



**Tuesday, May 9, 2017**  
**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 94606d

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

**Subject**

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

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

Access

Public

Type

Information

**Subject**

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

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

Access

Public

Type

Information

- Conference with Legal Counsel (54956.9(a)), In re Municipal Derivatives Antitrust Litigation, U.S. District Court, Southern District of New York, Case No. 1:08-cv-02516-VM-GWG.
- Conference with Legal Counsel (54956.9(a)), R. Young v. Peralta Community College District, Case No. 14-cv-05351-JD.
- Conference with Legal Counsel (54956.9(a)), Nunez et al. v. Peralta Community College District et al.; Case No. RG16827433
- Conference with Legal Counsel, Anticipated/Potential Litigation (54956.9(b)-(c)) (2 cases)

**Subject**

**2.3 Public Employee Appointment (Government Code Section 54957)**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

Access

Public

Type

Information

- Recommendation to extend the appointment of the Interim Director of Technology Services, District Office
- Recommendation to appoint the President of Merritt College

**Subject**

**2.4 Public Employee Discipline/Dismissal/Release**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

Access

Public

Type

The Board is provided respective salaries in closed session for information purposes only, if any. The Board is reminded not to discuss personnel matters outside of closed session.

**Subject**

**2.5 Public Employee Evaluation**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

2. CLOSED SESSION

Access

Public

Type

The Board is provided respective salaries in closed session for information purposes only, if any. The Board is reminded not to discuss personnel matters outside of closed session.

- Chancellor

**3. OPEN SESSION**

**Subject**

**3.1 PCCD Classified Staff Dessert Reception**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Access

Public

Type

Information

File Attachments

[PCCD Classified Staff Dessert Reception - May 9, 2017.pdf \(2,182 KB\)](#)

**Subject**

**3.2 Pledge of Allegiance**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Access

Public

Type

Procedural

**Subject**

**3.3 Roll Call**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Access

Public

Type

Procedural

**Subject**

**3.4 Report of Action Taken in Closed Session**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Access

Public

Type

Information

**Subject**

**3.5 Approval of the Agenda**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Access

Public

Type

Action

Recommended Action

Recommend Approval

**Subject**

**3.6 Approval of the Minutes**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Access

Public

Type

Action

Recommended Action

Recommend Approval

## **Subject**

### **3.7 Public Communication**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

3. OPEN SESSION

Access

Public

Type

Information

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

**<http://web.peralta.edu/trustees/board-policies/>**

## **4. REPORTS**

**Subject**

### **4.1 Associated Student Government Reports**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

#### 4. REPORTS

Access

Public

Type

Information

#### **Subject**

##### **4.2 Chancellor's Reports**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

#### 4. REPORTS

Access

Public

Type

Information

#### **Subject**

##### **4.3 Board of Trustees' Reports**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

#### 4. REPORTS

Access

Public

Type

Information

#### **Subject**

#### **4.4 Peralta Classified Senate Report**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

4. REPORTS

Access

Public

Type

Information

#### **Subject**

#### **4.5 District Academic Senate Report**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

4. REPORTS

Access

Public

Type

Information

## **5. PRESENTATIONS**

#### **Subject**

#### **5.1 Measure B Presentation. Presenter: Acting Vice Chancellor Williams**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

5. PRESENTATIONS

Access



Public

Type

Information

**Subject**

**5.2 IT Strategy Presentation Presenter: Vice Chancellor Cole**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

5. PRESENTATIONS

Access

Public

Type

Information

## **6. CONSENT CALENDAR**

**Subject**

**6.1 Consider Approval for Laney College to accept the Chancellor's Office Deputy Sector Navigator Grant for Advanced Manufacturing. Presenter: President Gilkerson**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Absolute Date

May 09, 2017

Fiscal Impact

No

Dollar Amount

\$200,000.00

Budgeted

Yes

Budget Source

California Community College Chancellor's Office, Economic and Workforce Development Program

Recommended Action

Consider approval to receive a grant from the California Community College Chancellor's Office for the Deputy Sector Navigator grant for Advanced Manufacturing. The grant is for \$200,000 for the period of July 1, 2017 – June 30, 2018. The Deputy Sector Navigator grant for Advanced Manufacturing is to be used to coordinate and collaborate regionally, and to develop effective sector partnerships with employers, regional consortium, community colleges, high schools, ROPs, Workforce Investment Boards (WIBS), and other regional organizations to ensure a skilled workforce in support of the regional economy and industry sector and to establish career pathways for the regional community into those economies.

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

The Deputy Sector Navigator grant is to be used to coordinate and collaborate regionally, and to develop effective sector partnerships with employers, regional consortium, community colleges, high schools, ROPs, Workforce Investment Boards (WIBS), and other regional organizations to ensure a skilled workforce in support of the regional economy and industry sector and to establish career pathways for the regional community into those regional economies.

The grantee will support and improve regional workforce training within the sector (advanced manufacturing) for entry level and incumbent workers; and partner with regional employers, community colleges, high schools and Regional Occupation Centers and Programs (ROCPs) on curriculum and certificate development and program alignment, and offering contract education, credit, and non-credit training.

**Deliverables and Scope of Work:**

1. The Deputy Sector Navigator will work collaboratively in a network comprised of the statewide sector navigator and other Deputy Sector Navigators within the sector. The Deputy Sector Navigator will work collaboratively with the Chair and/or Co-Chairs of the Regional Consortia to align the needs of sector employers with the program and curriculum offered by colleges within the regional consortium. Additionally, the Deputy Sector Navigator will work with the Regional Consortium, and individual colleges within the region offering courses and programs within the sector, to develop faculty collaboratives, connect programs and employers, and promote and strengthen curriculum and program alignment.

2. The Deputy Sector Navigator will work with employers, industry and labor organizations, and Workforce Investment Boards throughout the region to determine gaps in the workforce; promote integration of workforce training and employment; strengthen programs within the sector at regional colleges and high schools; provide incumbent worker training; promote opportunities for contract education and faculty professional growth; and thereby, promote and support growth of the sector within the regional economy.

3. Gaps within the workforce will be identified and prioritized and strategies developed and implemented using SB 1402 funding. Examples of strategies to address workforce gaps include: creating community collaboratives, professional development opportunities, curriculum development, articulation of curriculum in a career pathway, career lattice, or in a system of stackable credentials, career guidance module development, seminars, workshops, and collaboration between faculty, with an outcome of integrating the needs of employers and addressing within the curriculum and programs the job skills and competencies required for employment and advancement.

4. The Deputy Sector Navigator will work with representatives of business, labor, and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. A key objective is to enable incumbent workers to become more competitive in their region's labor market, increase competency, and identify career pathways to economic self-sufficiency. Sector strategies may be implemented using articulated career pathways or career lattices and a system of stackable credentials. Curriculum can be offered through a variety of methods including credit, non-credit, or contract education depending on the needs of the employer.

5. The Deputy Sector Navigator will collect and report data on all required accountability measures working with common metrics and accountability measures.

**Anticipated Completion Date:**

June 30, 2018

**Alternatives/Options:**

None

**Evaluation and Recommended Action: Approval**

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**Subject**

**6.2 Consider Approval of Contracts for Peralta TV and Peralta Community Radio KGPC in the amount of \$110,000.**

**Presenter: Executive Director Heyman**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Absolute Date

May 09, 2017

Fiscal Impact

Yes

Dollar Amount

\$110,000.00

Budgeted

Yes

Budget Source

Approved Annual Department General Fund Budget

Recommended Action

Approval is recommended.

Goals

D: Strengthen Accountability, Innovation and Collaboration

C: Build Programs of Distinction

A: Advance Student Access, Equity, and Success

**Background/Analysis:**

Peralta TV broadcasts campus events such as classroom lectures, theatrical performances, associated students events (cultural events, musical performances, speeches, fairs, etc.) as well as all the colleges' graduation ceremonies. Camera crew staffing is needed to cover these events – some often on the same day, on weekends and/or at night – when the station classified staff is not available; this coverage can be achieved only through a contract with an experienced, qualified, free-lance videographer performing broadcast quality work. Peralta FM Radio is for all four Peralta Colleges and provides the unique opportunity for Peralta students to produce their own radio shows,

also at times/days which conflict with classified staff work hours. Three contractors are needed to keep the radio station accessible to students.

**Deliverables and Scope of Work:**

Videotaping, production, broadcast of college events, speakers, class lectures, etc. Production, scheduling and operation of FM radio station, including programming, student participation, collaboration with student government and colleges' programs.

**Anticipated Completion Date:**

30 June 2018

**Alternatives/Options:**

Hiring fulltime staff would be cost prohibitive and still would not cover the odd hours/weekends needed to serve the colleges/students.

**Evaluation and Recommended Action:**

**Approval is recommended.**

File Attachments

[Contracts\\_BlackedOut\\_170419.pdf \(576 KB\)](#)

[Cntrctrs. Brd.Frm. 4-11-17.doc \(47 KB\)](#)

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**Subject**

**6.3 Consider approval of Gartner Executive Programs subscription for District IT for \$86,800 Presenter: Vice Chancellor Cole**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Fiscal Impact

Yes

Dollar Amount

\$86,800.00

Budgeted

Yes

Budget Source

General Fund (salary savings)

Recommended Action

Recommend approval

Goals

E: Develop and Manage Resources to Advance Our Mission

D: Strengthen Accountability, Innovation and Collaboration

B: Engage and Leverage Partners

**Background/Analysis:** District IT requests a subscription to the Gartner Executive Partners program. The program will improve the IT department effectiveness by providing access to vendor management and sourcing support, contract and license reviews, a large library of IT industry research, independent calls with over 1,000 IT industry researchers, benchmarks, toolkits and templates.

**Deliverables and Scope of Work:**

See attached engagement plan for a full scope of work for the first 90 days. Additional work will be planned during the initial 90 day engagement. Additional research library and calls with industry analysts available on an ad hoc basis.

Key deliverables include:

1. Create anticipated 5-10% savings on external IT spend through market comparison, vendor management and contract support. Current anticipated savings of over \$200k (based on anticipated spend for PeopleSoft upgrade, student SSO, smart classroom and other initiatives).
2. Onsite PeopleSoft briefing and strategy session to provide wider IT perspective to improve project success.
3. Increase IT team effectiveness through calls with IT industry experts focusing on PeopleSoft upgrades, cloud deployment, networking upgrades, IT architecture, security and other key initiatives.
4. Benchmark the IT team against other higher education institutions to create a clear roadmap for process improvement and improved effectiveness.
5. Improve time to deliver value through the use of tool kits and templates for strategy development, service portfolio development, security programs, and PeopleSoft program development.

6. Provide research on the direction of IT across education and government sectors to ensure our long term planning aligns with anticipated market changes, while mitigating risk of adopting technologies too early.

**Anticipated Completion Date:** April 1, 2017 - March 31, 2018 (no obligation 60 day trial began April 1).

**Alternatives/Options:** None.

**Evaluation and Recommended Action:** Recommend approval

File Attachments

[Peralta Community College District-Sole Source March 2017.docx \(38 KB\)](#)

[Gartner Service Proposal - Peralta Community College District final.pptx \(4,391 KB\)](#)

[SA PERALTA COMMUNITY COLLEGE DISTRICT 1-3UOCSW8 \(1\) \(002\)-signed.pdf \(560 KB\)](#)

[sd\\_ep\\_member \(002\)-signed.pdf \(58 KB\)](#)

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**Subject**

**6.4 Consider Approval of ICC for training services for onsite PeopleSoft 9.2 technical training for \$85,200. Presenter: Vice Chancellor Cole**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Fiscal Impact

Yes

Dollar Amount

\$85,200.00

Budgeted

Yes

Budget Source

General Fund (salary savings)

Recommended Action

Recommend Approval

Goals

E: Develop and Manage Resources to Advance Our Mission

D: Strengthen Accountability, Innovation and Collaboration

B: Engage and Leverage Partners

**Background/Analysis:** Approval is requested to cover fees to provide onsite training to Enterprise Services team on tools and applications necessary for PeopleSoft 9.2 upgrade. This on-site training will be provided by Maverick Solutions.

**Deliverables and Scope of Work:**

Provides 31 days of training for the entire Enterprise Services team who provide PeopleSoft development and support. Training will improve team productivity and efficiency on the new version of PeopleSoft.

Classes will include:

1. PeopleSoft Lifecycle Management and PUM
2. Server Administration and Installation
3. Approval Framework (New Workflow 8.55)
4. PeopleSoft Integration Tools Part I 8.55
5. PeopleSoft Integration Tools Part II 8.55

Training will be held onsite and will include all members of our Enterprise Services team, including Director of Enterprise Services, our PeopleSoft Database Administrator, 2 Sr. Application Software Programmers and 1 Application Software Analyst.

Price is inclusive to travel and all other expenses.

**Anticipated Completion Date: September, 2017**

All Board approved contracts are subject to final negotiation and execution by the Chancellor.

**Alternatives/Options:**

**Evaluation and Recommended Action: Recommend Approval**

File Attachments

[Maverick Solutions - Oracle Training - Peralta Community College District - Onsite PeopleSoft Training - TECHNICAL Rev April 11.pdf \(105 KB\)](#)



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**Subject**

**6.5 Consider Approval of an Independent Contractor/Consultant Addendum with Kevin Kelly Consulting for Canvas training for faculty for an additional \$20,000. Presenter: Vice Chancellor Cole**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Fiscal Impact

Yes

Dollar Amount

\$20,000.00

Budgeted

Yes

Budget Source

General Fund

Recommended Action

Recommend Approval

Goals

E: Develop and Manage Resources to Advance Our Mission  
C: Build Programs of Distinction  
A: Advance Student Access, Equity, and Success

### **Background/Analysis:**

Consider Approval of an Independent Contractor/Consultant Addendum with Kevin Kelly Consulting for training for faculty on the transition to Canvas for an additional \$20,000. Kevin Kelly is an ICC currently working to provide training and support for the distance education coordinators at each of the colleges and developing a distance ed needs analysis for the district. For this fiscal year, under his ICCs with the district, Kevin is to be paid \$20,000. This addendum will pay him \$20,000 for additional June workshops for faculty. Combining the two ICCs, Kevin's total payments are not to exceed \$40,000.

Kevin has already delivered a highly praised workshop on developing accessible materials for Laney faculty, and is delivering a workshop on the CCC Online Education Initiative online course rubric. He is providing additional support and training to the faculty distance education coordinators at each of the colleges, helping them become proficient in developing effective online teaching strategies so they can support PCCD distance education faculty.

The additional workshops will provide 4 workshops. A 2 day workshop for faculty teaching fully online courses and a 2 day workshop for faculty who want to use Canvas to support face to face instruction and hybrid courses. The training will help faculty migrate courses from Moodle, effectively redesign their courses to use Canvas and provide quality online instruction and instructional support. Please see the attached SOW for additional details.

The workshops will facilitate faculty readiness for the Fall 2018 pilot launch of the Canvas environment.

### **Deliverables and Scope of Work:**

Deliverables will be two 2-day workshops for distance education faculty and faculty who use Canvas to support face to face and hybrid instruction. Specific learning outcomes include:

1. Redesigning the online learning experience
2. Managing course materials and resources
3. Facilitating and managing online interaction and communication
4. Assessing learning in the online environment

The workshops will include both discussion and hands on learning. At the end of the workshop, faculty should have a significant part of their course redevelopment for Canvas completed for the Fall 2018 pilot launch.

**Anticipated Completion Date: June 30, 2017**

### **Alternatives/Options:**

### **Evaluation and Recommended Action: Recommend approval**

File Attachments

[KKelly TrainingProposal PeraltaCCD 2017 0427.docx \(37 KB\)](#)

[SKM\\_C36817050312040.pdf \(700 KB\)](#)

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*specific item be removed from the Consent Calendar for action and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.*

**Subject**

**6.6 Review of Warrant/Payment Report Presenter: Acting Vice Chancellor Williams**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Information, Reports

Consider ratification of the AP, Travel, and Consulting Contract Warrant Register from April 1, 2017 through April 28, 2017. Recent AP, Travel and Consulting Contract warrant registers are brought to the Board for ratification purposes only. The Chancellor recommends ratification.

File Attachments

[Warrant Report 042817.pdf \(300 KB\)](#)

**Subject**

**6.7 Review of Purchase Order Report Presenter: Acting Vice Chancellor Williams**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Information, Reports

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 April 1, 2017 through April 28, 2017, which have been issued in accordance with

applicable policies, procedures and laws by an authorized officer of the District. The Purchase Order Report is brought to the Board for informational purposes only.

**Item title:**

Purchase Order Report

**Specific Board Action Requested:**

Review of Purchase Order Report covering the period from April 1, 2017 through April 28, 2017.

**Item Summary:**

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 governing board every 60 days.” This Purchase Order Report contains all orders issued from April 1, 2017 through April 28, 2017, which have been issued in accordance with applicable policies, procedures and laws by an authorized officer of the District.

**Source of Funds (and Fiscal/Budgetary Impact):**

Not Applicable.

**Background/Analysis:**

All payments from the funds of a community college district are made by the use of Purchase Orders and within the parameters prescribed in Board Policy 6330 and Administrative Procedures 6330 & 6340. The Purchase Order Report presented for review is being done so in accordance with Education Code Section 81656 which states, “All transactions entered into by the officer or employee shall be reviewed by the governing board every 60 days.”

The table below provides a summary by funding source of number of orders issued and total dollar value.

<b>Fund</b>	<b>Number of Orders Issued</b>	<b>Total Dollar Value</b>
Fund 01 General Unrestrict Oper	320	\$ 743,523.97
Fund 02 One Time State Allocation	36	\$ 81,199.21
Fund 03 Comm. Service-Fee Based Course	2	\$ 1,841.41
Fund 07 Coll. Fds On Bookstore Comm.	7	\$ 5,942.08
Fund 10 College Designated Funds	73	\$ 122,464.65
Fund 11 General Restricted Fund	632	\$ 1,784,247.10
Fund 12 Parcel Tax, Measure B	8	\$ 8,806.91
Fund 30 Contract Education	6	\$ 9,680.75
Fund 61 Cap. Out. Proj .Funds-State	21	\$ 124,572.99
Fund 63 Bond Measure A	5	\$ 1,322.09
Fund 68 Child Development Fund	9	\$ 4,650.52
Fund 69 Sp Reserve Fd #2 Redev &,Healt	4	\$ 188,164.50
Fund 71 Trust And Agency Funds	55	\$ 39,245.55
Fund 81 Student Repres. Fee-Alameda	1	\$ 1,560.00
Fund 82 Student Repres. Fee-Laney	1	\$ 9,845.61
Fund 83 Stud. Repres. Fee- Fund-Merrit	2	\$ 49,467.17

<b>Total</b>	1182	\$ 3,176,534.51
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**Evaluation and Recommended Action:**

Review of Purchase Order Report, no action required.

File Attachments

[PO Report 04282017.pdf \(319 KB\)](#)

**Subject**

**6.8 Consider Approval of Budget Transfer Report. Presenter: Acting Vice Chancellor Williams**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent), Reports

Consider approval of budget transfer report covering the period from April 1, 2017 through April 28, 2017. California Code of Regulations Section 58307 limits the District's expenditures to the amount appropriated for each major expenditure classification as approved by the Board of Trustees through the adoption of the District's annual budget or as amended by subsequent budget transfers or revisions. Due to this statutory control language, budget transfers that move budget authority between major object codes or classifications must be approved by the Board of Trustees. The budget transfers presented are requests originating from the Colleges' or District's departments during the ordinary course of operations and do not significantly alter the final budget that was approved by the Board of Trustees on September 13, 2016. The Chancellor recommends approval.

**Item title:**

Budget Transfer Report

**Specific Board Action Requested:**

Consider approval of budget transfer report covering the period from April 1, 2017 through April 28, 2017.

**Item Summary:**

California Code of Regulations Section 58307 limits the District's expenditures to the amount appropriated for each major expenditure classification as approved by the Board of Trustees through the adoption of the District's annual budget or as amended by subsequent budget transfers or revisions. Due to this statutory control language, budget transfers that move budget authority between major object codes or classifications must be approved by the Board of Trustees. The budget transfers presented are requests originating from the Colleges' or District's departments during the ordinary course of operations and do not significantly alter the final budget that was approved by the Board of Trustees on September 13, 2016.

**Source of Funds (and Fiscal/Budgetary Impact):**

Not Applicable.

**Background/Analysis:**

Budgeting is an essential element of the financial planning, control and evaluation processes of governmental entities. Every governmental unit prepares a comprehensive budget covering all governmental, proprietary, and fiduciary funds for each annual fiscal period. The accounting system provides the basis for appropriate budgetary control. The community college district budget is a plan of proposed expenditure for operations and estimated revenue for a given period of time (fiscal year). The budget represents the operational plans of the District in terms of economic decisions. Budget requirements and processes are described in the California Code of Regulations, beginning with Section 58300.

Once the budget is adopted, the total amount designated as proposed expenditure for each major object of expenditure classification is the maximum allowed without additional governing board authorization for transfers between major classifications or from the reserve for contingencies in accordance with California Code of Regulations Section 58307.

**Deliverables and Scope of Work:**

Not Applicable.

**Anticipated Completion Date:**

Not Applicable.

**Alternatives/Options:**

Not Applicable.

**Evaluation and Recommended Action:**

Approval of budget transfer report covering the period from April 1, 2017 to April 28, 2017.

**Who will be presenting this item at the board meeting?**

VC Christine Williams

**File Attachments**

[BTR Report 04282017.pdf \(399 KB\)](#)

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**Subject**

**6.9 Correct typo on contract amount on agreement with Taylor Design for architectural design services on the Locker Room Title IX Project at Laney College. Presenter: Acting Vice Chancellor Williams**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Absolute Date

May 09, 2017

Fiscal Impact

Yes

Dollar Amount

\$188,460.00

Budgeted

Yes

Budget Source

Measure A - Fund 63

Recommended Action

Approval is requested for a new contract amount due to a typo on item 33 of the Board meeting Agenda approved on 1/24/17. The Agreement with Taylor Design is for architectural design services on the Locker Room Title IX Project at Laney College which stated a not to exceed amount of \$115,000 which should have been \$188,460.

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

Under this contract, Taylor Design will provide architectural design services on the Locker Room Title IX project at Laney College. A project-specific request for proposals (RFP 16-17/10) was issued to five of the firms previously approved by the Board of Trustees as a pre-approved vendor pool for architectural services via RFQ 15-16/25. Five proposals were received. Evaluations were submitted by the Vice President of Student Services, the Dean of Math and Sciences, and a Kinesiology Instructor on behalf of Laney College and by the Director of Capital Projects and a Facilities Project Manager on behalf of the District. Taylor Design is a new vendor for the District. (Taylor Design is not related to Taylor Engineering). In accordance with the Resolution

Agreement associated with OCR Case No. 09-14-2331, the District will remodel the existing Locker Room at Laney College to improve compliance with Title IX.

**Deliverables and Scope of Work:**

Review existing conditions and program requirements, develop conceptual layout, create construction documents, and provide normal architectural services during the construction phase.

**Anticipated Completion Date:**

December 31, 2018.

**Alternatives/Options:**

None.

**Evaluation and Recommended Action:**

Approval is recommended to correct the amount on the contract for the Design Services on the Locker Room Title IX Project (RFP No. 16-17/10) with Taylor Design in an amount not to exceed \$188,460.

File Attachments

[Contract with Taylor Design.pdf \(380 KB\)](#)

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**Subject**

**6.10 Consider Approval of Measure A Budget Transfer and Appropriation No. 109 for the: District-Wide PeopleSoft Upgrade Project. Presenter: Acting Vice Chancellor Williams**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Absolute Date

Jun 13, 2017



Fiscal Impact

No

Dollar Amount

\$165,075.00

Budgeted

Yes

Budget Source

Measure A - Fund 63

Recommended Action

Approval is requested for Measure A budget transfer and appropriation No. 109.

**Item Summary:** Staff will obtain signatures from the Administrations (College Presidents, Vice Chancellor of Finance and Administration, and the Chancellor) for this budget transfer and appropriation before the May 9, 2017 Board meeting. On June 23, 2009, the Board of Trustees approved the Bond Measure (A and E) Spending Plan, which included budget appropriations, cash flow projections and budget transfer procedures. In accordance with the Board approved Bond Measures Spending Plan, a budget transfer form has been completed for the following budget transactions. Measure A Budget Transfer No. 109 for \$165,076 is for the PeopleSoft Upgrade Project. This transfer is necessary to be able to move expenses from 2011 to the correct project. The Chancellor recommends approval.

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

Staff will implement the standard procedures to finalize the approval of these budget transfers and appropriations. Vice Chancellor of Finance & Administration will collaborate with College Presidents, Capital Projects Director, and the Chancellor to start the projects immediately upon the approval the above budget transfers and appropriations.

**Deliverables and Scope of Work:**

Not Applicable

**Anticipated Completion Date:**

Not Applicable

**Alternatives/Options:**

Not Applicable

**Evaluation and Recommended Action:**

Approval is requested for Measure A budget transfer and appropriation No. 109.

File Attachments

[BT #109 - IT PeopleSoft.pdf \(368 KB\)](#)

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**Subject**

**6.12 Consider Approval of Short-term assignments Presenter: Vice Chancellor Largent**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

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

Presenter: Vice Chancellor Largent

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

Last Name	First Name	Date of Hire	End Date	Position Title	Site
Bewley	Joan	5/10/17	6/30/17	Senior Library Technician	A
Dones	Mary Ann	6/12/17	6/23/17	Inst Asst IV/DSPS	L
Koo	Constance	7/1/17	6/30/17	Staff Asst/Ed Services	D
Liang	Xiaoming	5/10/17	6/30/17	Staff Asst/Admin (General)	L
Liao	Xujie	5/10/17	6/30/17	Senior Clerical Assistant	B
Liu	Eleanor	5/10/17	6/30/17	Academic Support Services Spec	D
Lopez	Lilia	5/10/17	6/30/17	Senior Clerical Assistant	M
Lundgren	Julian	5/10/17	6/30/17	Inst Asst/Construction Mgmt	L
Ly	Ngoc	6/1/17	6/30/17	Financial Aids & Placement Asst	L
Martinez	Soledad	5/10/17	6/30/17	Clerical Assistant II	M
Moore	Todd	6/1/17	6/30/17	Inst Asst/Machine Tech	L
Walker	Marqui	5/10/17	6/30/17	Food Services Worker	L
Yussuf	Sulekha	6/1/17	6/30/17	Financial Aids & Placement Asst	L

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*from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar. All Board approved contracts are subject to final negotiation and execution by the Chancellor.*

**Subject**

**6.14 Consider Approval of salary increases for Fiscal Years 2016-2017 and 2017-2018 for unrepresented employees.**

**Presenter: Vice Chancellor Largent**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Absolute Date

May 09, 2017

Fiscal Impact

Yes

Budgeted

Yes

Budget Source

General Funds

Recommended Action

Recommendation to approve salary increases for unrepresented employees (management and confidential) provided to all represented employees for 2016-2017 and 2017-2018.

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

The District is recommending that the unrepresented employees (management and confidential) receive the same salary increases provided to all represented employees for Fiscal Years 2016-2017 and 2017-2018.

**For Fiscal Year 2016-2017**

The District will provide unrepresented employees (management and confidential) employed with the District as of May 9, 2017, the equivalent of a 2% (two percent) across-the-board, ongoing on the schedule, base salary increase on the employees' Salary Schedules, effective January 1, 2017.

#### **For Fiscal Year 2017-2018**

Effective July 1, 2017, the District will provide a 1.5% (one and one-half percent) for unrepresented employees (management and confidential) employed with the District on or after July 1, 2017.

This one-time increase will be ongoing on the Salary Schedule if, and only if, the District generated 20,000 Resident, For-Credit FTES in the Fiscal Year 2017-2018, as reported on the Attendance Reports submitted to the State Chancellor's Office.

In the event the minimum FTES increase is below 20,000 Resident FTES, the 1.5% increase in the 2017-2018 Salary Schedule will sunset at 11:59 p.m. on June 30, 2018.

#### **Deliverables and Scope of Work:**

N/A

#### **Anticipated Completion Date:**

N/A

#### **Alternatives/Options:**

N/A

#### **Evaluation and Recommended Action:**

The Chancellor recommends approval.

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#### **Subject**

#### **6.15 Consider Approval of the District Holiday Calendar for 2017-2018. Presenter: Vice Chancellor Largent**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Absolute Date

May 09, 2017

Fiscal Impact

No

Budget Source

N/A

Recommended Action

The District administration requests the Board to approve the District Holiday Calendar for 2017-2018.

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

N/A

**Deliverables and Scope of Work:**

N/A

**Anticipated Completion Date:**

N/A

**Alternatives/Options:**

N/A

**Evaluation and Recommended Action:**

The Chancellor recommends approval.

File Attachments

[2017-2018 PCCD Holiday Schedule.docx.pdf \(91 KB\)](#)

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**Subject**

**6.16 Consider Approval of the Equal Employment Opportunity Plan Multiple Methods Certification Form and Expenditure /Performance Report for 2015-2016 Fiscal Year. Presenter: Vice Chancellor Largent**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Absolute Date

May 09, 2017

Recommended Action

Recommendation to approve the District's Equal Employment Opportunity Plan Multiple Methods Certification Form and Equal Employment Opportunity Expenditure/Performance Report for 2015-2016.

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

The State Chancellor's Office requires that community college districts meet the new Equal Employment Opportunity *Multiple Method* Allocation Model in order to qualify for up to \$60,000 in funding from the allocation of the Equal Employment Opportunity (EEO) Funds, for the purpose of promoting equal employment opportunity.

During the 2016-2017 Fiscal Year, the District demonstrated that it not only met all required nine *Multiple Methods* for 2015-2016 Fiscal Year, but the Peralta District was also one of only several districts to be awarded the maximum amount of \$60,000 in Equal Employment Opportunity Funding. The EEO funds will, once again, be allocated by the State Chancellor's Office pursuant to the *Multiple Method Allocation Model* for Fiscal Year 2017-2018.

Beginning this fiscal year, Multiple Methods #1 requires each district to:

1. Submit a board-adopted EEO Plan to the Chancellor's Office at least every 3 years;
2. Establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan; and
3. Submit a report on the use of EEO funds for the prior fiscal year (new requirement).

Certification from the District is required to be submitted to the State Chancellor's Office no later than June 1, 2017.

**Deliverables and Scope of Work:**

N/A

**Anticipated Completion Date:**

N/A

**Alternatives/Options:**

N/A

**Evaluation and Recommended Action:**

The Chancellor recommends approval.

File Attachments

[05-09-17 EEO Fund Multiple Method Allocation Model Certification 2016-2017.pdf \(14,728 KB\)](#)

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**Subject**

**6.17 Consider Approval of Maintenance & Operation (M&O) Contract and Amendment to Pay 2015/2016 Outstanding Invoice. Presenter: Vice Chancellor Ikharo**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Absolute Date

May 09, 2017

Fiscal Impact

Yes

Dollar Amount

\$303.00

Budgeted

Yes

Budget Source

General Fund or 30 Day Maintenance Fund

Recommended Action

Approval is requested of M&O Contract and Amendment relating to services provided in Fiscal Year 2015/2016 in order to pay an outstanding invoice, in the amount not-to-exceed \$303.00 for one (1) vendor (Roto Rooter).

**Item Summary:**

The following contractors have completed the outlined work.

Contractor / Scope of Work	Contract Amendments / Project Name	Amounts
Roto Rooter cleaned drains.	Amendment #4 – Districtwide Plumbing and Drain Services	\$303.00
		TOTAL: \$303.00

The amounts above require Board approval because the contractor's total contract amount exceeds \$25,000 in the 2015/2016 fiscal year. Board approval is required for this contract given that services have already been provided and invoiced during the prior fiscal year. The Chancellor recommends approval.

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

Roto Rooter	Their original contract amount was in the amount of \$9950; Amendment #1 (\$21,896) was approved on January 5, 2016; Amendment #2 (\$243) was approved on December 13, 2016; Amendment #3 (\$2165) was approved March 14, 2017; and if Amendment #4 is approved, their total contract amount is \$34,559.75.
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**Deliverables and Scope of Work:**

See the defined scope work under the Item Summary.

**Anticipated Completion Date:**

The contractor completed the work before June 30, 2016.

**Alternatives/Options:**

None

**Evaluation and Recommended Action:**

The administration recommends the approval of the work under the above outlined Amendment.

File Attachments

[05-09-2017 BOT Report-M&O 2015-2016 invoices.pdf \(72 KB\)](#)



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**Subject**

**6.18 Consider Approval of a Professional Services Agreement with Opterra, Inc., for the Level II Energy Audit and Verification of Preliminary Energy Use Reduction Estimates. Presenter: Vice Chancellor Ikharo**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Preferred Date

May 09, 2017

Absolute Date

May 09, 2017

Fiscal Impact

Yes

Dollar Amount

\$48,000.00

Budgeted

Yes

Budget Source

Energy-efficiency rebates

Recommended Action

Approval is requested for OpTerra Energy Services Inc. to verify preliminary energy use reduction estimates and Level II energy audit, in the amount not-to-exceed \$48,000.

**Item Summary:**

The Level II audit is an in-depth engineering analysis and financial feasibility study that primarily focuses on the following areas: (1) upgrade segments of the District's mechanical, electrical, and plumbing systems, (2) retrofit the District's lighting systems to LED lights, (3) expand the District's photovoltaic systems, and (4) install grid-connected, battery-based energy storage systems. This contract for \$48,000 will cover OpTerra's engineering and data analysis services that are necessary to perform the Level II audit. The proposal details for the Level II audit has been shepherded through all levels of the shared governance process.

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

Engaging OpTerra to do the Level II audit does not require a formal bid because the cost of \$48,000 is less than formal bid threshold requirement of \$87,800 for professional services, per the District's Purchasing Procedures.

Using the Level II audit, OpTerra will specify and commit to energy-efficiency and renewable energy measures. Cost savings from these measures must be sufficient to pay the entire cost (labor, supplies, equipment, professional fees, etc.) of implementing the program measures. If the District chooses to enter into an energy services program agreement with OpTerra, the \$48,000 audit cost becomes part of the energy services agreement. The cost will, therefore, be paid from the above mentioned energy use reduction savings of implementing the energy efficiency measures. If the District chooses not to enter an energy services agreement, the District must pay the \$48,000 for OpTerra's performance of the Level II audits. After completing the Level II audit, if OpTerra is unable to produce sufficient savings to pay the cost of implementing the measures, the District will not pay OpTerra for the audit, and the District will have no further obligation. Any energy infrastructure upgrade program includes an education component. OpTerra has a fulltime education program manager who will work with our faculty to involve the District's students in the investigation and implementation of energy efficiency measures. OpTerra is also an industry partner with STEM Career Pathways and the Oakland Chamber of Commerce. STEM Career Pathways provides students with wrap-around service to accelerate completion of the Math requirements for engineering degrees. OpTerra supports paid internships, collaboration with STEM Career Pathways and the Oakland Chamber of Commerce.

**Deliverables and Scope of Work:**

OpTerra will complete the Level II audit and submit an audit report to the Peralta Community College District. The audit report will outline recommended energy-efficiency measures, estimated energy savings in cost and energy units (dollars, kW, therms), estimated cost to implement the measures, funding mechanisms (rebates, on-bill financing, grants), estimated surplus savings that flows to, and is retained by, the District, and prioritization of measures implementation.

**Anticipated Completion Date:**

The anticipated substantial completion date for the Level II Audit is August 2017.

**Alternatives/Options:**

Not Applicable

**Evaluation and Recommended Action:**

The Level II Audit is the District's first project with OpTerra. OpTerra has done similar programs for Los Angeles City College and Southwest College. OpTerra has similar ongoing initiatives with the Oakland Unified School District as well as Montebello Unified School District. The Level II

Audit proposal has been shepherded through Campus and District-levels shared governance. The administration recommends approval.

File Attachments

[PROPOSAL -- OPTERRA.pdf \(1,310 KB\)](#)

[Opterra-Agreement.pdf \(50 KB\)](#)

[05-09-17 BOT Report- Opterra.pdf \(75 KB\)](#)

[05-09-17 BOT Report- Opterra.docx \(26 KB\)](#)

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**Subject**

**6.13 Consider Approval of a Tentative Agreement for a three-year Successor Agreement between the Peralta Community College District and the Peralta Federation of Teachers. Presenter: Vice Chancellor Largent**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

6. CONSENT CALENDAR

Access

Public

Type

Action (Consent)

Absolute Date

May 09, 2017

Fiscal Impact

Yes

Budgeted

Yes

Budget Source

General Funds

Recommended Action

Recommendation to approve a Tentative Agreement for a three-year Successor Agreement between Peralta Community College District (PCCD) and the Peralta Federation of Teachers (PFT) from July 1, 2016, through June 30, 2019.

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

On April 25, 2017, the District and PFT reached a Tentative Agreement for a three-year Successor Agreement from July 1, 2016, through June 30, 2019. On May 4, 2017, the members of PFT voted to ratify the Tentative Agreement. The District is requesting the Board to approve the Tentative Agreement between the District and PFT.

Any contract approval is subject to negotiation and execution by the Chancellor.

**Deliverables and Scope of Work:**

N/A

**Anticipated Completion Date:**

N/A

**Alternatives/Options:**

N/A

**Evaluation and Recommended Action:**

The Chancellor recommends approval.

File Attachments

[Signed TA with PFT 2016-2019 Successor Agreement 04-25-19.pdf \(1,921 KB\)](#)

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## **7. ACTION ITEMS**

**Subject**

**7.1 Consider Acceptance of the Chancellor's Recommendation to conduct a Measure B Parcel tax audit separate from the General Funds audit. Presenter: Acting Vice Chancellor Williams**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

7. ACTION ITEMS

Access

Public

Type

Action

Preferred Date

May 09, 2017

Absolute Date

May 09, 2017

Fiscal Impact

No

Recommended Action

Consider Acceptance of the Chancellor's Recommendation to conduct a Measure B Parcel tax audit separate from the General Funds audit.

Consider Acceptance of the Chancellor's Recommendation to conduct a Measure B Parcel tax audit separate from the General Funds audit, to maintain strong fiscal stewardship and accountability of voter-approved funds, and to issue public reports annually. Acting Vice Chancellor Williams to present "Fiscal Stewardship & Student Success."

## **8. ANNOUNCEMENTS**

## **9. ADJOURNMENT**

Subject

### **9.1 Meeting Adjournment**

Meeting

May 9, 2017 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category

9. ADJOURNMENT

Access

Public

Type

Action

Recommended Action

Meeting adjourned at