Tuesday, April 9, 2019
REGULAR MEETING OF THE BOARD OF TRUSTEES

5:00 p.m. Closed Session
7:30 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:
https://www.boarddocs.com/ca/peralta/Board.nsf
Link on the Peralta Board Website: http://web.peralta.edu/trustees/
The meeting can also be viewed Live on Peralta College’s YouTube link:
https://www.youtube.com/channel/UCTEVyZCQ1p_yqMRafmQF2uw
PLEASE TURN OFF YOUR CELL PHONES DURING THE MEETING – THANK YOU!

1. CLOSED SESSION

Subject 1.1 Public Comment on Closed Session Items
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION
Type

Subject 1.2 Conference with Labor Negotiator Whittaker, Peralta Federation of Teachers, Local 39, and SEIU 1021 (Government Code § 54957.6)
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION
Type Information

Subject 1.3 Public Employee Appointment (Government Code Section 54957)
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION
Type Information
  • Recommend Extension of the Interim Executive Director of Public Information, Communications & Media, District Office.
  • Recommendation to appoint the Associate Vice Chancellor for Planning and Institutional Research, District Office.

Subject 1.4 Public Employee Discipline/Dismissal/Release
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 1. 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 1.5 Public Employee Evaluation
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 1. 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 1.6 Conference with Legal Counsel, Multiple Cases: (Government Code § 54956.9)
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION
Type Information
- Conference with Legal Counsel (54956.9(a)), Toscano, et al v. Peralta Community College District, Alameda County Superior Court, Case No. RG16827433.
- Conference with Legal Counsel (54956.9(a)), Delson v. Peralta Community College District, U.S. District Court, Northern District of CA, Case No. 3:17-CV-07367-JD.
- Conference with Legal Counsel (54956.9(a)), Brooke v. Peralta Community College District, Alameda County Superior Court Case No. RG18895297.
- Conference with Legal Counsel (54956.9(a)), Webb v. Peralta Community College District, Alameda County Superior Court Case No. RG18909473.
- Conference with Legal Counsel (54956.9(a)), Margoil v. Peralta Community College District, Alameda County Superior Court Case. RG18905036.
- Conference with Legal Counsel, Anticipated/Potential Litigation (54956.9(b)-(c)) (2 cases).

2. STUDY SESSION - 6:00 P.M.

Subject 2.1 Review the Peralta Community College District Five-Year Integrated Financial Plan. Presenter: Vice Chancellor Brown
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 2. STUDY SESSION - 6:00 P.M.
Type Information
Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

On November 20, 2018, the Accrediting Commission for Community and Junior Colleges (ACCJC) sent a letter to the college Presidents and Chancellor requesting a Five-Year Integrated Financial Plan as cited in the 2016 ACCJC Recommendations. In addition, ACCJC stated several areas of concern in relation to PCCD's financial status, enrollment decline and executive level staff turnover rate. PCCD began to write the Plan with consistent review by District shared governance committees. PCCD was granted the ability to submit this plan by May 1, 2019.

Offered for consideration here is a draft of the Five-Year Integrated Financial Plan.

Deliverables and Scope of Work:
N/A

Anticipated Completion Date:
The final version of the Five-Year Integrated Financial Plan will be an action item seeking approval at the April 23, 2019 PCCD Board of Trustees Meeting.

Evaluation and Recommended Action:
N/A

File Attachments
Five Year Financial Plan 4.4.19.pdf (974 KB)

Workflow
3. OPEN SESSION

Subject 3.1 Call to Order
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 3. OPEN SESSION
Type Procedural

Subject 3.2 Pledge of Allegiance
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 3. OPEN SESSION
Type Procedural

Subject 3.3 Roll Call
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 3. OPEN SESSION
Type Procedural

Subject 3.4 Report of Action Taken in Closed Session
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 3. OPEN SESSION
Type Information
3.5 Approval of the Agenda

Meeting
Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
3. OPEN SESSION

Type
Action

3.6 Approval of the Minutes

Meeting
Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
3. OPEN SESSION

Type
Action

Preferred Date
Apr 09, 2019

Absolute Date
Apr 09, 2019

Fiscal Impact
No

Budgeted
No

3.7 Associated Student Government Reports

Meeting
Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
3. OPEN SESSION

Type
Information

3.8 Peralta Classified Senate Report

Meeting
Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
3. OPEN SESSION

Type
Information

3.9 District Academic Senate Report

Meeting
Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
3. OPEN SESSION

Type
Information

3.10 Public Communication

Meeting
Apr 9, 2019 - 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 Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 3. OPEN SESSION

Type Information

• Update on Revised First Reading on Proposed BP 6250

4. CONSENT CALENDAR - BOARD MATTERS

Subject 4.1 Consider Approval of Out of State Travel pursuant to Board Policy 7400. Presenter: Chancellor White

Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 4. CONSENT CALENDAR - BOARD MATTERS

Type Action (Consent)

Preferred Date Apr 09, 2019

Absolute Date Apr 09, 2019

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.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Travel Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Christianson</td>
<td>Puebla, Mexico - Mexico Study Abroad Trip</td>
<td>June 1, 2019 - June 16, 2019</td>
</tr>
<tr>
<td>Carmen Johnson</td>
<td>Portland, OR - 32nd Annual National Conference on Race and Ethnicity in Higher Education</td>
<td>June 26, 2019 - June 29, 2019</td>
</tr>
<tr>
<td>Elizabeth Wadell</td>
<td>Puebla, Mexico - Mexico Study Abroad Trip</td>
<td>June 1, 2019 - June 16, 2019</td>
</tr>
</tbody>
</table>

Anticipated Completion Date:

N/A

Evaluation and Recommended Action:

Recommend Approval

File Attachments

Out of State Travel approval 4-9-19.pdf (831 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 4.2 Consider Ratification of Out of State Travel pursuant to Board Policy 7400. Presenter: Chancellor White

Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 4. CONSENT CALENDAR - BOARD MATTERS

Type Action (Consent)

Preferred Date Apr 09, 2019

Absolute Date Apr 09, 2019

Fiscal Impact Yes

Budgeted Yes

<table>
<thead>
<tr>
<th>Name</th>
<th>Travel Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Williams</td>
<td>LA and GA - Tour of historically Black Colleges with Students</td>
<td>March 31, 2019 - April 5, 2019</td>
</tr>
</tbody>
</table>

Deliverables and Scope of Work:

N/A

Anticipated Completion Date:

N/A

File Attachments
Out of State Travel Ratify 4-9-19.pdf (283 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 4.3 Consider Approval of 2019 CCCT Board Election Slate. Presenter: Board President Bonilla

Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 4. CONSENT CALENDAR - BOARD MATTERS

Type Action (Consent)

Background/Analysis:

Included in Trustee packets for consideration and action is a slate of candidates for the CCCT Board of the Community College League of California, due April 25, 2018. This year there are seven (7) seats up for re-election on the board, with three incumbents running, two vacancies due to the three-term limit and two trustees not seeking re-election. Recommended for the slate are:

- Michael Baldini, Napa Valley CCD
- *Kenneth A. Borwn, El Camino CCD
- *Sally Biggin, Redwoods CCD
- Greg Bonaccorsi, Ohlone CCD
Subject: 4.4 Consider Approval of Resolution 18/19-58 in support of academic and mentorship support to promote student success for students who are formerly incarcerated. Presenter: Student Trustee Jordan

Meeting: Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 4. CONSENT CALENDAR - BOARD MATTERS

Type: Action

Preferred Date: Apr 09, 2019

Absolute Date: Apr 09, 2019

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

Consider Approval of Resolution 18/19-58 in support of academic and mentorship support to promote student success for students who are formerly incarcerated.

Deliverables and Scope of Work:

N/A

Anticipated Completion Date:

N/A

Evaluation and Recommended Action:

N/A

The Chancellor recommends approval.

5. CONSENT CALENDAR - ACADEMIC AFFAIRS

Subject: 5.1 Consider Approval of a Contract with Lamar Advertising Company for $15,092 for Laney College. Presenter: President Gilkerson

Meeting: Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 5. CONSENT CALENDAR - ACADEMIC AFFAIRS

Type: Action (Consent)
Preferred Date: Apr 09, 2019
Absolute Date: Apr 09, 2019
Fiscal Impact: Yes
Dollar Amount: $15,092.00
Budgeted: Yes
Budget Source: Fund 01-General Funds & Fund 11-Categorical Funds

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

Laney College seeks to promote enrollment and registration for the 2019 summer and fall semesters through different advertising efforts, including placing bus advertising on 20 AC Transit Oakland bus lines with the Lamar Advertising Company. The potential ad views during a 12-week campaign is 6,090,000.

Founded in 1902, Lamar Advertising Company is one of the largest outdoor advertising companies in the world, with more than 348,000 displays across the United States and Canada. Lamar offers advertisers a variety of billboard, interstate logo, transit and airport advertising formats.

Deliverables and Scope of Work:

The Lamar Advertising Company will provide Laney College with 20 advertising display boards that will run for 12 weeks on 20 Alameda County AC Transit bus lines. The ads will run on the side of the buses.

Breakdown of display ads and campaign running dates.

<table>
<thead>
<tr>
<th>Display Type</th>
<th>Display Quantity</th>
<th>Display Size</th>
<th>Campaign Running Dates</th>
<th>Est. Total Impressions</th>
</tr>
</thead>
<tbody>
<tr>
<td>King</td>
<td>15</td>
<td>30&quot;x 144&quot;</td>
<td>April 22, 2019- July 14, 2019</td>
<td>6,090,000</td>
</tr>
<tr>
<td>Queen</td>
<td>5</td>
<td>30&quot;x 88&quot;</td>
<td>April 22, 2019- July 14, 2019</td>
<td></td>
</tr>
</tbody>
</table>

Total cost of display ads, plus 12-week campaign: $13,500

Total cost of setup and installation fee: $1,592

Total Project Cost: $15,092.00

Total Cumulative Contracts for FY 2018-2019

<table>
<thead>
<tr>
<th>ICC</th>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>21693</td>
<td>Berkeley City College</td>
<td>$7,900.00</td>
</tr>
<tr>
<td>21695</td>
<td>Berkeley City College</td>
<td>$7,900.00</td>
</tr>
<tr>
<td></td>
<td>Laney College *current request</td>
<td>$15,092.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$30,892.00</strong></td>
</tr>
</tbody>
</table>

Anticipated Completion Date:

July 14, 2019

Evaluation and Recommended Action:

Approve contract with Lamar Advertising Company for $15,092 for Laney College.

File Attachments
- ICC Lamar Companies.pdf (2,674 KB)
- BCC ICCs.pdf (427 KB)

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Workflow
Subject: 5.2 Consider Approval of Sabbatical Leave for 2019-20, Presenter: Vice Chancellor Brown

Meeting: Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category: 5. CONSENT CALENDAR - ACADEMIC AFFAIRS

Type: Action (Consent)

Preferred Date: Apr 09, 2019

Fiscal Impact: Yes

Budgeted: Yes

Budget Source: General Funds. 1/3 from colleges professional development committee, 2/3 the replacement costs of each faculty from District general funds. PFT contract article 25.c.1.

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

Each of the sabbatical requests here was reviewed by the applicable faculty professional development committee and approved by the college president.

<table>
<thead>
<tr>
<th>Sabbaticals Selected by College Professional Development Committees and Awarded by College Presidents (March 2019)</th>
<th>Sabbatical Awarded to</th>
<th>College</th>
<th>Discipline</th>
<th>Proposal</th>
<th>Scope of Work</th>
<th>Contract Date of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Caballero-Christenson</td>
<td>Laney</td>
<td>Mexican/Latin American Studies</td>
<td>Ancestral Sacred Traditions</td>
<td>Create a course on curanderismo, a series of workshops on healing for Laney, and build a study abroad network to study these traditions.</td>
<td>Yes</td>
<td>F19 - $20 at 67%</td>
</tr>
<tr>
<td>Jackie Graves</td>
<td>Laney</td>
<td>English</td>
<td>Why We Wake Up: A Memoir</td>
<td>Complete revision and seek publication of her memoir that shares the near death of her sister, the untangling of family trauma, and their journey of healing. Interview PD practitioners and experts in the field, develop an annotated bibliography of research, and draft and present a proposal for changes to professional development in Peralta</td>
<td>No</td>
<td>F19 - $20 at 67%</td>
</tr>
<tr>
<td>Scott Hoshida</td>
<td>BCC</td>
<td>English</td>
<td>Research to Propose Changes to PD in Peralta</td>
<td>Publish a Canvas Database of best practices for online communication courses; revise course outlines to reflect recent pedagogical practices in online communication courses; prepare and schedule a Flex Day Workshop on best practices in online courses that involve or could employ communication activities (In other words any course); outline the needed infrastructure, technology and staffing required to create a Communication Workshop for the future. Achieve Spanish proficiency in order to serve COA’s Latinx students and families who are undocumented. Research transition programs for ESOL and bilingual students, develop non-credit courses for COAs students, and launch three courses upon her return.</td>
<td>Yes</td>
<td>F19</td>
</tr>
<tr>
<td>Cora Leighton</td>
<td>BCC</td>
<td>Communication</td>
<td>Harnessing the Power of Mediated Communication to Increase Success in Online Communication Courses</td>
<td></td>
<td>Yes</td>
<td>S20 &amp; S21* at 67%</td>
</tr>
<tr>
<td>Mary Shaughnessy</td>
<td>COA</td>
<td>Counseling -- EOPS</td>
<td>Develop Proficiency In Spanish</td>
<td>Create Non-Credit Transition Classes for ESOL and Bilingual Students</td>
<td>Yes</td>
<td>S20</td>
</tr>
<tr>
<td>Stefanie Ulsry</td>
<td>COA</td>
<td>English</td>
<td></td>
<td></td>
<td>Yes</td>
<td>F19</td>
</tr>
</tbody>
</table>

Note: Merritt college did not receive any sabbatical applications this year.

*Leave request changed to following year with college president's approval.

Deliverables and Scope of Work:

Anticipated Completion Date:

Completed by Spring 2021.

Evaluation and Recommended Action:
The Chancellor recommends approval.

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Workflow
Workflow  Mar 19, 2019 10:07 AM :: Submitted by Laura Leon-Maurice. Routed to Siri Brown for approval.
            Mar 21, 2019 6:00 PM :: Approved by Siri Brown. Routed to Fran White for approval.
            Apr 5, 2019 3:24 PM :: Forced Approval by Brenda Martinez as the document publisher.

Subject  5.3 Consider Acceptance of the $1.1 Million Innovation in Higher Education Award to Laney College from the State Chancellor’s Office. Presenter: President Gilkerson

Meeting  Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category  5. CONSENT CALENDAR - ACADEMIC AFFAIRS

Type  Action (Consent)

Preferred Date  Apr 09, 2019

Absolute Date  Apr 09, 2019

Fiscal Impact  Yes

Dollar Amount  $1,100,000.00

Budgeted  Yes

Budget Source  California Community College Chancellor’s Office

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

The California Community Colleges Board of Governors awarded $1.1 million to Laney College to promote the institution’s work with formerly incarcerated adults over the next three years. Laney was one of 11 community colleges to receive the Chancellor’s Higher Education Innovation Award which totals $20 million. The awards recognize innovations that improve student success and are sustainable and capable of being scaled across the state.

Laney College’s Restoring Our Communities (ROC) is an academic program launched in October 2016 that provides support to formerly incarcerated adults seeking to obtain a higher education or career and technical training. ROC has innovated practices that not only contribute to the integrated goals of the college, but the larger goals of the city, county, and state. The program hires formerly incarcerated program leads to provide peer-to-peer support and mentoring. Program participants receive various services, including help navigating the admissions process, registering for classes, applying for financial aid, and provision of books, transportation, food assistance, and more.

According to the 2015 “Senate Bill 105 Final Report” by the California Department of Finance, 96 percent of currently incarcerated individuals will be released back into the community. Coupled with California’s 2011 Public Safety Realignment Bill to help reduce the state prison population to 137.5 percent of designed capacity, local counties, such as Alameda are tasked with serving a growing reentry population, and to prevent recidivism though strategic services and partnerships. The changes in California sentencing laws have heightened the need for Community Colleges to institutionalize academic services for formerly incarcerated students and intensified the necessity to create off campus partners. Recognizing Laney College’s Restoring Our Communities (ROC) as a model program, the award seeks to scale and replicate the transformational justice designed direct student support services, campus and community-based partnerships, and professional development across the state.

Deliverables and Scope of Work:

Per the award agreement, the grant is focused on the following deliverables:

(1) Transition formerly incarcerated staff from independent contractors to full time classified staff
(2) Upgrade technological capacity through acquisition of hardware, software and training to support various ROC projects and to align projects with strategic goals of College, State Chancellor’s office and community partners
(3) Contribute to professional development of administration, faculty and staff at the college, district and region
(4) Perform comprehensive evaluation of ROC Program
(5) In collaboration with the Chancellor’s Office and the Foundation for California Community Colleges, develop a How-To Guide or toolkit that can be shared with others who want to implement this innovation

Anticipated Completion Date:

June 30, 2021

Evaluation and Recommended Action:
Accept the $1.1 Million Innovation in Higher Education Award from the State Chancellor's Office.

File Attachments
INTENT to Award Innovation Grant.pdf (160 KB)
Laney College_Innovation Awards - Guidelines for Award Recipients.pdf (89 KB)

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Workflow
Workflow
Mar 20, 2019 6:09 PM :: Submitted by Hope Lane. Routed to Tammell Glikerson for approval.
Mar 20, 2019 8:07 PM :: Rejected by Tammell Glikerson
Mar 21, 2019 3:47 PM :: Submitted by Hope Lane. Routed to Tammell Glikerson for approval.
Mar 21, 2019 4:02 PM :: Approved by Tammell Glikerson. Routed to Romanie Johnson for approval.
Mar 21, 2019 4:03 PM :: Approved by Romanie Johnson. Routed to Fran White for approval.
Apr 5, 2019 3:24 PM :: Forced Approval by Brenda Martinez as the document publisher.

Subject
5.4 Consider Approval of the Addendum for the Independent Contractor/Consultant Epic George (ICC# 01764) in the Amount of $14,999 for a Total of $39,965 for FY 2018-19. Presenter: President Karas

Meeting
Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category
5. CONSENT CALENDAR - ACADEMIC AFFAIRS

Type
Action (Consent)

Preferred Date
Apr 09, 2019

Absolute Date
Apr 09, 2019

Fiscal Impact
Yes

Dollar Amount
$14,999.00

Budgeted
Yes

Budget Source
Alameda County Workforce Development Board WIOA grant

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

Epic George is an Independent Contractor/Consultant (ICC) with the College of Alameda North Cities Career Center providing intensive case management for both students who qualify for services, and clients in the North Cities community including providing services to support our priority populations which includes: adults with disabilities; recent layoffs; re-entry; unemployed; underemployed and veterans. Epic's current contract is for $24,966 which is calculated at a rate of $38 per hour for 657 hours. Epic has proven to be an integral member of our team and has other skill sets that we can benefit from utilizing her expertise. For this reason, College of Alameda requesting to add an addendum to the original scope of work to performing work in the areas of marketing as it works to rebrand the College of Alameda North Cities Career Center.

Epic George has experience in Marketing and Project Management. Her experience includes analyzing and building social media marketing campaigns, building B2B marketing roadmaps, managing digital messaging, and promoting marketing events to initiate community engagement. In total, Epic George has eight years' experience in Marketing and Project Messaging as well as MBA with an emphasis in Marketing.

Deliverables and Scope of Work:

In alignment with the Alameda County Workforce Development Board (ACWDB) grant objectives to increase and enhance North Cities Career Center at College of Alameda, under this Addendum, Epic George will design and supply North Cities Career Center and the Berkeley Adult School locations with the following new scope of work:

- New North Cities Career Center brochures for:
  - Clients to gain a better understanding of how the career center can assist priority populations (re-entry, veterans, recently laid off, on unemployment, historically unemployed, adults with disabilities) with job preparation, job searching and
employability training.
- Employers to gain a better understanding of how the career center can assist them in their efforts to find a qualified labor force including on-site recruitment and on the job training.
- Community Based Organizations to learn more about how the career center can assist them with employability needs for their targeted priority populations.

Create content for the new College of Alameda North Cities Career Center’s website to attract new clients and employers in an effort to meet mandated ACWDB enrollment numbers.
- Create and design new branding/marketing material for the physical career center space to the public have a better understanding of the services offered, required paperwork and steps involved in the process. The goal is to use the wall space as a visual to explain and simplify the role of the College of Alameda North Cities Career Center.

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>Addendum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$24,966</td>
<td>$14,999</td>
</tr>
<tr>
<td>$38 per hour x 657 hours</td>
<td>$38 per hour x 394.70 hours</td>
</tr>
</tbody>
</table>

College of Alameda is requesting approval to increase Epic George’s contract by $14,999 to provide additional Marketing resources for the College of Alameda North Cities Career Center. The addendum request is for 394.70 hours at $38 per hour. This request will change the total contract from $24,966 to $39,965 for the 2018-2019 program year ending on June 30, 2019. The total contract cost will be charged to categorical fund 1138 allocated by the Alameda County Workforce Development Board WIOA grant.

**Anticipated Completion Date:**

June 30, 2019

**Evaluation and Recommended Action:**

The College of Alameda has evaluated the deliverables to date for Epic George and found them to be satisfactory. The Chancellor recommends approval.

**File Attachments**

Epic George 4-9-2019 BOT.pdf (1,327 KB)
Scope of Work Epic George.marketing.2.pdf (46 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.

**Workflow**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 19, 2019 9:59 AM</td>
<td>Approved by Romaneir Johnson. Routed to Legal Counsel for approval.</td>
</tr>
<tr>
<td>Apr 5, 2019 10:32 AM</td>
<td>Rejected by Legal Counsel</td>
</tr>
<tr>
<td>Apr 5, 2019 12:06 PM</td>
<td>Submitted by Teodora Washington. Routed to Tim Karas for approval.</td>
</tr>
<tr>
<td>Apr 5, 2019 12:12 PM</td>
<td>Approved by Tim Karas. Routed to Romaneir Johnson for approval.</td>
</tr>
<tr>
<td>Apr 5, 2019 12:15 PM</td>
<td>Approved by Romaneir Johnson. Routed to Legal Counsel for approval.</td>
</tr>
<tr>
<td>Apr 5, 2019 1:25 PM</td>
<td>Approved by Legal Counsel. Routed to Fran White for approval.</td>
</tr>
<tr>
<td>Apr 5, 2019 3:24 PM</td>
<td>Forced Approval by Brenda Martinez as the document publisher.</td>
</tr>
</tbody>
</table>

**Subject**

5.5 Consider Approval of a Temporary Construction Easement (TCE) of 11 4th Street, Oakland, CA, County Assessor’s Parcel Number 018-0455-004-04 (Laney College overflow parking lot) to Pacific Gas and Electric Company. Presenter: President Gilkerson

**Meeting**

Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

5. CONSENT CALENDAR - ACADEMIC AFFAIRS

**Type**

Action (Consent)

**Preferred Date**

Apr 09, 2019
Background/Analysis: (Please discuss this item. If a Vendor is involved, please include the company name as well as the individual.)

The Pacific Gas & Electric Company (PG&E) has an upcoming project in the area to test the integrity of its natural gas pipelines with pressurized water and will be repairing and replacing some of its facilities along the route of the pipeline integrity test. As a result of this project, PG&E will need staging and laydown areas to store its equipment, materials, and potential spills while it undertakes this project. The pipeline that PG&E will be testing runs along Fallon street and is adjacent to the parking area.

The requested Temporary Construction Easement (TCE) is to utilize the Laney College "overflow parking lot" as a staging area that will house construction trailers and construction equipment including baker tanks, portable toilets, and vehicles belonging to PG&E and its employees.

The term of the TCE is for a period of four (4) months commencing on June 1, 2019 and shall terminate on September 30, 2019. PG&E shall have the right, subject to the terms of the agreement, to extend the term of the TCE for up to two (2) months by giving the College written notice of its intention to do so not less than ten (10) days prior to the expiration of the initial term.

Upon completion of the project, PG&E shall, at its sole expense: (a) repair and mitigate any damage and restore the easement area to the satisfaction of the College and (b) shall remove from the easement area all personal property, structures (including fencing and gates), equipment, materials, rubbish and debris.

The College has reviewed the TCE and believes the usage of the overflow parking lot will not impact daily college operations.

This action does not require any funds. PG&E shall pay Laney College Ten Thousand dollars ($10,000.00) per month for a total amount of Forty Thousand Dollars ($40,000.00). In the event PG&E exercises its option to extend for two months, PG&E shall remit $10,000 per month for said extension.

Deliverables and Scope of Work:

None

Anticipated Completion Date:
September 30, 2019.

Evaluation and Recommended Action:

Approve the Temporary Construction Easement (TCE) of 11 4th Street, Oakland, CA, County Assessor’s Parcel Number 018-0455-004-04 (Laney College overflow parking lot) to Pacific Gas and Electric Company.

The Chancellor recommends approval.

File Attachments
Peralta College Temp Construction Easement 20190405.pdf (293 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.

Workflow

Workflow
Apr 5, 2019 5:39 PM :: Approved by Tammell Gilkerson. Routed to Romanier Johnson for approval.
Apr 5, 2019 6:09 PM :: Approved by Romanier Johnson. Routed to Legal Counsel for approval.
Apr 5, 2019 8:37 PM :: Approved by Legal Counsel. Routed to Fran White for approval.
Apr 5, 2019 8:43 PM :: Forced Approval by Brenda Martinez as the document publisher.

6. CONSENT CALENDAR - FINANCE

Subject
6.1 Consider Approval of Community College Financial Statement (CCPS) 311 Q2 Report.
Presenter: Vice Chancellor Johnson
Meeting: Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category: 6. CONSENT CALENDAR - FINANCE
Type: Action (Consent)
Preferred Date: Apr 09, 2019
Absolute Date: Apr 09, 2019
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.)

The CCSF-311Q is the State Chancellor's Office Quarterly Financial Status Report summarizing and communicating the results of the budgetary decisions and transactions made by the District through the second quarter of fiscal year 2018-19. This report was completed and submitted on time to the State Chancellor's Office and in accordance with the District's Financial Reporting Calendar.

Deliverables and Scope of Work:
N/A

Anticipated Completion Date:
N/A

Evaluation and Recommended Action:

Approve the District's fiscal year 2018-19 second quarter CCFS-311Q report. The Chancellor recommends approval.

File Attachments
CCFS-311Q2 Report.pdf (1,041 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.

Workflow

Workflow
Mar 21, 2019 4:00 PM :: Approved by Romanieir Johnson. Routed to Legal Counsel for approval.
Apr 5, 2019 2:49 PM :: Rejected by Brenda Martinez
Apr 5, 2019 2:57 PM :: Submitted by Richard Ferreira. Routed to Romanieir Johnson for approval.
Apr 5, 2019 2:58 PM :: Approved by Romanieir Johnson. Routed to Fran White for approval.
Apr 5, 2019 3:24 PM :: Forced Approval by Brenda Martinez as the document publisher.

Subject: 6.2 Consider Approval of Amendment #1 to the Existing Professional Services Agreement with The GNU Group for the Laney College Wayfinding & Sign Standards, in the amount not-to-exceed $42,911. Presenter: Vice Chancellor Johnson.

Meeting: Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category: 6. CONSENT CALENDAR - FINANCE
Type: Action (Consent)
Preferred Date: Apr 09, 2019
Absolute Date: Apr 09, 2019
Fiscal Impact: Yes
Dollar Amount: $42,911.00
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.)

Under the original agreement with a contract termination date of June 30, 2018, The GNU Group completed the following scope of work:

- Conducted a kick-off meeting with all stakeholders;
- Completed a comprehensive campus audit of the existing site signage;
- Created a Sign Profile Analysis (SPA) document to cover campus exterior wayfinding; and
- Presented the SPA document to the District and stakeholder team.

In the 2018/2019 fiscal year, The GNU Group has two (2) separate contracts with the District for the following projects.

<table>
<thead>
<tr>
<th>Contract History</th>
<th>Amounts</th>
<th>Board Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract #1 - Laney College Wayfinding &amp; Sign Standards</td>
<td>$23,140</td>
<td>n/a</td>
</tr>
<tr>
<td>Original Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment #1</td>
<td>$42,911.00</td>
<td>Pending Approval</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$66,051.00</strong></td>
<td></td>
</tr>
<tr>
<td>Contract #2 - Laney College Theater, Music Room &amp; Student Center Accessibility Signage Bld Package</td>
<td>$7860.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$73,911.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Phil Murphy is the CEO/owner of The GNU Group.

Contact Information:
1777 Oakland Boulevard, Suite 200, Walnut Creek, Ca 94596
925-444-2020
www.gnugroup.com

Deliverables and Scope of Work:
Pursuant to the Amendment, the GNU Group will develop a bid package based on the current District sign standards, to include design sign elements not currently within those standards. In this documentation phase, the consultant will provide the following three (3) packages all linked to each other. The packages consist of the following deliverables for bidding purposes.

- Provide sign type design intent package;
- Provide sign location plans (linked to sign and message schedule);
- Sign and message schedule (linked to the sign locations plan); and
- Construction administration during bidding and implementation.

Anticipated Completion Date:
Project is anticipated to be completed by June 30, 2020.

Evaluation and Recommended Action:
The Facilities Project Manager, Vice Chancellor of Finance and Administration, and Chancellor recommend approval of this professional services agreement.

File Attachments
Attachment #2-GNU Group-Prof Services Agreement.pdf (1,464 KB)
Attachment #1-GNU Group-Amendment No. 1.pdf (334 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.

Workflow
Mar 22, 2019 6:21 PM :: Approved by Romanel Johnson. Routed to Legal Counsel for approval.
Apr 5, 2019 1:26 PM :: Approved by Legal Counsel. Routed to Fran White for approval.
Apr 5, 2019 3:24 PM :: Forced Approval by Brenda Martinez as the document publisher.

7. CONSENT CALENDAR - FACILITIES

Subject
7.1 Consider Approval of a Contracted Services Agreement with Trimark Economy Restaurant Fixtures to Supply, Deliver, and Install Kitchen Equipment for the Merritt College and Laney College Child Care Centers, in the amount not-to-exceed $42,342. Presenter: Vice Chancellor Johnson
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 7. CONSENT CALENDAR - FACILITIES
Type Action (Consent)
Preferred Date Apr 09, 2019
Absolute Date Apr 09, 2019
Fiscal Impact Yes
Dollar Amount $42,342.00
Budgeted Yes
Budget Source Child Care Center Fund

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

TriMark Economy Restaurant Fixtures, submitted the lowest bid and is being awarded the contract to provide and install kitchen equipment. In compliance with the District Purchasing Procedures for purchases under $90,200 threshold for goods and services (non-construction related), the administration conducted an informal bid to procure this agreement, by requesting bids from four (4) qualified vendors as follows (Attachment #2, page 1).

<table>
<thead>
<tr>
<th>Bidding Vendors</th>
<th>Locations</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TriMark Economy Restaurant Fixtures</td>
<td>San Francisco, CA</td>
<td>$42,342.00</td>
</tr>
<tr>
<td>East Bay Restaurant Supply</td>
<td>Oakland, CA</td>
<td>$43,887.58</td>
</tr>
<tr>
<td>County Restaurant Supply</td>
<td>San Carlos, CA</td>
<td>$51,056.80</td>
</tr>
<tr>
<td>Forest Restaurant Supply</td>
<td>San Francisco, CA</td>
<td>$51,586.46</td>
</tr>
</tbody>
</table>

TriMark U.S.A. is the owner of the company with Jerry Hyman as the chief executive officer (CEO).

Contact Information:
1200 7th Street
San Francisco, CA 94107-2201
(510) 329-4879

Deliverables and Scope of Work:
To prepare food in compliance with the public health and safety requirements, the Child Care Center administration decided to provide and replace old and defunct equipment with new kitchen equipment. Under this agreement (Attachment #1), this vendor will supply, deliver, and install the following equipment:

For Laney College Child Care Center:

| Equipment                                | Quantity | Cost
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Under-counter dishwasher</td>
<td>1</td>
<td>$5884.04</td>
</tr>
<tr>
<td>Reach-in refrigerator</td>
<td>1</td>
<td>$2883.26</td>
</tr>
<tr>
<td>48” range, with 4 burners and 24” griddle</td>
<td>1</td>
<td>$5529.24</td>
</tr>
<tr>
<td>Labor for installation</td>
<td>1</td>
<td>$2616.00</td>
</tr>
<tr>
<td><strong>Tax (9.25%)</strong></td>
<td></td>
<td>$1322.43</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$18,234.97</strong></td>
</tr>
</tbody>
</table>

For Merritt Child Care Center:

| Equipment                                | Quantity | Cost
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Under-counter dishwasher</td>
<td>1</td>
<td>$5884.04</td>
</tr>
<tr>
<td>36” HD Range, 4 open burners, 12” griddle</td>
<td>1</td>
<td>$7214.35</td>
</tr>
<tr>
<td>Gas Convection Oven, Montague Company Model No. RA-85A</td>
<td>1</td>
<td>$6104.51</td>
</tr>
<tr>
<td>Safety system moveable gas connector</td>
<td>1</td>
<td>$139.00</td>
</tr>
<tr>
<td>Labor for installation</td>
<td>1</td>
<td>$2976.00</td>
</tr>
<tr>
<td><strong>Tax (9.25%)</strong></td>
<td></td>
<td>$1789.13</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$24,107.03</strong></td>
</tr>
</tbody>
</table>

Anticipated Completion Date:
Project is anticipated to be completed by December 30, 2019.

Evaluation and Recommended Action:
The Facilities Project Manager, Vice Chancellor of Finance and Administration, and Chancellor recommend approval of this service contract.

File Attachments
Attachment #1-TriMark Agreement.pdf (1,373 KB)
Attachment #2-Bid Recap and Proposals.pdf (3,444 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.

**Workflow**
- Mar 22, 2019 10:54 AM :: Approved by Romanie Johnson. Routed to Legal Counsel for approval.
- Apr 2, 2019 1:55 PM :: Rejected by Brenda Martinez
- Apr 2, 2019 2:54 PM :: Submitted by Chandevy Eng. Routed to Romanie Johnson for approval.
- Apr 2, 2019 2:55 PM :: Approved by Romanie Johnson. Routed to Legal Counsel for approval.
- Apr 5, 2019 1:27 PM :: Approved by Legal Counsel. Routed to Fran White for approval.
- Apr 5, 2019 3:24 PM :: Forced Approval by Brenda Martinez as the document publisher.

**8. CONSENT CALENDAR - HUMAN RESOURCES**

<table>
<thead>
<tr>
<th>Subject</th>
<th>8.1 Consider Approval of the 2019-2020 PCCD Holiday Schedule. Presenter: Vice Chancellor Whittaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>8. CONSENT CALENDAR - HUMAN RESOURCES</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
<tr>
<td>Preferred Date</td>
<td>Apr 09, 2019</td>
</tr>
<tr>
<td>Absolute Date</td>
<td>Apr 23, 2019</td>
</tr>
<tr>
<td>Fiscal Impact</td>
<td>No</td>
</tr>
</tbody>
</table>

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

On an annual basis, before the end of the fiscal year, the Board approves the PCCD Holiday Schedule for the upcoming fiscal year.

For the 2019-2020 Fiscal Year, the District Administration also seeks approval to change the observance of the Cesar Chavez Day from April 18, 2020, to March 31, 2020.

In accordance with Article 15.1 (Scheduled Holidays) of the SEIU Local 1021 and Article 18.1 (Holiday Schedule) of the IUOE Local 39 Collective Bargaining Agreements, the Cesar Chavez Day is observed on the last day of the Spring Break. The last day of the Spring break for 2019-2020 is Saturday, April 18, 2020, therefore, the Cesar Chavez Day will be observed on Tuesday, March 31, 2020.

**Deliverables and Scope of Work:**

N/A

**Anticipated Completion Date:**

N/A

**Evaluation and Recommended Action:**

The Chancellor recommends approval.

**File Attachments**
- 2019-2020 PCCD Holiday Schedule.pdf (50 KB)

**Workflow**
- Mar 20, 2019 2:33 PM :: Approved by Chanelle Whittaker. Routed to Fran White for approval.
- Apr 5, 2019 2:29 PM :: Forced Approval by Brenda Martinez as the document publisher.

**9. ACTION ITEMS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>9.1 Consider Approval of a contract to Tri-Valley Excavating, Inc. for the construction of Building E Concrete Pad and Building F Sidewalk at the College of Alameda in the amount of $75,921.62. Presenter President Karas and Vice Chancellor Johnson</th>
</tr>
</thead>
</table>
Meeting  Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category  9. ACTION ITEMS

Type  Action (Consent)

Preferred Date  Apr 09, 2019

Absolute Date  Apr 09, 2019

Fiscal Impact  Yes

Dollar Amount  $75,921.62

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.)

Staff, students, and faculty of the Diesel Mechanical Program at the College of Alameda have been desirous for the acquisition of additional teaching tools, equipment and vehicles in order to expand students and faculty experience with alternative teaching tools. In fulfillment of these core desires, albeit objectives, the college administration in collaboration with faculty solicited donations from corporate entities and individuals, and in 2015 a local heavy equipment distribution company pledged to donate to the College a CASE CX 350 hydraulic excavator (weighs 80,000 lbs) as a teaching equipment with the understanding that the equipment will be housed outdoors on a reinforced concrete pad surrounded by a chain link fence to protect and restrict unapproved access to the equipment.

There are three (3) mini projects within the proposed concrete work, and each is situated at 3 different locations in within the immediate vicinity of Buildings E and F. One of the projects under this construction contract is to construct the required concrete pad for the donated equipment and will be located directly in front of Building E, the Diesel Mechanical building (Location #1). There was an additional request from Diesel Mechanical faculty to construct another concrete pad (Location #2) as a general outdoor storage area to house auto parts and miscellaneous supply items to be built adjacent to the left side of the Diesel Mechanical building.

Additionally, per District’s staff construction advisory, the college administration wanted to take advantage of the proposed work at Building E to address a public health and safety concern regarding serious earth settlement issues related to an asphalt/concrete sidewalk that abuts the Student Center, Building F (Location #3). The existing sidewalk is currently un-passable and constitutes an injury trap, and needs to be rebuilt. The college agreed that it will be cost effective to bundle all concrete pad and sidewalk work as part of a comprehensive concrete works bid. District staff prepared a bid package to address all the aforementioned concrete pad and sidewalk needs in Buildings E & F, and the bid closed on March 11, 2019. The bid exercise was deemed extremely successful because 5 (five) bids were submitted, and Tri-Valley Excavating, Inc. of Sunol, Alameda County, California was deemed the lowest responsible bidder. Tri-Valley's bid amount was SEVENTY FIVE THOUSAND, NINE HUNDRED TWENTY-ONE DOLLARS AND SIXTY-TWO CENTS ($75,921.62).

Company & Ownership Information

Tri-Valley Excavating, Inc., incorporated in 1998 with official business address at 6503 Calaveras Road, Sunol, California, is owned and operated by Michael A. Garcia with title of President/CEO. Mr. Garcia is a longtime resident of the City of Pleasanton in Alameda County, having continuously lived there for 56 years.

Listed below is the Bid Recapitulation Sheet, showing the number of companies that bid on the project and the bid amounts.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>BID TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sposito Engineering, Inc.</td>
<td>$120,041.77</td>
</tr>
<tr>
<td>2. Tri-Valley Excavating, Inc.</td>
<td>$75,921.62</td>
</tr>
<tr>
<td>3. Greentech Industry, Inc.</td>
<td>$85,000.00</td>
</tr>
<tr>
<td>4. Bay Construction, Inc.</td>
<td>$97,000.00</td>
</tr>
<tr>
<td>5. Mar Con Company, Inc.</td>
<td>$296,000.00</td>
</tr>
</tbody>
</table>

Deliverables and Scope of Work:

The summary of proposed construction work includes but not limited to;
1. Excavation of top soil, soil compacting.
2. Installation of new form-work.
3. Installation of steel bars as reinforcement for the concrete.
4. Concrete pour, vibration, leveling and finishing.

Anticipated Completion Date:

June 30, 2019

Evaluation and Recommended Action:

The District’s Department of General Services has reviewed the proposed scope of work and recommends approval of a contract with Tri-Valley Excavating, Inc.
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.

**Workflow**

**Workflow**
- Apr 5, 2019 4:19 PM :: Submitted by Richard Ferreira. Routed to Leigh Sata for approval.
- Apr 5, 2019 7:19 PM :: Approved by Leigh Sata. Routed to Romanir Johnson for approval.
- Apr 5, 2019 7:43 PM :: Approved by Romanir Johnson. Routed to Legal Counsel for approval.
- Apr 5, 2019 8:55 PM :: Approved by Legal Counsel. Routed to Fran White for approval.
- Apr 5, 2019 8:56 PM :: Forced Approval by Brenda Martinez as the document publisher.

**Subject**

**9.2 Consider Ratification of a contract with Mar Con Company for the installation of two (2) Exterior Doors at the Merritt College Childcare Center in the amount of $5,964.84. Presented by Vice Chancellor Jason Cifra**

**Meeting**

Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**

9. ACTION ITEMS

**Type**

Action

**Preferred Date**

Apr 09, 2019

**Absolute Date**

Apr 09, 2019

**Fiscal Impact**

Yes

**Dollar Amount**

$5,964.84

**Budgeted**

Yes

**Budget Source**

Childcare Funds

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

The Governing Board of Trustees awarded a contract to Mar Con Company on December 13, 2016 for the modernization of Merritt College Childcare Development Center in the amount of $269,892.00. This project is in partial fulfillment of the need to constantly modernize the center to meet code compliance requirements and sustain general campus beautification efforts. Although, the contract agreement was executed in December 2016, the project didn't begin until January 2018 because there wasn't a staff project manager available to supervise the job. However, the project was substantially completed by June 2018, and a final notice of completion was issued on October 22, 2018.

Just before the project was being handed over, staff of the childcare development center noticed that two (2) of the exterior doors to the storage closets had extensive dry rot damage, and department of general services staff recommended that the doors be replaced. The job could not be added to the initial project scope because the job had been closed out, and the project change order budget was close to 10% recommended limit. However, in order to prevent further damage to valuable teaching tools and equipment, and as a matter of financial prudence, the contractor, Mar Con Company, was asked shortly thereafter to install two (2) new exterior doors.

The request is to approve the prior decision to award a separate small contract to Mar Con Company to install the two new exterior doors. Ordinarily, a public works contract less than $15,000 doesn't require board approval but board approval is being requested because the vendor, Mar Con Company, completed contracts with the District in excess of $200,000 during the 2018-19 fiscal year.

**Deliverables and Scope of Work:**

1. Remove & Dispose two (2) defective Exterior Doors.
2. Install two (2) Exterior Doors.
3. Paint the two newly installed Exterior Doors.

**Anticipated Completion Date:**

July 30, 2018

**Evaluation and Recommended Action:**
The Department of General Services has evaluated the scope of proposed work and considers it adequate, and the installation work meets regulatory standards for exterior storage area doors. The department recommends approval of the contract.

The Chancellor recommends approval.

File Attachments
Mar Con Company - Merritt CDC Agreement 4-2-19.pdf (59 KB)
Merritt College CDC_Door Proposal_3-14-19.pdf (277 KB)

Workflow
Workflow Apr 5, 2019 4:19 PM :: Submitted by Richard Ferreira. Routed to Leigh Sata for approval.
Apr 5, 2019 7:19 PM :: Approved by Leigh Sata. Routed to Romaneir Johnson for approval.
Apr 5, 2019 7:43 PM :: Approved by Romaneir Johnson. Routed to Legal Counsel for approval.
Apr 5, 2019 8:56 PM :: Forced Approval by Brenda Martinez as the document publisher.

10. REPORTS

Subject 10.1 Board of Trustees’ Reports
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 10. REPORTS
Type Information

11. ANNOUNCEMENTS

12. ADJOURNMENT

Subject 12.1 Meeting Adjournment
Meeting Apr 9, 2019 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 12. ADJOURNMENT
Type Action