

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of May 10, 2016

ITEM TITLE:

Consider approval of the contract amendment with CollegeNet Inc. in the amount of \$55,710

SPECIFIC BOARD ACTION REQUESTED: Approval of the contract amendment of \$55,710.

ITEM SUMMARY:

Project 3.3 of the District's Strategic Information Technology Plan calls for a Classroom Scheduling system to increase efficiency of operations and reduce back office operating costs. The original approved amount of \$225,000 with the amendment of \$55,710 brings the total not-to-exceed amount to \$280,710. The additional funding will cover deliverables that include data collection efforts, onsite training for faculty and staff, and the creation of customized training documentation.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): MEASURE E (FUND 65)

BACKGROUND/ANALYSIS:

The overall goal of the project is to allow the Peralta Colleges to schedule classroom and location space more effectively and efficiently by assuring consistent and accurate data and measures across the District. Transitioning from pen and paper scheduling, Peralta will save a substantial amount of hours in administrative time, and eliminate double booking and space use inefficiencies, thus more successfully meeting the needs of departments, instructors and students. Through consistent data integrity, this project will define a more objective process that will allow each location to address space utilization concerns and improve the quality of space management decisions

DELIVERABLES AND SCOPE OF WORK:

CollegeNET consultant will work with a maximum of 12 users at each of the Customer's four campuses plus the single District office, providing one day of training at each location. By the end of each one day training session, participants will be able to:

- Navigate 25Live
- Create simple and complex events
- Make location assignments to academic courses
- Copy events
- Combine related events
- Assign resources to events
- Perform searches
- Generate reports
- Generate calendars, matrices and schedules
- Personalize the user interface
- Participate in tasks
- Q & A for system administrator (District Office Only)

In addition, CollegeNET will provide two custom remote 25Live requestor trainings. By the end of this service, participants will be able to:

- Navigate 25Live
- Create simple and complex event requests
- Copy events
- Cancel an event request
- Combine related events
- Perform basic searches
- Generate calendars, availability matrices and schedules
- Personalize the user interface
- Participate in Tasks (i.e., getting your necessary approvals)

ANTICIPATED COMPLETION DATE: FEBRUARY 1, 2017

ALTERNATIVES/OPTIONS: N/A

EVALUATION AND RECOMMENDED ACTION:

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

YES X No _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? VICE CHANCELLOR LITTLE

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

DOCUMENT PREPARED BY:

Prepared by: VC Ron Little

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: VC Ron Little

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: Ron Little

Ron Little, Vice Chancellor for Finance and Administration

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

Legal review required for bond funds Legal review *not* required

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

Signature: Nitasha Sawhney

Nitasha Sawhney, Acting, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Dr. Jowel C. Laguerre

Dr. Jowel C. Laguerre, Chancellor