



Item 4

Peralta Community College District
Governing Board Policy Review and Standards Committee

MEETING AGENDA

Thursday, September 30, 2010
1:30-4:30 p.m.
Physical Plant Conference Room

COMMITTEE MEMBERS

Cy Gulassa, Chair
Marcie Hodge, Member
Bill Withrow, Member
Linda Handy, Alternate
Abel Guillén, Alternate

1. Call To Order
 - a. Roll Call
2. Approval of Agenda and Minutes of 7/22/2010
3. Communications from Members of the Public (2 min.) Govt. Code §554945.3
4. Consent Items
5. Update on Administrative Procedures
6. Deferred Business
 - a. Professional Services Policy 6.85. **Review authorities and consistencies with Administrative Procedures**
 - b. Policy 6.45: Enrollment Fee, Financial Assistance, Deferred Payment. **VC Ng requests adding language regarding concurrently enrolled high school students.**
7. New Business
 - a. Chancellor Selection Policy 1.20. **Michael Viera suggestions**
 - b. Tuition Refund Out-of-State/Foreign Students Policy 4.15. **VC Ng requests elimination of policy. Discussion should also include Policy 6.46 Non-Resident Tuition; Policy 6.47 Refund; Policy 6.48 Non-Payment of fees...**
 - c. Establishment of Tuition Refund Administrative Procedure 4.15. **VC Ng requests the AP replace having a Policy.**
 - d. Committees Policy 1.21. **Clarify Section B.**
 - e. Review Draft Policy Manual
 - f. Policy Compliance Matrix. **General discussion on policy review.**
8. Potential Items (*if time permits*)
 - a. Standards of Scholarship Policy 5.22. **Academic Senate requests review of this policy to separate text deemed Administrative Procedures.**
9. Next Meeting Agenda: October 28, 2010
10. Adjournment



Peralta Community College District
Governing Board Policy Review and Standards Committee

MEETING AGENDA

Thursday, July 22, 2010
1:30-4:30 p.m.
Peralta District Board Room

COMMITTEE MEMBERS

Cy Gulassa, Chair
Marcie Hodge, Member
Bill Withrow, Member
Linda Handy, Alternate
Abel Guillén, Alternate

1. Call To Order
 - a. Roll Call
2. Approval of Agenda
3. Approval of Minutes
 - a. 6/24/2010
4. Communications from Members of the Public (2 min.) Govt. Code §554945.3
5. Consent Items
6. Update on Administrative Procedures
7. Deferred Business
 - a. Retreat Rights. Discussion of establishment of Board Policy
 - b. Professional Services Policy 6.85. Review authorities and consistencies with Administrative Procedures
 - c. Policy 6.45: Enrollment Fee, Financial Assistance, Deferred Payment
8. New Business
 - a. Conflict of Interest/Institutional Code of Conduct/Board Code of Ethics Discussion of differences and similarities
 - b. Chancellor Selection Policy 1.20. Michael Viera suggestions
9. Potential Items (*if time permits*)
10. Next Meeting Agenda: TBA
11. Adjournment



Peralta Community College District
Governing Board Policy Review and Standards Committee
Minutes July 22, 2010

MEETING MINUTES

Thursday, July 22, 2010
1:30-4:30 p.m.
Peralta District Board Room

COMMITTEE MEMBERS

Cy Gulassa, Chair
Marcie Hodge, Member
Bill Withrow, Member
Linda Handy, Alternate
Abel Guillén, Alternate

1. Call To Order

Present: Trustees Gulassa and Withrow, President Adams, Gail Waiters, Thuy Nguyen, Trudy Largent, Karolyn van Putten, Joseph Bielanski, Debra Weintraub, Tae Soon Park, Pat Jameson, Sonja Franeta, Tim Brice, Jeff Heyman, Abigail Brewer, Sadiq Ikhara, Connie Willis, and Alice Marez.

2. Approval of Agenda APPROVED

3. Approval of Minutes APPROVED
a. 6/24/2010

4. Communications from Members of the Public (2 min.) Govt. Code §554945.3

A question about Administrative Procedures was referred to the Chancellor's Office.

5. Consent Items

6. Update on Administrative Procedures (AP)

Thuy Nguyen gave an update on APs. The Chancellor will review APs over the summer and submit a plan to the Trustees in the Fall. Possible options could be to hire a consultant to help, or to work with the League on APs. APs need to identify the person or office for people to go to as to who as the implementer or contact. There could be more than one contact person or department listed. It was suggested that BPs with Title 5 regulations be converted into APs, The Committee asked that the review of policies be prioritized based on what is required by law. That would determine what Administrative Procedures should be completed first. The General Counsel's Policy bulletin identifies APs that need development.

7. Deferred Business

- a. Retreat Rights. The policy was referred to VC Largent for review.
- b. Professional Services Policy 6.85. This policy was referred to the General Counsel and the VC General Services for their review. Vice Chancellor Sadiq Ikhara acknowledged procurement of any kind, including professional services contracts is within his area of responsibilities and he should be named as the resource contact.



Peralta Community College District
Governing Board Policy Review and Standards Committee
Minutes July 22, 2010

c. Policy 6.45: Enrollment Fee, Financial Assistance, Deferred Payment

Joseph Bielanski had a number of questions on the policy. This policy will return to the Vice Chancellor (VC) of Student Services for review and comments.

8. New Business

a. Conflict of Interest/Institutional Code of Conduct/Board Code of Ethics.

The proposal is to reduce the conflict of interest code by referencing the language that can be found in the Fair Political Practices Commission regulation and include the specific text that relates to Peralta. The Code of Faculty Professionalism is about academic freedom, rather than a code of conduct. The Board code of ethics resolution passed on October 13, 2009, will be forwarded for inclusion into Board policy. The institutional code of ethics was instituted partly to meet an accreditation standard. As long as there is a code of conduct policy that covers ethics for all employees, it would meet accreditation standards.

b. Chancellor Selection Policy 1.20. Michael Viera made suggestions on revising this policy. Trustee Gulassa shared that the intent is to collapse and streamline the hiring process. The Inspector General suggested the VC of Human Resources (HR) review the policy before the Committee discusses its revisions.

9. Potential Items (*if time permits*) None.

10. Next Meeting Date: Sept. 30th 1:30 p.m. in the District physical plant conference room.

11. Adjournment

Meeting Materials Posted: <http://www.peralta.cc.ca.us/apps/docs.asp?Q=1713>

Respectfully submitted,

Roxanne Epstein
repstein@peralta.edu
466-7203

The Peralta Colleges Governing Board
Audit and Finance Committee
District Board Room
333 East 8th St., Oakland, California
July 21, 2010
5:00 to 7:00 PM

1. Review and approve the agenda.
2. Review and approve the minutes from June 9, 2010.
3. Review the draft report of the external audit for fiscal year 2009.
4. Discuss the issues involved, strategies and timeline to address all of the recommendations covered by the external audit process.
5. Discuss the strategy and timelines for the External Audit for FY 2010.

Staff and Consultants: Chancellor Allen, Heidi White, Vice Chancellor Lenahan and Tom Henry.

Meeting materials will be posted on the committee website:
<http://www.peralta.cc.ca.us/apps/docs.asp?Q=1660>

Posted: July 15, 2010

The Peralta Colleges Governing Board
Audit and Finance Committee
District Board Room
333 East 8th St., Oakland, California
July 21, 2010
5:00 to 7:00 PM

Meeting materials are posted on the committee website:
<http://www.peralta.cc.ca.us/apps/docs.asp?Q=1660>

Start time: 5:09pm

Roll Call: Debbie Budd, Heidi White, Ron Gerhard, Trustee Withrow, Trustee Riley, Chancellor Allen, Trustee Gulassa, Karolyn van Putten, Abigail Brewer, Krista Johns, Tae-Soon Park, Helene Cecar, Joseph Bielanski Jr., Pieter de Haan, Bill Rauch, Heidi White, Mike Lenahan, Jacob Ng, Sadiq Ikhara, Trudy Largent, Helene Lengel, Mike Donaldson.

1. Review and approve the agenda.

Motion by Trustee Gulassa
Second by Trustee Riley

2. Review and approve the minutes from June 9, 2010.

Motion by Trustee Gulassa
Second by Trustee Riley

3. Review the draft report of the external audit for fiscal year 2009.

A few select individuals are reviewing the draft report. Vavrinek, Trine, Day & Co. (VTD) is finalizing the assessment. VTD received half of the response to the findings and expects the remainder in a day or two. VTD will have MD and A by early next week. The District is looking at the draft and making corrections with footnotes and comments. Heidi White is hoping to have the report by August 10, 2010.

4. Discuss the issues involved, strategies and timeline to address all of the recommendations covered by the external audit process.

Heidi White explained we will have two additional paragraphs on emphasis of matter and referring to notes on the financial statement. One regarding the discussion of the District's current condition as of June 30, 2009 such as financial condition, bonds, repayment, Other Post Employment Benefits (OPEB) liability, and the state's impact on not providing funding. The other is what the Districts' responses are pertaining to the stability of the District in 2-3 years. Comments will be made in the footnote. Chancellor

Allen shared that the team is working on the integration part of recovery plan and are addressing the issues especially regarding the stability of the District 2-3 years down. Heidi White noted that the responses have been very proactive. Changes are being implemented in procedures and policies. The July 2010 report will have some of the same concerns but the report will be quicker. It's an ongoing process to implement these comments.

Trustee Withrow said it is important for each board member to read and go over the entire document. To get the understanding as an institution on where we are at and where we will go. Trustee Gulassa noted the Board will need a road map.

Heidi explained there are several levels of opinion that VTD can provide. They can disclaim an opinion (not sure if the data is right or wrong), give an adverse opinion (numbers they know are completely wrong), a qualified opinion (cover certain aspect of the financial statement that was not able to look at a specific time), or an unqualified opinion (shortest opinion that states the financial statement is fairly accurate). The District has an unqualified opinion with the financial statements. Heidi White then explained the 3 levels of comments in material weakness. The lowest level is control deficiency where for an example, there were internal control in place for bank reconciliation but the reconciliation was not prepared for a few months. The control was not in place and was not followed all the time. Then there is significant deficiency where the control was in place but contained errors in the reconciliation or the bank statement was not reconciled for a long period of time and was not adjusted in the financial statement. There were 10 material weaknesses that rolled forward from last year. This year there are 15 material weaknesses. There were 12 significant deficiencies last year and 15 this year. The prior year's comments and recommendations were not implemented. The opinion on both the Federal and State Award was qualified.

Trustee Withrow wants the Chancellor to be familiar with this document. The chancellor staff, interim CFO and the leadership team put in a lot of time and effort and worked with the auditors to achieve this unqualified audit. There are many issues that have to be recognized within the institution. We now have new leadership.

Trustee Gulassa wants our accounting system repaired between PeopleSoft and IT. He wanted to know if there is some kind of salvation in the horizon. Chancellor Allen replied that we just signed off on three new programmers.

Mike Lenahan stated it will take a couple of years for the District to get to full recovery. It takes commitment and a team to get it in place. It won't happen overnight. Currently, the way we charge our employee benefits is not normal. He is hopeful to get it corrected on the August payroll. Another problem is the accounting in general. Per Trustee Gulassa, the Board generally takes the blame for not taking action. The problem is the Board does not have knowledge of these problems. Instead of getting reassurance, the Board wants to know the real reasons these issues are not getting resolved.

Trustee Riley asked about OPEB. Heidi White replied that they found there was definitely a time when the District took out money from OPEB to pay for the benefits provided. It is difficult to see what the process was in the past. Some were through wire transfers. Investments were sold and money was transferred into your investment account and then to the District. All was done without written approval and over the phone. It is difficult to determine who made the call and the approval. The money did come into the District and was traced appropriately but moving forward transactions need to be documented with written authorization.

Regarding the SWAP agreement, our concern there is it is a high level form of investment vehicle to mitigate risk. The District needs to have experts on staff to analyze and to understand it. Heidi White suggests posting losses and gains to the general ledger routinely. Mike Lenahan informed the committee that he is working on putting a person in place to advise the District professionally.

Trustee Withrow stressed the importance of "Documentation." We need to have finite document trail and on hard copy. If we have phone calls, we need a signed and dated memorandum and then filed so someone can go back in the process and truly understand what is going on.

Trustee Withrow said legally, the Chancellor is the client. Per Mike Lenahan, \$5.8 million needs to be moved from investments to the general fund. He wants to make sure the Chancellor is dully authorized and go through the steps. Trustee Withrow explained that the \$5.8 million was for paying the retiree health care on a pre committed figure. Mike Lenahan pointed out that \$5.8 million was for the OPEB 2009/2010 budget. Per Trustee Withrow, the Board is concerned that these issues keep coming up. Basic structural changes are needed such as a change in behavior and to change the way we analyze value and prioritize what we do.

Sadiq Ikharao asked about the financial part of Measure A in the findings and what is the timeline on to expect the full report. Heidi White replied that Bill Rauch will work on just Measure A but will not start until mid or the end of August. The 2009/10 financial part is presented as part of the funds part of the District and has been audited for the financial aid aspect. Oversight committee wants to see the financial statement as a separate report along with the compliance portion.

Krista Johns commented that she attended a public meeting at ACCJC. The Vice Chancellor at the time did not dwell on qualified or unqualified but did on material weakness and high number of findings. Now, we are expecting to see many of the same concerns for 2008/2009 report. She asked if we gave ACCJC the significant steps taken in November or December and would we see improvements on the number on findings and deficiency since we have the assistance. Chancellor Allen replied that looking at where we were compared to where we are now, huge improvements were made. We could not close the book; journal entries were not made, could not reconcile cash with the county and here, or collection fees, and student enrollment fees. Last fall all figures were estimates. Now we are implementing real figures and I am pleased to have an unqualified

financial statement. In the future, we will fill in the gaps. The District has not had middle level staff to do analysis and compliance. We will achieve a lot this year once we have the new staff in place. I will read all the findings and assign different aspects to the college and assign responsibility.

Sadiq Ikharo commented that some findings are in regards to the tracking of equipment. We need to be able to identify that certain equipment was purchased with grant or Federal funds. PeopleSoft was not setup for us to identify that. We need to create a simplified process to fix this problem.

Heidi White concluded that she has seen commitment to post and reconciliation of financial items. The audit is no longer controlled by one person like in the past. She senses a real attitude towards importance of the audit and feels positive that this is a good year regarding commitment.

In regards to the closing of the books, per Mike Lenahan they just closed 2008/2009 and almost have the cash reconciled. It is currently off by \$984.00. For FY 2009/2010, they are doing things that will help close 2009/2010. He will let the Board know if they encounter any problem and when the books will close.

Adjourned: 6:24pm

Next Meeting: September 16, 2010 5:00 – 7:00 p.m.

Respectfully submitted,

Sui Song
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466-7254

The Peralta Colleges Governing Board
Audit and Finance Committee
District Board Room
333 East 8th St., Oakland, California
September 16, 2010
5:00 to 7:00 PM

1. Recovery plan update
2. Audit update
3. 2010-11 Final Budget
4. District Investment Policy
5. District Healthcare Costs

Staff and Consultants: Chancellor Allen, Heidi White, Vice Chancellor Gerhard,
Interim Vice Chancellor Lenahan and Tom Henry.

Meeting materials will be posted on the committee website:
<http://www.peralta.cc.ca.us/apps/docs.asp?Q=1660>

Posted: September 10, 2010

Note: Please share with your neighbors



BOARD FACILITIES & LAND USE PLANNING COMMITTEE

Peralta Community College District

Meeting of the Board's Facilities & Land Use Planning Committee

Date: *Thursday, May 20, 2010*
Time: *3:00 pm to 5:00 pm*
Location: *Peralta Community College District
Department of General Services, Physical Plant Conference Room
333 East 8th Street, Oakland, CA 94606*

AGENDA (Revised)

The following agenda items may be considered for information and action:

- | | |
|---|---------|
| 1. Approval of Agenda Items | 2 min. |
| 2. Review and Approve Minutes from the 4/18/10 meeting | 3 min. |
| 3. Review & Approval of Updated Committee Meeting Schedule (June 2010 – December 2010) | 5 min. |
| 4. Informational Presentation – DGS Renovation Projects (Director Beckwith) | 5 min. |
| ▪ Roof Replacement, Laney Tower and Merritt College Bldg Q | |
| ▪ COA Parking Lot A Landscape Improvements | |
| 5. Discussion: Naming the COA Tennis Courts in Honor of Dr. George Herring (Connie Willis) | 5 min. |
| 6. Risk Management Report Update - Emergency Preparedness, Response & Recovery Program Review – Gap Analysis (Director Valentine) | 15 min. |
| 7. Smart Classroom Project – Status Report (Dr. Ikharo and Johnnie Fudge & Trent Tornabene) | 30 min. |
| 8. Report on Solar, CREB Program, & Other Initiatives (Jack Lin) | 30 min. |
| ▪ Power Purchase Agreement (PPA) Funding Sources (Mike Lenahan) | |
| 9. DGS items for Board Approval | 15 min. |

Future Agenda Items

- *(June/2010) Space Available for Proposed Allied Health Project at Laney (Atheria Smith)*
- *(June/2010) Rooftop Engineering Estimates at Laney College (Mark Sennette)*
- *Revisit Procedures For Stakeholder Review of and Involvement with Facilities Projects*
- *Tree Removal Procedures*
- *Berkeley City College Facility Growth*
- *Merritt College Self Reliant House Plans*
- *Security & Disaster Technology and Asset Plan & Budget Overview*

Posted May 13, 2010





BOARD FACILITIES & LAND USE
PLANNING COMMITTEE
Peralta Community College District

DRAFT MINUTES – MAY 20, 2010

Meeting of the Board's Facilities & Land Use Planning Committee

Meeting Date: Thursday, May 20, 2010
Time: 3:00 pm to 5:00 pm
Location: District Administrative Center, Department of General Services
Physical Plant Conference Room
333 E. 8th Street, Oakland, CA 94606

Present:

- | | |
|--|---------------------------------------|
| ✓ Nicky Gonzalez Yuen, Trustee (Chairperson) | ✓ Joe Flatly, DGS, Capital Projects |
| ✓ Dr. Sadiq B. Ikharo, Vice Chancellor of General Services | ✓ Rosemary Vazquez, DGS (Recorder) |
| ✓ Johnnie Fudge, Capital Projects | ✓ Connie Willis, COA |
| ✓ Bill Riley, Trustee | ✓ Greg Valentine, Risk |
| ✓ Bob Beckwith, DGS, Facilities Operations | ✓ Karolyn van Putten, Academic Senate |
| ✓ John Banisadr, DGS, Purchasing | ✓ Marci Hodge, Trustee |

Meeting began at 3:15 pm without a quorum. Trustee Riley arrived at 4:15 pm; at that time a quorum was recognized. Trustee Hodge arrived at 4:20 pm.

1. Informational Presentation – DGS Renovation Projects

Director Beckwith gave a project update on two renovation projects listed below. Both projects are anticipated to begin the first week of June 2010 and completed by July 2010.

- Roof Replacement – Laney Tower and Merritt Building Q: Overview included summary of scope of work, bid results and selected contractor. Both roofs will have a 20-year warranty and repair provisions. Some noise and fume mitigation will occur, however, Merritt Q's occupants have already been temporarily relocated and the Tower height will lessen campus disruption. Public Notices of Construction will be sent to the Colleges (and posted) prior to start of construction.
- COA Parking Lot "A" Landscape Improvements: Overview included a summary of the scope of work and clarification on species of plants. Because the majority of plants are native, low maintenance is required. The adjoining parking lot will be expanded to include a planting area, a new irrigation system, and new parking spaces. All stakeholders meetings have been completed.

Groups briefly discussed the Project Labor Agreement (PLA). Discussions included concerns that union halls are not providing skilled workers who are qualified to do the level of caliber work required to successfully complete a project within the schedule timelines. Dr. Ikharo will arrange a meeting to include the PLA administrator (Davillier & Sloan), the Chancellor and Dir. Beckwith to discuss areas of concerns and possible solutions.

2. Approval of Agenda: Agenda was reviewed and unanimously accepted, as presented.

3. Minutes: The April 15, 2010 minutes were approved with modifications, requested by Trustee Yuen, listed below.

Add the following two bullet points to item #5:



- Improving training for Safety Aides.
- Improving parking enforcement on the weekend at Laney College.

4. Discussion: Naming the COA Tennis Courts in Honor of Dr. George Herring

The group discussed the request from College of Alameda to name the tennis courts in honor of Dr. George Herring, current President of COA. Dr. Herring is retiring in June 2010. Dr. Ikharo summarized Board Policy 6.87 noting that the Board retains authority for approval of such proposals with each proposal considered on its own merit. Dr. Ikharo also noted that both the Chancellor and Dr. Allen support COA's request.

COA Business Manger Willis spoke briefly relating to Dr. Herring's many contributions during his tenure with Peralta noting that the college constituents are also in support of this request. Dr. Herring has not been contacted to discuss how he feels about this. Manager Willis will contact him and communicate back his response. In the meantime, Dir. Beckwith will investigate to verify whether the tennis court has not been previously dedicated in honor of someone else and will report with findings.

Consensus: This committee is in support of the request from College of Alameda to name the tennis courts in honor of George Herring (pending conversation with Dr. Herring) and recommends moving this item forward to the full Board for consideration.

Trustee Yuen lead a brief discussion relating to the importance of also honoring building trade workers with a plaque. He suggested that consideration be given to including discussion on plaques during the planning phase for new buildings projects only. Dr. Ikharo concurred.

5. Risk Management Report Update

As follow-up, Director Valentine presented a simplified version of the comprehensive report he presented to this committee at the 4/15/10 meeting. Discussions included:

- Estimated Cost Summary: Dir. Valentine noted that there are grants available to assist with funding. He will coordinate with Ed Services' Director of Development (Jeanne Dong) for assistance. Dir. Valentine will also request Measure A funding to subsidize some of the costs. Dr. Ikharo noted that Legal has sent correspondence to the Bond Council requesting clarification on whether Measure A funds can be used to fund this project. Their response is forthcoming.
- Supply Arks: Dir. Valentine concurred that consolidation of supply arks is a good suggestion for consideration.
- Mobile Incident Command Centers: Dir. Valentine will work with PCCD Police Services to fine tune logistics.
- Consultants: Dir. Valentine proposed hiring external consultants to assist with the completion of recommendations to become state and federal recovery reimbursement programs.

Trustee Yuen requested more details relating to timelines and coordination responsibilities. Dir. Valentine will forward this information to him. Dir. Valentine noted that a presentation will be presented to the full Board at the next Board meeting. Presentation will also have more details relating to costs and budget breakdowns.

6. Smart Classrooms Update

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Manager Tornabene, in Director Sennette's absence, provided an update of this project, which included a brief summary of the two Project Committee meetings recently held, noting that both were well attended. Concerns are being addressed. The DGS staff is working on hiring an electrical consultant to provide cost estimates for other construction needed such as audiovisual electrical, lighting controls and technology infrastructure. This project will be competitively bid out with the recommended contractor forwarded to the entire Board for approval. Project is estimated to be complete by the Fall/2010.

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Karolyn van Putten noted that faculty objects to the equipment choices listed on standard performance matrix and would like to further discuss consideration of faculty's recommendations. She also disputed the final priority list submitted and asked Dr. Ikharo to investigate. Dr. Ikharo noted that the consultant plan to meeting with each of the colleges to address concerns and finalize the list.

Discussions included security issues during the installation phase, infrastructure needs, and whether timelines are realistic. Due to time constraints this topic was deferred to the next meeting for further discussions.

7. Report on Solar, CREB (Clean Renewable Energy Bonds) Program & Other Initiatives

Jack Lin presented a chart summarizing the size and cost of all the Solar PV that General Services intends to erect by 2012, as part of its overall strategy to reduce utility costs out of the General Fund and reduce greenhouse gas emissions from electricity and gas consumption. The chart outlines a \$16M Measure A budget, augmented by approximately \$5M of either (1) future bond funding, or (2) a PPA-style lease utilizing Clean Renewable Energy Bonds.

He also presented a factsheet on the \$5.25M, 770KW Laney College Solar Rooftops project. An analysis of the Laney rooftops ability to hold solar panels, conducted by Chevron Energy Solutions in 2007, found that it was not possible without expensive reconstruction of the roofs or a cost-prohibitive trussing system. General Services will conducted an engineering analysis on the weight tolerances of the Laney roofs, and proceed a competitive and open procurement process if the analysis verifies the feasibility of rooftop PV systems.

Karolyn van Putten thanked Mr. Lin for his attention to the shared governance process, and specifically including the Academic Senate on his checklist.

Meeting adjourned at 5:05 pm



4

**BOARD FACILITIES & LAND USE
PLANNING COMMITTEE**
Peralta Community College District

Meeting of the Board's Facilities & Land Use Planning Committee

Date: *Thursday, April 15, 2010*
Time: *(Close Session 3:00 pm to 3:30 pm), (Regular Meeting 3:30 pm to 5:00 pm)*
Location: *Peralta Community College District
 Department of General Services, Physical Plant Conference Room
 333 East 8th Street, Oakland, CA 94606*

A Close Session is scheduled at 3:00 p.m., April 15, 2010 in the Department of General Services Conference Room #3.

- *Land Acquisition for Berkeley City College (30 minutes)*

The Board Facilities & Land Use Planning Committee will begin at 3:30 pm after the closed session is complete

AGENDA

The following agenda items may be considered for information and action:

- | | |
|--|---------|
| 1. Approval of Agenda Items | 2 min. |
| 2. Review and Approve Minutes from the 3/18/10 meeting | 3 min. |
| 3. Committee Meeting Schedule | 5 min. |
| 4. Parking Lot Revenue Discussions: | 20 min. |
| ▪ Costs Report | |
| ▪ Weekend Parking Enforcement | |
| ▪ Proposal to Increase Parking Fee from \$1.00 to \$2.00 for Increased Security and Revenue for Bus Pass Program | |
| 5. Disaster Preparedness Planning - Follow-up Report from Director Valentine | 30 min |
| 6. Environmental Sustainability Report - Update on Solar, CREB Program & Other Initiatives | 20 min. |
| 7. Update on Laney, Merritt and COA Capital Projects - State Participation in Funding | 10 min. |
| 8. Smart Classrooms Update | 10 min. |
| 9. DGS items for Board Approval | 15 min. |

Future Agenda Items

- *Revisit Procedures For Stakeholder Review of and Involvement with Facilities Projects*
- *Tree Removal Procedures*
- *Berkeley City College Facility Growth*
- *Update on Sustainability initiatives- solar, building metering,*
- *Merritt College Self Reliant House plans*
- *Security and Disaster technology and asset plan & budget overview*

Posted: April 7, 2010



**BOARD FACILITIES & LAND USE
PLANNING COMMITTEE**
Peralta Community College District

ADOPTED MINUTES – APRIL 15, 2010

Meeting of the Board's Facilities & Land Use Planning Committee

Meeting Date: **Thursday, April 15, 2010**
Time: 3:00 pm - 5:00 pm
Location: District Administrative Center, Department of General Services
Physical Plant Conference Room
333 E. 8th Street, Oakland, CA 94606

Present:

- | | |
|--|--|
| ✓ Nicky Gonzalez Yuen, Trustee (Chairperson) | ✓ Johnnie Fudge, Capital Projects |
| ✓ Dr. Sadiq B. Ikharo, Vice Chancellor of General Services | ✓ Atheria Smith, Planning & Development |
| ✓ Marcie Hodge, Trustee | ✓ Chauncey Markham, DGS (Recorder) |
| ✓ Bill Riley, Trustee | ✓ Mark Sennette, DGS, Dir. of Capital Projects |
| ✓ Bob Beckwith, DGS, Facilities Operations | ✓ Trent Tornabene, DGS, Capital Projects |
| ✓ John Banisadr, DGS, Purchasing | ✓ |

1. **Approval of Agenda:** Agenda reviewed and accepted, as presented.
2. **Minutes:** The March 18, 2010 meeting minutes, previously emailed to members, was reviewed and approved, as presented.
3. **Disaster Preparedness Planning Follow-up Report**

Director Valentine summarized the comprehensive report, written by Marsh Risk Consulting (Marsh), entitled, "*Emergency Preparedness, Response & Recovery Program Review – Gap Analysis*". This report outlined some of the current gaps of the District's program and suggested activities and improvements that can be implemented over time. Other information included a summary of their findings & recommendations, observations & recommendations, recommended next steps and a list of Peralta staff interviewed. This plan is SEMS and NIMS acceptable.

Discussions on the "Recommended Next Steps" included:

- Program strength and deficiencies.
- Ongoing mandatory State/Federal training for all Peralta employees on emergency preparedness and specialized certification training for managers.
- Addressing efficiency of plan. Dr. Ikharo suggested conducting practice evacuation drills.
- Funding source options.
- Multi-functional mobile command center to service entire District.

Trustee Yuen suggested a more graphic oriented presentation to remove the word heaviness and density of the report. Director Valentine will present a simplified format at the next meeting.

4. **Committee Meeting Schedule**

All agreed to change the meeting time for the June 17, 2010 meeting from 3pm-5pm to 4pm-6pm. A revised schedule for July-December 2010 will be presented for approval at the next meeting.



5. Parking Lot Revenue Discussion

Dr. Ikharo summarized the proposal to increase parking meter fees and addressed comments and questions. Discussions included:

- Expenditures for Student Employee Assistants (Safety Aides), District-wide. Expenditures seem high.
- Use of revenues to help subsidize the Easy Pass Program.
- The need to increase security in parking areas and secure access and create more visible security.
- Improving training for Safety Aides.
- Improving parking enforcement on the weekend at Laney College.

Suggested changes:

- Page 6, verify figures. Are they for calendar year or fiscal year?
- Add a summary page of all revenues collected.
- Page 8, change color of pie chart sections for "overtime", if is similar to "supplies".

CONSENSUS: Committee supports this proposal. Proposal will be modified to reflect suggestions and figures will be verified. Recommendation is to forward this item to the full Board for review and approval.

6. Environmental Sustainability Report

Due to time constraints, this item was deferred until the next meeting.

7. Update on Laney, Merritt & COA Capital Projects

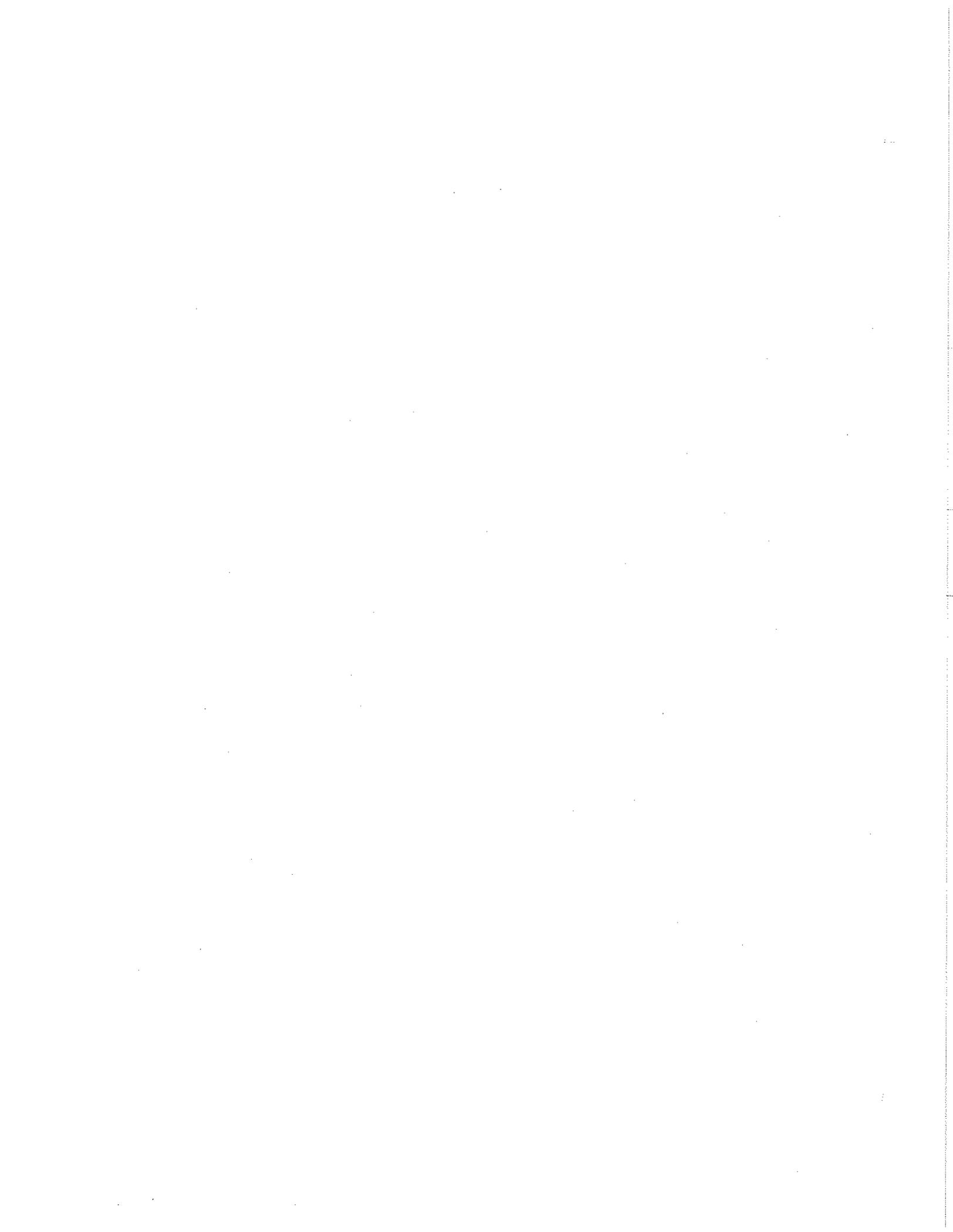
Dr. Ikharo gave an update on capital projects proposed for state funding, specifically projects slated for Laney, Merritt and COA. He noted that the District has made a determination to withdraw state funding for the COA Science Building Replacement and proceed with local Bond funding to implement a design-built for this project. The Laney Resource Center Project will be moved to next year's budget, if not approved by the Governor in May 2010.

8. Smart Classroom

Due to time constraints, this item was deferred until the next meeting.

Adjournment: Meeting adjourned at 5:00 pm,

Next Meeting: May 20, 2010, 3 pm to 5 pm



**PERALTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDENT SERVICES AND STUDENT EQUITY COMMITTEE
MAY 6, 2010
4:30 – 5:30 P.M.
PHYSICAL PLANT CONFERENCE ROOM**

Agenda

1. Review and approve the agenda.
2. Review and approve the minutes of the last meeting.
3. EasyPass Update – Jim Bracy
4. Categorical Program Update 2010-2011 - VPSSs
5. Enrollment Fee Collection – Jim Bracy
6. Student Elections – Jim Bracy
7. Student transportation to student sponsored events

**PERALTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDENT SERVICES AND STUDENT EQUITY COMMITTEE
MAY 6, 2010
4:30 – 5:30 P.M.
PHYSICAL PLANT CONFERENCE ROOM**

Minutes

The meeting opened at 4:03 p.m.

Present: Trustees Linda Handy, Abel Guillen, and Nicky Gonzalez Yuen, Donald Moore, Jim Bracy, Brenda Johnson, Karolyn Van Putten, Joseph Bielanski, Kerry Compton, Eric Gravenberg, Yvonne Thompson

1. Review and approve the agenda.

May 6, 2010 agenda was approved.

2. Review and approve the minutes of the last meeting.

April 1, 2010 minutes were approved as presented.

3. EasyPass Update – Jim Bracy

Jim Bracy reported that we are nearing the \$300,000 mark for collection of the EasyPass fee for fall 2009.

4. Categorical Program Update 2010-2011 – VPSSs

Kerry Compton reported that we will receive the same 40-50% reductions as last year for certain programs and the preliminary budgets don't look good. It will be challenging with the possible cuts in fund 1 since we will be serving the same numbers of students. It was reported that the colleges are looking at collaborating all services between the campuses. There will be concerns from students about level of services. Trustee Gonzalez Yuen would like a report showing the number of students served, the budget, and the actual amount spent at each campus for next meeting.

5. Student Elections – Jim Bracy

Jim Bracy reported that he directed all students who had accusations of improprieties to the election committee chair. He advised all campuses that the committee advisor would handle all student election problems. Brenda Johnson reported that BCC had an open meeting to discuss the election and no one attended.

6. Student transportation to student sponsored events

There was a discussion on who is responsible for overseeing the student leaders at each campus. It was noted that student organizations are undermining other student organizations and there needs to be a larger discussion about accountability. It was also noted that we need tighter rules around student travel.

The next meeting will be Thursday, June 3 at 5:30 p.m.

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,
Karen Croley – 466-7367
kcroley@peralta.edu

PERALTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDENT SERVICES AND STUDENT EQUITY COMMITTEE
SEPTEMBER 2, 2010
4:00 – 5:30 P.M.
PHYSICAL PLANT CONFERENCE ROOM

Agenda

1. Review and approve the agenda.
2. Review and approve the minutes of the last meeting.
3. Health Services Update
 - a. Student Health Fee Petition Waiver Form
 - b. Facilities
 - c. Agreement with Asian Health Services
4. EasyPass Update
 - a. Fiscal Update
 - b. Transportation Fee (AC Transit) Petition Form

**PERALTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDENT SERVICES AND STUDENT EQUITY COMMITTEE
SEPTEMBER 2, 2010
4:00 – 5:30 P.M.
DISTRICT BOARD ROOM**

Minutes

The meeting opened at 4:03 p.m.

Present: Trustees Linda Handy and Nicky Gonzalez Yuen, Jacob Ng, Donald Moore, Brenda Johnson, Joseph Bielanski, Kerry Compton, Eric Gravenberg, May Chen, Jurena Storm, Drew Gephart, Dong Suh, Yvonne Thompson

1. Review and approve the agenda.

September 2, 2010 agenda was approved.

2. Review and approve the minutes of the last meeting.

May 6, 2010 minutes were approved as presented.

3. Health Services Update

Vice Chancellor Ng reported that we have been collecting the \$17 health fee from students but have not implemented services because the facilities are not ready. The Student Center at Laney is being redesigned to accommodate the Wellness Center. A scope of services will be finalized by October 1. SingleStop services are available one day a week at each campus. Trustee Handy stressed the importance of getting the message out about what services are being offered. The website should be updated and email blasts should go out.

The subcommittee is still meeting on a regular basis. It was suggested that the subcommittee look at how to incorporate the nursing program at Merritt College into the health services initiative.

The agreement with AHS still needs the Chancellor's signature and should be finalized next week. The health facility will be located at Laney on the 2nd floor once renovations are complete.

Trustee Gonzalez Yuen suggested that the question of what documentation would be required to prove that a student depends exclusively on prayer for healing should be discussed with General Counsel. Vice Chancellor Ng will follow up and report back at the next meeting.

4. EasyPass Update

Vice Chancellor Ng reported that two-thirds of the EasyPass fees have been collected. Vice Chancellor Budd is finalizing the AC Transit contract.

The Wait List will be implemented by the Spring 2011 semester.

Vice Chancellor Ng reported that we have collected over \$6 million for fall 2010 enrollment and past due student fees. Some students were dropped for non-payment of fees prior to the beginning of the fall semester. Online payment plans are in place.

The Vice Presidents of Student Services will report on student equity at the next meeting. The next agenda will also include a report on the number of students dropped for non-payment of enrollment fees and Vice Chancellor Budd will be invited to report on the status of wait list.

Trustee Handy left the meeting at 4:50 pm. A memo will be sent to Trustees Handy and Gonzalez Yuen and Dr. Ikharo regarding the Oakland Unified Health Center that is breaking ground across from Laney College.

The next meeting will be Thursday, October 7 at 4:30 p.m.

The meeting was adjourned at 5:17 p.m.

Respectfully submitted,
Karen Croley – 466-7367
kcroley@peralta.edu

**PERALTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDENT SERVICES AND STUDENT EQUITY COMMITTEE
OCTOBER 7, 2010
4:30 – 6:30 P.M.
PHYSICAL PLANT CONFERENCE ROOM**

Agenda

1. Review and approve the agenda.
2. Review and approve the minutes of the last meeting.
3. Health Services Update
 - a. Student Health Fee Petition Waiver
 - b. Facilities
 - c. Agreement with Asian Health Services
4. AC Transit EasyPass Update
5. Wait List
 - a. Spring 2011
6. Dropped Students for Non-Payment of Fees Update

