



**Tuesday, May 11, 2021**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**5:00 p.m. Closed Session**  
**6:00 p.m. Public Session**

**333 East 8th Street**  
**Oakland, CA 94606**  
**VIRTUAL MEETING VIA ZOOM WEBINAR**

---

**NOTICE OF TELECONFERENCING IN COMPLIANCE WITH EXECUTIVE ORDER N-25-20**

Those that would like to view the meeting can do so Live on Peralta College's YouTube link:  
[https://www.youtube.com/channel/UCTEVyZCQ1p\\_yqMRafmQFUww](https://www.youtube.com/channel/UCTEVyZCQ1p_yqMRafmQFUww)

---

**PUBLIC COMMENTS**

In order to equitably facilitate public comments, the following is required:

Those participating in public comment are required to register (no later than 12:00 p.m. the day of the meeting) for the webinar at the following link:

[https://zoom.us/webinar/register/WN\\_ZI3Wdy80Rky5MgR\\_HjvApw](https://zoom.us/webinar/register/WN_ZI3Wdy80Rky5MgR_HjvApw)

After registering, you will receive a confirmation email containing information about joining the webinar.

---

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\\_yqMRafmQFUww](https://www.youtube.com/channel/UCTEVyZCQ1p_yqMRafmQFUww)

---

**1. CLOSED SESSION**

<b>Subject</b>	<b>1.1 Public Comment on Closed Session Items</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	

## 1. CLOSED SESSION

---

**Subject**                    **1.2 Public Employee Appointment (Government Code Section 54957) (10 minutes)**

**Meeting**                    May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Type**                        Action

- Recommendation to appoint Veronica Montoya as the Director of Hispanic Serving Institutions, Berkeley City College.
- Ratification of the appointment of Atheria Smith as the Interim Vice Chancellor of General Services, District Office.

## 1. CLOSED SESSION

---

**Subject**                    **1.3 Public Employee Discipline/Dismissal/Release**

Meeting                    May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

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.

## 1. CLOSED SESSION

---

**Subject**                    **1.4 Public Employee Performance Evaluation Title Chancellor (Government Code Section 54957)(40 minutes)**

**Meeting**                    May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**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 closed session.

## 1. CLOSED SESSION

---

<b>Subject</b>	<b>1.5 Conference with Legal Counsel, Multiple Cases: (Government Code § 54956.9)(10 minutes)</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action
	<ul style="list-style-type: none"><li>• Herrera v. Peralta Community College District et.al, Alameda Superior Court. Claim No: 1805393</li><li>• Conference with Legal Counsel, Anticipated/Potential Litigation (54956.9(b)-(c)) (2 cases).</li></ul>

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.1 Call to Order</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Procedural

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.2 Pledge of Allegiance</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Procedural

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.3 Roll Call</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Procedural



## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.4 Affirmation of the Statement of Cooperation</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Procedural

We the Peralta Community College District Board of Trustees commit to the following in our efforts to help students reach their educational goals:

1. We agree to listen and seek to understand others and opposing viewpoints with the expectation of good intentions and a deep commitment to the District's students.
2. We commit to being prepared for each meeting and to work within our established communication protocols when we seek additional information. Members will review the agenda in advance of each meeting and adhere to Board Policy 2340 for adding items to the agenda.
3. We have reviewed the Board's Code of Ethics and commit to reviewing it annually at our organizational meeting to remind ourselves of the behavior we are to exhibit and the guidelines we are to follow in our role.
4. If the Code of Ethics is violated, we commit to follow the process stated in the Code and will first address concerns informally to settle disagreements one-on-one between and among members before moving to the formal process.
5. We agree that from time to time, the Chair will remind members of appropriate behavior and may call for a recess or redirect members if they stray from the topic of discussion.
6. We collectively recognize that it is within the duties and authority of the Chair to render decisions or take actions to keep our meetings on track in adherence to Board policy.
7. We will strive to fulfill the vision we established for ourselves.
8. We will model the behavior we want others to exhibit.

**File Attachments**

[PCCD Cooperation Statement.final fully signed.pdf \(427 KB\)](#)

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.5 Report of Action Taken in Closed Session</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Information

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.6 Approval of the Agenda</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.7 Approval of the Minutes</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action, Minutes
Preferred Date	May 11, 2021
Absolute Date	May 11, 2021
Fiscal Impact	No
Budgeted	No

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.8 Associated Student Government Reports (5 minutes)</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Information

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.9 Peralta Classified Senate Report (5 minutes)</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Information

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.10 District Academic Senate Report (5 minutes)</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Information

## 2. OPEN SESSION

---

<b>Subject</b>	<b>2.11 Public Communication (up to 45 minutes)</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
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/>



## 2. OPEN SESSION

---

**Subject**                    **2.12 Chancellor's Reports (25 minutes)**

Meeting                    May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Type                        Information

- College Reports

**File Attachments**

- 5.11.21 Merritt College BOT Report .pdf (1,885 KB)
- 5.11.21 Laney College BOT Report.pdf (1,349 KB)
- 5.11.21 CoA BOT Report.pdf (678 KB)
- 05.11.21 BCC BOT Report.pdf (3,608 KB)

### 3. CONSENT CALENDAR - ACADEMIC AFFAIRS

---

<b>Subject</b>	<b>3.1 Consider Approval of the College and Career Access Pathways (CCAP) Agreement with Emery Unified School District. Presenter: President Angelica Garcia</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action (Consent)
Preferred Date	May 11, 2021
Absolute Date	May 11, 2021
Fiscal Impact	Yes
Budgeted	No
Budget Source	N/A
Goals	A: Advance Student Access, Equity, and Success C: Build Programs of Distinction D: Strengthen Accountability, Innovation and Collaboration

**TO: Peralta Board of Trustees**

**FROM: President Garcia**

**PREPARED BY: Stacey Sheers**

**BACKGROUND & ANALYSIS:**

Assembly Bill 288 (Holden) was enacted January 1, 2016, and added to the California Education Code section 76004. Assembly Bill 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. AB 288 provides that a CCAP Partnership Agreement can (and must) be used for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. For the first time in California's Education Code, the term "dual enrollment" is identified to define "special part-time" or "special full-time" students, ie high school or other eligible special admit students enrolling in community college credit courses. PCCD currently has non-CCAP dual enrollment partnership with Alameda Unified School District (EUSD). It has now coordinated with EUSD to create this CCAP agreement which will allow PCCD to expand its relationship with EUSD in order to serve underrepresented youth by offering closed courses that occur during the high school day. This CCAP Agreement also provides the opportunity for students to enroll in up to 15 units per term, providing opportunity for PCCD to expand its dual enrollment partnership and integrate Guided Pathways into the college and career pathways that students seek. Community college districts may claim full-time equivalent student (FTES) and state apportionment for courses given through AB 288 College and Career Access Pathways (CCAP) Partnership Agreements provided that the California Education Code and California Code of Regulations, Title 5 requirements are met.

**DELIVERABLES/SCOPE OF WORK:**

PCCD and EUSD collaborated on the CCAP agreement and identified specific courses to be scheduled. The identified courses to be taught will be reviewed annually. The CCAP agreement requires the approval of both PCCD and EUSD governing boards.

**ANTICIPATED COMPLETION DATE:**

June 30, 2022

**EVALUATION AND RECOMMENDED ACTION:**

The President of Berkeley City College and the Interim Chancellor recommend approval.

<p>File Attachments  <a href="#">EUSD-CCAP_signed.pdf (4,288 KB)</a></p>
--

*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.*

### 3. CONSENT CALENDAR - ACADEMIC AFFAIRS

---

<b>Subject</b>	<b>3.2 Consider Approval of Addendum #1 to Independent Contractor Contract for Cathy Summa Wolfe in the amount of \$15,400. Presenter: President Nathaniel Jones</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action (Consent)
Preferred Date	May 11, 2021
Absolute Date	May 11, 2021
Fiscal Impact	Yes
Dollar Amount	\$15,400.00
Budgeted	Yes
Budget Source	2-11-241-5105-1-645000-2081-00 \$4,900; 2-01-201-5105-1-660100-0000-00 \$10,500

**TO: Peralta Board of Trustees**

**FROM: Dr.Nathaniel Jones III, President, College of Alameda**

**PREPARED BY: President's Office**

#### **BACKGROUND/ANALYSIS:**

As an independent consultant, Ms. Cathy Summa Wolfe has supported the College of Alameda by providing essential communication and public information related services for current FY 2020-21. The need to augment the existing contract for Ms. Cathy Summa Wolfe is a result of several urgent large-scale assignments, outside her original scope, given to her in Fall 2020, including production and coordination of the College's 50th Anniversary Virtual Gala and Fundraising Event, and editing, design, and production of accreditation materials, including the College's ISER. Amending the original ICC will ensure that the consultant completes the tasks outlined in her original scope of work as well as provide additional services to the College of Alameda's Student Services division, serving as a communication resource for the Department.

Original ICC contract amount: **\$60,000**

Board Approved: 6/23/2020

Funding Sources:

2-01-201-5105-1-660100-0000-00 \$30,000

2-11-201-5105-1-660100-2090-00 \$30,000

Requested amount of increase: **\$15,400**

Funding Sources for the contract addendum increase:

2-01-201-5105-1-660100-0000-00 \$10,500

2-11-241-5105-1-645000-2081-00 \$4,900

Total amount for FY 20-21: **\$75,400**

#### **DELIVERABLES/SCOPE OF WORK:**

- Write and edit president's messages for official publications, including campus newsletter, Board Reports, class schedules, catalog, website, and President's Roundtable newsletters.
- Develop messaging and materials for advertising, including Google Ads, Spotify, newspaper, broadcast, and paid social media among others.
- Promote College events, programs, and news
- Attend (virtual) meetings with administrators, managers, faculty or staff to discuss specific projects, and monthly District PIO meetings.
- Serve as a communication resource for Student Services, assisting with planning, coordination, and providing hands on communications support (HubSpot, editing, social media)
- Help perform a Student Services communications audit/assessment in cooperation with Institutional Research Dept.
  - Help develop a survey instrument to assess Student Services departments specific communication needs and wants, determine what works well and identify opportunities for improvement
  - Present findings to team

**ANTICIPATED COMPLETION DATE:**

June 30, 2021

**EVALUATION AND RECOMMENDED ACTION:**

The College of Alameda's President's Office has evaluated the deliverables to date for Cathy Summa Wolfe and found them to be satisfactory.

The President of CoA and the Interim Chancellor recommend approval.

**File Attachments**

csw 5-3-21.pdf (1,582 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.*

## 4. CONSENT CALENDAR - FACILITIES

<b>Subject</b>	<b>4.1 Consider Approval of Amendment No. 2 to the Agreement for Architectural Services with Jordan Knighton Architecture, Inc. dba JK Architecture + Engineering to Increase the Fee by \$5,900.00 for Additional Architectural Design Services to Add a Hydrogen Detection System for the College of Alameda Auto/Diesel Complex Project. Presenter: Acting Vice Chancellor Atheria Smith.</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action (Consent)
Preferred Date	May 11, 2021
Absolute Date	May 11, 2021
Fiscal Impact	Yes
Dollar Amount	\$5,900.00
Budget Source	1-43-391-5105-1-710000-2404-00 (Fund 43- Measure G)

**TO: Peralta Board of Trustees**

**FROM: Department of General Services**

**PREPARED BY: Roebbelen Construction Management, Inc.**

### BACKGROUND/ANALYSIS:

JK Architecture + Engineering ("JK") is providing architectural services on the District's New Auto/Diesel Complex project ("Project") under a contract previously approved by the Board and dated March 10, 2020.

This Amendment No. 2 to the Agreement for Architectural Services provides for the provision of additional architectural design services for a new Hydrogen Detection System that will add to the current Auto/Diesel program. The addition of the Hydrogen Detection System will allow for further development of future automotive curriculum at the College of Alameda.

This is the second amendment to JK's contract with the District for the Project. See Table 1.1 below for the history of this contract.

Table 1.1

Contract	Approved Amount	Contract End Date	Board Approval Date
Original Contract	\$2,165,000.00	12/31/2023	3/10/2020
Amendment No. 1	\$33,150.00	8/2/2021	10/6/2020
<b>Amendment No. 2 (This item.)</b>	<b>\$5,900.00</b>	<b>2/28/2022</b>	<b><u>Pending</u></b> <b>5/11/2021</b>
<b>New Contract Total</b>	<b>\$2,204,050.00</b>		

### Contact Information

JK Architecture + Engineering  
11661 Blocker Drive, Suite 220  
Auburn, CA 95603  
Ph: (530) 888-0998

### DELIVERABLES/SCOPE OF WORK:

Amendment No. 2 expands JK's scope of work to include the following tasks:

1. Design hydrogen gas detection system per California Fire Code section 2311.8.9
2. Revise associated shop space ventilation system design for integration with hydrogen gas detection system per California Fire Code section 2311.8.8

3. Provide power for hydrogen gas detection system and interlocks for associated ventilation equipment.

**ANTICIPATED COMPLETION DATE:**

The anticipated completion date for the Project is February 2022.

**EVALUATION AND RECOMMENDED ACTION:**

The Acting Vice Chancellor of General Services and the Interim Chancellor recommend approval.

**File Attachments**

COA\_NTTC\_Compiled Board Documents\_JKAE Amendment2\_20210428\_Signed.pdf (50,194 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.*

## 5. CONSENT CALLENDAR - HUMAN RESOURCES

---

**Subject** 5.1 Consider Approval of Classified Personnel Items. Presenter: Acting Vice Chancellor Ronald McKinley

Meeting May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Type Action (Consent)

Preferred Date May 11, 2021

Absolute Date May 11, 2021

Fiscal Impact Yes

Budgeted Yes

Budget Source General Fund (01) and General Restricted Fund (11)

**TO: Peralta Board of Trustees**

**FROM: Dr. Ronald McKinley, Acting Vice Chancellor for Human Resources & Employee Relations**

**PREPARED BY: Socorro Taylor**

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

### APPROVAL OF CLASSIFIED PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of classified personnel; retirements, phase-in retirements and resignations; and short-term temporary classified positions.

#### A. CLASSIFIED EMPLOYMENT

(NP = New Position \*= New Employee)

<u>Name</u>	<u>Location</u>	<u>Department/Reports to:</u>
Joanna Louie Recommendation to hire Joanna Louie, effective May 12, 2021	<u>Berkeley City College</u> Sr. Supervisor, Administrative & Business Support Services	Business Office/Acting Director of Business Serv Lee-Pang
None	<u>College of Alameda</u>	
Daniel Park Recommendation to hire Daniel Park, effective May 12, 2021	<u>District Office</u> District Telecommunications Systems Administrator	Information Technology/CTIS Officer Antoine N
None	<u>Laney College</u>	
None	<u>Merritt College</u>	

#### B. PHASE-IN RETIREMENT



None

**C. LEAVE OF ABSENCE**

None

**D. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

<u>Name</u>	<u>Location</u>	<u>Department/Reports to:</u>
None	<u>Berkeley City College</u>	
None	<u>College of Alameda</u>	
None	<u>District Office</u>	
None	<u>Laney College</u>	
None	<u>Merritt College</u>	

**2. Resignation**

None	<u>Berkeley City College</u>	
None	<u>College of Alameda</u>	
	<u>District Office</u>	
Eugene Cheng Classified resignation effective May 1, 2021	Financial Aid System Tech Analyst	Financial Aid/Vice Chancellor Siri Brown
Abigail Angel Umale Classified resignation effective May 1, 2021	Financial Aid System Tech Analyst	Financial Aid/Vice Chancellor Siri Brown
None	<u>Laney College</u>	
None	<u>Merritt College</u>	

**E. SHORT-TERM NON-CONTINUING POSITIONS**

<u>Name</u>	<u>Location</u>	<u>Department/Reports to:</u>
None	<u>Berkeley City College</u>	
	<u>College of Alameda</u>	
Guan Miaohong State-mandated position - Ms. Miahong will be working as an Instructional Assistant I in the College-to-Career Program assisting students with disabilities, effective May 1, 2021 through June 30, 2021.	Instructional Asst I/DSPS	Student Services/Vice President Tina Vasconcelk

Sheila Roby	Instructional Asst I/DSPS	Student Services/Vice President Tina Vasconcelk
-------------	---------------------------	---

State-mandated position - Ms. Roby will be working as an Instructional Assistant I in the College-to-Career Program assisting students with disabilities, effective May 1, 2021 through June 30, 2021.

**District Office**

None

**Laney College**

Bruce Valentine

Athletic Trainer/Equipment Manager

Intercollegiate Athletics/Vice President Vicki Fer

Bruce Valentine will be assisting the Sr. Athletic Trainer with additional athletic training responsibilities due to Covid-19 protocols, effective May 12, 2021, through June 30, 2021.

**Merritt College**

None

**EVALUATION AND RECOMMENDED ACTION:**

The Acting Vice Chancellor of Human Resources and the Interim Chancellor recommend approval.

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

## 5. CONSENT CALLENDAR - HUMAN RESOURCES

---

**Subject** 5.2 Consider Approval of an Academic Personnel Item (Retirement). Presenter: Acting Vice Chancellor Ronald McKinley

Meeting May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Type Action (Consent)

Preferred Date May 11, 2021

Absolute Date May 11, 2021

Fiscal Impact No

Budgeted No

**TO: Peralta Board of Trustees**

**FROM: Dr. Ronald McKinley, Acting Vice Chancellor for Human Resources & Employee Relations**

**PREPARED BY: Socorro Taylor**

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

### APPROVAL OF ACADEMIC (FACULTY) PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic personnel; retirements, phase-in retirements and resignations; and equivalence of minimum qualifications for academic positio

#### A. ACADEMIC (FACULTY) EMPLOYMENT

(NP = New Position \*= New Employee)

<u>Name</u>	<u>Location</u>	<u>Department/Reports to:</u>
None	<u>Berkeley City College</u>	
None	<u>College of Alameda</u>	
None	<u>District Office</u>	
None	<u>Laney College</u>	
None	<u>Merritt College</u>	

#### B. PHASE-IN RETIREMENT

None

#### C. LEAVE OF ABSENCE

None

#### D. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

##### 1. Retirement

<u>Name</u>	<u>Location</u>	<u>Department/Reports to:</u>
None	<u>Berkeley City College</u>	
Lawerence Silva	<u>College of Alameda</u> Full-Time Faculty	Student Services/Dean Shalamon Duke
Academic retirement, effective July 1, 2021.		

None	<u>District Office</u>
------	------------------------

None	<u>Laney College</u>
------	----------------------

None	<u>Merritt College</u>
------	------------------------

**2. Resignation**

None	<u>Berkeley City College</u>
------	------------------------------

None	<u>College of Alameda</u>
------	---------------------------

None	<u>District Office</u>
------	------------------------

None	<u>Laney College</u>
------	----------------------

None	<u>Merritt College</u>
------	------------------------

**EVALUATION AND RECOMMENDED ACTION:**

The Acting Vice Chancellor of Human Resources and the Interim Chancellor recommend approval.

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

## 6. ACTION ITEMS

---

<b>Subject</b>	<b>6.1 Consider Approval of the Attached Memorandum of Understanding (MOU) Between the District and the Peralta Federation of Teachers (PFT) Regarding Class Cap Settlement for Summer and Fall 2021. Presenter: Acting Vice Chancellor Ronald McKinley</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action (Consent)
Preferred Date	May 11, 2021
Absolute Date	May 11, 2021
Fiscal Impact	Yes
Dollar Amount	\$400,000.00
Budgeted	Yes
Budget Source	From CARES Act Fund Allocated to the Colleges

**TO: Peralta Board of Trustees**

**FROM: Dr. Ronald McKinley, Acting Vice Chancellor for Human Resources & Employee Relations**

**PREPARED BY: Socorro Taylor**

### BACKGROUND/ANALYSIS:

The District and the Peralta Federation of Teachers entered into the attached Memorandum of Understanding regarding the application of any unused funds from the Fall 2020 and Spring 2021 Class Cap Settlement that will be used to provide embedded tutors or course designers for any Summer or Fall 2021 course that has an enrollment of 35 or more students per Article 18D.5 courses.

### EVALUATION AND RECOMMENDED ACTION:

The Acting Vice Chancellor of Human Resources and the Interim Chancellor recommend approval.

<p>File Attachments  <a href="#">MOU SummerFall 2021 Class Cap Settlement - signed.pdf (288 KB)</a></p>
---

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

## 6. ACTION ITEMS

---

**Subject**                    **6.2 Consider Approval of the Attached Memorandum of Understanding (MOU) Between the District and the Peralta Federation of Teachers (PFT) Regarding Stipend for Transition to Distance Education for the Spring 2021 Semester. Presenter: Acting Vice Chancellor Ronald McKinley (10 minutes)**

Meeting                    May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Type                        Action

Preferred Date            May 11, 2021

Absolute Date            May 11, 2021

Fiscal Impact            Yes

Dollar Amount            \$420,000.00

Budgeted                 Yes

Budget Source            From CARES Act Fund, Round II Allocated to the Colleges

**TO: Peralta Board of Trustees**

**FROM: Dr. Ronald McKinley, Acting Vice Chancellor for Human Resources & Employee Relations**

**PREPARED BY: Socorro Taylor**

### BACKGROUND/ANALYSIS:

The District and the Peralta Federation of Teachers entered into the attached Memorandum of Understanding regarding the stipend for transition to Distance Education for the Spring 2021 Semester. Faculty who transitioned their face-to-face or hybrid classes to 100% Distance Education format due to the COVID-19 pandemic shall be paid \$1,000 for each course that they converted.

### EVALUATION AND RECOMMENDED ACTION:

The Acting Vice Chancellor of Human Resources and the Interim Chancellor recommend approval.

#### File Attachments

MOU on Spring Transition Stipend (1)-signed.pdf (311 KB)

## 6. ACTION ITEMS

---

<b>Subject</b>	<b>6.3 Consider Ratification of the Attached Memorandum of Understanding (MOU) Between the District and the Peralta Federation of Teachers (PFT) Regarding Class Cap Settlement for Spring 2021. Presenter: Acting Vice Chancellor Ronald McKinley (10 minutes)</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action
Preferred Date	May 11, 2021
Absolute Date	May 11, 2021
Fiscal Impact	Yes
Dollar Amount	\$400,000.00
Budgeted	Yes
Budget Source	From CARES Act Fund Allocated to the Colleges

**TO: Peralta Board of Trustees**

**FROM: Dr. Ronald McKinley, Acting Vice Chancellor for Human Resources & Employee Relations**

**PREPARED BY: Socorro Taylor**

### BACKGROUND/ANALYSIS:

The District and the Peralta Federation of Teachers entered into the attached Memorandum of Understanding regarding the application of any unused funds from the Fall 2020 Agreement to provide embedded tutors or course designers for any Spring 2021 course that has an enrollment of 33 or more students.

### EVALUATION AND RECOMMENDED ACTION:

The Acting Vice Chancellor of Human Resources and the Interim Chancellor recommend approval.

<p>File Attachments  <a href="#">MOU between PCCD and PFT RE Class Cap Settlement.pdf (264 KB)</a></p>
--

## 6. ACTION ITEMS

<b>Subject</b>	<b>6.4 Consider Approval of Sabbaticals Selected, per PFT contract and AP 7347, by College Professional Development Committees and Awarded by College Presidents 2021-2022. Presenter: Vice Chancellor of Academic Affairs Siri Brown (10 minutes)</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Action
Preferred Date	May 11, 2021
Absolute Date	May 11, 2021
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.

**TO: Peralta Board of Trustees**

**FROM: Department of Academic Affairs**

**PREPARED BY: Laura Leon-Maurice**

### BACKGROUND/ANALYSIS:

Sabbatical leave provides seasoned faculty the opportunity to advance or modify their skill sets in order to serve the college in a greater capacity. For each academic year, either one year-long sabbatical or two semester-long sabbaticals are granted. Based on AP 7347, Any full-time (contract) faculty member, who has completed at least six consecutive years of regular service, may apply for a sabbatical leave. The sabbaticals below were selected by College Professional Development Committees and Awarded by the College Presidents (March 2021).

### Sabbaticals Selected by College Professional Development Committees and Awarded by College Presidents for 2021/2022

Sabbatical Awardee	College	Contract signed	Discipline	Proposals (Links provided)	Abstract / Description of Sabbatical Project	Date of Leave
Thomas Keis	BCC	✓ Contract Signed 2/10/21	Anthropology	<a href="#">A Perilous Journey: New World Primates, Conservation, and Physical Anthropology in Central and South America</a>	Across this great planet, primate species increasingly find their numbers dwindling with many on the brink of extinction. By some estimates 60% of all primates are threatened with extinction and nearly 75% of all living primates are reported as having declining populations. Looking closer to home, the future viability of primate species in the New World is also quite dismal as well. In fact, six out of the 25 most endangered primates reside in the Americas according to the IUCN. The "Perilous Journey" sabbatical project will awaken our students at Berkeley City College to the impending extinction crisis of primates on this planet through the development of scenario-based learning exercises to be embedded into the anthropology curriculum at Berkeley City College. The sabbatical project will also connect our students to three active research/conservation projects dealing with some of the most endangered	Spring Semester2022



					<p>primate species in the world. Furthermore, this sabbatical project will expand our lab experience for majors and non-majors alike as well as provide students with the possibility to participate in person, or virtually, with active research projects in the field of primatology.</p>	
Iva Ikeda	BCC	<p>✓ Contract Signed 2/4/21</p>	American Sign Language	<p>To create art (clay) works that will reflect Deaf culture and history, including the issues of discrimination and oppression. I hope to exhibit these works at Berkeley City College to increase awareness and understanding of oppression of Deaf people.</p>	<p>My project is to create art (clay) works that will reflect Deaf culture and history, including the issues of discrimination and oppression. I hope to exhibit these works at Berkeley City College to increase awareness and understanding of oppression of Deaf people. American Sign Language (ASL), Deaf culture, and history are valuable to me because they define me as a Deaf person. As an ASL instructor at Berkeley City College for 20+ years, I love teaching ASL to my students as well as sharing small bits of Deaf culture and history. I have several stories &amp; narratives, including my own, to share with my students, but the content requires a comprehension level higher than what can be accomplished in 2 years of study. Therefore, our students are not always aware of deeper issues impacting Deaf culture and history, such as, the experience of discrimination, exploitation, abuse, and oppression at every level (home, school, work, politics) -topics that are rarely known to outsiders because we are an extreme minority. It is often said that people learn and understand better through art. I think my artwork would be a great vessel to tell our story, not only for students, but also for faculty, staff, and visitors. It is possible that the pieces will stir strong and uncomfortable emotions in some, but it will simultaneously raise awareness and encourage honest dialogue among people with various perspectives. This will in turn help people learn more about themselves, others, and possible allyship with the Deaf community.</p>	<p>Full Academic Year: Fall 2021 and Spring 2022</p>
Adrienne Oliver	Laney	<p>✓ Contract Signed 3/4/21</p>	English	<p>Hip Hop Hyflex: Centering Hip Hop Culture as an Equitable Online Pedagogy</p>	<p>This proposal addresses the importance of developing innovative and engaging curriculum in an increasingly alienating educational platform. With the advent of switching completely to remote instruction, some students who were already struggling to pass our courses are direly impacted by the digital divide. How to keep students engaged and maintain rigor adds another dimension of complexity to the new online learning environment. My interests in critical hip hop pedagogy, distance education and</p>	<p>Fall Semester 2021</p>

					instructional design offers a unique opportunity to give space to a project that will result in increased expertise and competence of an English faculty who will develop a Hyflex course and offer trainings to faculty.	
Amy Bohorquez	Laney	Pending Siri's signature	Biology	Culturally Responsive and Trauma Informed Student Support Strategies	The purpose of this sabbatical is to create mitigation techniques for students who experience stress as the result of learning course content; I will focus primarily on STEM fields, but my project will be relevant for all academic areas. Some of these topics include: climate crisis, environmental racism, medical and scientific bias that disproportionately affects member of our community that are non-dominant culture. These techniques could be utilized all subject areas, not just in the sciences as they relate to difficult discussions in a wider realm.	Full Academic Year: Fall 2021 and Spring 2022
Roger Chung	Laney	✓ Contract Signed 3/4/21	Ethnic Studies	Evaluating Sustainability of Alameda County Probation Contract to Support Formerly Incarcerated Students	In January of 2020, Laney College entered into a contract with the Alameda County Probation Department, partnering to support pathways into college for justice involved students. This sabbatical project proposes to evaluate the sustainability of using probation funding to support formerly incarcerated students at the college. I propose a sabbatical project that evaluates the first two years of contracting with the Alameda County Probation Department, and propose to make recommendations on changing, continuing or terminating the contract. To this end, I will 1) evaluate students experiences 2) faculty/staff experiences, 3) administrative experiences and 4) perspectives of ROC'ss partnering organizations, culminating in a recommendation report presented to the Office of the President, and shared college wide.	Fall Semester 2021
Dan Lawson	Merritt	✓ Contract Signed 2/25/21	Math	Inclusive Pedagogy in Mathematics Education	Almost all current mathematics textbooks and prepared materials include many examples of language that is implicitly or explicitly racist, sexist, hetero-normative, ableist, or in some other way harmful to students. This constant flow of exclusionary language is likely to impede the success of students who see themselves as being outside of the world that their textbooks portray. In this sabbatical project I will identify	Full Academic Year: Fall 2021 and Spring 2022

					<p>exclusionary language in math curricula commonly used by the college and provide alternatives that instructors can use in their place. My plan is to work with a wide range of stakeholders to identify broad categories of exclusionary content and then look for specific instances of those in common math curricula. I will work with stakeholders to develop alternative ways of presenting the same mathematical concepts in an inclusive manner. These will be collected in an on-line repository which instructors can access to find easy substitutions that they can use in class. The repository could include pre-made modules that can be imported into Canvas for ease of use.</p>	
Jason Seals	Merritt	<p>✓ Contract Signed 3/5/21</p>	Ethnic Studies	<p>UC Berkeley, African American &amp; Africana Studies PhD Program</p>	<p>For the past thirteen years, I have played a significant role in enhancing the rigor, engagement, and relevance of the African American studies program at Merritt College. Much of this has been accomplished through my ongoing independent research into emerging theories in the field. I recognize that at this point in my professional career in academia, I can greatly benefit from further enhancing my research skills under the mentorship of established scholars and content experts. The African American &amp; Africana Studies PhD program at UC Berkeley also offers an interdisciplinary approach that lends itself to a fresh and well-rounded perspective. It is my objective to leverage this dedicated time focused on coursework and research to update the African American studies curriculum at Merritt to reflect the latest developments in the field. In addition, I plan to develop a process and format for an Africana Studies scholarly journal that can be published through Merritt College featuring research, perspectives, and insights from faculty and students. This will serve the dual purposes of enhancing student and faculty research experience and raising the profile of the department/institution.</p>	<p>Fall Semester 2021</p>
Rosa Perez Florez	Merritt	<p>✓ Contract Signed 2/25/21</p>	Counseling & FYE program coordinator	<p>First Year Experience (FYE) best practices for online and face-to-face successful adaptation to college</p>	<p>The FYE program is of extreme importance as an avenue to bring in first time college students to Merritt College. It's completion and retention data has historically been very high. As the coordinator of the FYE program, I am interested in finding out what are the unique components of the program that have kept students engaged in their</p>	<p>Spring Semester 2022</p>

					<p>transition to college. The purpose of the sabbatical project is to collect and analyze data to better understand best practices that will be shared with Merritt College and educational conference. The FYE program’s intention is to continue increasing enrollment by adding two additional online cohorts. The FYE will ensure that best practices identified from this project will be implemented in all cohorts. This sabbatical project objectives are to make data driven decisions based on the focus groups outcomes presented by faculty, tutors and students. The results will demonstrate ways to increase enrollment that will be presented to Merritt College and at a conference. In addition, a best practices handbook will be developed and shared with the Peralta Learning Communities.</p>	
Isela Santana	Merritt	<p>✓ Contract Signed 3/4/21</p>	English & Learning Center Coordinator	<p>Teaching and Learning Social Justice Through Service Learning Course Work in a Pandemic and Post Pandemic Era</p>	<p>Teaching methodologies do not always evolve over the generations despite the fact that students are forced to adapt to a rapidly changing world. Faculty members play a critical role in helping evolve instruction to meet the needs of a changing world. As an institution, we can no longer expect students to be engaged, to understand and appreciate the value of an education if we continue to limit ourselves to textbooks, lectures, labs and other traditional forms of teaching. It is imperative that faculty adapt instruction to meet the needs of our changing society and help students become agents of social-political and environmental change. By providing students with real-world applications to help build real-world skills, our students will value their college experiences. Merritt College is a hub for civic-minded faculty members who believe that quality teaching means going far beyond textbooks and classrooms; for them, students must have ongoing opportunities to deepen their learning and their understanding through hands-on experiences with the intention of making a positive impact on our local surrounding communities. And yet, currently at Merritt, students have insufficient opportunities to apply their skills and knowledge in practical ways that make a difference in the world. For this sabbatical project, I would create and lead a task force to educate and guide faculty members who wish to enhance their curriculum by creating courses or modifying existent ones to employ a service-learning component.</p>	Spring Semester2022
Gisele Giorgi	Merritt	<p>✓</p>	Biosciences	Gigantic.edu: real life science	<p>BIPOC students are badly needed in Life Sciences fields. Merritt College will</p>	Fall Semester2021

		Contract Signed 3/5/21		research opportunities for students	<p>address the lack of access to biology and biotech careers by enhancing the Biosci and Biology courses with new, online genomics modules that</p> <p>allow early career students to perform real research, thus overcoming a significant barrier to student success and transfer. The students will then be able to continue that real research through online genomics/bioinformatics internships with Dr. Eric Edsinger. The research project, gigantic.edu uses</p> <p>public databases of whale genomes to find candidate proteins for</p> <p>sonogenetics biomedical interventions that could use ultrasound to cure PTSD, Parkinsons and certain heart diseases. Dr. Giorgi will complete a research externship with Dr. Edsinger and they will collaborate on the development of a series of five new online, multi-level lab modules, using public databases, that can be used in High School, and College (majors and non-majors) Biology, Biotech and Bioscience labs. Genomics is a cornerstone of modern biology and these modules allow students to</p> <p>participate in discovery learning and overcome barriers to success in science careers. The new modules developed during the sabbatical will be used in the new Genomics Certificates and in the Genomics dual enrollment partnership with LPS/Castlemont and available to any Peralta Biology/ Biotech faculty. They will be disseminated by the national Biotech center, InnovateBIO, to over 200 partner Community College and High School Biotech Programs.</p>	
	COA				I Unused Sabbatical to Carry forward to next year	

**DELIVERABLES/SCOPE OF WORK:**

See grid of projects above

**ANTICIPATED COMPLETION DATE:**

All sabbaticals will be completed by the end of the 2021-2022 academic year. Please see the document for details.

**EVALUATION AND RECOMMENDED ACTION:**

The District's Department of Academic Affairs has evaluated the deliverables to date for Sabbaticals and found them to be satisfactory.

The Vice Chancellor of Academic Affairs and the Interim Chancellor recommend approval.

File Attachments

Chart of Sabbaticals Awarded for 20212022.pdf (194 KB)

**6. ACTION ITEMS**

**Subject**                                **6.5 Consider Approval of Addendum to CurrIQūnet Agreement in the amount of \$75,100. Presenter: Vice-Chancellor of Academic Affairs Siri B0rown (10 minutes)**

Meeting                                May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Type                                        Action

Preferred Date                        May 11, 2021

Absolute Date                        May 11, 2021

Fiscal Impact                        Yes

Dollar Amount                        \$75,100.00

Budgeted                                Yes

Budget Source                        1-61-163-5891-1-660300-1950-00 - FUND 61 CAPITAL OUTLAY

**TO: Peralta Board of Trustees**

**FROM: Department of Academic Affairs**

**PREPARED BY: Constance Koo**

**BACKGROUND/ANALYSIS:**

CurrIQūnet META is a single solution software system for automated curriculum development and assessment (college curriculum management system). It has provided support to faculty for course building customization and since 2008, CurrIQūnet META has been constructive for the needs of Peralta in curriculum and assessment, streamlining the college and district process, keeping efficient track of changes between cycles, and providing easier access of information faculty and administrators. The implementation of the CurrIQnet META Online Catalog will add another key module to the PCCD curriculum platform.

Original Multi-Year Contract (BOT approved 3/12/19) 1-01-121-5891-660300-0000-00	\$198,000.00
Addendum Amount (this agenda) 1-61-163-5891-660300-1950-00	\$75,100.00
Grand Total	\$273,100.00

**DELIVERABLES/SCOPE OF WORK:**

The META Online Catalog will improve catalog access for staff and students, ease and increase accuracy of annual catalog updates, provide usage analysis and establish the ability to link the catalog to student registration. The addendum to the original agreement is to include the META Online Catalog.

**ANTICIPATED COMPLETION DATE:**

January 31, 2024 (Multi-year agreement)

**EVALUATION AND RECOMMENDED ACTION:**

The District's Department of Academic Affairs and District Curriculum Committee has evaluated the deliverables to date for CurrIQūnet and found them to be satisfactory.

The Vice-Chancellor of Academic Affairs and Interim Chancellor recommend approval.

File Attachments  
[Curricunet Addendum .pdf \(5,979 KB\)](#)

## 6. ACTION ITEMS

---

**Subject**                    **6.6 Consider Approval of Addendum #3 to the 2020-2021 Independent Contractor Agreement (ICC#D-139014) for Sloan Sakai Yeung & Wong in the Amount of \$65,000. Presenter: Acting Vice Chancellor Ronald McKinley (10 minutes)**

Meeting                    May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Type                        Action

Preferred Date            May 11, 2021

Absolute Date            May 11, 2021

Fiscal Impact            Yes

Dollar Amount            \$65,000.00

Budgeted                 Yes

Budget Source            General Fund (Cost Centers 133 and 135)

**TO: Peralta Board of Trustees**

**FROM: Dr. Ronald McKinley**

**PREPARED BY: Socorro Taylor**

### **BACKGROUND/ANALYSIS:**

Vendor's Name: Sloan Sakai Yeung & Wong, LLP (Jeff Sloan)

<u>Description</u>	<u>Amount</u>	<u>Board Approval Date</u>
Independent Contractor/Consultant Services Contract #D-139014	\$50,000	N/A
Addendum #1 to add to the scope of work only; no change in the contract amount	\$0	N/A
Addendum #2 to increase contract amount	\$100,000	December 8, 2020
Addendum #3 to increase contract amount	\$65,000	Sought at May 11, 2021 Board Meeting
TOTAL	\$215,000	

The request for this addendum #3 was due to additional expenses incurred for the termination of a faculty member.

### **DELIVERABLES/SCOPE OF WORK:**

Under this Contract, Sloan Sakai Yeung & Wong LLP provides legal services to the District regarding personnel matters, specifically to Human Resources and Employee Relations. The scope of services includes providing labor, employment, and transactional advice to the District and also handling arbitrations, PERB matters, and other projects assigned by the District.

### **ANTICIPATED COMPLETION DATE:**

June 30, 2021

### **EVALUATION AND RECOMMENDED ACTION:**

The District's Human Resources & Employee Relations has evaluated the deliverables, to date, for Sloan Sakai Yeung & Wong, LLP, and



found them to be satisfactory.

The Acting Vice Chancellor of Human Resources and the Interim Chancellor recommend approval.

**File Attachments**

05 11 21 2020-2021 Sloan's Contract - signed.pdf (4,877 KB)

## 6. ACTION ITEMS

---

**Subject**                    **6.7 Consider Ratification of an Addendum to the Independent Contractor Agreement for EdgeRock Technology in an Amount not to Exceed \$99,600. Presenter: Interim Vice Chancellor Adil Ahmed (10 minutes)**

Meeting                    May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Type                        Action

Preferred Date            May 11, 2021

Absolute Date            May 11, 2021

Fiscal Impact            Yes

Dollar Amount            \$99,600.00

Budget Source            General Fund 1-01-141-5105-1-672000-0000-00

**TO: Peralta Board of Trustees**

**FROM: Adil Ahmed, Interim Vice Chancellor of Finance & Administration**

**PREPARED BY: Maisha Jameson, Executive Assistant, Chancellor's Office**

### BACKGROUND/ANALYSIS:

EdgeRock Technology has provided professional services for functional finance configuration and focused on the month-end close process. They also provided the District with functional finance configuration in regard to IRS reporting processes. Both of these services were part of adhering to FCMAT recommendations and addressing audit findings.

EdgeRock Technology has also provided the District with professional services for Cash Flow and Financial Statement Reporting automation.

### DELIVERABLES/SCOPE OF WORK:

Addendum #3 of this existing contract is for EdgeRock Technology. This extends their service contract to assist with year-end closeout tasks due to recent departmental vacancies that were effective as of April 30, 2021. This Addendum also includes a provision for EdgeRock Technology to provide on-boarding of the new hires by subject matter experts to ensure the district maintains compliance with applicable state and federal regulations. Immediate coverage of these critical functions in addition to the necessary onboard training was necessary to maintain continuity of operations in our Financial Aid Office.

Scope of Work for EdgeRock consultants-

1. Establishing quality control systems to correctly begin processing the new financial aid year; which includes\*:
  - working with IT to develop implementation checklists
  - aligning administrative online functions
  - establishing test modules for migration to production
2. Assessing and implementing test controls that define and ensure data accuracy\*
3. Creating and consolidation of data collection queries and reports \*
4. Troubleshoot ongoing issues to include reconciliation with Common Origination and Disbursement (COD) as mandated by the Department of Education\*\*
5. Validation of disbursements with reject reporting\*\*
6. Provide documentation and on board training for new and existing financial aid staff on all campuses and the district office \*\*\*
7. Enhance district capacity to incorporate best practices using updated data processes for future financial aid operations across the district\*\*\*

\*necessary to process student ISIRS, packaging, verification, awarding and reporting

\*\*necessary to accurately reconcile reject files so that errors can be correctly and maximize the draw down of federal funds

\*\*\*necessary for PCCD reference of correct process for FA administration

Note: Recruitment has begun, to hire two Financial Aid Systems Technology Analysts, application closing date is May 13' 2021

**Summary of EdgeRock Technology Contract:**

Original Agreement (Board approved)	\$45,000	Month End Close
Addendum #1 (Board approved)	\$24,000	Purchasing Cost Services Vendor Files (\$18,000) 1099 Tax Forms Processing (\$6,000)
Addendum #2 (Board approved)	\$17,250	Implementation of Automated Cash Flow Process
<b>Addendum #3</b>	<b>Not to Exceed \$99,600</b>	<b>Year-End Closing &amp; Personnel Training</b>
TOTAL CONTRACT AMOUNT	\$185,850	

**ANTICIPATED COMPLETION DATE:**

The date of completion is June 30, 2021.

**EVALUATION AND RECOMMENDED ACTION:**

The District's Finance Department evaluated the deliverables to date for EdgeRock Technology and found them to be satisfactory.

The Interim Vice Chancellor of Finance & Administration and the Interim Chancellor recommend approval.

File Attachments

ICC-Addendum-EdgeRock Addendum #3 - Full Packet for BoardDocs - DRAFT#4 for BoardDocs.pdf (7,486 KB)

## 7. REPORTS

---

<b>Subject</b>	<b>7.1 Board of Trustees' Reports (20 minutes)</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Information

## 9. ADJOURNMENT

---

<b>Subject</b>	<b>9.1 Meeting Adjournment</b>
Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Type	Procedural