Tuesday, November 14, 2017
REGULAR MEETING OF THE BOARD OF TRUSTEES

5:00 p.m. Closed Session
7:00 p.m. Public Session

Berkeley City College
Auditorium, First Floor
2050 Center Street
Berkeley, CA 94704

1. PUBLIC COMMENT ON CLOSED SESSION ITEMS

2. CLOSED SESSION

Subject 2.1 Conference with Labor Negotiator Largent, Peralta Federation of Teachers, Local 39, and SEIU 1021 (Government Code § 54957.6)
Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION
Access Public
Type Information

Subject 2.2 Conference with Legal Counsel, Multiple Cases: (Government Code § 54956.9)
Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION
Access Public
Type Information
- Conference with Legal Counsel (§54956.9(a)), Williams v. PCCD, Alameda County Superior Court, Case No. HG-14730396.
- Conference with Legal Counsel (§54956.9(a)), In re Municipal Derivatives Antitrust Litigation, U.S. District Court, Southern District of New York, Case No. 1:08-cv-02516-VM-GWG.
- Conference with Legal Counsel (§54956.9(a)), R. Young v. Peralta Community College District, Case No. 14-cv-05351-JD.
- Conference with Legal Counsel (§54956.9(a)), Nunez et al. v. Peralta Community College District et al.; Case No. RG16827433
- Conference with Legal Counsel, Anticipated/Potential Litigation (§54956.9(b)-(c)) (2 cases)

Subject 2.3 Public Employee Appointment (Government Code Section 54957)
Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION
Access Public
Type Information
- Recommendation to appoint the Director of Student Activities & Campus Life, Laney College.

Executive Content
- Recommendation to appoint Gary Albury as Director of Student Activities & Campus Life, Laney College, effective November 15, 2017 through June 30, 2019 at $113,322 annually.
Executive File Attachments
11-14-17 Recommendation for Gary Albury as Director of Student Activities & Campus Life, Laney.pdf (1,247 KB)

Subject 2.4 Public Employee Discipline/Dismissal/Release
Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION
Access Public
Type
The Board is provided respective salaries in closed session for information purposes only, if any. The Board is reminded not to discuss personnel matters outside of closed session.

Subject 2.5 Public Employee Evaluation
Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION
Access Public
Type
The Board is provided respective salaries in closed session for information purposes only, if any. The Board is reminded not to discuss personnel matters outside of closed session.
  * Chancellor

3. OPEN SESSION

Subject 3.1 Pledge of Allegiance
Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 3. OPEN SESSION
Access Public
Type Procedural

Subject 3.2 Roll Call
Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 3. OPEN SESSION
Access Public
Type Procedural

Subject 3.3 Report of Action Taken in Closed Session
Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 3. OPEN SESSION
Access Public
Type Information
<table>
<thead>
<tr>
<th>Subject</th>
<th>3.4 Approval of the Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>3. OPEN SESSION</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Recommend Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.5 Approval of the Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>3. OPEN SESSION</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Recommend Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.6 Associated Student Government Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>3. OPEN SESSION</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.7 District Academic Senate Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEANS</td>
</tr>
<tr>
<td>Category</td>
<td>3. OPEN SESSION</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.8 Peralta Classified Senate Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEANS</td>
</tr>
<tr>
<td>Category</td>
<td>3. OPEN SESSION</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.9 Chancellor's Reports</th>
</tr>
</thead>
</table>
Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 3. OPEN SESSION

Access: Public

Type: Information

- Pruning Club acknowledgement
- Aviation donation, College of Alameda
- Tobacco Initiative Presentation

File Attachments
COA_Presidents_report_11-14-17.pdf (1,708 KB)

Subject: 3.10 Board of Trustees' Reports

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 3. OPEN SESSION

Access: Public

Type: Information

Subject: 3.11 Public Communication

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 3. OPEN SESSION

Access: Public

Type: Information

At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda and are within the Board’s jurisdiction. Under provisions of the Brown Act, the Board and District staff are prohibited from discussing or taking action on oral requests that are not part of the agenda, but may respond briefly. A maximum of 15 minutes (up to 3 minutes per individual) will be provided for speakers under this agenda section, at the Board President’s discretion. A speaker’s card must be completed to request to address the Board. Requests to speak which cannot be honored within the time limit will be scheduled for subsequent meetings in the order received. Persons addressing items included on the agenda will be heard at the time the item is considered, and comments on tangential issues not directly related to the item may be ruled out of order. Cards must be received prior to the Board’s consideration of the item and are honored in the order the cards are received. A speaker may yield time to another speaker up to a limit of 6 additional minutes, with no more than 5 speakers on the issue, where both have completed a speaker’s card, and the yielder must identify him/herself to the Board. Speakers are asked to submit any materials to the Board Clerk and shall not approach the dais during meetings. (Please line-up when your name is called.) Further direction is provided in Board Policy and Administrative Procedure 2345 Public Participation at Board Meetings.

http://web.peralta.edu/trustees/board-policies/

4. PRESENTATIONS

Subject: 4.1 Update of the design of the floor plan for the Milvia Street Property for Berkeley City College (BCC)

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 4. PRESENTATIONS

Access: Public

Type: Information

Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.) Provide the Board and Update from Noil & Tam Architects on the status of the design development progress that has been completed to date. A presentation outlining the designs that have been accepted by the college and various stakeholders will be discussed. The Milvia Street property was acquired by Berkeley City College in 2016 as an addition to the BCC campus located in Berkeley CA.
The Design development work has been ongoing since November 2016, and the college has been working with consultant team to develop a concept that will support current and future growth needs of the college.

Shared governance process was conducted in the evaluations of the designs presented and consensus was achieved on the final choices presented for review and update.

**Deliverables and Scope of Work:**
presentation of floor plan designs showing intended use of new spaces identified in the facility.

**Anticipated Completion Date:**
Estimated scheduled construction and occupancy completion date is Summer 2019.

**Evaluation and Recommended Action:**
No action required. Presentation for informational update only.

<table>
<thead>
<tr>
<th>Subject</th>
<th>4.2 MLDAP Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>4. PRESENTATIONS</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

Participants of the 2017-2018 Management Leadership Development Academy at Peralta (MLDAP) will provide a brief synopsis of their group projects to the Board of Trustees. The projects range from a Peralta Summer Institute for Bay Area high school students to Professional Development opportunities for Peralta employees and more. Chancellor Laguerre started MLDAP in the summer of 2016. The academy is a learning experience where talented faculty, staff and administrators engage in project-based learning to develop leadership skills and develop cohesive teams of leaders that will have a lasting impact on Peralta and career goals.

**5. CONSENT CALENDAR - BOARD MATTERS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>5.1 Consider Approval of the Board Meeting Calendar for 2018. Presenter: Assistant Brenda Martinez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>5. CONSENT CALENDAR - BOARD MATTERS</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Fiscal Impact</td>
<td>No</td>
</tr>
</tbody>
</table>

Consider Approval of the Board Meeting Calendar for 2018.

File Attachments
Jan_to_Dec_18.draftcalendar.pdf (60 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

<table>
<thead>
<tr>
<th>Subject</th>
<th>5.2 Consider Approval of Final Reading on Proposed Board Policies. Presenter: Chancellor Laguerre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>5. CONSENT CALENDAR - BOARD MATTERS</td>
</tr>
</tbody>
</table>
The Board will conduct a first reading on the Board Policies. The following policies are presented for review, and will return to a future Board meeting for adoption.

- **BP 4020 Program, Curriculum, and Course Development** – The revision is to add reference to Non-credit Courses and Program

- **BP 4100 Graduation Requirements for Degrees and Certificates** – The revision is to include reference to Non-Credit certificates - a Certificate of Competency and a Certificate of Completion.

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

**Subject**  
5.3 Consider Approval of Out of State Travel pursuant to Board Policy 7400. Presenter: Chancellor Laguerra

**Meeting**  
Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**  
5. CONSENT CALENDAR - BOARD MATTERS

**Access**  
Public

**Type**  
Action (Consent)

**Preferred Date**  
Nov 14, 2017

**Absolute Date**  
Nov 14, 2017

**Fiscal Impact**  
No

**Budgeted**  
Yes

**Recommended Action**  
Consider approval of Out of State Travel pursuant to Board Policy 7400 for the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Travel Location</th>
<th>Dates</th>
</tr>
</thead>
</table>
All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

**Subject**
5.4 Consider Ratification of Out of State Travel pursuant to Board Policy 7400. Presenter: Chancellor Laguerre

**Meeting**
Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**
5. CONSENT CALENDAR - BOARD MATTERS

**Access**
Public

**Type**
Action (Consent)

**Preferred Date**
Nov 14, 2017

**Absolute Date**
Nov 14, 2017

**Fiscal Impact**
No

**Recommended Action**
Consider ratification for Out of State Travel pursuant to Board Policy 7400 for the following faculty, staff and administrators:

<table>
<thead>
<tr>
<th>Name</th>
<th>Travel Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Bolick</td>
<td>Toronto, Canada Solidarity and Fight Back Conf.</td>
<td>August 3, 2017 – August 7, 2017</td>
</tr>
<tr>
<td>Jason Cole</td>
<td>Orlando, FL Gartner Symposium ITXPO</td>
<td>October 1, 2017 – October 4, 2017</td>
</tr>
<tr>
<td>Peter Crabtree</td>
<td>Chicago, IL High Performance Building Operations Professional - HPBOP Conf.</td>
<td>October 1, 2017 – October 5, 2017</td>
</tr>
<tr>
<td>Linda Jolivet</td>
<td>Atlanta, CA National Conference for African American Librarians</td>
<td>September 14, 2017 – September 18, 2017</td>
</tr>
<tr>
<td>Kathy Ma</td>
<td>Boston, MA 2016 NACAC Conf.</td>
<td>August 8, 2017 – August 10, 2017</td>
</tr>
<tr>
<td>Aaron Mobley</td>
<td>Washington, DC Culture and Art in a Populil Age Conf.</td>
<td>October 29, 2017 – October 31, 2017</td>
</tr>
<tr>
<td>Eusebio Rodriguez</td>
<td>Lima, Peru Feria Internacional del Libro</td>
<td>July 30, 2017 – August 4, 2017</td>
</tr>
<tr>
<td>Arturo Davila-Sanchoea</td>
<td>Lima, Peru Feria Internacional del Libro</td>
<td>July 30, 2017 – August 4, 2017</td>
</tr>
<tr>
<td>Autumn Sullivan</td>
<td>Atlanta, GA National Conference for African American Librarians</td>
<td>August 8, 2017 – August 13, 2017</td>
</tr>
</tbody>
</table>
Yiping Wang  
Chicago, IL  
Annual American Library Association Conf.  

Barbara Widhalm  
San Antonio, TX  
Association for the Advancement of Sustainability in Higher Education  
October 15, 2017 – October 18, 2017

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

Subject  
5.5 Consider Approval of First Reading on Proposed Board Policies  
Presenter: Chancellor Laguerre

Meeting  
Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category  
5. CONSENT CALENDAR - BOARD MATTERS

Access  
Public

Type  
Action (Consent)

The Board will conduct a first reading on the Board Policies. The following policies are presented for review, and will return to a future Board meeting for adoption.

- **BP 3250 Institutional Planning** - This Board Policy has been updated as shown by the items highlighted in yellow.

- **BP 5030 Student Fees** - Per the request of the Office of International Education, International Student Health Insurance is being added to the list of fees.

- **BP 6340 Bids and Contracts** - The requested change is from the Workforce Development and Continuing Education Office. The California Community College Chancellor’s Office released competitive Requests for Application for Fiscal Agency grants each year for several million dollars. These grants are not program grants but are designed to allow a college to act as fiscal agent, or banker, on behalf of the State Chancellor’s Office to disperse funds to colleges, contractors, and subcontractors. The fiscal agent receives administrative funds to manage these grants.

  The California Community College Chancellor’s Office seeks fiscal agents that can manage and disperse funds efficiently and effectively. Colleges that are successful in receiving fiscal agent grants have streamlined budget processes and high Board approval thresholds. Peralta applied, and was not selected, as the fiscal agent for the SSSP, SEP and SFAP grant.

  The Workforce Development and Continuing Education Office met with current fiscal agent districts, and studied winning applications. In addition, we received feedback from the California Community College Chancellor’s Office that a Board policy with a high threshold would better position Peralta Community College District as a competitive applicant.

  To better position Peralta Community College District to be a competitive applicant for fiscal agent grants, it is imperative that we increase the contract threshold from $25,000 to $125,000.

- **BP 7800 Emeritus Status** - The Chancellor and Peralta Retirees Organization agreed to create a Board Policy and District Administrative Procedure to create Emeritus Status.

**File Attachments**

- BP 3250 Institutional Planning.pdf (21 KB)
- BP 5030 Student Fees.pdf (42 KB)
- BP 6340 Bids and Contracts.pdf (45 KB)
- BP 7800 Emeritus Status.pdf (32 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.
Subject: 5.6 Consider Approval of a Retainer Agreement for Garcia, Hernandez, Sawnney, LLP to provide Acting General Counsel Services for 2016-2018. Presenter: Chief of Staff Crawford

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 5. CONSENT CALENDAR - BOARD MATTERS

Access: Public

Type: Action

Preferred Date: Nov 14, 2017

Absolute Date: Nov 14, 2017

Fiscal Impact: Yes

Budgeted: Yes

Budget Source: General Funds

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)

Consider approval of retainer agreement for Nitasha Sawnney with Garcia, Hernandez Sawnney, LLP to provide general counsel services for 2016-18.

Deliverables and Scope of Work:

Provide General Counsel Services for PCCD. Services rendered by Nitasha Sawnney at the discounted rate of $250.00 per hour for senior partners, at $225.00 per hour for attorneys with less than eight (8) years experience, and at $160.00 per hour for law clerks and $140.00 per hour for paralegals. While this agreement will remain active until terminated by either party, the rates set forth above will remain in effect through June 2018. After that date the firm is authorized to annually increase its rates by the amount of the increase in the California consumer price index (CPI) for the prior 12 months. All Board recommended contracts are subject to final negotiation and execution by the Chancellor. Corresponding ICC# 22422 to be routed pending board approval.

Anticipated Completion Date:

June 30, 2018

Evaluation and Recommended Action:

File Attachments
ICC# 22422 Garcia, Hernandez, Sawnney, LLP exp 6-30-18 (pending approval).pdf (2,406 KB)

6. CONSENT CALENDAR - ACADEMIC AFFAIRS

Subject: 6.1 Consider Approval of Course and Program Additions, Deactivations and Changes Presenter: Vice Chancellor Brown

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 6. CONSENT CALENDAR - ACADEMIC AFFAIRS

Access: Public

Type: Action (Consent)

Preferred Date: Nov 14, 2017

Absolute Date: Nov 14, 2017

Fiscal Impact: No

Budgeted: No

Budget Source: N/A

Recommended Action: Consider Approval of Course and Program Additions, Deactivations and Changes
All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

6.2 Consider approval to accept the Zero Textbook Cost Grant in the amount of $150,000 awarded to College of Alameda. Presenter: President Karas

Meeting
Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
6. CONSENT CALENDAR - ACADEMIC AFFAIRS

Access
Public

Type
Action (Consent)

Preferred Date
Nov 14, 2017

Absolute Date
Nov 14, 2017

Fiscal Impact
Yes

Dollar Amount
$150,000.00

Budgeted
Yes

Budget Source
Zero Textbook Cost Grant

Recommended Action
Consider approval to accept the Zero Textbook Cost Grant in the amount of $150,000 awarded to College of Alameda

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)

National explosion in textbook costs: In 2015, National Broadcasting Company (NBC) review of Bureau of Labor Statistics data found that the cost of college textbooks rose by over 1000% from 1977 to 2015, at a rate three times the overall inflation (consumer price index, including all items). This underlines the reason California legislature passed AB 798, College Textbook Affordability Act of 2015, followed by enactment of Zero-Textbook-Cost Degree Grant Program in 2016.

Barrier to success: The growing textbook cost reached a point of affecting the success of College of Alameda’s (COA) students pursuing their education. The Student Public Interest Research Group (PIRG) surveys (2013) revealed that 65% of students decided against buying a textbook, even though 94% were concerned that not having the book would impact their grades. According to research published by College Board in 2016, the average textbook cost for students in public two-year colleges is $1,390 for 2016-2017 academic year. The average tuition for students in California community colleges is $1,430 for the same year.

High costs for STEM studies: The problem of growing textbook costs is felt acutely in science, technology, engineering, and mathematics (STEM), where it is commonplace for commercial textbook costs to exceed the tuition fees for the courses that require textbooks.

High cost of textbooks for all courses: At COA, the problem extends beyond STEM classes. For the certified Intersegmental General Education Transfer Curriculum (IGETC) courses, the average textbook cost is $160 for a typical 3-unit class and for 65% of courses offered, textbook cost exceeds the tuition fee. As examples, the cost is $176.50 for an English composition textbook and $201.00 for an American history textbook.

Past efforts: College of Alameda (COA) has a history of reducing commercial textbook costs for students through its best-practices policies. COA will revise and add policies as appropriate to maintain ZTCD Program sustainability. But these traditional best practices have a limited impact:

a. Use zero-cost resources when available.

b. Maintain use of same editions of textbooks throughout the department for extended periods. This creates a used textbook repository within the bookstore.

c. Faculty provide adequate notice to bookstore to acquire used textbooks. Used prices are no longer significantly cheaper than new textbooks.

d. Textbooks on reserve at the library: Due to the financial burden put on our students, the library provides access to textbooks in the Reserve Collection, which students use over 8,000 times each academic year. But, library reserve textbooks are only available during limited library hours. In addition, each year, it becomes more and more difficult for our library to fund the regular updates of new editions. Throughout the textbook publishing industry, there is a strategy to increase profits by making older editions obsolete with frequent, unnecessary new editions.

Solution: COA is ready to implement Mathematics AS-T ZTCD pathway. Six mathematics faculty are currently using OER for designated courses for Fall 2017. One full-time faculty member has used OER for her online classes for the past 10 years, and another has also continued to utilize zero-cost options for courses over the past several semesters. COA has the required expertise and support from faculty to offer general education courses meeting the IGETC pattern for CSU. Instructors in the English and Geography Departments use OER and zero-cost options for their classes. COA plans to expand the number of participating instructors in these departments. When asked to participate in planning for this grant application, one or more instructors from the following departments expressed interest in developing new curricula for zero textbook-cost
Deliverables and Scope of Work:

Scope: A zero textbook cost (ZTC) pathway to an Associate Transfer Degree in Mathematics has been mapped and will be constructed by engaging faculty who currently offer ZTC courses and recruiting other faculty to create their own ZTC resources. Faculty for most of these courses have expressed interest in participating. A Project Director will be selected from among interested faculty to track and support the creation of zero-cost materials for identified courses in the Math AS-T degree. An instructional designer will be contracted to provide training and the technical support needed for adaptation of materials already available for use without fees in a central repository. The grant’s award of $150,000 will support the stipend for the Project Director, the hourly rate for the contracted instructional designer, and a modest stipend for faculty who are identified as essential for the Mathematics AS-T Degree ZTC pathway.

Duration: The grant award will support the Mathematics AS-T Degree ZTC project for one calendar year, during January – December, 2018, the period that is anticipated for adaption of courses to a zero cost materials format.

The funding for the Zero Textbook Cost Degree Grant Program is a one-time, $150,000 award to be expended over a one-year period. Therefore, COA developed strategies to establish ZTC program sustainability after grant funding is exhausted. The goals are to reduce textbook costs for students, increase enrollment, and support degree completion. COA will establish program sustainability at the same or higher level after grant funding is exhausted through following activities:

- **New Instructor recruitment and training:** Participating faculty members are change agents for their disciplines. In this role, these instructors will advocate for the program, encourage other instructors to participate, and be involved in the workshops and training activities to influence other departments to adopt the ZTC program.
- **Revised policies:** Current policies will be updated to address the goals of the ZTC program.
- **Reallocations of faculty course assignments as appropriate:** When establishing faculty loads, the college practice is to take into consideration non-instructional assignments, including the development and updating of curriculum.
- **Continued pursuit of additional funding sources:** COA faculty and administrators will pursue additional funding from foundations, corporations, Department of Education, and the State of California.

Additionally, implicit in the grant application’s Workplan is a pathway for all COA faculty in the identified disciplines to work with their department chairs and the Curriculum Committee to modify the course outlines of record to reflect OER texts and materials. COA plans on supporting adoption of OER and other zero-cost material in additional courses and also plans on supporting adaptation of additional degrees and certificates to ZTCD pathways, where sufficient faculty interest exists.

**Anticipated Completion Date:**

December 2018.

**Evaluation and Recommended Action:**

File Attachments
Zero Cost Grant IntentToAward BOT 11-14-2017.pdf (128 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

**Subject**

6.3 Consider Approval of Independent Consultant Agreement Addendum (Use of CCC Maker Grant): Idea Builder Labs (COA/LANEY) from a combined total of $25,000.00 to $72,352.00

**Meeting**

Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

6. CONSENT CALENDAR - ACADEMIC AFFAIRS

**Access**

Public

**Type**

Action

**Preferred Date**

Nov 14, 2017

**Absolute Date**

Nov 14, 2017

**Fiscal Impact**

Yes

**Dollar Amount**

$47,352.30

**Budgeted**

Yes

**Budget Source**

Strong Workforce Funds and CCC Maker Grant
Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

Under the current agreement, Danny Beesley is providing services at both colleges (College of Alameda and Laney College) which relate to the physical development of the makerspace/FabLab. These services include but are not limited to the following:

COA:
- Increase industry partnership network
- Provide assistance with curriculum development
- Train faculty and staff on the safe use and operations of equipment
- Work with industry to develop internships and other work experience opportunities for students
- Work with OUSD and other K-12 school districts in developing educational opportunities within the FabLab

Laney:
- Coordinate efforts for the CC Maker grant completion, submission and operations
- Host a series of workshops for the Strong Workforce Regional Joint Venture Makerspace/FabLab project
- Work with industry to develop internships and other work experience opportunities
- Develop and institute new workforce and training safety procedures

The initial agreements (for both colleges) requested approval of a budget of $12,500 for that is what was available at the time of engagement. Notification of the CCC Maker grant award was received after the initial consultant agreement was approved. We are requesting to increase the budget referenced on both agreements using the awarded grant funds. Danny's services can continue throughout June 30, 2018 now that the grant award was received. With this additional funding Danny can continue to assist in planning the physical space and outfit it with the equipment and technology to meet the needs of the faculty and students as well as addressing the objectives of the grant. The total amount of the increase is $47,352.00 which brings the vendors grand total to $72,352.00 for FY 2017-18.

Anticipated Completion Date:

June 30, 2018

Evaluation and Recommended Action:

Consider approval of ICC addendums related to contractor agreements between College of Alameda, Laney College and Danny Beesley (dba Idea Builder Labs) in the total amount of $72,352.00 to act as project support for the Advanced Manufacturing Fabrication Lab (FabLab) operations.

File Attachments
Idea Builder Labs Services Summary.pdf (325 KB)
ICC # 15667 Addendum 1 - Idea Builder (College of Alameda) (11-14-17 Board Meeting).pdf (647 KB)
ICC # 22165 Addendum 1 - Idea Builder (Laney College) (11-14-17 Board Meeting).pdf (1,304 KB)

Subject 6.4 Consider Approval of a Subcontractor Services Agreement between California ReLeaf and Merritt College. Presenter: President Burns

Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 6. CONSENT CALENDAR - ACADEMIC AFFAIRS

Access Public

Type Action (Consent)

Preferred Date Nov 14, 2017

Absolute Date Nov 14, 2017

Fiscal Impact Yes

Dollar Amount $25,000.00

Budgeted Yes

Budget Source Fund 11 - Strong Workforce

Recommended Action Board review and approval.
California ReLeaf works statewide to promote alliance among community-based groups, individuals, industry and government agencies, encouraging each to contribute to the livability of our cities and the protection of our environment by planting and caring for trees.

In an effort to build an Urban Arborist Program at Merritt College, and other communities statewide, in support of the tree-care industry and gainful employment in state, California ReLeaf will be relying on Merritt College to develop curriculum for an Urban Arborist Program that will lead to a Certificate of Achievement in Arboriculture and an Associate of Science Degree in Arboriculture and Urban Forestry.

**Deliverables and Scope of Work:**

As the subcontractor, Merritt College will be compensated upon completion of five deliverables: Gap Analysis, Course outline of Record Curriculum, Design of Certificate of Achievement program, Design of Associate of Science Degree Program and Summer Workshops for High School Educators & Conservation Corps Leaders.

Merritt College will match the grant funding received by California ReLeaf in the amount of $25,000 and will submit quarterly reports for grant management purposes.

**Anticipated Completion Date:**

May 31, 2019

**Evaluation and Recommended Action:**

Board review and approval.

<table>
<thead>
<tr>
<th>File Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>SubContractor Agreement Merritt College - Calif ReLeaf June 2017 - DRAF....pdf (35 KB)</td>
</tr>
</tbody>
</table>

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

**Subject**

6.5 Consider Approval of an ICC with SHM Communications in the amount of $50,000 for Outreach and Promotional Services for Merritt College. Presenter: President Burns

**Meeting**

Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

6. CONSENT CALENDAR - ACADEMIC AFFAIRS

**Access**

Public

**Type**

Action (Consent)

**Preferred Date**

Nov 14, 2017

**Absolute Date**

Nov 14, 2017

**Fiscal Impact**

Yes

**Dollar Amount**

$50,000.00

**Budgeted**

Yes

**Budget Source**

6-10-601-5105-1-660100-2550-00

**Recommended Action**

Consider approval to increase Independent Contractor/Consultant (ICC) 13833 for SHM Communications from $25,000 to a total of $75,000 for the FY 17-18.

**Background/Analysis:** (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)

Consider approval of ICC Addendum #1 for SHM Communications. The original ICC #13833 approved by the Board of Trustees contracted Susan May to assist in proving marketing strategies and materials as well as promoting programs and services to both the general and special populations at Merritt College. Merritt College is requesting approval of Addendum #1 for the amount of $50,000 which would increase SHM Communication to a total of $75,000 for the Fiscal Year 17-18.

Merritt College requires increased exposure of the college’s instructional and program services to the service community. Hence, focused attention on activities that increase outreach and marketing with promotional materials of the college with “student-friendly” features will increase attendance and awareness to the educational opportunities available. Merritt College also requires general public relations support that maintains its website and coordinates information and marketing strategies with the District’s PIO office.
Deliverables and Scope of Work:

SHM Communications, consultant Susan May, will continue to provide promotional services to both the general and special population of current and potential Merritt College students by promoting its programs and services as follows:
- Assess web content to identify missing and/or outdated information.
- Maintain and develop new and updated content/photos for over 100+ web pages.
- Update and create/write new informational pages, calendar updates, monthly newsletters, and student, faculty and staff profiles.
- Design specific brochures for new college initiatives and grant deliverables from Career Pathways and Adult Education, Career Technical Education, etc.
- Identify new venues and strategies of promoting the college’s many programs and services viewed by students, visitors, business partners, community organizations, and college visitors in conjunction with District Marketing Department.
- Continue the creation of career/outreach materials print/online for high school students, counselors, parents, businesses and organizations.

Anticipated Completion Date:

June 30, 2018

Evaluation and Recommended Action:

Consider approval to increase Independent Contractor/Consultant (ICC) 13833 for SHM Communications from $25,000 to a total of $75,000 for the FY 17-18.

File Attachments
11.14.17 SHM Communications ICC and Supporting Docs.pdf (375 KB)
11.14.17 SHM Communications Addendum 1 and memo.pdf (175 KB)
11.14.17 SHM Communications Board Report.doc (39 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

7. CONSENT CALENDAR - FINANCE

<table>
<thead>
<tr>
<th>Subject</th>
<th>7.1 Consider Approval of Change Order #6 for WE Lyons on the BEST Center Project at Laney College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>7. CONSENT CALENDAR - FINANCE</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Preferred Date</td>
<td>Nov 14, 2017</td>
</tr>
<tr>
<td>Absolute Date</td>
<td>Nov 14, 2017</td>
</tr>
<tr>
<td>Fiscal Impact</td>
<td>Yes</td>
</tr>
<tr>
<td>Dollar Amount</td>
<td>$62,871.38</td>
</tr>
<tr>
<td>Budgeted</td>
<td>Yes</td>
</tr>
<tr>
<td>Budget Source</td>
<td>Measure A, Fund 63, Laney College</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Approve CO #6 for WE Lyons on the BEST Center Project at Laney College.</td>
</tr>
<tr>
<td>Goals</td>
<td>D: Strengthen Accountability, Innovation and Collaboration</td>
</tr>
<tr>
<td></td>
<td>C: Build Programs of Distinction</td>
</tr>
</tbody>
</table>

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)
The District entered into a contract with WE Lyons to provide constructions services for the BEST Center project at Laney College. CO #6 resolves several issues associated with previous budget management, coordination, and design challenges and allows the contractor to proceed with implementation of the solutions at the project site.

**Deliverables and Scope of Work:**

Permanent power for IT equipment, drain pan for condensate system, piping protections, HX system reconfiguration, scullery sink. Scope of work was added due to change in configuration and existing field conditions that limited required use of equipment.

**Anticipated Completion Date:**

Winter 2017. The contract expiration date is extended to allow performance of this work.

**Evaluation and Recommended Action:**

The Facilities Project Manager, Interim Director of Capital Projects and Facilities, Interim Vice Chancellor of Finance and Administration, and the Chancellor recommend approval of Change Order #6 to WE Lyons on the BEST Center project at Laney College.

---

**File Attachments**

- LAN BEST WEL CO#6.signed by WEL and SM.2017 09 26.pdf (279 KB)
- 2437-W.E. Lyons-Exec Agreement-LC Best Center.pdf (1,433 KB)
- CO #3 signed by GB and LM, from 27 Jun 2017 BOT agenda.retrieved by sm 2017 08 17.pdf (426 KB)
- CO#1 Full Signatures.pdf (515 KB)
- LaneyBEST_Change Order #2.pdf (1,653 KB)
- Lyons BEST CO#2 Summary.doc (44 KB)

---

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

---

**Subject**

7.2 Consider Approval to Appoint New Members to Serve on the Citizens’ Oversight Committee

**Presenter:** Interim Vice Chancellor Williams

**Meeting**

Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

7. CONSENT CALENDAR - FINANCE

**Access**

Public

**Type**

Action (Consent)

**Preferred Date**

Nov 14, 2017

**Absolute Date**

Nov 14, 2017

**Fiscal Impact**

No

**Budgeted**

No

**Recommended Action**

Consider Approval to Appoint New Members to Serve on the Measure A Citizens’ (Bond) Oversight Committee

Consider approval for new appointments of the individuals listed below to serve on the Measure A Citizens’ (Bond) Oversight Committee. The Citizens’ Oversight Committee By-Laws, Section 5-1 - Membership, states that the committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications and based on criteria established by Prop 30, to wit: One (1) member active in a business organization representing the business community located in the District. One (1) member active in a senior citizens’ organization. One (1) member active in a bond issue taxpayers’ organization. One (1) member shall be a student who is both currently enrolled in the District and active in a community college group, such as student government. One (1) member shall be active in the support and organization of the community college or the community colleges of the district, such as a member of an advisory council or foundation. Two (2) members of the community at large, appointed by the Board.

**NEW APPOINTMENTS:**

Dr. Barbara Joans, representing the community at large for a two year term (11/1/2017-10/31/2019) and Dr. Oscar Portier, representing the community at large for a two year term (11/1/2017-10/31/2019). The Chancellor recommends approval.

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be
heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

**Subject**

7.3 Consider Ratification of the Warrant/Payment Report Presenter: Interim Vice Chancellor Williams

**Meeting**

Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

7. CONSENT CALENDAR - FINANCE

**Access**

Public

**Type**

Action (Consent)

**Preferred Date**

Nov 14, 2017

**Absolute Date**

Nov 14, 2017

**Fiscal Impact**

No

**Background/Analysis:** (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

Consider ratification of the AP, Travel, and Consulting Contract Warrant Register from September 21, 2017 through October 25, 2017. Recent AP, Travel and Consulting Contract warrant registers are brought to the Board for ratification purposes only. The Chancellor recommends ratification.

**Deliverables and Scope of Work:**

**Anticipated Completion Date:**

**Evaluation and Recommended Action:** The Chancellor recommends ratification.

---

**File Attachments**

Warrant Report 10252017.pdf (296 KB)

---

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar Items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

**Subject**

7.4 Review of Purchase Order Report. Presenter: Interim Vice Chancellor Williams

**Meeting**

Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

7. CONSENT CALENDAR - FINANCE

**Access**

Public

**Type**

Action (Consent)

**Preferred Date**

Nov 14, 2017

**Absolute Date**

Nov 14, 2017

**Recommended Action**

Review of Purchase Order Report. Presenter: Interim Vice Chancellor Williams

**Background/Analysis:** (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

The Purchase Order Report is being presented for review in accordance with Education Code Section 81658 which states, "All transactions entered into by the officer or employee (designated employees enumerated in AP 6330) shall be reviewed by the Board of Trustees every 60 days." This Purchase Order Report contains all orders issued from September 21, 2017 through October 25, 2017, which have been issued in accordance with applicable policies, procedures and laws by an authorized officer of the District. The Purchase Order Report is brought to the Board for informational purposes only.

**Item title:**

Purchase Order Report

All payments from the funds of a community college district are made by the use of Purchase Orders and within the parameters prescribed in Board Policy 6330 and Administrative Procedures 6330 & 6340. The Purchase Order Report presented for review is being done so in accordance with Education Code Section 81658 which states, "All transactions entered into by the officer or employee shall be reviewed by the governing board every 60 days."
The table below provides a summary by funding source of number of orders issued and total dollar value.

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Description</th>
<th>Number of Orders Issued</th>
<th>Total Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>GENERAL UNRESTRICT OPER</td>
<td>311</td>
<td>1,012,572.81</td>
</tr>
<tr>
<td>02</td>
<td>ONE TIME STATE ALLOCATION</td>
<td>4</td>
<td>1,859.78</td>
</tr>
<tr>
<td>03</td>
<td>COMM. SERVICE-FEE BASED COURSE</td>
<td>1</td>
<td>664.00</td>
</tr>
<tr>
<td>07</td>
<td>COLL. FDS ON BOOKSTORE COMM</td>
<td>3</td>
<td>1,277.95</td>
</tr>
<tr>
<td>10</td>
<td>COLLEGE DESIGNATED FUNDS</td>
<td>63</td>
<td>73,078.65</td>
</tr>
<tr>
<td>11</td>
<td>GENERAL RESTRICTED FUND</td>
<td>309</td>
<td>2,476,354.20</td>
</tr>
<tr>
<td>12</td>
<td>PARCEL TAX, MEASURE B</td>
<td>10</td>
<td>10,409.59</td>
</tr>
<tr>
<td>30</td>
<td>CONTRACT EDUCATION</td>
<td>3</td>
<td>2,902.33</td>
</tr>
<tr>
<td>61</td>
<td>CAP, OUT. PROJ. FUNDS-STATE</td>
<td>8</td>
<td>1,402,699.46</td>
</tr>
<tr>
<td>63 R1</td>
<td>R1 PROJ. MEASURF A</td>
<td>18</td>
<td>2,605,538.38</td>
</tr>
<tr>
<td>65</td>
<td>BOND MEASURE E (2003)- LOCAL B</td>
<td>3</td>
<td>55,697.92</td>
</tr>
<tr>
<td>68</td>
<td>CHILD DEVELOPMENT FUND</td>
<td>7</td>
<td>6,520.10</td>
</tr>
<tr>
<td>69</td>
<td>SP RESERVE FD #2 REDEV &amp;HEALT</td>
<td>2</td>
<td>131,279.41</td>
</tr>
<tr>
<td>71</td>
<td>TRUST AND AGENCY FUNDS</td>
<td>18</td>
<td>12,124.52</td>
</tr>
<tr>
<td>81</td>
<td>STUDENT REPRES. FEE-ALAMEDA</td>
<td>1</td>
<td>704.50</td>
</tr>
<tr>
<td>82</td>
<td>STUDENT REPRES. FEE-LANLEY</td>
<td>1</td>
<td>447.93</td>
</tr>
<tr>
<td>83</td>
<td>STUD. REPRES. FEE- FUND-MERRIT</td>
<td>3</td>
<td>10,388.87</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>766</td>
<td>7,897,707.59</td>
</tr>
</tbody>
</table>

Anticipated Completion Date:

Evaluation and Recommended Action: The Chancellor recommends approval.

File Attachments
Purchase Order Report 10252017.pdf (214 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar Items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

Subject: 7.5 Consider Approval of the First Quarter CCFS-311Q Report for Fiscal Year 2017-18 Presenter: Interim Vice Chancellor Williams

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 7. CONSENT CALENDAR - FINANCE

Access: Public

Type: Action (Consent)

Fiscal Impact: Nn

Recommended Action: Recommend approval of the first quarter CCFS-311Q Report for Fiscal Year 2017-18

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)
Through the first quarter of the fiscal year, the District’s Unrestricted General Fund recognized revenues of $30.5 million and expended $33.0 million. This imbalance is usual and attributed to the fact that property taxes are not received in equal monthly payments. This report has been completed and was submitted on time to the State Chancellor’s Office and in accordance with the District’s Financial Reporting Calendar.

Deliverables and Scope of Work:
Not applicable.

Anticipated Completion Date:
November 2, 2017

Evaluation and Recommended Action:
Approve the District’s 2017-18 first quarter CCFS-311Q Report.
All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

Subject: 7.6 Consider approval of Budget Transfer Report covering the period from September 21, 2017 through October 25, 2017. Presenter: Interim Vice Chancellor Williams

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 7. CONSENT CALENDAR - FINANCE

Access: Public

Type: Action (Consent)

Preferred Date: Nov 14, 2017

Absolute Date: Nov 14, 2017

Recommended Action: Consider approval of Budget Transfer Report covering the period from September 21, 2017 through October 25, 2017.

Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

Consider approval of budget transfer report covering the period from September 21, 2017 through October 25, 2017.

California Code of Regulations Section 58397 limits the District's expenditures to the amount appropriated for each major expenditure classification as approved by the Board of Trustees through the adoption of the District's annual budget or as amended by subsequent budget transfers or revisions. Due to this statutory control language, budget transfers that move budget authority between major object codes or classifications must be approved by the Board of Trustees. The budget transfers presented are requests originating from the College's or District's departments during the ordinary course of operations and do not significantly alter the final budget that was approved by the Board of Trustees on September 12, 2017.

Deliverables and Scope of Work:

Anticipated Completion Date:

Evaluation and Recommended Action: The Chancellor recommends approval.

File Attachments
Budget Transfer Report 102517.pdf (388 KB)
Fiscal Impact: Yes
Dollar Amount: $6,334.20
Budgeted: Yes
Budget Source: Measure A, Fund 63, Laney College
Recommended Action: Approve CO #7 for WE Lyons on the BEST Center Project at Laney College

Background/Analysis: (Please discuss this item. If a vendor is involved, please include the company name as well as the individual.)

The District entered into a contract with WE Lyons to provide construction services for the BEST Center project at Laney College. CO #7 extends Builder's Risk insurance coverage through the current anticipated fieldwork completion date. Anticipated completion date is December 2017.

Deliverables and Scope of Work:

Extend insurance coverage, insurance is required for the builder until the project completion is obtained.

Anticipated Completion Date:

Insurance coverage period will expire in January 2018.

Evaluation and Recommended Action:

The Facilities Project Manager, Interim Director of Capitol Projects and Facilities, Interim Vice chancellor of Finance and Administration, and the Chancellor recommend approval of Change Order #7 to WE Lyons on the BEST Center project at Laney.

File Attachments
LAN BEST WEL CO#7.Main and Summ.signed by WEL and SM.2017 10 31.pdf (209 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

8. CONSENT CALENDAR - HUMAN RESOURCES

Subject: 8.1 Consider Approval of Short-term assignments. Presenter: Vice Chancellor Largent

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 8. CONSENT CALENDAR - HUMAN RESOURCES

Access: Public

Type: Action (Consent)

Consider Approval of Short-Term Assignments - Hiring of Non-Academic Short-Term Employees

Presenter: Vice Chancellor Largent

Pursuant to California Education Code Section 88003, the below list contains the name, date of hire, assignment end date, position title, and site location of candidates recommended for short-term assignments in non-academic classified positions. Each candidate's assignment will not exceed the position title into which the candidate is assigned.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Hire</th>
<th>End Date</th>
<th>Position Title</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antes</td>
<td>Darren</td>
<td>11/15/17</td>
<td>5/23/18</td>
<td>Inst Asst/EMT</td>
<td>M</td>
</tr>
<tr>
<td>Avant</td>
<td>Lisa</td>
<td>11/15/17</td>
<td>6/20/18</td>
<td>Clinical Assistant II</td>
<td>A</td>
</tr>
<tr>
<td>Bosqueso</td>
<td>Sheila</td>
<td>11/15/17</td>
<td>6/20/18</td>
<td>Staff Asst/CW</td>
<td>M</td>
</tr>
<tr>
<td>Brown</td>
<td>Kyns</td>
<td>11/15/17</td>
<td>6/20/18</td>
<td>Staff Asst/Veteran Affairs</td>
<td>L</td>
</tr>
<tr>
<td>Chiaro</td>
<td>Zachary</td>
<td>11/15/17</td>
<td>12/22/17</td>
<td>Inst Asst/Radiological Science</td>
<td>M</td>
</tr>
<tr>
<td>Choy</td>
<td>Angela</td>
<td>11/15/17</td>
<td>6/29/18</td>
<td>Inst Asst/Computer Info Sys</td>
<td>B</td>
</tr>
<tr>
<td>Davavssen</td>
<td>Diana</td>
<td>11/15/17</td>
<td>6/26/18</td>
<td>Senior Clerical Assistant</td>
<td>L</td>
</tr>
<tr>
<td>Dugas</td>
<td>Cecelia</td>
<td>11/15/17</td>
<td>6/29/18</td>
<td>Student Employment Specialist</td>
<td>M</td>
</tr>
<tr>
<td>Edite-Bile</td>
<td>Michel</td>
<td>11/15/17</td>
<td>6/29/18</td>
<td>Inst Asst/Computer Info Sys</td>
<td>L</td>
</tr>
<tr>
<td>Flynn</td>
<td>Elizabeth</td>
<td>11/15/17</td>
<td>5/31/18</td>
<td>Inst Asst/Mathematics</td>
<td>L</td>
</tr>
<tr>
<td>Fonte</td>
<td>Verona</td>
<td>11/15/17</td>
<td>6/29/18</td>
<td>Inst Asst/Multimedia</td>
<td>B</td>
</tr>
<tr>
<td>Freed</td>
<td>Nancy</td>
<td>1/22/18</td>
<td>5/22/18</td>
<td>Inst Asst IV/DSPS</td>
<td>A</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>---------</td>
<td>------------------</td>
<td>---</td>
</tr>
<tr>
<td>Gezmu</td>
<td>Abera</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>Inst Asst/CIS</td>
<td>L</td>
</tr>
<tr>
<td>Gordon</td>
<td>Mitchell</td>
<td>11/15/17</td>
<td>5/31/18</td>
<td>Science Lab Tech/Bio</td>
<td>M</td>
</tr>
<tr>
<td>Hall</td>
<td>Denise</td>
<td>11/15/17</td>
<td>3/31/18</td>
<td>Cashier</td>
<td>L</td>
</tr>
<tr>
<td>Hasse</td>
<td>Geralda</td>
<td>5/25/18</td>
<td></td>
<td>Inst Asst I/DSPS</td>
<td>A</td>
</tr>
<tr>
<td>James</td>
<td>Keiko</td>
<td>11/15/17</td>
<td>8/30/18</td>
<td>Staff Asst/Admin (General)</td>
<td>D</td>
</tr>
<tr>
<td>Lagmay</td>
<td>Raylene</td>
<td>11/15/17</td>
<td>8/30/18</td>
<td>Science Lab Tech/Bio</td>
<td>M</td>
</tr>
<tr>
<td>Martinez</td>
<td>Soledad</td>
<td>11/23/17</td>
<td>6/29/18</td>
<td>Clerical Assistant II</td>
<td>M</td>
</tr>
<tr>
<td>Martinez</td>
<td>Querida</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>Clerical Assistant II</td>
<td>L</td>
</tr>
<tr>
<td>Okuhpe</td>
<td>Birhon</td>
<td>12/4/17</td>
<td>5/11/18</td>
<td>Clerical Assistant II</td>
<td>M</td>
</tr>
<tr>
<td>Nicks</td>
<td>Terrance</td>
<td>12/2/18</td>
<td>6/30/18</td>
<td>Inst Asst/Music</td>
<td>L</td>
</tr>
<tr>
<td>Riner</td>
<td>Bonnie</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>Inst Asst/CIS</td>
<td>L</td>
</tr>
<tr>
<td>Ruckman</td>
<td>Joanna</td>
<td>11/15/17</td>
<td>6/29/18</td>
<td>Inst Asst/Multimedia</td>
<td>B</td>
</tr>
<tr>
<td>Sammel</td>
<td>Chelsea</td>
<td>11/15/17</td>
<td>6/29/18</td>
<td>Inst Asst/Welding</td>
<td>L</td>
</tr>
<tr>
<td>Sebhalu</td>
<td>Adonay</td>
<td>11/15/17</td>
<td>3/1/18</td>
<td>Help Desk Support Trainee</td>
<td>D</td>
</tr>
<tr>
<td>Smith</td>
<td>Eugene</td>
<td>11/15/17</td>
<td>5/23/18</td>
<td>Inst Asst/EMT</td>
<td>M</td>
</tr>
<tr>
<td>Su</td>
<td>Huihong</td>
<td>11/15/17</td>
<td>6/30/18</td>
<td>Senior Clerical Assistant</td>
<td>L</td>
</tr>
<tr>
<td>Tran</td>
<td>Vy</td>
<td>1/22/18</td>
<td>5/25/18</td>
<td>Inst Asst II/DSPS</td>
<td>A</td>
</tr>
<tr>
<td>Tran</td>
<td>Van</td>
<td>1/22/18</td>
<td>5/25/18</td>
<td>Inst Asst II/DSPS</td>
<td>A</td>
</tr>
<tr>
<td>Trowbridge</td>
<td>Chatelle</td>
<td>12/15/17</td>
<td>6/30/18</td>
<td>International Student Support Services Specialist</td>
<td>D</td>
</tr>
<tr>
<td>Tumzmi</td>
<td>Winita</td>
<td>12/17/18</td>
<td>3/30/18</td>
<td>Senior Clerical Assistant</td>
<td>L</td>
</tr>
<tr>
<td>Williams</td>
<td>Dora</td>
<td>11/15/17</td>
<td>5/25/18</td>
<td>Program Spec/Unspecified (Africana Center)</td>
<td>M</td>
</tr>
<tr>
<td>Wong</td>
<td>Lynna</td>
<td>11/15/17</td>
<td>6/29/18</td>
<td>Program Spec/CTE</td>
<td>L</td>
</tr>
<tr>
<td>Zhu</td>
<td>Homan</td>
<td>11/15/17</td>
<td>6/30/16</td>
<td>Inst Asst/Unspecified (Dance)</td>
<td>A</td>
</tr>
</tbody>
</table>

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

**Subject**

8.2 Consider Approval of a Request from Steven Michael Gerstle to participate in the Reduced Workload Program. Presenter: Vice Chancellor Largent

**Meeting**

Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

8. CONSENT CALENDAR - HUMAN RESOURCES

**Access**

Public

**Type**

Action (Consent)

**Preferred Date**

Nov 14, 2017

**Absolute Date**

Nov 14, 2017

**Fiscal Impact**

No

**Budget Source**

N/A

**Recommended Action**

Request Board authorization to approve a request by Steven Michael Gerstle, a Librarian at College of Alameda, to participate in the Reduced Workload Program in accordance with California Education Code Section 87483 and Article 17 of the Collective Bargaining Agreement between the District and Peralta Federation of Teachers (PFT).

**Background/Analysis:** (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

The Office of Human Resources and Employee Relations reviewed the request by Mr. Gerstle to participate in the Reduced Workload Program and determined that Mr. Gerstle meets the qualifications pursuant to Education Code Section 87483 as follows:

- Mr. Gerstle is at least 55 years old.
- He has been a full-time Librarian at College of Alameda for over 13 years.
- He has been employed on a full-time basis in an academic position for at least five years, with no break in service.

**Deliverables and Scope of Work:**

N/A

**Anticipated Completion Date:**

End of Spring 2019

**Evaluation and Recommended Action:**

The Chancellor recommends approval.
All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

9. CONSENT CALENDAR - FACILITIES

<table>
<thead>
<tr>
<th>Subject</th>
<th>9.1 Consider Approval of a Contracted Services Agreement with Ray &amp; Associates Cleaning System for the Pressure Washing Services of All Quads and Walkways at Laney College. Presenter: Vice Chancellor Itharo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>9. CONSENT CALENDAR - FACILITIES</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Preferred Date</td>
<td>Nov 14, 2017</td>
</tr>
<tr>
<td>Absolute Date</td>
<td>Nov 14, 2017</td>
</tr>
<tr>
<td>Fiscal Impact</td>
<td>Yes</td>
</tr>
<tr>
<td>Dollar Amount</td>
<td>$11,400.00</td>
</tr>
<tr>
<td>Budgeted</td>
<td>Yes</td>
</tr>
<tr>
<td>Budget Source</td>
<td>Laney College General Fund</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Request approval on the contracted services agreement with Ray &amp; Associates Cleaning System for the pressure washing services of all quads and walkways at Laney College, in the amount not-to-exceed $11,400.</td>
</tr>
</tbody>
</table>

Item Summary:
Under this contract, the Administration approved for Ray & Associates will provide the materials and labor to pressure wash all quads and walkways at Laney College.

Board approval is required because their accumulative contract amount ($60,400) in the 2017/2018 fiscal year will exceed the $25,000 threshold to purchase goods and services. The Chancellor recommends approval.

Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)
As required by the District’s Purchasing Procedures, the administration conducted an informal bid solicitation and obtained three (3) quotes from three (3) qualified contractors to complete the scope of work. Ray & Associates provided the lowest and responsible bid for this project. Ray Oyemohia is the owner of the company. Since the contract amount is below $88,300, formal bidding is not required because the scope of work is not a public work project.

Deliverables and Scope of Work:
As described under the Item Summary.

Anticipated Completion Date:
The contract termination date is set for June 30, 2018.

Evaluation and Recommended Action:
The administration recommends the approval of this contracted service agreement with Ray & Associates Cleaning System.
Subject: Consider Approval of Change Order No. 1 on the Laney College Door Upgrades (Bid No. 16-17/25), Opening Technologies, Inc. Presenter: Vice Chancellor Ikhara

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 9. CONSENT CALENDAR - FACILITIES

Access: Public

Type: Action (Consent)

Preferred Date: Nov 14, 2017

Absolute Date: Nov 14, 2017

Fiscal Impact: Yes

Dollar Amount: $19,610.50

Budgeted: Yes

Budget Source: Fund 61 (State and Redevelopment Agencies Funding)

Recommended Action: Consider approval of Change Order No. 1 to the existing construction agreement with Opening Technologies, Inc., in the amount of $19,610.50 on the Laney College Door Upgrades (Bid No. 16-17/25).

Item Summary:
The contractor, Opening Technologies, has reduced the original contract sum by $19,610.50. After conducting a thorough assessment of the labor, parts and materials listed in the bid, some of the initial costs were overestimated, resulting in a $44,270 reduction in price. The original contract included doors that were excluded from the bid due to further investigation. After a thorough investigation of the excluded doors, Opening Technologies provided price quotes for the following line items:

<table>
<thead>
<tr>
<th>Cost Proposal No.</th>
<th>Work Descriptions</th>
<th>Additional Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Field House Entry Doors (ADA) are to be replaced with slider</td>
<td>$22,250</td>
</tr>
<tr>
<td>3</td>
<td>The Student Center 3rd floor exit doors (currently bolted shut) and hardware will be replaced like-for-like</td>
<td>$34,900</td>
</tr>
<tr>
<td>4</td>
<td>Theater entry/door handles will be replaced with pocketed door handles</td>
<td>$3000</td>
</tr>
<tr>
<td>5</td>
<td>Student Center 2nd floor entry doors’ actuator repairs</td>
<td>$1440</td>
</tr>
<tr>
<td>6</td>
<td>Music room G181 door actuator will be repaired</td>
<td>$950</td>
</tr>
<tr>
<td>7</td>
<td>Price adjustment for the repair of the Forum doors</td>
<td>$1340.50</td>
</tr>
</tbody>
</table>

Total Cost of Additional Work: $63,880.50

Reduction of work: $44,270.00

Change Order #1 Total: $19,610.50

This change order totals $19,610.50, which is 9.9% of the original contract amount of $197,840, approved by the Governing Board of Trustees at the June 27, 2016, meeting. If this Change Order is approved, the contractor’s accumulative contract amount will be $217,450.50. The Chancellor recommends approval.

Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the Individual.)

Laney College staff, students, faculty, and College Administration desired to have reliable, fully functional doors with easy accessibility doors into buildings, to better serve the public and meet ADA requirements. Due to the unique location of the campus and proximity to urban access points such as BART stations, freeways, waterfront, museum and convention centers make the campus’ building apertures (doors & windows) prone to frequent vandalism and break-ins. As a result, the campus suffered major damages to doors and door fixtures each year. The resultant door damages impeded door access by the college community particularly the disabled and wheelchair bound persons in response, both the District and the College saw an urgent need to replace severely damaged doors, and also to install ADA compliant door fixtures and accessories. Pursuant to the expressed needs, the District solicited formal bids for doors upgrades at the College. As a result, the winning bidder, Opening Technologies, Inc. installed some new doors, door frames, locks and ADA door accessories to remedy existing accessibility barriers constituted by dysfunctional doors and accessories.

A formal bid process was initiated; four (4) contractors attended the bid walk on May 30, 2017 and two (2) sealed bids were received on the bid closing date of June 13, 2017. Opening Technologies, Inc. provided the lowest and responsible bid for this project. This project required the contractor to sign a Letter of Assent (LOA), agreeing to work under the terms of the District’s Construction Project Labor Agreement (PLA). Additionally, the contractor complied with California prevailing wage laws applicable to the project.

Deliverables and Scope of Work:
The additional scope of work is outlined under the Item Summary.

Anticipated Completion Date:
The project completion date was scheduled for October 30, 2017. However, in order for the contractor to complete the additional scope of work, the contract terms is extended until February 28th, 2018 for Final Completion.

Evaluation and Recommended Action:
The administration recommends the approval of this Change Order.
Subject 9.3 Consider Approval of a Professional Services Agreement with EMC Research for Community Polling and Survey Consulting Services (RFP 17-18/05). Presenter: Vice Chancellor Ikharo

Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 9. CONSENT CALENDAR - FACILITIES

Access Public

Type Action (Consent)

Preferred Date Nov 14, 2017

Absolute Date Nov 14, 2017

Fiscal Impact Yes

Dollar Amount $88,000.00

Budgeted Yes

Budget Source Measure E

Recommended Action Request approval of a professional services agreement with EMC Research for community polling and survey consulting services, in the amount not-to-exceed $88,000.

Item Summary:
Under this contract, the Consultant will complete the following scope of work:
1. Incorporate knowledge of prior public opinion polls in developing the final research design in consultation with the District and consultant team;
2. Design one or more survey questionnaires in consultation with the District and consultant team;
3. Conduct a pretest of the survey to determine if any revisions are required and report the results of that pretest to the District;
4. Collect survey data through interviews conducted by telephone on landlines and cell phones from a central telephone bank, supervised by an on-duty supervisor;
5. Adapt the questionnaire for online application; program and host the survey using professional survey software; manage the deployment of survey invitations via email and collect survey response online;
6. Monitor data collection daily to ensure the process is going according to plan, and adjust strategies as needed to ensure a representative sample of District voters;
7. Tabulate, code, clean, and weight the survey data;
8. Perform in-depth analysis of the data;
9. Prepare a Final Report including charts, analysis, and recommendations;
10. Present results and analysis as needed; and,
11. Be available for consultation on findings and strategy.

Board approval is required because the vendor's contract amount exceeds the $25,000 threshold to purchase goods and services. The Chancellor recommends approval.

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)
As required by the District's Purchasing Procedures, the administration conducted an informal bid and sent the Request for Proposal to three (3) qualified vendors. The bids from these companies are as follow:

<table>
<thead>
<tr>
<th>VENDORS</th>
<th>LOCATION</th>
<th>TOTAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMC Research</td>
<td>Oakland, CA</td>
<td>$88,000</td>
</tr>
<tr>
<td>Farbank, Maclin, Mauflin, Metz &amp; Associates</td>
<td>Oakland, CA</td>
<td>Non-Responsive</td>
</tr>
<tr>
<td>Godbe Research</td>
<td>San Mateo, CA</td>
<td>Non-Responsive</td>
</tr>
</tbody>
</table>

EMC Research, a certified small local business enterprise, provided the lowest and responsible bid for this project. Ruth Bernstein is the senior principal from the company.

This company has experience working with the District with regards to performing polling services. In 2012, the consultant satisfactorily conducted a survey and a poll of Poratola's 2012 parcel tax and Measure B. Their research helped the District to ascertain priorities in alignment with the community, identified effective ways to communicate the District's needs to voters. EMC Research has provided conducted polling services for school and college districts in Alameda County.
Deliverables and Scope of Work:
As described under the Item Summary.

Anticipated Completion Date:
The projected completion date is November 30, 2018.

Evaluation and Recommended Action:
The administration recommends the approval of this professional services agreement with EMC Research.

File Attachments
EMC Research - Agreement.pdf (210 KB)
EMC Research - Updated Proposal 11-6-2017.pdf (1,853 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

Subject 9.4 Consider Approval to Enter an Agreement for District-Wide Security Guard and Patrol Services (RFP No. 16-17/21), ABC Security Service Inc. Presenter: Vice Chancellor Ikharo

Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 9. CONSENT CALENDAR - FACILITIES

Access Public

Type Action, Action (Consent)

Preferred Date Nov 14, 2017

Absolute Date Nov 14, 2017

Fiscal Impact Yes

Dollar Amount $641,762.42

Budgeted Yes

Budget Source General Fund

Recommended Action Approval is requested to enter into an annual (1 year) agreement with ABC Security Services Inc. for District-Wide Security Services (RFP No. 16-17/21), in the amount not-to-exceed $641,762.42 (Six hundred forty-one thousand seven hundred sixty two and 42/100)

Item Summary:
This annual contract is subject to renewal by the Governing Board of Trustees based on successful performance evaluation by staff. The administration conducted competitive bidding by advertising and publishing a Request for Proposal (RFP) and applied shared governance by using a steering committee to review proposals. Outlined are the annual financial proposals and general terms from ABC Security Services Inc. for their job responsibilities and required labor during the contract term. The vendor must adhere to the City of Oakland Living Wage Ordinance compliance during the contract period. Staff has reviewed three references provided by the vendor and determine that they were satisfactory.

As required by Public Contract Code (PCC), the Administration conducted a competitive Request for Proposal (RFP No. 16-17/21) on April 28, 2017. A total of six (6) vendors submitted proposals. A steering committee of college president’s representatives from College of Alameda, Laney College, Merritt College, Berkeley City College and a District Administrative Center (DAC). Representatives were set up to review proposals and make recommendations to the Chancellor. The criteria established for this RFP that the committee relied on is as follows: references, resources and key personnel, knowledge and experience, response time and maintenance plans, proposed costs and Small Local Business Enterprise (SLBE). Based on these factors, ABC Security Services Inc. received the highest score of 392 points.

The following are the total scores for the six (6) companies:

<table>
<thead>
<tr>
<th>EVALUATORS</th>
<th>ABC</th>
<th>MARINA Security Services</th>
<th>Securitas Security Services</th>
<th>Allied Universal</th>
<th>Intervention Group Inc.</th>
<th>NATIONAL Security Industries</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Alameda</td>
<td>80</td>
<td>62</td>
<td>57</td>
<td>73</td>
<td>68</td>
<td>73</td>
</tr>
<tr>
<td>BCC</td>
<td>84</td>
<td>63</td>
<td>63</td>
<td>80</td>
<td>64</td>
<td>86</td>
</tr>
<tr>
<td>Laney College</td>
<td>81</td>
<td>30</td>
<td>62</td>
<td>43</td>
<td>41</td>
<td>73</td>
</tr>
<tr>
<td>Merritt College</td>
<td>88</td>
<td>71</td>
<td>74</td>
<td>72</td>
<td>72</td>
<td>70</td>
</tr>
<tr>
<td>DAC</td>
<td>59</td>
<td>60</td>
<td>69</td>
<td>55</td>
<td>65</td>
<td>70</td>
</tr>
</tbody>
</table>
Pursuant to the Public Contract Code (PCC), the District can award this contract to the bidder whose proposal is determined to be the best value to the District based solely on the criteria set forth in the Request for Proposal. ABC Security Services has its corporate headquarters located in Oakland, California; and has been incorporated and has been in business since 1981. The company has been providing services since 1968 and has been locally owned and operated since 1969 by Ana Chretien who is the President and CEO (a well-respected Hispanic Bay Area Businesswoman) of the company. The company has over 300 employees and employees are members of SEIU Local 247. Among the clientele served by this vendor in the last five years include but no limited to: UC Berkeley, City of Oakland, Port of Oakland, San Francisco Unified School District, Federal Emergency Management Agency (F.E.M.A.), City of Richmond, etc.

The terms of this contract award to ABC Security Services Inc., will be for one (1) year with an option to extend contract by another two (2) years subject to an annual review for performance by the Administration and being brought before the Board of Trustees for approval. The vendor provided a maximum not-to-exceed estimated annual costs for each fiscal year as outlined below:

<table>
<thead>
<tr>
<th>Colleges</th>
<th>Year #1</th>
<th>Year #2</th>
<th>Year #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley City College</td>
<td>$335,829.46</td>
<td>$344,591.66</td>
<td>$353,444.72</td>
</tr>
<tr>
<td>Laney College/District</td>
<td>$196,702.88</td>
<td>$201,825.88</td>
<td>$207,021.76</td>
</tr>
<tr>
<td>Merritt College</td>
<td>$54,615.04</td>
<td>$56,041.84</td>
<td>$57,481.28</td>
</tr>
<tr>
<td>College of Alameda</td>
<td>$54,615.04</td>
<td>$56,041.84</td>
<td>$57,481.28</td>
</tr>
<tr>
<td><strong>Annual Total Costs:</strong></td>
<td><strong>$641,762.42</strong></td>
<td><strong>$658,501.22</strong></td>
<td><strong>$675,420.04</strong></td>
</tr>
</tbody>
</table>

ABC Security Services shall provide comprehensive security services at the District Administrative Center, Laney College, College of Alameda, Merritt College, and Berkeley City College. Security personnel will patrol the campus at each location unarmed with a two-way communication radio. The vendor will provide security services on the following days at each campus location:

<table>
<thead>
<tr>
<th>Colleges</th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley City College (BCC) and</td>
<td>7:00 a.m. to</td>
<td>7:00 a.m.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>BCC Annex building</td>
<td>11:00 p.m.</td>
<td>7:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laney College</td>
<td>7:00 a.m. to</td>
<td>7:00 a.m.</td>
<td>7:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>Merritt College</td>
<td>11:00 p.m.</td>
<td>11:00 p.m.</td>
<td>11:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>College of Alameda</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Administrative Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laney College</td>
<td>Provide Graveyard Services Only (11:00 p.m. to 7:00 a.m.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ABC Security Services will provide equipment and all necessary labor during the time indicated and provide additional security services for special assignments or events as requested. Further, the company will be responsible for maintaining a pool of substitutions and/or a reserve of security personnel. This company will furnish all the materials, equipment, labor and supervision needed to fulfill the contract.

Security personnel will be responsible for the following:
- SilvaTrac real time guard reporting system and vehicle ground positioning system (VGPS) automated guard locator and cellular communication.
- Ensuring main doors are opened and disarmed
- Classrooms are opened as needed
- Provides student/visitor information
- Patrol buildings and provide escort service to parking lot as needed
- Shall wear uniforms provided by the company
- Maintain log and report of all criminal activity to the appropriate law enforcement agencies
- Responsible for providing training in the appropriate response to unsafe conditions, emergency situations and/or criminal activity
- Secure the building in the event of damage and destruction, such as broken windows.
- Provide security services until an administrator/designee arrives to secure property.

To summarize, the administration complied with Public Contract Code and Board Policy Section 6.31 to procure services provided by the vendor. The issuance of Request for Proposal encouraged an open competitive and fair bid process. Importantly, the District practiced shared governance and engaged stakeholders from all the colleges to evaluate and determine the most qualified vendor to provide security services. All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)

The District reviewed the option of utilizing security guard services from the Merritt College Justice Program and determined that it was not feasible due to these reasons: 1) lack of insurance and liability risk, 2) the program only allows students only work 20 hours per week, and 3) inadequate training to obtain Cal Guard certification.

The District had Securitas Security Services USA, Inc. had an agreement with the District for Berkeley City College for a period from November 1, 2012 to June 30, 2013, and has been on a month-to-month contract with the District. In November 2013, Securitas began providing security services on weekends and holidays at College Alameda, Laney College, Merritt College and the District Administrative Center. This contract with Securitas will be terminated (30 days' notice) upon approval by the Governing Board of Trustees. During this transition period, the Administration will work with both vendors to ensure a smooth transition.

Deliverables and Scope of Work:
ABC Security Company, Inc. will complete and perform the scope of work as outlined under the Item Summary.
Anticipated Completion Date:
ABC Security Services, Inc will provide District-wide security services for a one-year contract period effective on or around December 1, 2017. The contract terms will end November 30, 2018.

Alternatives/Options:
Not applicable

Evaluation and Recommended Action:
The Administration recommends Board approval to enter into an agreement with ABC Security Services, Inc., District Wide Security Services.

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

Subject
9.5 Consider Approval of an Agreement with Kone Elevator for Laney Elevator and College of Alameda Elevator Design/Engineering and replacement of elevator controls in the amount of $23,229. Presenter: Vice Chancellor Itharo

Meeting
Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
9. CONSENT CALENDAR - FACILITIES

Access
Public

Type
Action

Preferred Date
Nov 01, 2017

Absolute Date
Nov 14, 2017

Fiscal Impact
Yes

Dollar Amount
$23,229.30

Budgeted
Yes

Budget Source
1-61-163-5881-5-1-1651000-0898-00 (State Funds)

Recommended Action
Please approve the additional scope of work for this contractor. State mandated safety requirements for all elevators in the Peralta College District

Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

KONE Elevator Company Inc. - 15021 Wicks Boulevard, San Leandro CA 94577. The current vendor provides elevator repair and replacement services for the Peralta College District. They are a current vendor who has completed a required survey of the defective work in elevators at Laney College and College of Alameda.

Deliverables and Scope of Work:
The scope of work will include and not be limited to the replacement and repair of the exterior elevator controls and call buttons for the elevators located in areas where there is exposure to the outside and apparent damage from the elements. These controls were identified in a survey and a violations list generated by the Fire Marshal in June 2017. The proposal includes all labor and material to complete work identified. Four (4) weather resistant hall stations and call buttons for elevators located in the Laney Forum and Bldg. G at Laney Campus.

Anticipated Completion Date: December 2017

Evaluation and Recommended Action:
Based on the prices submitted and the required work needed for the college and the District to be in compliance, we are recommending approval of the above mentioned scope of work.
Subject: 9.6 Consider Approval of a Budget Transfer for the Laney College BEST Center in the amount of $150,000. Presenter: Vice Chancellor Ikharo

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 9. CONSENT CALENDAR - FACILITIES

Access: Public

Type: Action (Consent)

Preferred Date: Nov 14, 2017

Absolute Date: Nov 14, 2017

Fiscal Impact: No

Dollar Amount: $150,000.00

Budgeted: Yes

Budget Source: 1-63-391-6402-1-710000-2437-00-2018-3

Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)
Vendor is CSG- Commercial Service Group a contract Division of Sam Clar Office Furniture contact person is Rachel Leaverton email: rachel@csgfurniture.com Physical Address is located at 1221 Diamond Way, Concord CA 94520 (888) 726-2527. CSG is currently a vendor for PCCD and is operating on a piggyback contract currently in place with PCCD.

Deliverables and Scope of Work: Budget Transfer to purchase furnishing for new building

Anticipated Completion Date: January 2018

Evaluation and Recommended Action: Based on review of requirements set forth in Measure A Bond language, budget transfer to Non instructional Equipment is appropriate to support student engagement and overall operation of the ECT Program at Laney College. Recommend Approve Budget transfer

Admin Content:
Funding Source: Measure A, as approved by the voters in Peralta’s constituency and authorized under Resolution 05/06-45, Exhibits A-1, District-Wide Projects, “Police, fire, homeland security and community safety-worker program classroom & building.”

Administrative File Attachments:
Measure_A_Resolution_and_bond_language.pdf (26 KB)
BEST Center Furniture Quote- KLM.pdf (641 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar Items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

Subject: 9.7 Consider Approval of a Budget Transfer of Unallocated Funds to a new project fund for COA Measure A funds in the amount of $130,000. Presenter: Vice Chancellor Ikharo

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 9. CONSENT CALENDAR - FACILITIES

Access: Public

Type: Action

Preferred Date: Nov 14, 2017
Absolute Date: Nov 14, 2017
Fiscal Impact: No
Dollar Amount: $130,000.00
Budgeted: Yes
Budget Source: 1-63-391-62061-710000-2420-00
Recommended Action: Approve budget transfer to new created project

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)
The is a new project that will be developed and constructed at College of Alameda. COA are recipients of a grant for STEAM Education Maker and would like to convert one classroom into a FAB Lab that will support innovative and cutting edge technology education for college students in PCCD. They are patterning the lab after the existing FAB Lab located at Laney College. The project will consist of creating a lab area for the machines to be located and converting a classroom into a lab with work spaces for 30 students to operate and design and develop projects utilizing the 3D fabrication equipment. All work will be completed by COA Engineering staff and Danny Beasley of Laney College FAB Lab. COA students and Laney Students will work on the project as a service learning project.

Deliverables and Scope of Work:
The current configuration of classroom D-103 at College of Alameda, is an existing science lab that is currently not being utilized as such. The work will include the removal of existing tables and chairs form the classroom and relocate them to another adjoining space that will utilize the chairs and tables. The additional work will include the updating of electrical wiring for the inclusion of the 3D printing machines and laser cutting machine that will occupy a corner of the room. Additional ventilation and ductwork will be installed to accommodate the ventilation requirements for the room and equipment. Flooring will be patched and replaced as needed and additional doors and shelves will be installed to support the supplies and storage requirements for the use of the room as a lecture and lab space. No additional lighting fixtures will be required and no additional fire sprinklers are needed per the code requirements have been met for occupancy and use of the room.

Anticipated Completion Date: January 2018

Evaluation and Recommended Action: Approve budget transfer of funds to allow for procurement of equipment and supplies to convert the classroom to a lab

Admin Content
Please find attached the back up documentation for the project created by the College of Alameda. Please review and provide approval for items submitted.

Administrative File Attachments
CAO FAB Lab Scan.pdf (1,963 KB)

10. CONSENT CALENDAR - INFORMATION TECHNOLOGY

Subject: 10.1 Consider Award of a Request for Proposal No. 17/18-03 District Wide PeopleSoft Modernization Project to Deloitte Consulting LLP. Presenter: Vice Chancellor Cole

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 10. CONSENT CALENDAR - INFORMATION TECHNOLOGY

Access: Public

Type: Action (Consent)

Preferred Date: Nov 14, 2017

Absolute Date: Nov 14, 2017

Fiscal Impact: Yes

Dollar Amount: $2,799,250.00

Budgeted: Yes

Budget Source: Measure E and General funds

Recommended Action: Recommend Approval

Goals:
A: Advance Student Access, Equity, and Success
E: Develop and Manage Resources to Advance Our Mission
D: Strengthen Accountability, Innovation and Collaboration
Consider approval of a contract to retain Deloitte Consulting LLP to modernize PCCD's PeopleSoft ERP system, including process re-engineering, change management, and technical upgrades.

The modernization process represents an opportunity to improve PCCD's business practices and improve the user experience for students, faculty and staff. The new version will enable a modern, mobile enabled experience, enable improved cross-functional workflows, and enable PCCD to improve operational efficiency. The upgrade will focus on improving the student and staff experiences with PeopleSoft's administrative systems, enabling everyone, students, faculty, and staff to spend more time achieving students learning goals. The project will also implement the key HR modules of Benefits Administration, Time and Labor and Absence Management.

PCCD's current PeopleSoft application version is rapidly approaching end of support from Oracle. Version 9.0 will no longer be supported by Oracle by the end of 2018. PCCD needs to upgrade to continue to receive updates from the vendor.

As required by the District's Purchasing Procedures, the administration conducted a formal bid request for Proposal. The RFP selection committee identified three vendors for finalist presentations, based on best price and full response to the bid request. The bids from these companies are as follows:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deloitte Consulting, LLP</td>
<td>San Francisco, CA</td>
<td>$2,799,250</td>
</tr>
<tr>
<td>Presence of IT &amp; Smart ERP Solutions</td>
<td>Pleasanton, CA</td>
<td>$3,402,550</td>
</tr>
<tr>
<td>ERP Analysis Inc</td>
<td>Dublin, OH</td>
<td>$2,934,410</td>
</tr>
</tbody>
</table>

Deloitte Consulting LLP provided the lowest price and best value responsible bid for this project.

**Deliverables and Scope of Work:**

- Create and implement an organizational change management plan for staff and faculty communications and training.
- Assess the operational impact of the changes by measuring baseline process time and effort and measuring improvement.
- Assess student, faculty and staff satisfaction with the improved processes.
- Create a platform for a mobile ready modern interface for all faculty, staff and students.
- Modernize, streamline and improve internal workflows in HR, Finance and Admissions and records.
- Redesign the purchasing and requisition process to improve visibility and process flow.
- Redesign the course registration process to improve student experience and retention.
- Implement benefits administration, time reporting, and self-service leave and absence management self-service. PCCD has not implemented these modules in PeopleSoft, creating increased overheads, risk and union grievance issues.
- Upgrade PeopleSoft Financials, Human Capital Management, and Campus Solutions to version 9.2.
- Split HCM and CS database as required for upgrade.
- Migrate all data to version 9.2.

**Specific Deliverables Include:**

**HR Business Process Improvement**

1. Implement Benefits Administration
   a. 4 days requirement gathering workshops
   b. 6 days collaborative design workshops to build configuration
   c. Configuration build in PeopleSoft with configuration documentation
2. Time and Labor and Absence Management
   a. 9.5 days requirement gathering workshops
   b. 10 days design workshops
   c. Time and labor and absence management configuration (in cooperation with PCCD HCM analyst)
3. Payroll and HR processes
   a. 3 days standard process review
   b. 4 days design thinking workshops
   c. 5 days configuration review workshops
   d. Build 8 work centers
   e. Upgrade and migrate data

**Finance and Purchasing Process Improvement**

1. Requisitions process
   a. 2 half-day workshops to analyze current state
   b. 2 half-day workshops to review best practices
   c. 10 half-day design thinking workshops
   d. Build 8 work centers and 10 navigation collections
2. Finance processes (AP, Payroll, Budget)
   a. 3 days standard process review
   b. 4 days design thinking workshops
   c. 5 days configuration review workshops
   d. Build 8 work centers
e. Upgrade and migrate data

Campus Solutions Process Improvement
1. Enrollment process
   a. 2 half-day workshops to analyze current state
   b. 2 half-day workshops to review best practice
   c. 10 half-day design thinking workshops
   d. Build 8 work centers and 10 navigation collections
2. Financial Aid, Admissions, Records, Student Financials Process Improvement
   a. 3 days standard process review
   b. 4 days design thinking workshops
   c. 5 days configuration review workshops
   d. Build 10 work centers
   e. Upgrade and migrate data

Change management and training
1. Design and implement communications and change management plan
2. Train PCCD staff in business process redesign methodologies and design thinking
3. Develop training materials and curriculum
4. Provide 100 1-hour training sessions for PCCD staff on new processes and interfaces

Technical Upgrade
1. Upgrade HCM, Finance, and CS to 9.2
2. Split HCM and CS databases as required for the upgrade
3. Redesign PCCD PeopleSoft security model for role based security
4. 1400 hours code development and retrofit

Anticipated Completion Date:
November, 2018

Evaluation and Recommended Action:
A cross functional team, including HR, Finance and IT evaluated multiple vendors for their experience in PeopleSoft upgrade projects in higher education and their understanding of the transformational opportunity the upgrade represents. Deloitte was the unanimous first choice of the evaluation team for their strong formal methodology and focus on organizational change management.

Recommend Approval

File Attachments
PCCD_Peoplesoft Modernization RFP_Deloitte_Final_RM.pdf (6,236 KB)
Vendor Presentation Team Summary Evaluation Sheet PeopleSoft Modernization Project_09262017.pdf (189 KB)
17-1803 District Wide PeopleSoft Implementation Upgrade Services Project Notice of Intent to Award JX.docx (14 KB)
PCCD PeopleSoft Assessment 100Oct17.docx (105 KB)
Deloitte Peralta Engagement Letter PeopleSoft Modernization Project_110617.pdf (356 KB)
RFP-17-18-03-Addendum-One.pdf (231 KB)
RFP-17-18-03-Addendum-Two.pdf (51 KB)
RFP-17-18-03-District-Wide-Peoplesoft-Modernization-Project1.pdf (251 KB)

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

Subject 10.2 Consider Approval of an Addendum to the ICC for Tim Gibbon in the amount of $35,000.
Presenter: Vice Chancellor Cole

Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT CALENDAR - INFORMATION TECHNOLOGY

Access Public

Type Action (Consent)

Preferred Date Nov 14, 2017

Absolute Date Nov 14, 2017
Fiscal Impact Yes
Dollar Amount $35,000.00
Budgeted Yes
Budget Source General Funds
Recommended Action Recommend Approval

Goals
C: Build Programs of Distinction
A: Advance Student Access, Equity, and Success

Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

Tim Gibbon has worked, in various capacities, with Educational Services and the Distance Education Initiative at FCCD since 2010. Under his current contract, and in this proposed contract extension, he provides direct support to Moodle users. Support is provided primarily online and designed to meet the needs of users (e.g., beginning of each semester, end of semester, evenings and weekends during peak periods, etc.). While the primary objective of service is Moodle support, all help requests are responded to efficiently and professionally, guiding users to other support systems and information to address their needs.

The addendum increases the amount of the contract by $35,000 to extend the duration of the current scope of work by 8 months to the end of June, 2018.

Deliverables and Scope of Work:
Provide Online Support seven days a week evenings and weekends included, for students and faculty using Moodle, and assist in administration of Moodle sites.
Support services include:
• Logging into Moodle;
• Viewing course sites;
• Managing user profiles;
• Use of internal messaging system;
• Viewing, accessing, and posting 'Resources' in course sites;
• Viewing, participating in, and posting 'Activities' in course sites;
• Troubleshoot reported user technical difficulties;
• Assigning users to correct course sites to correspond with changes to the class schedule;
• Creating special combined course sites for faculty;
• Migrating course sites, and course material, from one Moodle site to another;
• Help with creating user overrides/extra time roles for students allowed extra time for exams.
• Help with setting up the grade book and troubleshooting reported grading problems;
• Reviewing activity reports for students to determine course participation in regards to claims of work done/ submitted, problems reported etc.
• Create Student Evaluation course sites, as requested by DE Coordinators, for courses scheduled for evaluation.
• Check on student user enrollment in course sites.

The contract addendum will extend Tim's services from November, 2017 to end of June, 2018. The difference of $1,675 from the proposed added scope of work and the addendum ICC is available in the current ICC.

Anticipated Completion Date:
July, 2018
Evaluation and Recommended Action:
Review and analysis of work provided under the current contract demonstrates the following:

• Between July 1, 2017 and Sept. 30, 2017, Tim Gibbon responded to and/or processed 2,918 help requests from students, faculty, and DE Coordinators.
• 37 % of responses were during evenings and weekends.
• Response time was generally between 0-5 hours, mostly under 4 hours. Emails received after 10:00pm are normally dealt with first thing the following morning.
• In addition to providing support for Moodle, assistance was provided on the following other topics:
  • PASSPORT/Peoplesoft
  • Pellalla Email
  • Transcripts
  • Financial Aid
  • International Students/Overseas studies
  • Academic Counseling (hold, concurrent enrollment, transfers, course evaluation...)
  • Admissions process to the Pellalla Colleges
  • Technology access on campus
  • Enrollment dates, holds, and grades in Student Center
  • Class schedules/wall lists/entering permission numbers
  • Access and use of the new LMS, Canvas

Recommend Approval

File Attachments
Initial ICC 201708301053.pdf (2,588 KB)
SOW TGibbonContractExtensionProposal.docx (19 KB)
New ICC and Addendum Tim Gibbon.pdf (267 KB)
All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

Subject: 10.3 Consider approval of an ICC in the amount of $54,000 for TEECOM to provide smart classroom design documents. Presenter: Vice Chancellor Cole

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 10. CONSENT CALENDAR - INFORMATION TECHNOLOGY

Access: Public

Type: Action (Consent)

Preferred Date: Nov 14, 2017

Absolute Date: Nov 14, 2017

Fiscal Impact: Yes

Dollar Amount: $54,000.00

Budgeted: Yes

Budget Source: Measure E

Recommended Action: Recommend Approval

Goals: C: Build Programs of Distinction
A: Advance Student Access, Equity, and Success

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)

Consider approval of contract to approve TEECOM (Mark Latz, David Marks and Gil Lopez), to provide 95 smart classroom bid-ready design documents for Laney Smart Classroom Phase 2, CoA and Merritt.

PCCD will use the documents as the basis of an upcoming RFP for the equipment purchase and installation services at the three campuses.

As required by the District’s Purchasing Procedures, the administration conducted a informal bid request for Proposal. Requests for bids were sent to three (3) qualified companies. The bids from these companies are as follows (the bid recap form is also attached):

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>LOCATION</th>
<th>TOTAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEECOM</td>
<td>San Francisco, CA</td>
<td>$54,000</td>
</tr>
<tr>
<td>CIT</td>
<td>Pleasanton, CA</td>
<td>$199,000</td>
</tr>
<tr>
<td>AVI SPL</td>
<td>Dublin, OH</td>
<td>Non responsive</td>
</tr>
</tbody>
</table>

TEECOM provided the best price responsive quote for this bid request.

Deliverables and Scope of Work:

TEECOM will provide:
1. Three collaborative design meetings with faculty at Laney, Merritt and CoA
2. Technical design documents and drawings for 95 classrooms (70 at Laney, 15 at CoA, 10 at Merritt)

Anticipated Completion Date:

December, 2017

Evaluation and Recommended Action:

TEECOM is developing the district smart classroom standards as part of the Facilities and Technology Master Plan. They are intimately familiar with PCCD’s smart classroom requirements and faculty’s desired outcomes. They have demonstrated a commitment to collaborative design, holding multiple listening sessions and multiple presentations to the District Technology Committee.

Recommend approval.

File Attachments
All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.

11. ACTION ITEMS

Subject 11.1 Consider Approval of Resolution No. 17/18-20 for a Construction Agreement with Century Carpet, Inc. for the Laney College Stairs Flooring Upgrades. Presenter: Vice Chancellor Ikhero

Meeting Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. ACTION ITEMS

Access Public

Type Action

Preferred Date Nov 14, 2017

Absolute Date Nov 14, 2017

Fiscal Impact Yes

Dollar Amount $120,000.00

Budgeted Yes

Budget Source Fund 61

Recommended Action Request approval of resolution no. 17/18-20 for a construction agreement with Century Carpet, Inc. for the Laney College Stairs Flooring Upgrades, in the amount not-to-exceed $120,000.

Item Summary:

Under this contract, Century Carpet, Inc. will complete the following scope of work:

- Remove and recycle existing carpet in project areas;

  On the 2nd Floor (stairswells), On the 3rd Floor (two stairwells total), and on 4th Floor (two stairwells total)

  - Install Burke specified rubber tiles, round profile on major landing;
  - Install Burke specified rubber tiles, round profile on two (2) minor landings;
  - Install Burke specified rubber tiles, round profile and square nose on each riser;
  - Install Burke specified rubber tiles, round profile and square nose on each thread;
  - Install 2” VI stripes on top and bottom run of each stairway;

- Grand Staircase 1st Floor

  - Burke specified rubber tiles, round profile and square nose on each riser (a total of 16 risers);
  - Burke specified rubber tiles, round profile and square nose on each threads (a total of 15 risers);
  - 2” VI stripes on top and bottom run of each stairway.

Board approval is required because the vendor’s contract amount exceeds the $25,000 threshold to purchase goods and services. The Chancellor recommends approval.

Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

This project is necessary as the existing Laney Library carpet is worn out and a tripping hazard. As required by the District’s Purchasing Procedures, the administration conducted a formal bid. Two (2) quotes were submitted by qualified contractors to complete the scope of work. The bids from these companies are as follow:

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>LOCATION</th>
<th>TOTAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Century Carpet Inc.</td>
<td>Hayward, CA</td>
<td>$120,000</td>
</tr>
<tr>
<td>Mar Con Builders, Inc.</td>
<td>Oakland, CA</td>
<td>$146,000</td>
</tr>
</tbody>
</table>

Century Carpet Inc. provided the lowest and responsible bid for this project. Marcus Branner is a representative from the company.

Deliverables and Scope of Work:

As described under the Item Summary

Anticipated Completion Date:
The contractor will achieve Substantial Completion of the entire work within 90 calendar days and Final Completion of the entire work 120 calendar days from the commencement date.

**Evaluation and Recommended Action:**
The administration recommends the approval of this construction agreement with Century Carpet Inc.

---

**Subject**
11.2 Consider Approval of Resolution 17/18-21 to Amend and Restate the Citizens’ Oversight Committee Bylaws. **Presenter: Interim Vice Chancellor Williams**

**Meeting**
Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**
11. ACTION ITEMS

**Access**
Public

**Type**
Action (Consent)

**Preferred Date**
Nov 14, 2017

**Absolute Date**
Nov 14, 2017

**Recommended Action**
Resolution 17/18-21 to Amend and Restate the Citizens’ Oversight Committee Bylaws

**Background/Analysis:** (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)

The Peralta Community College District Board of Trustees acted to combine the Citizens (Bond) Oversight Committee with that of a Parcel Tax Committee to form a single citizens oversight committee charged with both parcel tax and facilities bond funds oversight. The changes to the By-Laws allows for better continuity of committee membership and oversight of multi-year construction projects. Attached is a copy of the proposed changes.

It is recommended that the bylaws of the Measure A Citizens' Bond Oversight Committee be amended.

**Deliverables and Scope of Work:**

**Anticipated Completion Date:**

**Evaluation and Recommended Action:**
Request approval of Resolution 17/18-21 to Amend and Restate the Citizens’ Oversight Committee By-Laws. The Chancellor recommends approval.

---

**Subject**
11.3 Declaration of Emergency for Merritt College Landscaping and utility work. **Presenter: Vice Chancellor Ikehara**

**Meeting**
Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**
11. ACTION ITEMS

**Access**
Public

**Type**
Action

---

All matters listed under the Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests that a specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board’s vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.
Preferred Date: Nov 14, 2017
Absolute Date: Nov 14, 2017
Fiscal Impact: Yes
Dollar Amount: $160,000.00
Budgeted: Yes
Budget Source: General Fund and Measure A, Fund 63
Recommended Action: Approval of declaration by The Director of Facilities & Capital Projects, The Vice Chancellor of Finance and the Chancellor recommend approval

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.) The Alameda County Fire Marshal and City of Oakland Fire Departments issued violations regarding clearing of open spaces in high risk fire zones. Citations were issued and required to be cleared by 11/7/17, but notification of the citations were not received by the district due to information being sent to the wrong address. Due to the late nature of the notifications, PCCD now must address the condition in short time period as to avoid assessment of fees for non-compliance.

Deliverables and Scope of Work: DGS Grounds staff and engineering proceeded to obtain three (3) quotes for the work to be completed in the areas identified around the college campus identified as high risk areas as noted in letter issued by Alameda County and City of Oakland Fire Marshal. Bids are being compiled at this time and evaluated for price and scope. Once reviewed, work will commence immediately.

Anticipated Completion Date: November 2017

Evaluation and Recommended Action: Evalueated and Recommended approval by Interim Director of Facilities & Capital Projects, Vice Chancellor Williams, and the Chancellor

File Attachments
201711031601 (903).pdf (448 KB)

Subject: 11.4 Consider Approval Resolution No. 17/18-04, for a Contract Award to Future Power Corporation dba Energy Conservation Options (ECO), to complete the Laney College Forum Interior LED Lighting Retrofit. Presenter: Vice Chancellor Ikharo

Meeting: Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category: 11. ACTION ITEMS
Access: Public
Type: Action
Preferred Date: Nov 14, 2017
Absolute Date: Nov 14, 2017
Fiscal Impact: Yes
Dollar Amount: $83,178.00
Budgeted: Yes
Budget Source: Sustainability Rebates from Investor-Owned Utility
Recommended Action: Approval is requested of Resolution No. 17/18-04, for a construction contract with Energy Conservation Options to complete the Laney College Forum LED Lighting Upgrade, in the amount not-to-exceed $83,178.

Item Summary:
This program qualifies as an "energy conservation" project. Therefore, as an exception to competitive bid and in accordance with the California Government Code, Section 4217.12, the District may enter into this agreement for "energy conservation facility." This code permits the District to enter into an energy service contract and any necessarily related facility ground lease on terms that its governing body determines are in the best interests of the public agency. A determination is made at a regularly scheduled public hearing, and public notice is given at least two weeks in advance, and if the governing body finds:

“That the anticipated cost to the public agency for...conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the public agency of thermal, electrical, or other energy that would have been consumed by the public agency in the absence of those purchases.”
The public notice was advertised on October 19th and 20th, 2017. The District’s governing body must determine that the benefits exceed the marginal costs of the services. In this case, the District will pay a one-time cost of $83,177, for projected energy savings proceeds of $197,656, over a 10-year period. The administration completed a Notice of Public hearing two weeks prior to this Board meeting to inform the public of the District's intention to enter an agreement, in compliance with the Government Code Section 4217.12. Public comment will be heard at the regular Board of Trustees meeting scheduled for November 14, 2017.

<table>
<thead>
<tr>
<th>Items</th>
<th>Cost &amp; Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Total Fixtures</td>
<td>150</td>
</tr>
<tr>
<td>Estimated kWh Savings</td>
<td>61,311</td>
</tr>
<tr>
<td>Estimated 10-year Cost Savings</td>
<td>197,656</td>
</tr>
</tbody>
</table>

The Chancellor recommends approval.

**Background/Analysis:** *(Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)*

Energy Conservation Options completed Phase I of this project, due to a formal safety request of the Peralta Federation of Teachers. Phase I amounted for 1/3 of the project completion. The remaining 2/3, which is Phase II of the project, will be completed under this agreement. ECO has completed interior LED lighting retrofit projects for Laney Library and Berkeley City College main building.

**Deliverables and Scope of Work:**
Deliverables and/or services will include assessment, equipment, labor, commissioning, appropriate disposal and documentation, rebate processing, project closeout, project closeout documentation, training District personnel, and reporting, as required by the District, and also as required by the CCC/ICU partnership program.

**Anticipated Completion Date:**
The contractor will achieve Substantial Completion of the entire work within ninety (90) days and Final Completion no later than one hundred and twenty (120) Days from the commencement date.

**Evaluation and Recommended Action:**
The administration recommends approval of this contract with ECO.

---

**File Attachments**
- AB 4217 -- Laney College Forum Bldg Contract Doc 5-16.pdf (362 KB)
- ECO-Construction Agreement.pdf (168 KB)
- ECO - Public Hearing Notice.pdf (23 KB)
- ECO-Resolution-LC Forum LED Retrofit.pdf (72 KB)

---

**12. ANNOUNCEMENTS**

**13. ADJOURNMENT**

**Subject** 13.1 Meeting Adjournment

**Meeting**
Nov 14, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category** 13. ADJOURNMENT

**Access** Public

**Type** Action

**Recommended Action** Meeting adjourned at