Tuesday, September 25, 2018
REGULAR MEETING OF THE BOARD OF TRUSTEES

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

333 East 8th Street
Oakland, CA 94606

Welcome to a meeting of the Peralta Community College District Board of Trustees. Meetings of the Peralta Community College District Governing Board are Broadcast Live on KGPC, 96.9FM, and Peralta TV on Cable Channel 27 in Alameda and Berkeley, Cable Channel 28 – Oakland, Emeryville, and Piedmont and Channel 99 on AT&T U-Verse. Listed agenda times are estimates. Live stream video of the meetings, agendas, minutes, and all open session reports and meeting materials are available for viewing on BoardDocs:
Link on the Peralta Board Website: http://web.peralta.edu/trustees/
PLEASE TURN OFF YOUR CELL PHONES DURING THE MEETING - THANK YOU!

1. PUBLIC COMMENT ON CLOSED SESSION ITEMS
2. CLOSED SESSION

Subject

2.1 Conference with Labor Negotiator Whittaker, Peralta Federation of Teachers, Local 39, and SEIU 1021 (Government Code § 54957.6)
Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

Type

Information

Subject

2.2 Conference with Legal Counsel, Multiple Cases: (Government Code § 54956.9)
Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

Type

Information
Subject

2.3 Public Employee Appointment (Government Code Section 54957)
Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

Type

Information

- Recommendation to appoint the Interim Director of Student Activities and Campus Life, Berkeley City College.

Subject

2.4 Public Employee Discipline/Dismissal/Release
Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

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
2. CLOSED SESSION

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

3.1 Pledge of Allegiance

3.2 Roll Call

3.3 Report of Action Taken in Closed Session
Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Type

Information

Subject

3.4 Approval of the Agenda

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Type

Action

Subject

3.5 Approval of the Minutes

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Type

Action

Subject

3.6 Associated Student Government Reports

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Subject

3.7 2018 Congressional Black Caucus Presentation. Presenter: Peralta Student Delegation

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Type

Information

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

Peralta students will give report on their experience in Washington, DC at the Congressional Black Caucus Foundation 48th Annual Legislative Conference.

Subject

3.8 Peralta Classified Senate Report

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Type

Information

Subject

3.9 District Academic Senate Report

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
3. OPEN SESSION

Type

Information

Subject

3.10 Public Communication
Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

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/

Subject

3.11 Chancellor’s Reports
Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Type

Information

- Enrollment Fee Revenue Report

File Attachments
Enrollment Fee Revenue Report.pdf (468 KB)

4. PRESENTATIONS

Subject
4.1 Alameda County Food Bank Presentation. Presenter: All Campuses (10 minutes)

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

4. PRESENTATIONS

Type

Information

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

The College Presidents will present to the Board of Trustees a presentation on the food bank program at their campus.

Subject

4.2 Clery Act Presentation. Presenter: Vice Chancellor Ikharo

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

4. PRESENTATIONS

Type

Information

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

Clery Act Reports are federally mandated annual reports submitted to the U.S. Department of Education as evidence of disclosure of Campus Security statistics to assure continued eligibility for participation in the Department’s financial aid programs. An annual Report is developed with the collaboration of College and District personnel.

The Clery Act has, as a goal, to inform the public, the personnel and students of the various colleges and/or universities of safety and security issues.

Peralta takes several steps to ensure the safety and security of its students and personnel. The following illustrates steps the District is taking or has taken:

- **Replacement of Blue Phones**: With the change in technology, these tools were not operational at all sites. Several have been replaced at Laney and Merritt Colleges. Steps are underway to procure and install them at the College of Alameda.
- **Installation/Replacement of Cameras**: Cameras are installed in various places on the campuses and the District Office. Investigations are underway for replacing and upgrading the cameras for more accurate pictures.
- **Safety and Security Committee**: The Trustees have instituted a workgroup to evaluate the safety and security protocols throughout the District. The workgroup is scheduled to deliver its report to the Board before the first day of the 2019 year.
- **Public Safety Department Contracts**: The District contracts with the Alameda Sheriff Department to provide policing services at the campuses of Merritt, Laney and
Alameda. Berkeley City College is served by a contract with ABC security. The sites are patrolled twenty-four hours a day.

Despite the efforts of law enforcement officers, certain criminal activities have taken place. In comparison to the environment around our sites, and based on the published data, however, Peralta remains a relatively safe place.

Several activities took place this year in support of Peralta’s safety and security efforts:

- **Workshop**: Presented by the Office of the Attorney General, California Department of Justice: What administrators and Adjudicators Should know About Campus Sexual Assault.
- **Peralta Police Services** have updated a Memorandum of Understanding, to enable the District’s law enforcement to:
  - participate as “mutual aid” as necessary
  - assist with any crime defined under the Clery Act within the geographic definition of areas surrounding the Colleges.
- **District General Services (DGS)**, along with a Safety and Security Committee and the two members of the Board Emergency Committee, are presenting “listening sessions” at each College.
- **Peralta** has a compassionate practice of reserving a period of time when homeless students can shower on campus in an effort to keep the students safe, as well as during periods of housing insecurity or homelessness. This practice is in compliance with state law.
- **Peralta** has prioritized and will continue to prioritize items that support safety and security of our employees and students.

**Deliverables and Scope of Work:**

N/A

**Anticipated Completion Date:**

N/A

**Evaluation and Recommended Action:**

Informational Only

File Attachments

Final 2018 ASR 9-20-18.pdf (4.226 KB)

5. CONSENT CALENDAR - BOARD MATTERS

Subject

5.1 Consider Approval of Out of State Travel pursuant to Board Policy 7400. Presenter: Chancellor Laguerre

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

5. CONSENT CALENDAR - BOARD MATTERS

Type

Action (Consent)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Travel Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mang-Ling Cho</td>
<td>Reno, NV - NAFSA Region XII Conference 2018</td>
<td>October 15, 2018 - October 20, 2018</td>
</tr>
<tr>
<td>Ada Clark</td>
<td>Atlanta GA - 2018 FSA Annual Conference</td>
<td>November 26 - December 1, 2018</td>
</tr>
<tr>
<td>Chelsea Cohen</td>
<td>Orlando, FL - Online Learning Consortium, 2018 Accelerate Conference(Presenter)</td>
<td>November 13 - November 16, 2018</td>
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<td>Peter Crabtree</td>
<td>Washington, DC - 2018 ATE National Principal Investigators' Conference</td>
<td>October 23, 2018 - October 26, 2018</td>
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<td>Miriam Fernandez</td>
<td>Atlanta, GA - 2018 FSA Annual Conference</td>
<td>November 26 - December 1, 2018</td>
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<td>Michael Goldberg</td>
<td>Reno, NV - NAFSA Region XII Conference</td>
<td>October 16, 2018 - October 19, 2018</td>
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<td>Alex Hernandez</td>
<td>Orlando, FL - Online Learning Consortium, 2018 Accelerate Conference(Presenter)</td>
<td>November 13 - November 16, 2018</td>
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<tr>
<td>Corey Hollis</td>
<td>Orlando, FL - Online Learning Consortium, 2018 Accelerate Conference(Presenter)</td>
<td>November 13 - November 16, 2018</td>
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<tr>
<td>Jowel Laguerre</td>
<td>Las Nevas, NV - Western Region Council on Black American Affairs</td>
<td>October 4, 2018 - October 7, 2018</td>
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<td>Jennifer Lenahan</td>
<td>Orlando, FL - NAVPA Conference</td>
<td>October 14, 2018 - October 18, 2018</td>
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<tr>
<td>Jamie Redmon</td>
<td>Atlanta, GA - 2018 FSA Annual Conference</td>
<td>November 26 - December 1, 2018</td>
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<td>Inger Stark</td>
<td>Orlando, FL - Online Learning Consortium, 2018 Accelerate Conference(Presenter)</td>
<td>November 13 - November 16, 2018</td>
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<td>Srujana Tumu</td>
<td>Orlando, FL - Online Learning Consortium, 2018 Accelerate Conference(Presenter)</td>
<td>November 13 - November 16, 2018</td>
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<td>Anna Werner</td>
<td>Orlando, FL - AMATYC Conference</td>
<td>November 14 - November 18, 2018</td>
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<td>Christine Will</td>
<td>Orlando, FL - AMATYC Conference</td>
<td>November 14 - November 18, 2018</td>
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<tr>
<td>Katherine</td>
<td>Orlando, FL - AMATYC Conference</td>
<td>November 14 - November 18, 2018</td>
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<td>Williamson</td>
<td></td>
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**Anticipated Completion Date:**

N/A

**Evaluation and Recommended Action:**

Recommend Approval

**File Attachments**

Out of State Travel - 9-25-18.pdf (3,211 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**

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

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

5. CONSENT CALENDAR - BOARD MATTERS

**Type**

Action (Consent)

**Preferred Date**

Sep 25, 2018

**Absolute Date**

Sep 25, 2018

**Fiscal Impact**

No

**Budgeted**

Yes
<table>
<thead>
<tr>
<th>Name</th>
<th>Travel Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mang-Ling Cho</td>
<td>Tokyo and Seoul - Education USA EXPO 2018 Partner Visits</td>
<td>September 6, 2018 - September 15, 2018</td>
</tr>
<tr>
<td>Kwesi Wilson</td>
<td>Ghana, Africa - Study Abroad Program</td>
<td>July 23, 2018 - August 6, 2018</td>
</tr>
</tbody>
</table>

**Deliverables and Scope of Work:**

N/A

**Anticipated Completion Date:**

N/A

**File Attachments**

Out of State Travel Ratification 9-25-18.pdf (789 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**

5.3 Consider Approval of Final Reading on Proposed Board Policies. Presenter: Chancellor Laguerre

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

5. CONSENT CALENDAR - BOARD MATTERS

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

No

**Background/Analysis:**

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

- BP 7800 Emeritus Status
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 Approval of First Reading on Proposed Board Policies. Presenter: Chancellor Laguerre

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

5. CONSENT CALENDAR - BOARD MATTERS

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

No

Background/Analysis:

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

- BP 6740 Citizens Oversight Committee
- BP 6741 Parcel Tax
- BP 7400 Travel

File Attachments
BP 6740 Citizens Oversight Committee.doc (33 KB)
BP 6741 Parcel Tax.docx (16 KB)
BP 7400 Travel.docx (25 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

5.5 Consider Approval of an Amended Agreement with Backstrom McCarley Berry & Co., LLC and Public Financial Management Inc. for the Provision of Additional Financial Advisory Services Relating to Bond and Parcel Tax Matters for an Additional $6,000 Annually. (RFP No. 17-18/25) Presenter: Chancellor Laguerre

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

5. CONSENT CALENDAR - BOARD MATTERS

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

Yes

Dollar Amount

$6,000.00

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

The Administration conducted an informal Request for Proposal for financial advisors with skills and knowledge in ballot measures, bond funded capital programs, parcel tax and bond financing. Three (3) firms were contacted. An evaluation committee was established to assess the bid proposals using the best value procurement process permitted by the California Public Contract Codes. Each proposal was evaluated based on the following criteria: vendor's experience, price for services, small local business enterprise status and references, all defined in the RFP. A formal interview was also conducted with each of the three (3) firms to better assess their skills and ideas and the support that they could provide to the District.

Following those interviews, it was determined that it would be beneficial both financially and strategically to have Backstrom McCarley Berry & Co., LLC (“Backstrom”) and Public Financial Management Inc. (“PFM”) serve together as Co-Financial Advisors to the District. The Board of Trustees approved the agreement with Backstrom and PFM for these Co-Financial Advisor services at its meeting on March 27, 2018.

Based on the services provided to date by this team and their collective breadth of knowledge, the administration has determined to amend the agreement with this team to increase its scope of services as described below.

Vincent McCarley is the Chief Executive Officer of Backstrom. The firm's headquarters is located at 115 Sansome Street, San Francisco, CA 94104 and has several offices throughout the nation, including one located in Oakland, California. Backstrom is a minority owned, small business enterprise certified by the State of California as a Disadvantaged Business Enterprise.

David Olson is a Director in PFM's San Francisco office. PFM has several offices throughout the nation, including a San Francisco office which is located at 50 California Street, Suite 2300, San Francisco, CA 94111. Public Financial Management

Deliverables and Scope of Work:
This Co-Financial Advisors scope of services include:

a. Provision the District of expert financial advice and assistance on deciding the feasibility of bond and parcel tax matters, financing techniques and options on matters pertaining to structuring a general obligation bond program, sizing of the bond program, reviewing the Facilities Master Plan and bond funded projects and debt service scenarios.

b. Provide the District with available financing options by conducting studies and analyses to determine the most appropriate and cost-effective financing terms and methods. Financing options and accompanying studies and analyses shall be presented to the District within an agreed upon timeline.

c. Review and make recommendations for updating the District’s debt policy, reserve policy and other related financial policies.

d. Assist the District in their initial and annual filing required under newly enacted California SB1209, if requested.

e. Develop and provide exploratory report on student and workforce housing, if requested.

f. Develop and implement a credit and rating agency strategy on behalf of the District, to the extent desired by the District.

g. Have representatives present at meetings, when requested or notified, on matters concerning financing techniques.

In addition, their services will include:

a. Review and comment upon bond program expenditure processes and periodic payments (as requested).

b. Perform such other functions as requested by the District, normally contemplated to be within the scope of a fully qualified municipal financial advisor relating to all outstanding and to be issued (refunding and new money) 1992 Election Measure B, 1996 Election Measure A, 2000 Election Measure E, 2006 Election Measure A, and 2018 Election Measure G (if approved by voters).

The only changes in their fees for these additional services are in the annual retainer amount for ongoing services: for the initial 12-month period, the amount shall be a flat fee of $30,000 (previously $24,000) and, for each subsequent 12 months, the flat fee will be $26,000 (previously $20,000). In connection with the preparation and issuance of any general obligation bonds, if the Co-Financial Advisors services are utilized, the 12 months timeframe/retainer will be paused, and bond financial services of $60,000 shall be apply. Thereafter, the then applicable 12-month timeframe will resume.

Anticipated Completion Date:

February 28, 2021

Evaluation and Recommended Action:

The Chancellor recommends approval of this Amended Agreement.

File Attachments
Amended Backstrom PFM Agreement.pdf (186 KB)
Original Backstrom PFM Agreement.pdf (246 KB)

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Subject

5.6 Consider Approval Agreements for Legal Services with Law Firms for Fiscal Year 2018-2019. Presenter: Chancellor Laguerre

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

5. CONSENT CALENDAR - BOARD MATTERS

Type

Action (Consent)

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

The District utilizes a number of law firms for specialized legal services. The Board is asked to consider the approval of legal service agreements for the firms listed below to assist the District with general legal matters and specialized legal matters as they arise. Each of the firms listed below have been providing legal services to the District for some time and the Chancellor is recommending continued support from these firms.

These law firms provide legal services only when requested and the District is billed for work performed at the request of the Chancellor or a District administrator. These firms primarily provide services at the direction of the Chancellor's Office in support of matters related to Board governance, legal matters impacting the District campuses and the Department of General Services matters. The general legal services budget for outside firms is $550,000 for the 2018-2019 fiscal year.

Deliverables and Scope of Work:

**Garcia Hernandez Sawhney, LLP (GHS):**
GHS specializes in representing public education institutions. GHS provides general counsel services for PCCD.
Rates: $255.00 an hour for services rendered by Nitasha Sawhney and partners with 8 or more years of experience, $240.00 for attorneys with less than 8 years of experience, $165.00 an hour for law clerks and $130.00 an hour for paralegals.

**Curls-Bartling, P.C.:**
Curls-Bartling provides general counsel services and assists the District with complex agreements and other legal matters.
Rates: $265.00 an hour for services rendered by Ericka Curls Bartling and attorneys with ten (10) or more years of experience, $235.00 per hour for attorneys with less than ten (10) years experience, and at $140.00 per hour for paralegals.

**Dannis Woliver Kelley (DWK):**
DWK provides general legal services including review of DGS agreements.
Rates: $310 to $250 per hour for shareholders, special counsel and of counsel; $225 to $185 per hour for associates, and $140 to $120 per hour for paralegals and law clerks.
Law Offices of Edwin Prather:
Mr. Prather’s firm provides general legal services and assists the District with inquiries from outside agencies and investigations such as grand jury inquiries and other matters.
Rates: $325 per hour for services rendered by Edwin Prather.

Hanson Bridgett LLP:
Hanson Bridgett provides employee benefits and municipal finance related legal services to the District. The rates for other partners and senior attorneys are $545 to $370 per hour and $370-$350 for associates.

The proposed agreements for legal services will remain in effect until terminated by either party and will be brought back to the Board annually for consideration. Services of any firm can be discontinued by the Board at any time.

Anticipated Completion Date:
June 30, 2019

Evaluation and Recommended Action:
The Chancellor has evaluated the services provided by each of proposed firms and recommends approval of these agreements for legal services.

6. CONSENT CALENDAR - ACADEMIC AFFAIRS
Subject
6.1 Consider Approval of an Independent Contractor Agreement with Linden Travel for $47,000. Presenter: Vice Chancellor Siri Brown
Meeting
Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category
6. CONSENT CALENDAR - ACADEMIC AFFAIRS
Type
Action (Consent)
Preferred Date
Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)
Linden Travel has been assisting PCCD with travel and recruitment coordination for several study abroad programs. The purpose of this agenda item is to gain approval for the outreach and recruitment by Linden Travel of international students from the Dominican Republic and Brazil, and for Linden Travel to manage the travel arrangements for PCCD students and accompanying staff/faculty for the Japan study abroad and Global Social Justice program to the Dominican Republic, Belize or Jamaica (TBD). These programs and initiatives are a continuation of the PCCD International Affairs vision for expansion that was approved by the District Academic Affairs and Student Services Committee, and the Planning and Budget Council during the spring of 2018 semester.

Deliverables and Scope of Work:
Work that will take place includes coordinating recruitment sites, reserving flights, hotels, and ground transportation as necessary for Peralta students and accompanying faculty and staff. The work will take place in Linden Travel's Oakland office.

Anticipated Completion Date:
June 30, 2019

Evaluation and Recommended Action:
The Office of Academic Affairs has previously used Linden Travel for the same or similar travel services, has evaluated the services of this vendor and is satisfied with the services.

File Attachments
Linden Travel Docs & ICC.pdf (1.533 KB)

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7. CONSENT CALENDAR - STUDENT AFFAIRS
Subject
7.1 Consider Approval to Open a Bank Account with Bank of Marin for the Associated Students of College of Alameda.
Presenter: President Karas
Meeting
7. CONSENT CALENDAR - STUDENT AFFAIRS

Type
Action (Consent)

Preferred Date
Sep 25, 2018

Absolute Date
Sep 25, 2018

Fiscal Impact
No

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

In the fall 2018 semester, the Associated Students of College of Alameda (ASCOA) is planning to open a coffee cart on the second floor of the College of Alameda Student Center. In addition to revenue from coffee cart sales being reinvested into the coffee cart operations, a percentage of the revenue will be used to support student life programming and student center operations. Sales transactions will be processed utilizing ShopKeep POS system. In an effort to maintain effective internal controls and reduce theft, only the following forms of payment will be accepted: all major credit cards, Apple Pay and Samsung Pay. Per FCMAT guidelines and Education Code regulation 76063, ASB funds can be deposited into a bank as approved by the Board of Trustees. Therefore, the ASCOA request approval from the Peralta Community College District Board of Trustees to open a bank account to receive deposits from coffee cart sales.

Deliverables and Scope of Work:

Bank of Marin
Access to the account:

- Signature authority - Dr. Tim Karas, President & Mary Beth Benvenutti, Business Director
- User access - Ava Lee Pang, Sr. Business Office Supervisor

ASCOA will have no access to the account; they will only be able to deposit funds to the account via credit card purchases from customers.

Anticipated Completion Date:
n/a

Evaluation and Recommended Action:

Approve

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 - FINANCE

Subject
8.1 Review of Purchase Order Report for the period covering from August 1, 2018 through August 31, 2018. Presenter: Vice Chancellor Johnson

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

8. CONSENT CALENDAR - FINANCE

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Budget Source

N/A

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

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 6340.

The Purchase Order Report is being presented for review in accordance with Education Code Section 81656 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 August 1, 2018 through August 31, 2018, 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

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>Fund 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>397</td>
<td>2,472,118.96</td>
</tr>
<tr>
<td>63</td>
<td>Bond Measure A</td>
<td>25</td>
<td>6,093,253.80</td>
</tr>
<tr>
<td>11</td>
<td>General Restricted Fund</td>
<td>269</td>
<td>810,970.38</td>
</tr>
<tr>
<td>12</td>
<td>PARCEL TAX, MEASURE B</td>
<td>1</td>
<td>10,000.00</td>
</tr>
<tr>
<td>61</td>
<td>CAP, OUT. PROJ. FUNDS-STATE</td>
<td>10</td>
<td>343,364.23</td>
</tr>
<tr>
<td>68</td>
<td>CHILD DEVELOPMENT FUND</td>
<td>26</td>
<td>49,050.53</td>
</tr>
<tr>
<td>Fund Code</td>
<td>Description</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>COMM. SERVICE-FEE BASED COURSE</td>
<td>3,887.50</td>
<td></td>
</tr>
<tr>
<td>69</td>
<td>SP RESERVE FD #2 REDEV &amp; HEALT</td>
<td>8,333.25</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>COLL. FDS ON BOOKSTORE COMM.</td>
<td>5,844.69</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>COLLEGE DESIGNATED FUNDS</td>
<td>18,423.23</td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>STUDENT REPRES. FEE-ALAMEDA</td>
<td>9,087.55</td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>STUDENT REPRES. FEE-LANEY</td>
<td>8,216.15</td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>TRUST AND AGENCY FUNDS</td>
<td>2,346.28</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>9,834,896.55</td>
<td></td>
</tr>
</tbody>
</table>

Anticipated Completion Date: N/A

Evaluation and Recommended Action: The Chancellor recommends review.

File Attachments
- PO Report 092518.pdf (191 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

8.2 Consider Ratification of the Warrant/Payment Report for the period covering August 1, 2018 through August 31, 2018. Presenter: Vice Chancellor Johnson

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

8. CONSENT CALENDAR - FINANCE

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

Yes

Budgeted
Yes

**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 August 1, 2018 through August 31, 2018. Recent AP, Travel and Consulting Contract warrant registers are brought to the Board for ratification purposes only.

**Deliverables and Scope of Work:**

N/A

**Anticipated Completion Date:**

N/A

**Evaluation and Recommended Action:**

The Chancellor recommends ratification.

**File Attachments**

Warrant Report 092518.pdf (808 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.
Budget Source

N/A

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 August 1, 2018 through August 31, 2018.

Deliverables and Scope of Work:

N/A

Anticipated Completion Date:

N/A

Evaluation and Recommended Action:

The Chancellor recommends approval.

File Attachments

Budget Transfer Report 092518.pdf (405 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

8.4 Consider Approval of a Contract with the Chancellor’s Office Related to the Tax Offset Program (COTOP).

Presenter: Vice Chancellor Johnson

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

8. CONSENT CALENDAR - FINANCE

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

No
This program is made available to California Community College Districts through the State Chancellor’s Office. Through the use of this program, the District is able to collect amounts owed from students past due longer than 365 days. Using this program in the prior year, the District was able to collect thousands of dollars of past due balances going back to fiscal year 2005-06.

AB 2347 authorizes the State Chancellor’s Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial obligations through participation in the Franchise Tax Board’s Interagency Tax Offset Program. Through the use of this contract, the District can recover outstanding student debt owed to Peralta CCD such as enrollment fees, out-of-state fees, library fines, personal checks with non-sufficient funds, student loans, financial aid overpayments, and other approved debt. Recoveries would occur by the Franchise Tax Board remitting directly to the District debtor’s personal state income tax refunds, lottery winnings, or other state refunds. The Franchise Tax Board authorizes the State Controller to disburse the offset amount less an administrative fee.

Over the last 10 years the state-wide COTOP program has been successful in recovering over $20 million directly to participating districts. As of June 30, 2017 the Peralta District's accounts receivables were approximately $9.1 million.

Deliverables and Scope of Work:

Recovery of funds due to the District as individuals who have outstanding balances file state income tax returns.

Anticipated Completion Date:

June 30, 2019

Evaluation and Recommended Action:

The Chancellor recommends approval.

File Attachments
COTOP Memorandum.pdf (1,083 KB)
COTOP Agreement.pdf (374 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.

9. CONSENT CALENDAR - HUMAN RESOURCES

Subject

9.1 Consider Ratification of the Independent Contractor/Consultant Services Contract for $30,000 between Peralta Community College District and American Fidelity Administrative Services, LLC. Presenter: Vice Chancellor Whittaker
Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)

Vendor: American Fidelity Administrative Services, LLC (AFAS)
Address: 9000 Cameron Parkway, Oklahoma City, OK 73114
Name of Principal: Mary Nash, Chief Operations Officer

The District regularly engages the services of AFAS. AFAS has provided consultation services to the District regarding:

- satisfying reporting requirements by the new IRS Tax Reporting Forms 1094-c and 1095-c, as required in the 2015 and subsequent tax years;
- analyzing our employee workforce to identify those who may become eligible to be provided with an offer of affordable coverage by the District, if eligibility requirements are met;
- developing internal record-keeping processes to ensure inconsistency in interpreting ACA definitions; and
- minimizing the financial exposure to penalties for not reporting on eligible employees, or not offering affordable coverage to eligible employees.

Deliverables and Scope of Work:

Pursuant to this contract, American Fidelity Administrative Services, LLP will:

- provide access to electronic platforms currently unavailable through our current Group Insurance Broker consultant;
- provide continuity in the professional expertise and guidance in the tracking of our workforce and reporting support to the IRS; and
- generate, file, and mail employee 1095-c coverage letters for employees enrolled in the District’s self-insured medical plan (CoreSource).
Anticipated Completion Date:
June 30, 2019

Evaluation and Recommended Action:

The District's Human Resources and Employee Relations Office (including Benefits) has evaluated the deliverables to date for American Fidelity Services, LLC and found them to be satisfactory.

The Chancellor recommends approval.

File Attachments
American Fidelity - ICC, Master Services Agreement & Statement of Work.pdf (1,223 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

9.2 Consider Approval of Short-Term Assignments. Presenter: Vice Chancellor Whittaker

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

9. CONSENT CALENDAR - HUMAN RESOURCES

Type

Action (Consent)

Presenter: Interim Vice Chancellor Whittaker

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>Alemayehu</td>
<td>Tigist</td>
<td>10/16/18</td>
<td>6/30/19</td>
<td>Senior Clerical Assistant</td>
<td>L</td>
</tr>
<tr>
<td>Bruni</td>
<td>Michael</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>Science Lab Tech/Phy Sci</td>
<td>M</td>
</tr>
<tr>
<td>Carbajal</td>
<td>Abigail</td>
<td>9/26/18</td>
<td>5/24/19</td>
<td>Inst Asst/Paralegal Studies</td>
<td>M</td>
</tr>
<tr>
<td>Carranza</td>
<td>Johanna</td>
<td>9/26/18</td>
<td>5/31/19</td>
<td>Instructional Asst/English</td>
<td>A</td>
</tr>
<tr>
<td>Chidboy</td>
<td>Michael</td>
<td>10/1/18</td>
<td>6/30/19</td>
<td>Staff Asst/Veteran Affairs</td>
<td>B</td>
</tr>
<tr>
<td>Davis</td>
<td>Rovijon</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>Physical Education Attendant</td>
<td>A</td>
</tr>
<tr>
<td>Enriquez</td>
<td>Nelson</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>Admissions &amp; Records Clerk</td>
<td>D</td>
</tr>
<tr>
<td>Fares</td>
<td>Alharazy</td>
<td>9/26/18</td>
<td>6/28/19</td>
<td>Staff Asst/Grants</td>
<td>B</td>
</tr>
<tr>
<td>Gill</td>
<td>Italo</td>
<td>9/26/18</td>
<td>5/24/19</td>
<td>Inst Asst/Radiological Sci</td>
<td>M</td>
</tr>
<tr>
<td>Goldenberg</td>
<td>Samuel</td>
<td>9/26/18</td>
<td>6/28/19</td>
<td>Inst Asst/Machine Tech</td>
<td>L</td>
</tr>
<tr>
<td>Golovlev</td>
<td>Lenka</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>Inst Asst/Basic Skill</td>
<td>M</td>
</tr>
<tr>
<td>Goodwin</td>
<td>Kayshawn</td>
<td>9/26/18</td>
<td>6/30/19</td>
<td>Physical Education Attendant</td>
<td>A</td>
</tr>
</tbody>
</table>
10. CONSENT CALENDAR - FACILITIES

Subject

10.1 Consider Approval of an Agreement with Ray & Associates Cleaning System for Deep Cleaning and Floor Waxing Services at Laney College, College of Alameda, and Berkeley City College (RFP No. 18-19/05) for $78,630. Presenter: Vice Chancellor Ikharo

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

10. CONSENT CALENDAR - FACILITIES

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

Yes
Dollar Amount
$78,630.00

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

In compliance with the Public Contract Codes and the District’s Administrative Procedures, a formal competitive bid for this project was conducted by the Purchasing Department. The bid was advertised in newspaper publications that is generally circulated in the East Bay on August 10 and 17, 2018. Further, the Purchasing Department notified the following qualified cleaning companies of this bid, but only one (1) proposal was received on the bid closing date of August 30, 2018.

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>LOCATION</th>
<th>TOTAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ray &amp; Associates Cleaning system</td>
<td>Antioch, CA</td>
<td>$78,630.00</td>
</tr>
<tr>
<td>Extreme Janitorial</td>
<td>Oakland, CA</td>
<td>Non-Responsive</td>
</tr>
<tr>
<td>Consolidated Cleaning Services</td>
<td>Oakland, CA</td>
<td>Non-Responsive</td>
</tr>
<tr>
<td>Lotus Cleaning Services</td>
<td>Oakland, CA</td>
<td>Non-Responsive</td>
</tr>
<tr>
<td>Service Master Janitorial Services</td>
<td>Oakland, CA</td>
<td>Non-Responsive</td>
</tr>
<tr>
<td>Cleaning Nation</td>
<td>Oakland, CA</td>
<td>Non-Responsive</td>
</tr>
</tbody>
</table>

The lowest responsible and responsive bid was submitted by Ray & Associates Cleaning System in the amount of $78,630. Ray Oiyemhonlan is the owner of the company, located at 5013 Chaparral Ct, Antioch, CA 94531.

Deliverables and Scope of Work:

Ray & Associates Cleaning system will perform the following scope of services under this contracted services agreement (Attachment #1). All work include labor, permits, materials and equipment:

<table>
<thead>
<tr>
<th>Laney College ($45,330)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Deep cleaning of 50 classrooms;</td>
</tr>
<tr>
<td>2. Deep cleaning of 94 restrooms;</td>
</tr>
<tr>
<td>3. Deep cleaning of student center, including bathrooms and stairways;</td>
</tr>
<tr>
<td>4. Deep cleaning of kitchens including the exhaust, scrub wash floors, upper and lower, Bistro and Bakery;</td>
</tr>
<tr>
<td>5. Deep cleaning of men’s and women’s locker room, “B” building and Field House; and</td>
</tr>
<tr>
<td>6. Vacuuming and shampooing some carpet area, Gate room #202, “G” Building and some area in the field house.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Alameda ($12,200)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clean and polish gym floors;</td>
</tr>
<tr>
<td>2. Clean boys and girl locker rooms floors and shower areas;</td>
</tr>
<tr>
<td>3. Clean team room floors in Building “G”;</td>
</tr>
<tr>
<td>4. Clean carpets in Fitness Center; and</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Berkeley City College ($21,100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Deep clean all 16 restrooms tile floors/grout including stairwells; and</td>
</tr>
<tr>
<td>2. Shampoo all carpets throughout the building.</td>
</tr>
</tbody>
</table>

Anticipated Completion Date:
The anticipated project completion is before June 30, 2019.
Evaluation and Recommended Action:
The Vice Chancellor of General Services, Director of Capital Projects and Facilities, Vice Chancellor of Finance and Administration, and Chancellor recommend this contract approval.

File Attachments
Attachment #1-Ray & Associate-Agreement-1.pdf (474 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 Purchase through W.W. Grainger for Facilities Management, Lighting Products, Industrial Supplies and Tools from, Inc., per the terms of a NASPO ValuePoint Cooperative Agreement. Presenter Vice Chancellor Ikharo.

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

10. CONSENT CALENDAR - FACILITIES

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

Yes

Dollar Amount

$90,000.00

Budgeted

Yes

Budget Source

General Fund

Background/Analysis: (Please discuss this item. If a Vendor is Involved, please include the company name as well as the individual.)
The State of Nevada, in cooperation with the NASPO ValuePoint Cooperative Purchasing Program, established multi-state cooperative agreements for Facilities Maintenance, Lighting Products, Industrial Supplies and Tools. California elected to participate and made these agreements available to all State departments and local government agencies through the California Participating Addenda to include W.W. Grainger, Inc., (contract ID 7-18-51-02).

**Deliverables and Scope of Work:**

Pursuant to the Public Contract Code Sections 10298 and 10299, the District is permitted to participate on the Participating Addendum No. 7-18-51-02 (Exhibit A) and the related Cooperative Agreement User Instructions (Exhibit B) for Facilities Maintenance, Lighting Products, Industrial Supplies and Tools (NASPO ValuePoint Cooperative Agreement), provided by the California Department of Generals Services (DGS). Currently, DGS has the existing Participating Addendum Number 7-18-51-02 with W.W. Granger Inc., with a contract term from July 1, 2018 through June 30, 2019, or upon termination by the State, whichever occurs first. This Participating Addendum No. #7-18-51-02 along with the related Cooperative Agreement User Instructions permit Community Colleges to participate on this contract to procure the supplies and equipment at a set price (Exhibit C).

On a yearly basis, the District orders various products from W.W. Grainger Inc. to support Peralta’s four (4) colleges. Through this cooperative agreement, the District may purchase the following products on an as-needed basis, per the price points outlined in Exhibit C.

<table>
<thead>
<tr>
<th>Janitorial Equipment &amp; Supplies</th>
<th>HVAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning</td>
<td>Lamps, lighting, ballasts and fixtures</td>
</tr>
<tr>
<td>Security</td>
<td>Material handling</td>
</tr>
<tr>
<td>Sanitation Cleaning Chemicals</td>
<td>Electrical products</td>
</tr>
<tr>
<td>Outdoor garden supplies and equipment</td>
<td>Fasteners</td>
</tr>
<tr>
<td>Paint and accessories</td>
<td>Power Sources</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Power tools (excluding automotive related tools and products)</td>
</tr>
<tr>
<td>Safety</td>
<td>Hand tools</td>
</tr>
</tbody>
</table>

The Cooperative Agreement User Instructions, Section “D” – Order Limits/Dollar Thresholds states, “State Agencies may execute orders, including amendments, up to the maximum order limit listed on page 1, unless otherwise specified by their approved delegated purchasing authority.” In this case, the purchasing authority is the District Purchasing Department that determined that $90,000 is a sufficient amount to procure goods from W.W. Grainger Inc., based on past purchases per fiscal year to service Peralta’s four (4) colleges and the District Administrative Center. Should purchases exceed $90,000, the administration will seek further approval from the Board to increase such purchase order amount.

As a preventive mechanism to monitor purchases from exceeding $90,000, the administration will inform W.W. Grainger Inc., when the purchase order limit is reached. Also, the District buyer or contract specialist will oversee that the purchase order with W.W. Grainger Inc. does not exceed $90,000, which is under the bid threshold of $90,200 to buy goods.

Staff will buy the above products pursuant to purchase orders at the nearest Grainger branch located at 444 Doolittle Dr., San Leandro, CA 94577, in an aggregate amount not exceeding $90,000.

**Anticipated Completion Date:**
The contract ending date is June 30, 2019.

**Evaluation and Recommended Action:**
The Vice Chancellor of General Services, Director of Capital Projects and Facilities, Vice Chancellor of Finance and Administration, and Chancellor recommend this purchase arrangement contract.

The District’s has evaluated the deliverables to date for and found them to be satisfactory.

The Chancellor recommends approval.

**File Attachments**
Attachment #1- Grainger Agreement.pdf (101 KB)
Exhibit A- Participating Addendum #7-18-51-02.pdf (397 KB)
Exhibit B - User Instructions MRO 3.pdf (184 KB)
Exhibit C- Grainger Price List - Market Basket - NASPO 8496.pdf (255 KB)
FP 17-27 2018 Bld Threshold Adjustment.pdf (337 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.

11. ACTION ITEMS

Subject

11.1 Consider Ratification of an Agreement between Cabrillo Community College District and Peralta Community College District to Receive Regional Strong Workforce Program Grant Funds in the amount of $320,000. Presenter Vice Chancellor Siri Brown

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

11. ACTION ITEMS

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

No

Dollar Amount

$320,000.00

Budgeted

Yes

Budget Source

State Chancellor’s Office through the Regional Bay Area Community College Consortia (BACCC) and distributed by Cabrillo College (Fiscal Agent for the BACCC).

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

In an effort to develop additional workforce opportunities and lift low-wage workers into living-wage jobs, the Governor and State Legislature, at the recommendation of the California Community College Board of Governors, approved the Strong Workforce Program, adding a new annual recurring investment of $248 million to spur career technical education (CTE) in the nation’s largest workforce development system of 114 colleges. The Strong Workforce Program focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking. In this way, colleges can be more responsive to labor market conditions and student outcomes. Grouped into seven
areas targeting student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination and funding, this leading-edge state economic development program is driven by the idea of “more and better” CTE.

The continuation of funding from the Governor and Legislature of California Community Colleges provides a 60 percent Local Share allocation for each community college district and a 40 percent Regional Share determined by a regional consortia of colleges. Both the Local and Regional Share require local stakeholders to collaborate with industry and local workforce development boards. This program builds upon existing regional partnerships formed in conjunction with the federal Workforce Innovation and Opportunity Act, state Adult Education Block Grant and public school CTE programs. While the first round of funding was spent on strategic planning and preparation, current and subsequent years focus on execution, evaluation, and bringing successful strategies to scale.

This agreement is for the Round 2 Regional Strong Workforce Program funding (7/1/17-12/31/19). The State released the allocations in July 2017. The Regional funds are routed through the Bay Area Community College Consortia (BACC), of which Peralta is a member. The percentage of funds to be allocated back to the colleges was not determined until December 2017. Upon receiving our allocation in December, the colleges then began developing their proposals and projects for the use of those funds. The proposals were then vetted through the appropriate shared governance processes at the colleges, submitted into NOVA, and then certified and approved by the District Office in March 31, 2018.

Cabrillo College, as the fiscal agent for the BACC then compiled the proposals as part of the scope of work and drafted the agreement we are seeking ratification of here. PCCD District Office (SWF and CE) received a total of $320,000 in Regional Strong Workforce Round 2 Funds.

**Round 2 Strong Workforce Program Regional Funds**

**Peralta Community College District:** $320,000

**Deliverables and Scope of Work:**

Peralta Community College District, shall perform the Scopes of Work detailed using individually certified project proposals (“Certified Project Proposals”) contained in NOVA (nova.cccco.edu). Certified Project Proposals covered by this Agreement are those proposals entered on the on-line Regional Strong Workforce Program platform, NOVA, in which Peralta Community College District has committed Strong Workforce Program 40% Regional funds on one or more budget line items, and which have been fully completed and formally certified, indicating each organization’s certification that their expenditures in the project meet the intention and requirements of the Strong Workforce Program legislation. Such Certified Project Proposals shall fully detail the scopes of work between Parties.

Peralta Community College District agrees to make the investments and to conduct the work as described in the Certified Project Proposals submitted by or on behalf of Peralta Community College district. Peralta Community College District agrees that the funds will be used for the purpose of meeting the following goals established through the BACC Regional Collaborative Planning Process:

- Goal A: Meet the needs of employers for well-qualified candidates for middle-skill positions that pay livable wages
- Goal B: Provide pathways that enable all Bay area residents to find employment and advance to livable wages
- Goal C: Ensure equity in participation, completion, and employment

**Anticipated Completion Date:**

The period of performance for this Agreement shall be from 7/1/17 - 12/31/19 unless terminated earlier in accordance with this Subcontract or modified by mutual written agreement. Extensions to this Agreement, of up to three (3) additional years, may be made through amendments to Exhibit B.

**Evaluation and Recommended Action:**

Ratify the District's acceptance $320,000 from the Bay Area Community College Consortium fiscal agent, Cabrillo Community College.

File Attachments

Peralta Community College District.pdf (4,936 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

11.2 Consider Ratification of an Agreement between Cabrillo Community College District and Peralta Community College District on behalf of College of Alameda to Receive Regional Strong Workforce Program Grant Funds in the amount $171,757. Presenter Vice Chancellor Siri Brown

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

11. ACTION ITEMS

Type

Action

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

No

Dollar Amount

$171,757.00

Budgeted

Yes

Budget Source

State Chancellor’s Office through the Regional Bay Area Community College Consortia (BACCC) and distributed by Cabrillo College (Fiscal Agent for the BACCC).

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

In an effort to develop additional workforce opportunities and lift low-wage workers into living-wage jobs, the Governor and State Legislature, at the recommendation of the California Community College Board of Governors, approved the Strong Workforce Program, adding a new annual recurring investment of $248 million to spur career technical education (CTE) in the nation’s largest workforce development system of 114 colleges.

The Strong Workforce Program focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking. In this way, colleges can be more responsive to labor market conditions and student outcomes. Grouped into seven areas targeting student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination and funding, this leading-edge state economic development program is driven by the idea of “more and better” CTE.
The continuation of funding from the Governor and Legislature of California Community Colleges provides a 60 percent Local Share allocation for each community college district and a 40 percent Regional Share determined by a regional consortia of colleges. Both the Local and Regional Share require local stakeholders to collaborate with industry and local workforce development boards. This program builds upon existing regional partnerships formed in conjunction with the federal Workforce Innovation and Opportunity Act, state Adult Education Block Grant and public school CTE programs. While the first round of funding was spent on strategic planning and preparation, current and subsequent years focus on execution, evaluation, and bringing successful strategies to scale.

This agreement is for the Round 2 Regional Strong Workforce Program funding (7/1/17-12/31/19). The State released the allocations in July 2017. The Regional funds are routed through the Bay Area Community College Consortia (BACCC), of which Peralta is a member. The percentage of funds to be allocated back to the colleges was not determined until December 2017. Upon receiving our allocation in December, the colleges then began developing their proposals and projects for the use of those funds. The proposals were then vetted through the appropriate shared governance processes at the colleges, submitted into NOVA, and then certified and approved by the District Office in March 31, 2018.

Cabrillo College, as the fiscal agent for the BACCC then compiled the proposals as part of the scope of work and drafted the agreement we are seeking ratification of here. College of Alameda received a total of $171,757 in Regional Strong Workforce Round 2 Funds.

Round 2 Strong Workforce Program Regional Funds
College of Alameda: 171,757

Deliverables and Scope of Work:
College of Alameda, shall perform the Scopes of Work detailed using individually certified project proposals (“Certified Project Proposals”) contained in NOVA (nova.cccco.edu). Certified Project Proposals covered by this Agreement are those proposals entered on the on-line Regional Strong Workforce Program platform, NOVA, in which College of Alameda has committed Strong Workforce Program 40% Regional funds on one or more budget line items, and which have been fully completed and formally certified, indicating each organization’s certification that their expenditures in the project meet the intention and requirements of the Strong Workforce Program legislation. Such Certified Project Proposals shall fully detail the scopes of work between Parties.

Peralta Community College District on behalf of College of Alameda agrees to make the investments and to conduct the work as described in the Certified Project Proposals submitted by or on behalf of Peralta Community College district. Peralta Community College District agrees that the funds will be used for the purpose of meeting the following goals established through the BACCCRegional Collaborative Planning Process:

- Goal A: Meet the needs of employers for well-qualified candidates for middle-skill positions that pay livable wages
- Goal B: Provide pathways that enable all Bay area residents to find employment and advance to livable wages
- Goal C: Ensure equity in participation, completion, and employment

Anticipated Completion Date:
The period of performance for this Agreement shall be from 7/1/17- 12/31/19 unless terminated earlier in accordance with this Subcontract or modified by mutual written agreement. Extensions to this Agreement, of up to three (3) additional years, may be made through amendments to Exhibit B.

Evaluation and Recommended Action:
Ratify the District's acceptance $171,757 from the Bay Area Community College Consortium fiscal agent, Cabrillo Community College.

File Attachments
College of Alameda Year 2 SWP Cabrillo Regional Contract.pdf (4,490 KB)
11. ACTION ITEMS

Type
Action
Preferred Date
Sep 25, 2018
Absolute Date
Sep 25, 2018
Fiscal Impact
No
Dollar Amount
$173,890.00
Budgeted
Yes
Budget Source
State Chancellor’s Office through the Regional Bay Area Community College Consortia (BACCC) and distributed by Cabrillo College (Fiscal Agent for the BACCC).

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

In an effort to develop additional workforce opportunities and lift low-wage workers into living-wage jobs, the Governor and State Legislature, at the recommendation of the California Community College Board of Governors, approved the Strong Workforce Program, adding a new annual recurring investment of $248 million to spur career technical education (CTE) in the nation’s largest workforce development system of 114 colleges.

The Strong Workforce Program focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking. In this way, colleges can be more responsive to labor market conditions and student outcomes. Grouped into seven areas targeting student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination and funding, this leading-edge state economic development program is driven by the idea of “more and better” CTE.

The continuation of funding from the Governor and Legislature of California Community Colleges provides a 60 percent Local Share allocation for each community college district and a 40 percent Regional Share determined by a regional consortia of colleges. Both the Local and Regional Share require local stakeholders to collaborate with industry and local workforce development boards. This program builds upon existing regional partnerships formed in conjunction with the federal Workforce Innovation and Opportunity Act, state Adult Education Block Grant and public school CTE programs. While the first round of funding was spent on strategic planning and preparation, current and subsequent years focus on execution, evaluation, and bringing successful strategies to scale.

This agreement is for the Round 2 Regional Strong Workforce Program funding (7/1/17-12/31/19). The State released the allocations in July 2017. The Regional funds are routed through the Bay Area Community College Consortia (BACCC), of which Peralta is a member. The percentage of funds to be allocated back to the colleges was not determined until December 2017. Upon receiving our allocation in December, the colleges then began developing their proposals and projects for the use of those funds. The proposals were then vetted through the appropriate shared governance processes at the colleges, submitted into NOVA, and then certified and approved by the District Office in March 31, 2018.

Cabrillo College, as the fiscal agent for the BACCC then compiled the proposals as part of the scope of work and drafted the agreement we are seeking ratification of here. Berkeley Community College received a total of $173,890 in Regional Strong Workforce Round 2 Funds.
Deliverables and Scope of Work:
Berkeley City College, shall perform the Scopes of Work detailed using individually certified project proposals (“Certified Project Proposals”) contained in NOVA (nova.cccco.edu). Certified Project Proposals covered by this Agreement are those proposals entered on the on-line Regional Strong Workforce Program platform, NOVA, in which Berkeley City College has committed Strong Workforce Program 40% Regional funds on one or more budget line items, and which have been fully completed and formally certified, indicating each organization’s certification that their expenditures in the project meet the intention and requirements of the Strong Workforce Program legislation. Such Certified Project Proposals shall fully detail the scopes of work between Parties.

- Goal A: Meet the needs of employers for well-qualified candidates for middle-skill positions that pay livable wages
- Goal B: Provide pathways that enable all Bay area residents to find employment and advance to livable wages
- Goal C: Ensure equity in participation, completion, and employment

Anticipated Completion Date:
The period of performance for this Agreement shall be from 7/1/17 - 12/31/19 unless terminated earlier in accordance with this Subcontract or modified by mutual written agreement. Extensions to this Agreement, of up to three (3) additional years, may be made through amendments to Exhibit B.

Evaluation and Recommended Action:
Ratify the District's acceptance $173,890 from the Bay Area Community College Consortium fiscal agent, Cabrillo Community College.

File Attachments
Berkeley City College Year 2 SWP Cabrillo Regional Agreement.pdf (4,965 KB)

Subject

11.4 Consider Ratification of an Agreement between Cabrillo Community College District and Peralta Community College District on behalf of Laney College to Receive Regional Strong Workforce Program Grant Funds in the amount $436,127. Presenter Vice Chancellor Siri Brown

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

11. ACTION ITEMS

Type

Action

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

No
Dollar Amount

$436,127.00

Budgeted

Yes

Budget Source

State Chancellor’s Office through the Regional Bay Area Community College Consortia (BACCC) and distributed by Cabrillo College (Fiscal Agent for the BACCC).

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

In an effort to develop additional workforce opportunities and lift low-wage workers into living-wage jobs, the Governor and State Legislature, at the recommendation of the California Community College Board of Governors, approved the Strong Workforce Program, adding a new annual recurring investment of $248 million to spur career technical education (CTE) in the nation’s largest workforce development system of 114 colleges.

The Strong Workforce Program focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking. In this way, colleges can be more responsive to labor market conditions and student outcomes. Grouped into seven areas targeting student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination and funding, this leading-edge state economic development program is driven by the idea of “more and better” CTE.

The continuation of funding from the Governor and Legislature of California Community Colleges provides a 60 percent Local Share allocation for each community college district and a 40 percent Regional Share determined by a regional consortia of colleges. Both the Local and Regional Share require local stakeholders to collaborate with industry and local workforce development boards. This program builds upon existing regional partnerships formed in conjunction with the federal Workforce Innovation and Opportunity Act, state Adult Education Block Grant and public school CTE programs. While the first round of funding was spent on strategic planning and preparation, current and subsequent years focus on execution, evaluation, and bringing successful strategies to scale.

This agreement is for the Round 2 Regional Strong Workforce Program funding (7/1/17-12/31/19). The State released the allocations in July 2017. The Regional funds are routed through the Bay Area Community College Consortia (BACCC), of which Peralta is a member. The percentage of funds to be allocated back to the colleges was not determined until December 2017. Upon receiving our allocation in December, the colleges then began developing their proposals and projects for the use of those funds. The proposals were then vetted through the appropriate shared governance processes at the colleges, submitted into NOVA, and then certified and approved by the District Office in March 31, 2018.

Cabirillo College, as the fiscal agent for the BACCC then compiled the proposals as part of the scope of work and drafted the agreement we are seeking ratification of here. Laney College received a total of $436,127 in Regional Strong Workforce Round 2 Funds.

Round 2 Strong Workforce Program Regional Funds

Goal B: Provide pathways that enable all Bay area residents to find employment and advance to livable wages

- Goal C: Ensure equity in participation, completion, and employment

Anticipated Completion Date:
The period of performance for this Agreement shall be from 7/1/17- 12/31/19 unless terminated earlier in accordance with this Subcontract or modified by mutual written agreement. Extensions to this Agreement, of up to three (3) additional years, may be made through amendments to Exhibit B.

Evaluation and Recommended Action:

Ratify the District's acceptance $436,127 from the Bay Area Community College Consortium fiscal agent, Cabrillo Community College.
11.5 Consider Ratification of an Agreement between Cabrillo Community College District and Peralta Community College District on behalf of Merritt College to Receive Regional Strong Workforce Program Grant Funds in the amount of $340,819. Presenter Vice Chancellor Siri Brown

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

11. ACTION ITEMS

Type

Action

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

No

Dollar Amount

$340,819.00

Budgeted

Yes

Budget Source

State Chancellor’s Office through the Regional Bay Area Community College Consortia (BACCC) and distributed by Cabrillo College (Fiscal Agent for the BACCC).

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

In an effort to develop additional workforce opportunities and lift low-wage workers into living-wage jobs, the Governor and State Legislature, at the recommendation of the California Community College Board of Governors, approved the Strong Workforce Program, adding a new annual recurring investment of $248 million to spur career technical education (CTE) in the nation’s largest workforce development system of 114 colleges. The Strong Workforce Program focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking. In this way, colleges can be more responsive to labor market conditions and student outcomes. Grouped into seven areas targeting student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination and funding, this leading-edge state economic development program is driven by the idea of “more and better” CTE.

The continuation of funding from the Governor and Legislature of California Community Colleges provides a 60 percent Local Share allocation for each community college district and a 40 percent Regional Share determined by a regional consortia of
colleges. Both the Local and Regional Share require local stakeholders to collaborate with industry and local workforce development boards. This program builds upon existing regional partnerships formed in conjunction with the federal Workforce Innovation and Opportunity Act, state Adult Education Block Grant and public school CTE programs. While the first round of funding was spent on strategic planning and preparation, current and subsequent years focus on execution, evaluation, and bringing successful strategies to scale.

This agreement is for the Round 2 Regional Strong Workforce Program funding (7/1/17-12/31/19). The State released the allocations in July 2017. The Regional funds are routed through the Bay Area Community College Consortia (BACCC), of which Peralta is a member. The percentage of funds to be allocated back to the colleges was not determined until December 2017. Upon receiving our allocation in December, the colleges then began developing their proposals and projects for the use of those funds. The proposals were then vetted through the appropriate shared governance processes at the colleges, submitted into NOVA, and then certified and approved by the District Office in March 31, 2018.

Cabrillo College, as the fiscal agent for the BACCC then compiled the proposals as part of the scope of work and drafted the agreement we are seeking ratification of here. Merritt College received a total of $340,819 in Regional Strong Workforce Round 2 Funds.

**Round 2 Strong Workforce Program Regional Funds**
Merritt College: 340,819

**Deliverables and Scope of Work:**
Merritt College, shall perform the Scopes of Work detailed using individually certified project proposals (“Certified Project Proposals”) contained in NOVA (nova.cccco.edu). Certified Project Proposals covered by this Agreement are those proposals entered on the on-line Regional Strong Workforce Program platform, NOVA, in which Peralta Community Colleges has committed Strong Workforce Program 40% Regional funds on one or more budget line items, and which have been fully completed and formally certified, indicating each organization’s certification that their expenditures in the project meet the intention and requirements of the Strong Workforce Program legislation. Such Certified Project Proposals shall fully detail the scopes of work between Parties.
Merritt College agrees to make the investments and to conduct the work as described in the Certified Project Proposals submitted by or on behalf of Merritt College. Peralta Community College District on Behalf of Merritt College agrees that the funds will be used for the purpose of meeting the following goals established through the BACCC Regional Collaborative Planning Process:

- Goal A: Meet the needs of employers for well-qualified candidates for middle-skill positions that pay livable wages
- Goal B: Provide pathways that enable all Bay area residents to find employment and advance to livable wages
- Goal C: Ensure equity in participation, completion, and employment

**Anticipated Completion Date:**
The period of performance for this Agreement shall be from 7/1/17-12/31/19 unless terminated earlier in accordance with this Subcontract or modified by mutual written agreement. Extensions to this Agreement, of up to three (3) additional years, may be made through amendments to Exhibit B.

**Evaluation and Recommended Action:**
Ratify the District's acceptance $340,819 from the Bay Area Community College Consortium fiscal agent Cabrillo Community College, and authorize the Vice President, Administrative Services to execute and make all necessary arrangements in relation to this agreement and any future amendments on behalf of the District.

**File Attachments**
Merritt College Year 2 SWP Cabrillo Regional Agreement.pdf (4,428 KB)

**Subject**

11.6 Consider Approval of CO #1 to Add $484,505 and 0 Days to the Contract with C. Overaa & Co. for the New Center for Liberal Arts Building Project at College of Alameda. Presenters: President Karas and Sharon Millman.

**Meeting**

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

11. ACTION ITEMS
C. Overaa & Co. was chosen as the Design-Builder for the New Center for Liberal Arts construction project after a competitive bidding process. Making connections to readily available utilities was included in the Design-Build scope of work at award.

For electrical, there was no obvious first choice in terms of feasibility or cost-effectiveness. To limit the exposure of the entire Design-Build contract value to the impact of construction cost inflation, and to coordinate the solution for electrical with the specifics of the Design-Builder's design, a strategic decision was made during the proposal development period to identify the scope and price of the electrical infrastructure as excluded from the Design-Build contract.

The exclusion of a new electrical service was clarified in Addendum 3 to the Design-Build RFP: "The Design-Builder shall assume that a new electrical service will be required and installed in close coordination with this project....The District will separately pay the costs to upgrade the existing conditions.... The Design-Builder shall be responsible for all coordination...."

After C. Overaa & Co was selected as the Design-Builder, the project team worked with Alameda Municipal Power to evaluate a wide variety of options for the location and type of tie-in and the routing to the project site. Option 7a (per the Power Infrastructure proposal from Overaa dated 11 Jun 2018, attached) was determined by consensus to be the best solution according to these criteria:

- capacity to support the amount and type of power required
- technically feasible and cost-effective
- minimize disruption to existing campus operations during installation
- reduce the financial risk of unforeseen conditions in congested areas
- facilitate future development of the campus.
Option 7a provides a new connection to Alameda Municipal Power at the corner of Ralph Appezzato Memorial Parkway and Campus Ave, near the Childcare Center, and approaches the project site using a route as close as possible to the perimeter of the main campus.

If approved, CO #1 will add the implementation of Option 7a to the existing contract with Overaa. CO #1 will increase the contract price by $484,505 and will not change the contract duration.

The proposal price for CO #1 is comprised of three major components:

**Price Components for Change Order #1**

<table>
<thead>
<tr>
<th>Component</th>
<th>Basis for Billing</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation of New Electrical Service (trench, conduits, transformer pad, etc. per proposal)</td>
<td>Lump Sum</td>
<td>$408,329.00</td>
</tr>
<tr>
<td>Allowance for Work Likely to be Needed, to the extent it becomes necessary: locate and repair incidental damage to utility and irrigation lines, provide arborist review and implement associated recommendations, seed and plant grass at disturbed areas.</td>
<td>Time and Materials</td>
<td>$32,130.00</td>
</tr>
<tr>
<td>10% Contingency for Minor Unforeseen Conditions and Adjustments to the cost and scope of Change Order #1 if needed.</td>
<td>District-Controlled Contingency</td>
<td>$44,046.00</td>
</tr>
<tr>
<td><strong>TOTAL Change Order #1</strong></td>
<td>Various</td>
<td><strong>$484,505.00</strong></td>
</tr>
</tbody>
</table>

The quantity and necessity of the work performed on a time-and-materials basis will be verified by the District's project inspector. Work billed to contingency will require justification from the Design-Builder and pre-approval by the District's Project Manager. The balance, if any, remaining in the Allowance and the Contingency at the completion of the Change Order #1 scope of work will be returned to the District.

The CO #1 scope of work is currently scheduled and priced to occur simultaneously with similar construction work already in-scope (and currently in progress) to maximize the opportunity for cost-efficiency and overall coordination. There are four situations in which the cost of CO#1 will increase:

- if the opportunity to perform the CO #1 work simultaneously with the similar in-scope work is lost,
- if the soil excavated by CO #1 is unsuitable for re-use in the building pad,
- if the work of CO #1 is pushed into wet weather, and/or
- if construction cost inflation has already impacted the cost of this proposal.

The first, third, and fourth risks can be mitigated by the District to some extent if CO #1 is approved as soon as possible.

If CO #1 is approved, the contract price will be changed as follows:

**Contract Summary**

<p>| | |</p>
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td><strong>Original Contract</strong></td>
<td><strong>$31,465,000.00</strong></td>
</tr>
<tr>
<td><strong>Change Order #1</strong></td>
<td><strong>$484,505.00</strong></td>
</tr>
</tbody>
</table>
Revised Total, Including Change Order #1 $31,949,505.00

Deliverables and Scope of Work:

Provide new electrical infrastructure between Alameda Municipal Power and the New Center for Liberal Arts, fully coordinated with work performed by and specifications required by Alameda Municipal Power. The cost of work provided and installed directly by Alameda Municipal Power will be billed separately to the District.

Anticipated Completion Date:
Dec 2018 for trenching and placement of primary conduit.

Evaluation and Recommended Action:

The Facilities Project Manager, Interim Director of Capital Projects and Facilities, Vice Chancellor of Finance and Administration, President of the College of Alameda, and the Chancellor recommend approval of CO #1 to Add $484,505 and 0 Days to the Contract with C. Overaa & Co. for the New Center for Liberal Arts Project at the College of Alameda.

File Attachments
Contract 16 17 05 Overaa - contract signatures way at the bottom, after the NOA.pdf (3,593 KB)
COR 001.1 Power Infrastructure.att 2018 06 11.pdf (2,303 KB)
COA NCLA.Overaa.CO#1.rev 1.Main and Summ.2018 09 19.pdf (83 KB)

Subject

11.7 Consider Approval of Resolution No. 18/19-19, Acceptance of Completed Work and Release of 5% Retention to BHM Construction Inc., for the Laney College Leaks Courtyard “B” Modernization - Phase 1 (Bid No. 17-18/01). Presenter Vice Chancellor Ikharo.

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

11. ACTION ITEMS

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

Yes

Dollar Amount

$49,887.10

Budgeted
Budget Source

Redevelopment Funds, Fund 61, Laney College

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

The Purchasing Department conducted a formal bid and sealed bids were due on July 31, 2017. A mandatory bidder’s conference and site walk was held on July 17, 2017. The bid was advertised in newspaper publications on general circulation on July 7 and 14, 2017. The original project scope of the Leak Remediation for the Laney College Buildings A, B, F, & G - Phase 1 (Bid No. 17-18/01), included four (4) site locations. To meet the available budget, value engineering was completed and the project scope was reduced to the Laney Leak Remediation Courtyard “B” only (1 site location). BHM Construction Inc., remediated the leaks directly below southern courtyard “B” per plans and specifications provided by Allana Buick and Bers. The scope of work included repair work fixing leaks at various locations below southern courtyard “B”, in the amount of $997,742.

BHM Construction Inc., is a General Contractor and has been in business since 2007. Jeffery Mazet is the current President of the company. California Contractor’s License #900404 A, B.

Contact Information
221 Gateway Road West, Suite 405, Napa, CA 94558
707-643-4580
www.bhmconstruction.com

Deliverables and Scope of Work:
Per this Resolution (Attachment #1), BHM Construction Inc., has fulfilled their contractual obligations by completing the project scope. Deliverables and/or services included providing a watertight environment at southern courtyard B, closeout documentation, and as-buils per the construction documents. A notice to proceed (NTP) was issued with a start date of August 8, 2017. The project attained Final Completion on June 27, 2018. The District filed a Notice of Completion (NOC) with the County of Alameda approved on June 28, 2018, and project acceptance is recommended (Attachment #2). This resolution accepts the project as complete and staff is requesting final acceptance of the project and release of the remaining 5% retention, in the amount of $49,887.10.

Anticipated Completion Date:
Project completion date was June 27, 2018, and the project is closed.

Evaluation and Recommended Action:
The Vice Chancellor of General Services, Director of Capital Projects and Facilities, Director of Finance and Administration, and Chancellor recommend this release of retention payment to BHM Construction, Inc.

File Attachments
Attachment #1-Resolution for Retention - BHM Construction.docx.pdf (132 KB)
Attachment #2-Notice of Completion - BHM Construction.pdf (101 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

11.8 Consider Approval Resolution No. 18/19-23, Acceptance of Completed Work and Release of 5% Retention of $8782.86 to Window-Ology Tri-Valley Corporation for the Laney College Classroom Shades Upgrades - Phase 1 Project (Bid No. 17/18-02). Presenter Vice Chancellor Ikharo.

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
11. ACTION ITEMS

Type
Action
Preferred Date
Sep 25, 2018
Absolute Date
Sep 25, 2018
Fiscal Impact
Yes
Dollar Amount
$8,782.86
Budgeted
Yes
Budget Source
Measure A

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

The Purchasing Department conducted a formal bid and sealed bids were due on July 31, 2017. A mandatory bidder’s conference and site walk was held on July 31, 2017. The bid was advertised in newspaper publications on general circulation on July 21 and 28, 2017. Four (4) qualified painters attended the non-mandatory pre-bid meeting. Only three (3) contractors submitted a bid for the project: Window-ology Tri Valley Corporation, 3 Day Blinds, and Integra Construction Services. The lowest responsible and responsive bid was provided by Window-ology Tri Valley Corporation.

In accordance with their construction agreement, as amended, this contractor completed the following scope of work, in the amount of $175,657.17.

- Removed and disposed damaged shades. Window shades in good condition were salvaged and returned to the District.
- Furnished and installed shades in 61 classrooms at Laney College, per the furnished plans and specifications from the Powell & Partners Architect.
- Added blackout shades in the Chemistry Department to prevent incoming light during scientific experiments conducted in room A-274.

Contact Information:
Window-Ology Tri-Valley Corp.
4225 Stanley Blvd.
Pleasanton, CA 94566
925-462-1207
www.window-ology.com

Deliverables and Scope of Work:

Per this Resolution (Attachment #1), Window-Ology Tri-Valley Corporation has fulfilled their contractual obligations by completing the project scope as described above. A notice to proceed (NTP) was issued with a start date of November 30, 2017, with the project duration of 101 calendar days to final completion.
The project attained final completion on June 5, 2018. Staff will file the Notice of Completion (NOC) with the Alameda County for final approval, and project acceptance is recommended (Attachment #2). This resolution accepts the project as complete and staff is requesting for the Governing Board of Trustees to approve the final acceptance of the project and release of the remaining 5% retention.

**Anticipated Completion Date:**
Project completion date was June 5, 2018, and the project is closed.

**Evaluation and Recommended Action:**
The Vice Chancellor of General Services, Director of Capital Projects and Facilities, Director of Finance and Administration, and Chancellor recommend this project acceptance and release of retention payment.

**File Attachments**
Attachment #1 - Resolution Windowology.pdf (114 KB)
Attachment #2 - Notice of Completion - Windowology.pdf (154 KB)

**Subject**

11.9 Consider Approval of Resolution No. 18/19-24, Acceptance of Completed Work and Release of 5% Retention of $6000 to Century Carpet Inc. for the Laney College Library Stairs and Flooring Upgrades (Bid No. 17-18/08). Presenter Vice Chancellor Ikharo.
Measure A

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, a formal bid was conducted by the Purchasing Department. A mandatory bidder's conference and site walk was held on October 17, 2017. The bid was published in newspaper publications on general circulation on October 6 and 13, 2017. Two (2) quotes were submitted by qualified contractors: Mar Con Builders, Inc. and Century Carpet Inc. Century Carpet Inc., provided the lowest and responsible bid for this project. Under the original agreement, Century Carpet completed the following scope of work, in the amount of $120,000.

- Removed and recycled existing carpet in project areas.
  - **On the 2nd Floor (stairwells), On the 3rd Floor (two stairwells total), and on 4th Floor (two stairwells total)**
  - Installed Burke specified rubber tiles, round profile on major landing;
  - Installed Burke specified rubber tiles, round profile on two (2) minor landings;
  - Installed Burke specified rubber tiles, round profile and square nose on each riser;
  - Installed Burke specified rubber tiles, round profile and square nose on each thread; and
  - Installed 2” VI stripes on top and bottom run of each stairway.

- **Grand Staircase 1st Floor**
  - Installed Burke specified rubber tiles, round profile and square nose on each riser (a total of 16 risers);
  - Installed Burke specified rubber tiles, round profile and square nose on each threads (a total of 15 risers); and
  - Installed 2” VI stripes on top and bottom run of each stairway.

The owners of the company are Young Chey (president), William Branner (vice president), and Myounghee Chey (corporate secretary).

**Contact Information:**
703 A Street
Hayward, CA 94541

**Deliverables and Scope of Work:**

Per this Resolution (Attachment #1), Century Carpet has fulfilled their contractual obligations and completed the project scope as described above. A notice to proceed (NTP) was issued with a start date of August 13, 2018. The project attained Final Completion on August 24, 2018. Staff will file a Notice of Completion (NOC) with the County of Alameda to close this project, and project acceptance is recommended (Attachment #2). This resolution accepts the project as complete and staff is requesting final acceptance of the project and release of the remaining 5% retention, in the amount of $6000.

**Anticipated Completion Date:**
Project completion date was June 27, 2018, and the project is closed.

**Evaluation and Recommended Action:**
The Chancellor, Vice of Chancellor of General of Services, Director of Capital Projects and Facilities, and Director of Finance and Administration recommend this release of retention payment

**File Attachments**
Attachment #1-Resolution for Retention - Century Carpet Inc..pdf (115 KB)
Attachment #2-Notice of Completion-Century Carpet.pdf (151 KB)

**Subject**

11.10 Consider Approval of Resolution No. 18/19-22, Acceptance of Completed Work and Release of 5% Retention of $17,181.83 to HM Construction for the Merritt College Parking Lot G Improvement Project (Bid No. 16-17/04). Presenter Director Lynch McMahon.

**Meeting**

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

11. ACTION ITEMS

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

The Purchasing Department conducted a formal bid and sealed bids were due on April 11, 2017. A mandatory bidder’s conference and site walk was held on March 27, 2017. The bid was advertised in newspaper publications on general circulation on March 10 and 17, 2017. Three (3) bids were received from qualified contractors: HM Construction, Cato’s Paving, and Redgwick Construction. HM Construction provided the lowest and responsible bid for this project.

In accordance with their agreement, as amended, HM Construction completed the following scope of work, in the amount of $343,636.56.

- Removed the existing Merritt College Parking Lot G;
- Replaced the asphalt paving;
- Added new concrete paving and curbs, pavement paint striping and signage,
- Painted the pavement, striping, and signage;
- Installed new pedestrian tactile warning devices; and
- Repaired existing storm drainages.
- Grinded and recycle all asphalt removed from project area;
- Provided soil compaction to meet and exceed minimum industry standards for stability;
- Provided 3” of asphalt instead of 2” as specified in original design documents to meet new 2017 standards. Original specifications were based on outdated 2015 standards.

HM Construction Inc. is a General Contractor located at the following address:

Contact Information:
2129 Drake Lane
Hercules, CA
510-495-7020

 Deliverables and Scope of Work:

Per this Resolution (Attachment #1), HM Construction Inc. has fulfilled their contractual obligations by completing the project scope as outlined above. A notice to proceed (NTP) was issued with a start date of November 27, 2017, with the project duration of 1200 calendar days to final completion. The project attained final completion on July 6, 2018. District staff will file the Notice of Completion (NOC – Attachment #2) with the County of Alameda to close this project, and project acceptance is
This resolution accepts the project as complete and staff is requesting final acceptance of the project and release of the remaining 5% retention, in the amount of $17,181.83.

**Anticipated Completion Date:**
Project completion date was July 6, 2018, and the project is closed.

**Evaluation and Recommended Action:**
The Chancellor, Vice Chancellor of General Services, Director of Capital Projects and Facilities, and Director of Finance and Administration recommend this release of retention payment.

The District's has evaluated the deliverables to date for and found them to be satisfactory.

The Chancellor recommends approval.

File Attachments
Attachment #1-Resolution for Retention - HM Construction.pdf (116 KB)
Attachment #2 - Notice of Completion - HM Construction.pdf (148 KB)

Subject

11.11 Consider Approval of Resolution for a Repair Contract with KONE, Inc., based on a piggyback compliant U.S. Communities Government Purchasing Alliance in the estimated amount of a one-time expense of $209,464.66 for repair of Laney College Library Elevator. Presenter: Vice Chancellor Ikharo

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

11. ACTION ITEMS

Type

Action (Consent)

Preferred Date

Sep 25, 2018

Absolute Date

Sep 25, 2018

Fiscal Impact

Yes

Dollar Amount

$209,464.66

Budgeted

Yes

Budget Source
General Fund and Measure A

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

The Administration would like to contract with KONE, Inc., to provide a one-time major repairs for the Laney College Library Elevator that is currently off-line, that is now shut down due to malfunctioning of the hydraulics systems. The repairs have been identified at the Laney College Library to do the following:

- Drilling for new cylinder and removal of contaminated soil (12 drums total). Scope to include the following- 42’ hole from pit floor. Cleanup only, install new P.V.C. casing/backfill, provide 12 drums to place generated hazardous material, and properly dispose of material. Total price to perform the above-mentioned work amounts to: $38,501.10
- Hydraulic Jack Assembly Replacement. Which includes new hydraulic jack unit encased in P.V.C. for corrosion protection. Jack unit includes: Cylinder, Piston, Pit channels, High pressure packing gland, New ball valve and Code required rupture valve. Total price to perform the above-mentioned work amounts to: $170,963.56

KONE, Inc., headquarters is based in Illinois. The Senior Vice President is Jeff Blum. The company's local regional office is located at 15021 Wicks Blvd, San Leandro CA 94577 www.kone.com

Deliverables and Scope of Work:

The scope of work will enable the elevator to meet the State Mandated Inspections to make the elevator compliant.

Anticipated Completion Date:

February 28, 2019

Evaluation and Recommended Action:

Approve the Piggyback Contract for a one-time expense of $209,464.66 for the repair of Laney College Library Elevator.

File Attachments

US_Communities_RFP_Elevator_Maintenance_Final.pdf (807 KB)
Resolution Authorizing US Communities Joint Purchasing Contract - KONE Elevator Repairs (Laney College)_3298757_1(DMS).docx (50 KB)
Agreement for- KONE Library Elevator Repairs (Laney College).pdf (1.997 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.

12. REPORTS

Subject

12.1 Board of Trustees' Reports

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

12. REPORTS

Type

Information
14.1 Meeting Adjournment

Meeting

Sep 25, 2018 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

14. ADJOURNMENT

Type

Action

ClosePrint