



BOARD OF TRUSTEES
OF THE
PERALTA COMMUNITY COLLEGE DISTRICT
MINUTES
NOVEMBER 12, 2013

CALL TO ORDER (4:00 P.M.)

CLOSED SESSION (3:00 P.M.) Topics to be discussed include:

Public Employee Appointment - Employment, Performance, Evaluation, Discipline, Dismissal, Release - All Employees (Government Code Âf'Ã,Â§ 54957).

*** Director of Facilities and Operations**

*** Director of Business and Administrative Services Conference with Legal Counsel (Government Code Âf'Ã,Â§ 54956.9(a)), Chop v. Peralta Community College District, etc., Case No. RG13681249**

OPEN SESSION (4:00 p.m.)

REPORT OF ACTION TAKEN IN CLOSED SESSION (4:01 P.M.)

1. Recommendation to appoint Brian Adair as the Director of Facilities and Operations, District Office, effective November 13, 2013, through June 30, 2015.
Annual Salary \$115,875.

AYES: 6 NOES: 0 ABSTAIN: 0 ABSENT: 1 (González-Yuen)

2. Recommendation to appoint Phyllis Carter as the Director of Business and Administrative Services, Laney College, effective November 13, 2013, through June 30, 2015. Annual Salary \$121,025.

AYES: 6 NOES: 0 ABSTAIN: 0 ABSENT: 1 (González-Yuen)

1. Consider Board Meeting Calendar for 2014 Presenter: Assistant Brenda Martinez Consider approval of the Board Meeting Calendar for 2014. The Chancellor recommends approval.

[Calendar](#)

MOTION: Motion by Trustee Guillen with no second required to approve 1. Consider Board Meeting Calendar for 2014 Presenter: Assistant Brenda Martinez Consider approval of the Board Meeting Calendar for 2014. The Chancellor recommends approval.

AYES: Trustee Brown, Trustee Guillen, Trustee Handy, Trustee Riley, Trustee Withrow, and Trustee Gulassa.

NOES: None

ABSTAIN: None

ABSENT: and Trustee Gonzalez Yuen.

The motion passed.

EDUCATIONAL AND STUDENT SERVICES

2. Consider approval for the ICC addendum of \$3,264.00 for Linden Travel for Merritt College's US Department of Education Fulbright-Hays Projects Abroad Program. Presenter: President Ambriz-Galaviz. Consider approval for the ICC addendum of \$3,264.00 for Linden Travel for Merritt College's US Department of Education Fulbright-Hays Projects Abroad Program. The addendum is to support payment for the Brazilian Portuguese language instruction project. The Fulbright-Hays Group Project Abroad (GPA) program is designed to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States. The original amount approved by the Board for the Linden Travel ICC contract was for \$50,640 (April 2013) plus \$34,300 (September 2013) which totaled \$84,940.00 to cover the expenses of the project. The expenses included were Brazil including meals, transportation, education material, host country coordinators, etc. Merritt College has secured discretionary dollars in the amount of \$3,264.00 for the addendum amount to assist the faculty. Linden Travel's ICC addendum augments the total ICC contract for a grand total of \$88,204.00 (\$84,940.00 + \$3,264.00). All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

[Report](#)

[Background Materials](#)

MOTION: Motion by Trustee Guillen, second by Trustee Brown to approve with provision of looking at indemnification.

AYES: Trustee Brown, Trustee Guillen, Trustee Handy, Trustee Riley, Trustee Withrow, and Trustee Gulassa.

NOES: None

ABSTAIN: None

ABSENT: and Trustee Gonzalez Yuen.

The motion passed.

3. Consider Approval of Independent Contractor Agreement in the amount of \$110,000 for Georgia Piedmont Technical College to render specialized program and educational support services for Laney's National Science Foundation Center for Building Efficiency for a Sustainable Tomorrow (BEST Center). Presenter: President Webb, Laney College President. Consider approval of a contract for Georgia Piedmont Technical College, in an amount up to \$110,000 funded by the National Science Foundation Advanced Technological Education (ATE) grant, to carry out activities in fulfillment of project objectives for the Laney College National Center for Building Efficiency for a Sustainable Tomorrow (BEST Center). GPTC is a sub-awardee of the BEST Center, and BEST Center Co-PI Brian Lovell is the faculty chair and lead developer of GPTC's building automation program. On behalf of the BEST Center, GPTC will provide leadership for curriculum development in building automation; in addition, GPTC will organize professional development activities and provide technical assistance for faculty seeking to create their own curricula in building automation. All Board recommended contracts are subject to negotiation and execution by the Chancellor. The Chancellor recommends approval. Funding Source: National Science Foundation Funding, NSF Advanced Technological Education, categorical funds, with no fiscal impact on Peralta.

[Background Materials](#)

MOTION: Motion by Trustee Guillen, second by Trustee Withrow to approve 3. Consider Approval of

Independent Contractor Agreement in the amount of \$110,000 for Georgia Piedmont Technical College to render specialized program and educational support services for Laney's National Science Foundation Center for Building Efficiency for a Sustainable Tomorrow (BEST Center) Presenter: President Webb, Laney College President Consider approval of a contract for Georgia Piedmont Technical College, in an amount up to \$110,000 funded by the National Science Foundation Advanced Technological Education (ATE) grant, to carry out activities in fulfillment of project objectives for the Laney College National Center for Building Efficiency for a Sustainable Tomorrow (BEST Center). GPTC is a sub-awardee of the BEST Center, and BEST Center Co-PI Brian Lovell is the faculty chair and lead developer of GPTC's building automation program. On behalf of the BEST Center, GPTC will provide leadership for curriculum development in building automation; in addition, GPTC will organize professional development activities and provide technical assistance for faculty seeking to create their own curricula in building automation. All Board recommended contracts are subject to negotiation and execution by the Chancellor. The Chancellor recommends approval. Funding Source: National Science Foundation Funding, NSF Advanced Technological Education, categorical funds, with no fiscal impact on Peralta.

AYES: Trustee Brown, Trustee Guillen, Trustee Handy, Trustee Riley, Trustee Withrow, and Trustee Gulassa.
 NOES: None
 ABSTAIN: None
 ABSENT: and Trustee Gonzalez Yuen.

The motion passed.

HUMAN RESOURCES

- Consider Approval of Short-Term Assignments - Hiring of Non-Academic Classified Short-Term Employees Presenter: Vice Chancellor Largent Pursuant to California Education Code Section 88003, the below list contains the name, date of hire, assignment end date, position title, and site location of candidates recommended for short-term assignments in non-academic classified positions. Each candidate's assignment will not exceed the position title into which the candidate is assigned. The Chancellor recommends approval. Last Name First Name Date of Hire End Date Position Title Site
 Bull Marilyn 11/13/13 12/23/13 Staff Asst/Admin (Instruction) A
 Cunegin Erika 11/13/13 6/30/14 Human Resources Analyst D
 Moon Black 11/13/13 6/30/14 Instructional Asst/Photography B
 Nguyen Le Phat 11/18/13 1/31/14 Senior Clerical Asst/Typing A
 Sammel Chelsea 11/13/13 6/30/14 Instructional Asst/Welding L
 Tran Kevin 11/13/13 6/30/14 Staff Asst/Business Services L

MOTION: Motion by Trustee Withrow, second by Trustee Handy to approve 4. Consider Approval of Short-Term Assignments - Hiring of Non-Academic Classified Short-Term Employees Presenter: Vice Chancellor Largent Pursuant to California Education Code Section 88003, the below list contains the name, date of hire, assignment end date, position title, and site location of candidates recommended for short-term assignments in non-academic classified positions. Each candidate's assignment will not exceed the position title into which the candidate is assigned. The Chancellor recommends approval.

Last Name	First Name	Date of Hire	End Date	Position Title	Site
Bull	Marilyn	11/13/13	12/23/13	Staff Asst/Admin (Instruction)	A
Cunegin	Erika	11/13/13	6/30/14	Human Resources Analyst	D
Moon	Black	11/13/13	6/30/14	Instructional Asst/Photography	B
Nguyen Le	Phat	11/18/13	1/31/14	Senior Clerical Asst/Typing	A
Sammel	Chelsea	11/13/13	6/30/14	Instructional Asst/Welding	L
Tran	Kevin	11/13/13	6/30/14	Staff Asst/Business Services	L

AYES: Trustee Brown, Trustee Guillen, Trustee Handy, Trustee Riley, Trustee Withrow, and Trustee Gulassa.
NOES: None
ABSTAIN: None
ABSENT: and Trustee Gonzalez Yuen.

The motion passed.

Present: Trustee Brown, Trustee Guillen, Trustee Handy, Trustee Riley, Trustee Withrow, and Trustee Gulassa.

Absent: Trustee Gonzalez Yuen.

FACILITIES

5. Consideration of Resolution 13/14-30, Resolution Authorizing Execution and Delivery of Easement Deed Presenter: Vice Chancellor Ikharo. Consider approval of Resolution 13/14-30, Resolution Authorizing Execution and Delivery of Easement Deed, in order to permit the District to grant an easement to Pacific Gas and Electric Company (PG&E) as requested by the Bay Area Air Quality Management District (BAAQMD). In order to comply with new monitoring requirements imposed by the Environmental Protection Agency (EPA) and to assess health risks associated with exposure to roadway pollution, BAAQMD desires to install an air quality monitoring station (trailer) near Interstate 880 in the Laney College parking lot. BAAQMD has agreed to pay the District an annual fee of \$4,800 for the use of the property where the trailer will be located. BAAQMD has further agreed to pay for the installation of all items necessary to extend electrical service to the site as required to operate the monitoring station, including the installation of a new electrical conduit to the site. PG&E must install certain equipment on a small strip of District-owned property between 7th Street (also known as East 8th Street) and the Laney College parking lot to connect the new electrical conduit to existing underground utilities running along 7th Street / East 8th Street. This is a request for the District to grant an easement to PG&E, comprising an area of approximately 80 square feet as shown on PG&E's drawing No. 30987316 attached to the resolution, in order to permit PG&E to install, operate and maintain this equipment. Please note that staff has done its due diligence on this easement request and the District will not be adversely impacted. All Board recommended contracts are subject to negotiation and execution by the Chancellor. The Chancellor recommends approval. Funding Source: All costs will be covered by BAAQMD and/or PG&E.

[Report](#)

[Resolution](#)

MOTION: Motion by Trustee Withrow, second by Trustee Handy to approve 5. Consideration of Resolution 13/14-30, Resolution Authorizing Execution and Delivery of Easement Deed Presenter: Vice Chancellor Ikharo. Consider approval of Resolution 13/14-30, Resolution Authorizing Execution and Delivery of Easement Deed, in order to permit the District to grant an easement to Pacific Gas and Electric Company (PG&E) as requested by the Bay Area Air Quality Management District (BAAQMD). In order to comply with new monitoring requirements imposed by the Environmental Protection Agency (EPA) and to assess health risks associated with exposure to roadway pollution, BAAQMD desires to install an air quality monitoring station (trailer) near Interstate 880 in the Laney College parking lot. BAAQMD has agreed to pay the District an annual fee of \$4,800 for the use of the property where the trailer will be located. BAAQMD has further agreed to pay for the installation of all items necessary to extend electrical service to the site as required to operate the monitoring station, including the installation of a new electrical conduit to the site. PG&E must install certain equipment on a small strip of District-owned

property between 7th Street (also known as East 8th Street) and the Laney College parking lot to connect the new electrical conduit to existing underground utilities running along 7th Street / East 8th Street. This is a request for the District to grant an easement to PG&E, comprising an area of approximately 80 square feet as shown on PG&E's drawing No. 30987316 attached to the resolution, in order to permit PG&E to install, operate and maintain this equipment. Please note that staff has done its due diligence on this easement request and the District will not be adversely impacted. All Board recommended contracts are subject to negotiation and execution by the Chancellor. The Chancellor recommends approval. Funding Source: All costs will be covered by BAAQMD and/or PG&E.

AYES: Trustee Brown, Trustee Guillen, Trustee Handy, Trustee Riley, Trustee Withrow, and Trustee Gulassa.

NOES: None

ABSTAIN: None

ABSENT: and Trustee Gonzalez Yuen.

The motion passed.

SPECIAL WORKSHOP AGENDA

I. Strategic Planning 4:00 p.m.

[Background Materials 1](#)

[Background Materials 2](#)

A presentation was given by General Counsel Nguyen and Chancellor Ortiz to establish the work done in the past and incorporating any concerns brought up. Where do we want to be 3 years from now, 5 years from now? IT master plan came a little later. The colleges through program review create the initiatives, programs, activities and the master plan. Changes were also made to the structure. The focus this year will be on student success in the core educational functions of basic skills, transfer, and CTE (Career Technical Education) by encouraging structural innovation, implementation of the IT Strategy, user-friendly student enrollment process, transparency, and communication in the context of spending within an established budget. The other components are student learning, mission statement and resources. Once there is final analysis, the Board will get a draft document for their approval. Chancellor spoke about giving the Board more reports and reiterated that though the District was taken off sanction, the Chancellor still feels we are in crisis mode. One of the items on the Chancellor's agenda is to give the Board more reports. Trustee Guillen and Trustee Brown would like to see all items that are being approved by the Board being tied back to the strategic plan. Work for the board to do in what the chancellor tells us how we can support. Chancellor made the Board aware that RFQ is going out the week of November 25th. There will also be parallel plans coming out from the colleges. The strategic plan will begin in January and will be brought to the January 21st Board meeting.

II. Board/Chancellor Relations 5:00 p.m.

The Board members spoke about the open lines of communications they have had between themselves and the Chancellor and thanked Chancellor Ortiz for quickly addressing and recognizing any concerns of individual board members. Trustee Riley thanked the Chancellor for bringing leadership and a sense of calmness to the District leadership and is looking forward to continuing to move in a positive direction. Trustee Withrow spoke on the excellent relationship between the governing board and the Chancellor. He feels the Chancellor works at it with individual trustees and in his sense he is doing an outstanding job in being candid and transparent and he appreciates that. Trustee Guillen likes how the chancellor is visible and his presence is known in the district and would also like to have his presence in the community more.

Trustee Brown likes that the Chancellor is open to reason.

The Chancellor appreciates board members calling before board meetings with any questions they have about the board agenda which streamlines board meetings and keeping open communication.

Trustee Gulassa commented that the relationship Chancellor Ortiz has with the Board is very strong. Trustee Gulassa thanked the Chancellor for working so close with board and thanked the Board for being accommodating.

Trustee Guillen added that he would like to reaffirm a non-surprise rule. He thinks it is a good idea to reaffirm that here where colleagues would not be surprised.

Trustee Handy said the Board has come a long way from 11+ years ago. She asks that it goes through the board president if a member of the public has a question. Trustee Handy added that if they want the chancellor to respond, that it goes through the board president first.

III. Chancellor's Goals 6:00 p.m.

The Chancellor identified his goals which to some extent are separate from the strategic plan. Some of the goals were carried over from last year mainly because the Chancellor believes they are worthy of continuous attention and improvement. The Chancellor's goals are open for discussion. The intent is to have a Board/CEO discussion about what is valid or not or if anything needs to be added. There are seven areas that the Chancellor has identified as his goals:

1. Board and Community Relations

The Chancellor is sensitive to board and community relations and wants to enhance it in any way he can. Trustee Withrow asked the Chancellor if he could include in that goal on the standpoint of community relations setting a tone for college presidents. He would like to see the chancellor out there giving board presidents guidance or direction so that instead of having one person out in the community, there are five. Trustee Gulassa also suggested inviting a Trustee occasionally to go along with you to enlarge the presence when going out to the community. Trustee Handy added that when you are out in the community, it is important that you look at how many events involve Oakland unified and health and wellness groups. Suggests looking at how other colleges how involved they are. Brown: Peralta should get credit for community presence. How can we capture those events? We should find a way to capture events that all board members attend. Brenda: make a list and drop into dropbox that board members can write down events that they attend.

2. Accreditation

Accreditation is fundamental to how we operate. Before accreditation standards, our focus on best practices when it comes to institutional integrity, teaching and learning process, when it comes to student support systems, resources, governance, etc. If we could meet those standards on a regular ongoing basis, we would have a stellar district that we would be proud of. The reputation of our district, it would be enhanced as we continue to meet our accreditation responsibility. This next cycle is critical for us to do so. Trustee Gulassa alerted everyone to the "Guide to Accreditation for Governing Boards" publication which explains the Accreditation Standards that describe the duties and responsibilities of governing board members for meeting Accreditation Standards and for leading a results-oriented college.

3. Management Team

Chancellor feels it is critical to fill the Vice Chancellor of Finance position. The Chancellor is also interested in creating a Chief Operating Officer/Deputy Chancellor position. He feels that it is critical for an organization of this size to have this position. There are many vacancies in the administrative ranks that need to be filled as well.

4. Strategic Planning

The Chancellor spoke about implementing new district wide strategic planning process, including an educational master plan, a facilities master plan, a technology master plan, and its corresponding elements for each college.

5. Professional of Employees

The Chancellor is interested in enhancing the professionalization of the staff and spoke about advocating the Oz Principle approach because he thinks fundamentally the Peralta culture and image needs to change. The Chancellor feels we need to change how we do things in order to bring equality, teaching, learning, and experience to our students. What the Chancellor likes about the Oz Principle is that it is a structured approach to accountability and responsibilities. If we are going to stay where we are, you'll get the same results. If you want to change, you have to change the experience, change the beliefs which would change the results. The Chancellor will do due diligence on contacting other institutions to see how they have pursued this accountability model. Trustee Gulassa suggested having brown bag lunches with a focused agenda and discussing what is working or what isn't working.

6. Oversee the Implementation of Student Success & Support Program

This is tied to funding and has to do with diagnostic assessment, orientation, and educational plan for all students. The Chancellor mentioned that we have an education committee which is implementing the elements to the student success program and the Chancellor will be updating the Board periodically on this.

7. Overall Performance.

Trustee Guillen mentioned that student financial aid was part of the Chancellor's evaluation last year and asked him how it fits into his goals this year. The Chancellor said student financial aid fits into his sixth goal. Last year the Chancellor had process improvement which included financial aid and technology and the foundation. Trustee Brown wanted to clarify that they would not like to add it is a separate goal but merely to expand description in the category but would like to keep it limited. Trustee Guillen added that the Board has made a significant investment in the foundation and wants to make sure that they get their return on that investment and thinks it could be used as a tool for the Chancellor to be successful on Goal 1. Trustee Riley spoke about his concerns with building the leadership role with our students. How do we really provide the leadership for them to grow. Trustee Riley also spoke about wanting to provide leadership in athletics. Trustee Gulassa recommended that the Board can reiterate with the chancellor that he puts pressure on presidents at each site about this issue.

IV. Board Goals and Professional Development 6:30 p.m.

There are a certain number of workshops and conferences that board members need to attend which is called trustee excellence. Trustee Brown spoke about the Board's interest in the Excellence in Trusteeship Program presented by the Community College League of California (CCLC). Trustee Brown felt this program was important for the Board to be involved in as conference attendance has a direct relationship in

their role as trustees. The total enrollment for the program is \$150 per applicant which includes the application and file review fees. She felt it is important for us to think about this as an institution. The Chancellor approved the board attending this program. Trustee Gulassa felt that the Board has labored over how to educate the trustees and felt this was a good start.

Trustee Gulassa distributed the self evaluation document which is a series of twenty questions based on accreditation. The Board members will get the document by email which needs to be filled out. Trustee Gonzalez-Yuen will do a tally and no one will see who the author is.

ADJOURNMENT (6:59 P.M.)

Listed agenda times are estimates. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours prior to the meeting to the Board Clerk 466-7203 bmartinez@peralta.edu

Jose' M. Ortiz, Chancellor
Secretary to the Board of Trustees
PERALTA COMMUNITY COLLEGE DISTRICT