

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 9, 2008

ITEM# 14

ITEM TITLE: Berkeley City College: Request to Lease classroom space for Career Advancement Academy/Digital Bridge Academy program

SPECIFIC BOARD ACTION REQUESTED:

Approval of six-month trial rental of space at 2168 Shattuck Avenue at a cost of \$8,500 per month, or \$1.25 per sq. ft., which includes janitorial service, paid for from basic skills grant monies.

ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)

Berkeley City College is proposing a six-month lease of office space at 2168 Shattuck Avenue at a monthly cost of \$8,500 for the entire space, or at \$1.25 per sq. ft. for partial rental. Price includes janitorial service. (See attachment) Sixty thousand (\$60,000) is available in basic skills grant monies from 07-08, and/or CAA monies from 08-09 to pay for this space.

BCC uses the very successful DBA (Digital Bridge Academy) curriculum to prepare Career Advancement Academy students and basic skills students to successfully transfer into college-level courses and programs, particularly CTE programs. At BCC, this program has been named PERSIST, i.e. PERSONal Initiative and Social Transformation (See attachment). The program requires a dedicated space from 8:00 – 5:00 four days a week to accommodate a two-week all day intensive orientation. The program advises that the rest of the experiential curriculum be offered in a dedicated space so that students can use the walls and other space to chart progress and growth, and can interact with the rest of the cohort. Strong recruiting efforts indicate that three or more cohorts may be possible this spring, some for weekends. Since at this time BCC has 25 courses scheduled for spring, 2009, with TBA designations for classrooms until cancellations begin, finding a dedicated space for this program on campus has been virtually impossible.

The proposed space provides seven possible classrooms, so that the math and English regular basic skills level courses currently with TBA classroom designation could also be accommodated, adding to FTES and freeing space for needed classes in the BCC building.

A reception area, storage spaces, two office spaces, and kitchen space are included in the quoted rental, but could be excluded and the rental per sq. ft. include classrooms only, reducing cost.

BACKGROUND/ANALYSIS:

The Executive Agent at Colliers International has expressed deep interest in being a long-term partner with BCC. The normal cost of the 6,760 sq. ft. space is \$11,000 a month, approximately \$1.63 a sq. ft. but the realtor is taking our offer of approximately \$1.25 a sq. ft., for a six month trial, to the owner with an expectation that this offer will be accepted. After the six month trial, we will renegotiate the terms, but at no more than an additional .25 a sq. ft. depending upon length of time of lease. We will pay utilities, which amounts to approximately \$1,000 a month for the entire space. Again, the realtor is open to negotiating for just a portion of the space.

According to the floor plan, seven spaces are available for classrooms, allowing 160-185 students to be accommodated at one time:

- The two large classrooms on the north side would each fit 35 students comfortably, for a total of 70 students.

- The walls between the three consecutive classrooms across the lounge on the south side are non-load bearing walls and the offer was made to remove these walls to increase the size of the classroom space if we wished. Otherwise, those classrooms could each accommodate 20-25 students, for a total of 40-50 students.
- The two smaller classrooms to the west would each accommodate between 15-20 students, for a total of 30-40 students.

If classes are scheduled four times per day, the total number of students that could be accommodated in one day would be 600 - 740. Since the space would be available 7 days a week, weekend classes could also be scheduled without the cost of opening the BCC main building.

The space also

- is located less than two minutes from the BCC main campus,
- has ADA access,
- is wired for high-tech,
- has storage, office and lounge space in addition to classroom space,
- is wired for copy/fax,
- is located a few yards away from a BART station,
- has an entrance directly into the parking garage used by BCC,
- is a well-maintained and secure building.

ALTERNATIVES/OPTIONS:

Alternative would be to wait until January, and see if cancellations open up classrooms in the BCC building that could be dedicated to this program.

Priorities in terms of rental decisions are:

1. Rent the two large classrooms for DBA/CAA PERSIST students at an estimated monthly cost of \$1,105 (\$552.50 per room at \$1.25 x 442 sq. ft each.)
2. Rent three to seven of the classrooms, depending upon spring, 2009, enrollment and need. Cost is based on the number of classrooms rented. The two larger south side rooms are each approximately 320 sq. ft at a monthly rate of about \$400 each. The two smaller rooms to the west are each approximately 176 sq. ft. with a monthly rate of \$220 each.
3. Rent the entire space, (\$8,500 monthly) allowing BCC to have full control of the reception and storage areas. If the entire space is not used for BCC classes, some opportunities are:
 - Use the site to host Pass/No Pass CAHSEE courses for Albany and Emory USDs students.
 - Reinstate Sunday classes. BCC has cancelled Sunday classes, particularly in the arts, because of the difficulties and costs of keeping the building open on Sundays for only a few well-attended classes.
 - If the lease proved successful and categorical funds were available, the space would be available as "swing space" during the last phase of the BCC build-out, when the art studios, a science lab, and two classrooms will be under construction.

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

If the number of DBA students reaches the projected minimum of 60 (a morning, afternoon, and evening cohort), with each student acquiring 12 units (including both lecture and lab hours) in the program, the projected FTES for CAA students in this program would be 24.0. If the above figures for the other classrooms are included in the estimate, using the lowest estimate, additional FTES could be at least

64.0, for a total possible FTES of 88.0:

The six-month trial period would be funded by basic skills/CAA grant monies. The initial funding from the BSI/CAA grant monies would be returned and used for basic skills expenses if the enrollment goals are met and the FTES are generated in excess of the amount to pay for the space, equipment, and instruction.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES IT & AV (DELIVERY OF TECHNOLOGY TO SITE) No _____

COMMENTS:

Additional Information re BCC's role in promoting the DBA pedagogy:

The two-week Foundations course of the DBA curriculum was offered experimentally during intersession in August, 2008 with overwhelming results in terms of student success by mid-term in fall, 2008. All 17 of the enrolled students completed the all-day two-week Foundations Course (100% retention). Nine of the 17 enrolled in CAA. Of those 9, 8 are still enrolled and in great standing in their fall semester courses. The one who attrited, came in with over 40 transferable units and did not need additional units.

BCC would like to host the FELI (Faculty Experiential Learning Institute) training for instructors in Berkeley beginning January 5th through January 11th. Having the space on Shattuck will make it much easier, as the campus will most likely be closed for the Saturday and Sunday of the FELI training.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

CLEAVON SMITH, ENGLISH FACULTY MEMBER AND SITE COORDINATOR OF THE CAREER ADVANCEMENT ACADEMY PROGRAM.

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ No X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

(*****Board contract approval is subject to negotiation and execution by the Chancellor of the District-approved contract.)

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Bonita M. Schaffner, Dean of Instruction Date: 11/14/08

DOCUMENT PRESENTED BY:

Prepared by: Betty Inclan, President Date: 12/9/08
[Enter Name of College President or Vice-Chancellor or Manager,
and Title of Individual]

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

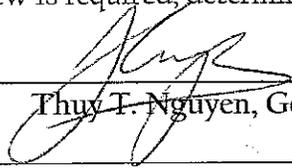
If not approved, please give reason: _____

Signature: _____ Date: _____
Thomas Smith, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

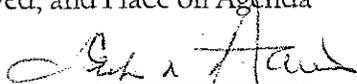
Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature:  Date: 12/4/08
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature:  Date: 12/4/08
Elihu Harris, Chancellor



BERKELEY CITY COLLEGE (BCC)

2050 Center St., Berkeley, CA 94704; (510) 981-2800; www.berkeleycitycollege.edu

Welcome to the PERSIST Program at Berkeley City College



- Accelerate your success in college, on the job, and in your life.
- Learn to communicate and work effectively in teams.
- Develop leadership skills and self-esteem.

Learn together, help each other, and connect with a community that cares about your future by enrolling in the PERSIST Program at Berkeley City College. Enroll in classes that will help you sharpen the math, English, time management, and study skills you'll need to move ahead in your classes and toward your degree. You will be in a supportive learning community, and we'll help you every step of the way – with counseling, with classwork, with new life skills, and more.

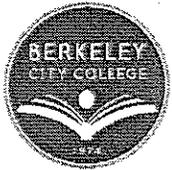
PERSIST is an intensive program designed for maximum results, based on the nationally recognized Digital Bridge Academy founded at Cabrillo College. It is for students from all different backgrounds. In just one semester you will discover new skills and use techniques to learn faster, study better, and balance your personal responsibilities so you can complete a full time load of college courses successfully.

The program begins with a two week orientation from 8:30 a.m. to 5:20 p.m. daily. After that, you will be enrolled in a morning or afternoon schedule of classes.

We realize that attending college full-time can be difficult, but others like you have done it, and so can you! See a counselor to enroll and to find out about services such as financial aid.



PERALTA COMMUNITY COLLEGE DISTRICT



Welcome to the PERSIST Program at Berkeley City College

During the first two weeks of the semester, you will attend an orientation class that meets daily from 8:30 a.m. to 5:20 p.m. After that, you will attend either the morning or afternoon cohort of classes.

Morning Cohort:

Class	Time/Days	Instructor	Code	Units
LRNRE 220: Foundations (first two weeks)	MTuWThF 8:30-11:50, 1-5:20	Mastny, Lebo-Planas	#25271	3 units
LRNRE 221: Leadership & Team Management Skills	TuTh 9-10:00	staff	#25272	2 units
LRNRE 222: Introduction to Social Justice Research	MW 10:40-12:10	Lebo-Planas	#25278	3 units
LRNRE 223: Social Justice Research Methodologies	MW 9:30-10:30 TuTh 10:15-11:15	Mastny	#25275	2.5 units
ENG 101A: Integrated Composition Studies	TuTh 11:30-12:30	Lebo-Planas	#25268	2 units
ENG 208: Writing Workshop	F 10-11:50	Lowood	#22001	1 unit

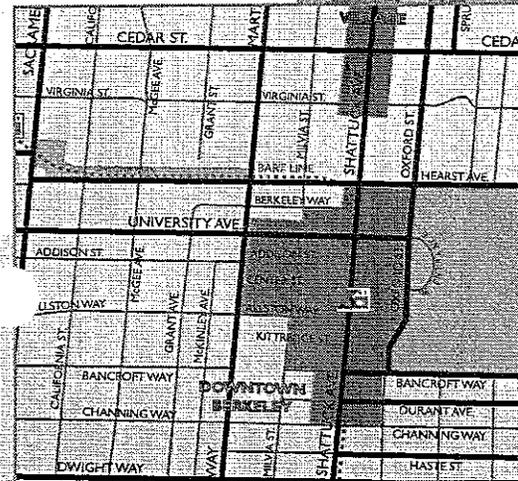
Afternoon Cohort:

Class	Time/Days	Instructor	Code	Units
LRNRE 220: Foundations (first two weeks)	MTuWThF 8:30-11:50, 1-5:20	Mastny, Lebo-Planas	#25271	3 units
LRNRE 221: Leadership & Team Management Skills	MW 3:40-4:40	staff	#25273	2 units
LRNRE 222: Introduction to Social Justice Research	TuTh 2:30-4:00	staff	#25279	3 units
LRNRE 223: Social Justice Research Methodologies	MW 1:15-2:15 TuTh 1:15-2:15	Mastny	#25277	2.5 units
ENG 101A: Integrated Composition Studies	MW 2:30-3:30	Koelle	#25269	2 units
ENG 208: Writing Workshop	F 1:00-2:50	Kostoulas	#22013	1 unit



For Lease

Downtown Berkeley Constitution Square



2168 Shattuck Avenue - Berkeley

DESCRIPTION:

Built-out Lower Level Space:
±6,760 square feet

FEATURES:

- Prime Downtown Berkeley Location
- BART at front door
- Elevator, ADA access
- Wired for high-tech uses
- Mix of office, classroom and lounge space
- Well maintained, secure building
- Ideal call center/classroom space
- Available: Now

For further information and to schedule a tour, please contact Exclusive Agents:

Aileen Dolby

(510) 433-5815

adolby@colliersparrish.com

Ann B. Lovi

(510) 433-5837

alovi@colliersparrish.com

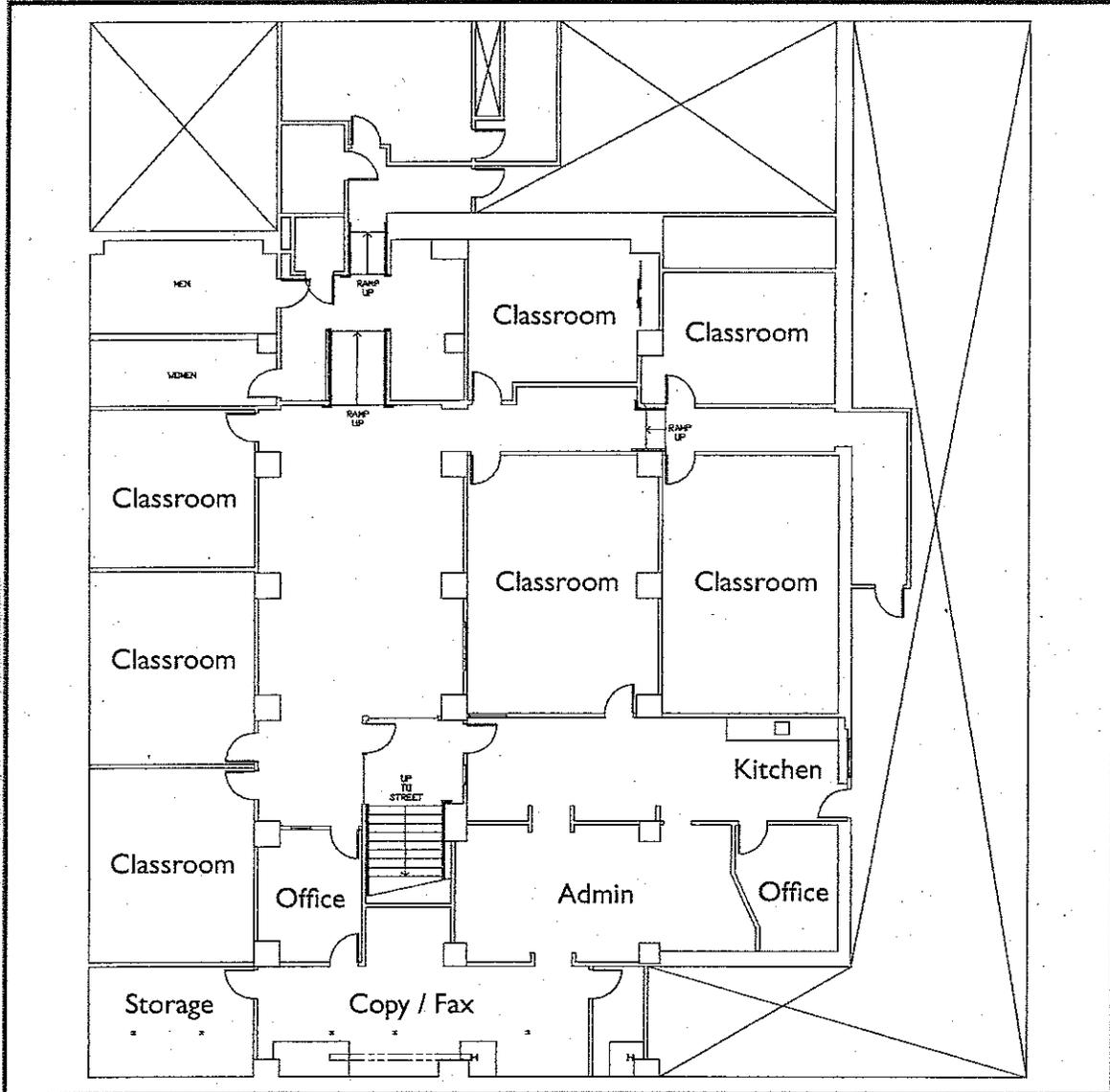


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2168 Shattuck Avenue - Berkeley



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