras and IT Infrastructure). This phase involved an extension to the existing building, including foundations, roofline and bullet-resistant wall panels, accessibility compliance in restrooms, locker rooms and doorways, and replacement of ceiling tiles, floor coverings and wall finishes. The goal is to provide PCCD Police Service with state-of-art equipment to use as a deterrent to crime against life and property.</td>
<td>December, 2008</td>
</tr>
<tr>
<td>8.</td>
<td>Engaged a security consultant (Catalyst) to integrate the various security aspects (e.g., cameras, access, mass notification) while assisting the District toward an open architecture security platform which itself will save the District significant monies in service calls while protecting assets most positively. Also, supervised Catalyst's production of the District standard for Access Control &amp; Motion Sensors (ACAMS).</td>
<td>December, 2010</td>
</tr>
<tr>
<td>9.</td>
<td>Implementation of a Recycling Water Program at Laney and the District Administrative Complex (DAC), utilizing EBMUD “gray water” for irrigation, saving money and potable water. Other benefits include water conservation and will assist in meeting the Board</td>
<td>April/2010</td>
</tr>
</tbody>
</table>
Sustainability policy.

| 10. Completed construction and landscaping of College of Alameda landscape entry renovations to Stargell. This will provide a major focal point and entry to the Campus. The Landscaping for this project will achieve Bay Friendly certification showing the Districts commitment to using environmentally sustainable processes and planting. | December, 2009 | Completed |

3. **List the functions of your unit.**

The Department of General Services (DGS) provides centralized services to the Peralta Community College District. The Department of General Services provides facility and property services as well as Facilities Maintenance & Operations, Capital Outlay, Design & Construction, Facilities Planning & Development Management, Mailroom/Duplication, and Peralta Police Services. The facility and property services provided include capital planning and management, real property leasing, maintenance of facilities and equipment, energy management, custodial and security services as well as parking. Other services provided includes, central contracting, mail and duplication. This centralized approach to District services provides the framework for a quality driven organization, provides for more accurate reporting of diverse activities, and maintains the clear identify and integrity of the separate funds that finance our activities. Functions of specific Department of General Services' Divisions are listed below.

**District Mailroom and Duplication Center**

The main function of this department is to distribute and collect incoming and outgoing U.S. mail and inter-departmental mail; affix and record postage on registered mail and packages using commonly used concepts, practices, and procedures with the postal field. Duplication functions include providing duplication support for the District Administration Center.

**Facilities & Operations Division**

**Engineering Department:** The Engineering Department operates and maintains academic buildings, maintains the utility distribution system, and performs related services, operates swimming pools. A wide variety of skills and materials in metal working, electrical, electronics, broadband cable, plumbing, heating, ventilation, air-conditioning, carpentry, roofing, masonry, locksmith, painting, and glazing trades are available for departmental facilities and projects. This department is responsible for the maintenance & operation of all Peralta Community College District buildings, building facilities & the equipment to operate those facilities.
Custodial Department/ District: The District Administrative Center Custodial Division provides cleaning service in the District Administrative Center and specific non-campus outlying facilities, while also performing non-technical repairs and component replacement (for example, fluorescent tubes). The division also sets up special events and provides labor and equipment moving and delivery services within buildings.

Grounds Division: The Grounds Division provides the following services in support of overall College operations:
- Maintaining the grounds of the Peralta Community College District including:
  - outdoor athletic areas for varsity and intramural sports;
  - parking lots and parking spaces and directional traffic and informational signs;
  - roads, bridges, walks, fences and gates;
  - irrigation systems;
  - water management;
  - tree maintenance;
  - recycling and waste management disposing of the College's solid waste with a goal of minimizing landfill and maximizing recycling;
  - pest control; and
  - operation and service equipment used in grounds maintenance operations.

Capital Outlay, Design, & Construction Division

Departmental main function is to oversee planning, design and construction of all capital projects to be undertaken with Measure A revenues and remaining Measure E funding. Currently there are two Facilities Project Managers, a Moving Manager, along with one Facilities Project Coordinator and three support positions within the Capital Projects division of the Department of General Services.

Facilities Planning & Development

Functions include the coordination of District-wide planning and development for all four campuses, creating and establishing District-wide design, procedure standards, best practices for facility planning and modernization of District facilities.

Police Services

Alameda County Sheriff's Office (Police Services): The Peralta Community College District contracts police services with the Alameda County Sheriff's Office. Peralta Police Services is responsible for protecting the life and property of students, employees, and visitors. Their mission is to preserve the peace, maintain order, and enforce state, federal, and local laws. Our goal is to provide a safe environment so that the educational process can be conducted in an orderly and uninterrupted manner. Deputies focus on "partnerships" in addressing the problems and/or concerns identified by campus staff and students.
**Securitas Security Services:** Their contract includes the following services:
- Professional security services at Berkeley City College;
- On-Site professional security at the Berkeley City College Annex Facility;
- Weekend professional security services at College of Alameda, Laney College, Merritt College, and the District Administrative Center.

**Campus Safety Aides, District-wide**
The mission of the District-wide Safety Aide Training is to ensure that all Safety Aides throughout the Peralta District are equipped with the necessary skills and training needed to service their campus in a professional manner. Duties & responsibilities of a Campus Safety Aide include:

- Escort and assist student, faculty & staff, as needed, to their vehicles and classrooms
- Perform walking patrols of campus grounds, facilities and buildings including parking lots
- Report any suspicious activity or accidents to Police Services via radio, phone or in person
- Serve as a safety representative at College
- Staff the Information booth and provide campus information, on occasions
- Conduct campus tours
- Attend extracurricular activities, as assigned, to assist with safety and crime reporting
- Assist with emergency evacuations, building sweeps and other activities relating to the safety
- Reports and take notes on suspicious activities and reports
- Assists in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on the school campus.
- Provides information to school administrators regarding causes and effects of campus and community tension.
- Monitors and reports unauthorized persons on campus
- Assist students, faculty and staff during emergencies or disaster situation as first respondents
- Performs other related duties assigned
<table>
<thead>
<tr>
<th>Major Goal and/or Objective</th>
<th>Start Date</th>
<th>Status: ongoing, completed, or date completion anticipated</th>
<th>Need Assistance in order to complete goal or objective (reference applicable resource page)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of the Smart Classroom Technology Project, District-wide to bring the medium of instruction into the 21st Century</td>
<td>March 2010</td>
<td>Completed</td>
<td>Need continuous training and maintenance of infrastructure on an ongoing basis.</td>
</tr>
<tr>
<td>2. Provide adequate security to safeguard lives and property by the completion of the Surveillance Camera Project.</td>
<td>November 2011</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>3. Train and deploy Student Campus Safety Ambassadors to act as &quot;Student Ambassadors&quot; to watch vehicles in parking lots, escort students and faculty to their vehicles, especially at night (as needed).</td>
<td>July 2011</td>
<td>Ongoing for the next two years</td>
<td></td>
</tr>
<tr>
<td>4. Custodian Task Force - Complete the planning and implementation process. Task force will assist to clean areas of blight at the Colleges.</td>
<td>December 2011</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Task Description</td>
<td>Start Date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>5.</td>
<td>Complete design-build bridging documentation for the Allied Health &amp; Science Building Project at Merritt College. Also to select a design-build team to construct the project.</td>
<td>February 2010</td>
<td>Ongoing</td>
</tr>
<tr>
<td>8.</td>
<td>Complete the design-build bridging documentation for Building C &amp; D at College of Alameda and selection of building contractor and Architect of Records.</td>
<td>September 2010</td>
<td>Ongoing project</td>
</tr>
<tr>
<td>9.</td>
<td>Complete the Berkeley City College, Phase II Tenant Improvement Project:</td>
<td>January 2012</td>
<td>Complete by February 2012</td>
</tr>
</tbody>
</table>
5. Staffing Profile (Please indicate the number in terms of FTE. In other words a full time staff person is a 1, and a half time person is a .5)

(Broken down by Divisions)

**GENERAL SERVICES (Office of the Vice Chancellor)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Staffing Levels for Each of the Previous Five Years</th>
<th>Anticipated total staff needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2007</td>
<td>2008</td>
</tr>
<tr>
<td>Administration</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Classified Staff FT</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Classified Staff PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidential Staff FT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Reassigned FTE Full time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Reassigned FTE Part time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Full Time Equivalent Staff</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
# DGS - FACILITIES MAINTENANCE & OPERATIONS DIVISION

<table>
<thead>
<tr>
<th>Position</th>
<th>Staffing Levels for Each of the Previous Five Years</th>
<th>Anticipated total staff needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2007</td>
<td>2008</td>
</tr>
<tr>
<td>Administration</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Classified Staff FT</td>
<td>31</td>
<td>31</td>
</tr>
<tr>
<td>Classified Staff PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidential Staff FT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Reassigned FTE Full time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Reassigned FTE Part time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Full Time Equivalent Staff</td>
<td>32</td>
<td>32</td>
</tr>
</tbody>
</table>

# DGS - CAPITAL OUTLAY, DESIGN & CONSTRUCTION DIVISION (Measure A Bond Program)

<table>
<thead>
<tr>
<th>Position</th>
<th>Staffing Levels for Each of the Previous Five Years</th>
<th>Anticipated total staff needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2007</td>
<td>2008</td>
</tr>
<tr>
<td>Administration</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Classified Staff FT</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Classified Staff PT</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Confidential Staff FT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Reassigned FTE Full time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Reassigned FTE Part time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Full Time Equivalent Staff</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
DGS – PURCHASING DIVISION

NOTE: From 2006 through 2010, the Department of General Services oversaw the Purchasing Division. In 2011 the Purchasing Department was reassigned to the Finance Department. See Purchasing Worksheet for information for 2011-2012 and future years.

Below is excerpts relating to Staffing Profile (2006-2010)

<table>
<thead>
<tr>
<th>Position</th>
<th>Staffing Levels for Each of the Previous Five Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2006</td>
</tr>
<tr>
<td>Administration</td>
<td>1</td>
</tr>
<tr>
<td>Classified Staff FT</td>
<td>6</td>
</tr>
<tr>
<td>Classified Staff PT</td>
<td></td>
</tr>
<tr>
<td>Confidential Staff FT</td>
<td></td>
</tr>
<tr>
<td>Hourly Staff</td>
<td></td>
</tr>
<tr>
<td>Student Workers</td>
<td></td>
</tr>
<tr>
<td>Faculty Reassigned FTE Full time</td>
<td></td>
</tr>
<tr>
<td>Faculty Reassigned FTE Part time</td>
<td></td>
</tr>
<tr>
<td>Total Full Time Equivalent Staff</td>
<td>7</td>
</tr>
</tbody>
</table>

Fill out the Management and/or Staff request form that follow if new employees are needed.

When filling out the form on the next page please consider the following in framing your “reason:”

a. Has the workload of your unit increased in recent years?

b. Has technology made it possible to do more work with the same staff? Or, has technology increased your work load (adding web features which need updating for example)?

c. Does the workload have significant peaks and valleys during the fiscal year that would be best filled by part time staff?
6. Staff Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)¹

<table>
<thead>
<tr>
<th>List Staff Positions Needed for Academic Year: 2011-2012</th>
<th>Indicate (N) = New or (R) = Replacement</th>
<th>Annual TCP*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Stationary Engineers (3 positions)</strong>&lt;br&gt;<strong>Reason:</strong> Because there are more than 600 + work orders pending implementation, and the list continues to grow daily, this position is critical in order to meet academic and research programs needs of the colleges; preserve the District's physical resources and help assure the safety and well being of all who use the campus facilities.</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td><strong>2. Custodian (2 Positions – 1 for day shift, 1 for swing shift)</strong>&lt;br&gt;<strong>Reason:</strong> To improve the level of standard cleanliness, District-wide.</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td><strong>3. Groundworker/Gardener (3 positions)</strong>&lt;br&gt;<strong>Reason:</strong> To improve the landscape, District-wide in order to provide a distinctive and positive environment and image for the colleges and community.</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td><strong>4. Lead Gardener / District Office (1 Position)</strong>&lt;br&gt;<strong>Reason:</strong> To provide needed supervision of Groundswoker/Gardeners for the District Office</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position. Please complete this form for “New” Classified Staff only.

¹ If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.
7. Equipment (excluding technology) Needs Not Covered by Current Budget

<table>
<thead>
<tr>
<th>List Equipment or Equipment Repair Needed for Academic Year 2013</th>
<th>*Index whether Equipment is for (I) = Instructional or (N) = Non-Instructional purposes</th>
<th>Annual TCO**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please list/summarize the needs of your unit on your campus below. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. New Color/Black &amp; White Copier for the District Mailroom / Duplication area. Current copier is antiquated require constant repairs, which are costly.</td>
<td>Non-Instructional Equipment</td>
<td>$30,000</td>
</tr>
<tr>
<td>2. Audio Visual Equipment for Conference Rooms #1 and #3 to be utilized by Faculty and Staff District-wide for webinars and teleconferences. Equipment will include:</td>
<td>Non-Instructional Equipment</td>
<td></td>
</tr>
<tr>
<td>1 – Projector</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>1 – Projector Screen</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>1 – Flat Screen TV</td>
<td></td>
<td>$1,000</td>
</tr>
</tbody>
</table>

*Instructional Equipment is defined as equipment purchased for instructional activities involving presentation and/or hands-on experience to enhance student learning and skills development (i.e. desk for student or faculty use).

Non-Instructional Equipment is defined as tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes, or expands an existing instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included (i.e. desk for office staff).

**TCO = “Total Cost of Ownership” for one year is the cost of an average cost for one year. Please speak with your college Business Officer to obtain accurate cost estimates. If equipment needs are linked to a position please be sure to mention that linkage.

---

2 If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.
8. Technology (Computers and equipment attached to them)++ Needs Not Covered by Current Budget: 3
NOTE: Technology: excludes software, network infrastructure, furniture, and consumables (toner, cartridges, etc)

<table>
<thead>
<tr>
<th>Priority</th>
<th>EQUIPMENT REQUESTED</th>
<th>New (N) or Replacement (R)?</th>
<th>Program: New (N) or Continuing (C)?</th>
<th>Location (i.e. Office, Classroom, etc.)</th>
<th>Is there existing infrastructure?</th>
<th>How many users served?</th>
<th>Has it been repaired frequently?</th>
<th>Cost per Item</th>
<th>Number Requested</th>
<th>Total Cost of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Usage / Justification</td>
<td>New Computer for New Project Design Manager</td>
<td>N</td>
<td>N</td>
<td>Office</td>
<td>Yes</td>
<td>One</td>
<td>New</td>
<td></td>
<td></td>
<td>$1,361</td>
</tr>
<tr>
<td>2. Usage / Justification</td>
<td>New Printer</td>
<td>N</td>
<td>N</td>
<td>Office</td>
<td>All</td>
<td>One</td>
<td>New</td>
<td></td>
<td></td>
<td>$5,000</td>
</tr>
</tbody>
</table>

* TCO = “Total Cost of Ownership” for one year is the cost of an average cost for one year. Please speak with Purchasing to obtain accurate cost estimates. If equipment needs are linked to a position please be sure to mention that linkage.

++Technology is a computer, equipment that attaches to a computer, or equipment that is driven by a computer.

Remember to keep in mind your campuses prioritization rubrics when justifying your request.

3 If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “justification” section of this form.
9. Facilities Needs Not Covered by Current Building or Remodeling Projects

<table>
<thead>
<tr>
<th>List Facility Needs for Academic Year 2011-2012 (Remodels, Renovations or added new facilities)</th>
<th>Place items on list in order (rank) or importance.</th>
<th>Annual TCO*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NONE</td>
<td></td>
<td>Total Cost of Request</td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*4 If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.
10. **Professional or Organizational Development Needs Not Covered by Current Budget**

List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.

<table>
<thead>
<tr>
<th>Annual TCO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost per item</td>
<td>Number Requested</td>
</tr>
</tbody>
</table>
| **Leadership in Energy & Environmental Design Recertification**  
In order for certification to be issued, personnel must complete 15 hours/year in continuing education. | $1,500.00 | 3 | **$4,500.00** |

---

5 If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.

<table>
<thead>
<tr>
<th>List Learning Support Services Needs</th>
<th>Total Cost of Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please list funding requests related to the Writing and Reading Center, the Math Learning Center, Tutorial Services, and the Instructional Media Center. These do not include laboratory components that are required of a course. Place items on list in order (rank) or importance.</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>Reason: N/A</td>
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<tr>
<td>2.</td>
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<td>Reason:</td>
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<td>3.</td>
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<td>Reason:</td>
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<td>4.</td>
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<td>Reason:</td>
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<td>5.</td>
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<tr>
<td>Reason:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost per item</th>
<th>Number Requested</th>
<th>Total Cost</th>
<th>Ongoing (O) or one-time (OT) cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

67
11. Library Needs Not Covered by Current Library Holdings\(^6\) Needed by the Unit over and above what is currently provided. These needs will be communicated to the Library

<table>
<thead>
<tr>
<th>List Library Needs for Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please list/summarize the needs of your unit on your campus below. Please be as specific and as brief as possible. Place items on list in order (rank) or importance.</td>
</tr>
</tbody>
</table>

| 1. | Reason: N/A |
| 2. | Reason: |
| 3. | Reason: |
| 4. | Reason: |
| 5. | Reason: |
| 6. | Reason: |

\(^6\) If your SLO assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.
12. OTHER NEEDS not covered by current budget

| List Other Needs that you are certain do not fit elsewhere. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance. | Annual TCO |
|---|---|---|---|
| Cost per item | Number Requested | Total Cost of Request |
| **1. City of Alameda – Special Landscaping and Lighting District Tax**<br>Reason: Special parcel tax from City of Alameda for landscaping & lighting District No. 84-2, Zone 6 | $6,443.00 | Yearly Tax | $6,443.00 |
| **2. FUSION Annual Fee**<br>Reason: Computer Software Site LIC.. FUSION is a web-based reporting tool utilized by the District to provide the State Chancellor’s office with required annual reports relating to assessment, space inventory, planning and capital projects information. | $27,000.00 | | $27,000.00 |
| **3. Primavera Software LIC**<br>Reason: | $26,000.00 | | $26,000.00 |
| 4. Reason: |  |  |  |
| 5. Reason: |  |  |  |
| 6. Reason: |  |  |  |

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7 If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the “reason” section of this form.
13. Long Term Planning Needs*

<table>
<thead>
<tr>
<th>Item</th>
<th>Fiscal Year Needed</th>
<th>Number Requested</th>
<th>Total Cost of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supplies and Equipment for Custodial Task Force</td>
<td>2012</td>
<td>Various</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. New Vehicle (Van)</td>
<td>2013</td>
<td>1</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Reason: To be utilized by the Custodial Task Force on a daily basis.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reason:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
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<td></td>
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<tr>
<td>Reason:</td>
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<tr>
<td>5.</td>
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<td></td>
<td></td>
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<tr>
<td>Reason:</td>
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<tr>
<td>6.</td>
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<td></td>
<td></td>
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<tr>
<td>Reason:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If your SERVICE AREA OUTCOMES (SAO) assessment results make clear that particular resources are needed to more effectively serve students please be sure to note that in the "reason" section of this form.
II. Assessment

Why Administrative Units Conduct Assessments: Research indicates that collecting and analyzing evidence leads to improvement of institutional or unit level effectiveness. In addition it:

- Ensures units are examining their services and programs
- Documents outcomes assessment and internal improvement efforts
- Allows each unit to demonstrate how well it is performing
- Allows for requesting resources
- Relies on fact, not perception
- Allows unit staff to prioritize improvements.

Steps to Developing Assessment Plans & Reports

1. Unit develops measurable Service Area Outcomes (SAO). An SAO is a “specific statement that describes the benefit that a [unit] hopes to achieve or the impact […] that is a result of the work that your unit performs. Outcomes should be:
   - challenging but attainable
   - articulate what the unit wants to achieve
   - indicate end results for the unit rather than actions
   - relate to the unit’s mission and vision
   - focus on the benefit to the recipient of the service
   - be stable over a number of years. If it is time dependent, it is most likely a goal not an outcome; and
   - be measurable and directly related to the work of your unit.9

   Stems for writing outcomes can include:
   - “In support of student learning, staff will _______”
   - “Students are aware of _______”
   - “Administrators (or staff) have the _______”

2. Unit defines how it will assess progress (non-evaluative) towards the outcomes. The unit might consider taking an inventory of current tools being used. For example:
• what information is being collected already?
• what assessment are you already using?

Methods that can be used to measure progress include, for example:
• student satisfaction surveys
• number and type of complaints
• growth in a specific function
• comparisons to professional organizations’ best practices
• focus groups
• opinion surveys
• time to complete a task

3. **Unit completes the assessment plan and carries out the assessment.** In order to ensure the plan is completed
   • designate a coordinator for the assessment project and/or assign responsibility for individual components
   • develop a timeline indicating when work will be collected, results tabulated, analysis completed, and subsequent dialogues.

4. **Unit gathers information, analyzes results, communicates findings, and takes action.** This step is important as it is used to identify changes needed to improve efficiency, effectiveness, and unit performance. It should also be applied to for planning and budgeting and resource allocation requests (short term and long term). Ultimately it may be tied to the institution’s ability to achieve its mission.
### Assessment Sheet #1: Update from previous year's assessments (2009-10).

<table>
<thead>
<tr>
<th>What were the Service Area Outcomes (SAOs) you assessed last year?</th>
<th>How did you assess progress? Please list the <strong>methods</strong> you used in the assessment.</th>
<th><strong>When:</strong> In what timeframe was the assessment completed?</th>
<th>What was the target or benchmark you hoped to achieve or did achieve in the assessment?</th>
<th>Have you used the results from the assessment to make improvements? Please describe these improvements here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A New Assessment</td>
<td></td>
<td></td>
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</tbody>
</table>


**Assessment Sheet #2: Current year’s assessment plan (2010-11)**

<table>
<thead>
<tr>
<th>Anticipated Service Area Outcomes (SAO):</th>
<th>Assessment Methods:</th>
<th>Timeframe:</th>
<th>Targets/Benchmarks:</th>
<th>Use of Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are you trying to do, or what SAO are you planning to assess? NO MORE THAN 2</td>
<td>What assessment methods do you plan to use?</td>
<td>When Will Assessment Be Conducted and Reviewed?</td>
<td>What is the minimum result, target, or value that represents success at achieving this outcome?</td>
<td>How do you anticipate using the results from the assessment?</td>
</tr>
<tr>
<td>N/A New Assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supplemental Information

What is Administrative Unit Program Review?

Administrative Unit Program Review is a collaborative goal-setting and assessment process designed to help improve and refine college services. It is intended to be flexible, collegial, relevant, practical, and should result in a clear sense of direction and accomplishment for participants. All non-instructional service areas (hereafter referred to as “administrative units”) undergo self-study as part of a process that results in a comprehensive assessment of institutional effectiveness. A separate, but similar process is applied to Student Services units. When completed the unit representatives will present their self-study to the District Program Review Committee for approval. Members of the District Assessment Committee will provide the Program Review Committee with recommendations regarding your future assessment plans. The linkage between program review and strategic planning is now fully operational. Thus, resource allocations and planning for your unit will be directly impacted by this plan.

Administrative Units will be asked to update their program review document annually. It is anticipated that the same format will be used and updates should require only minimal editing.

The most important extrinsic purpose of this review is for you to receive the resources you need (equipment, staff, etc.) and to meet accreditation standards. The intrinsic purpose of the self-study process is to help administrative units clarify and achieve their goals. In addition, the process aids units in strengthening the bonds within the college community and fostering cooperation with instructional units.

The major objectives of Program Review are to:

1. State program goals and align future goals with the College’s mission and goals.
2. Collect and analyze data on key performance indicators, administrative unit outcomes, program activities, and accomplishments.
3. Examine and document the effectiveness of student support and administrative services.
4. Develop recommendations and strategies concerning future program directions and needs (e.g. budget, staffing, and resources).
5. Comply with Accreditation Standards, Federal and State law, Title 5, Student Equity, VTEA, matriculation (including prerequisite and co-requisite standards), ADA (American with Disabilities Act), and other legal or certification requirements.

The Legal and Professional Basis for Program Review

TITLE 5, Section 51022(a)
The governing board of each community college district shall, no later than July 1, 1984, develop, file with the Chance lor, and carry out its policies for the establishment, modification, or discontinuance of courses or programs. Such policies shall incorporate statutory responsibilities regarding vocational or occupational training program review as specified in section 78016 of the Education Code.

ACCJC STANDARDS
Standard 1B. Improving Institutional Effectiveness
The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institutional and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

1. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.
2. The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.
3. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.
4. The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.
5. The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.
6. The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.
7. The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.

EDUCATION CODE, Section 78016
(a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following: (1) Meets a documented labor market demand. (2) Does not represent unnecessary duplication of other manpower training programs in the area. (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.