



**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Summary/Coversheet Approval Request for Contracts,  
 Change Orders & Addendums**

DATE: 08/01/2022

Agreement CTS # 159382

Check one of the following: Contract  Change Order  Addendum

Check One: (Can be ratified w/ Chancellors signature) Under \$50,000

(If over requires Board Approval) See BP \_\_\_\_\_ and AP \_\_\_\_\_ Over \$50,000

**\*\*DGS Specific\*\*-**

\*Construction Contracts (CUPCA): \*Below \$200,000  \*\$200,000 and Above

Requestor Name: Adil Ahmed, Vice Chancellor for Finance & Administration

Preparer Name and contact Info: Richard Ferreira, Executive Assistant, rferreira@peralta.edu

College & Department: District Finance & Administration

Vendor Name: Huron Consulting, Inc.

Purchase Order Number: 3000135773

Board Approval Date (If applicable) To be Ratified at the 09/13/2022 Board meeting.

Scope of work or amended scope of work attached: YES  NO

Vendor Signed Contract: YES  NO

Memorandum to the Chancellor (include explanation of why the services are being outsourced or reason for the work in general).

Provide additional services to PCCD Finance Department through FY 2022-23 to provide consulting support to assist PCC with issues related to Campus Solutions. Please see the additional Scope of Work.

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**PERALTA COMMUNITY COLLEGE DISTRICT  
INDEPENDENT CONTRACTOR & ORIGINAL CONTRACT  
ADDENDUM FORM # 1**

**Contractor/Consultant Information:**

Name of Contractor:	Huron Consulting, Inc.
Business License No.:	N/A
Tax ID Number:	N/A
Vendor Number:	736450

**Contract Information: Please attach a cover memo attention to the Chancellor**



ICC # _____	Vend _____	<u>Project Name or Scope</u>	(Please attach a copy of the original ICC and previous addendums)
Purchase Order #	3000135773		
Contract Start Date:	07/25/2022	End:	12/31/2022
New Contract End Date:	N/A		
Original/Previous Contract Amount:		\$ 300,000.00	
Request to Increase/Decrease the Contract By:		\$ 0.00	
Total Contract Amount:		\$ 300,000.00	
Board Approval Date(s):	09/13/2022 Ratification		(if applicable)

**Accounting Codes:** (additional lines are provided for split funding only)

LOC	FUND	COST CTR	OBJECT	PR	ACTIVITY & SUFF	SPPJ	LN	PREVIOUS AMOUNT	ADDENDUM +/-	TOTAL
1	01	141	5105	1	672000	0000	00		\$ 300,000.00	\$ 300,000.00
										\$ 0.00
										\$ 0.00
										\$ 0.00
										\$ 0.00
										\$ 0.00
										\$ 0.00
									<b>Sub-Total:</b>	\$ 300,000.00
									<b>Total Paid:</b>	
									<b>Remaining Balance:</b>	\$ 300,000.00

  
 \_\_\_\_\_ 08/10/2022  
 Funds Verified by Business Manager    Date

**Approval Routing:**

<b>(See Vice Chancellor)</b>	
_____ College President/Vice Chancellor	_____ Date
 <small>Adi Ahmed (Aug 10, 2022 12:51 PDT)</small>	08/10/2022
_____ Vice Chancellor, Financial Services	_____ Date
	08/11/2022
_____ Chancellor	_____ Date

July 22, 2022

Huron Consulting Services LLC (“Huron”) appreciates the opportunity to provide PeopleSoft business process advisory services to Peralta Community College District, (“PCCD” or “you” or “your”), in connection with your initiative to improve your business process and operating model related to PeopleSoft Financial and CS applications. This Statement of Work documents the mutual agreement of the parties to the scope associated with this effort.

**Our Services and Approach**

PCCD seeks advisory and functional support from Huron on optimization of business processes that are being implemented in PeopleSoft.

Based on our understanding of PCCD’s needs, the following activities are in scope for the assessment:

**Campus Solutions Support Services**

Huron will provide consulting support to assist PCCD with issues related to optimizing business Processes in Campus Solutions. Huron will provide **up to 40 hours per week** of advisory and functional support through December 2022 for this effort. If the engagement begins July 25, this comes to a maximum of **920 hours**.

Beyond this initial term, Huron will provide a bank of up to **390 hours of support, from January 1, 2023, through June 30, 2023** (estimating 15 hours per week). These hours will be used as needed without expectation of a minimum number of hours each week.

Huron and PCCD jointly identified several areas where continued support could add value. These can be categorized under broad headings of Pell Grants, Packaging, COD Processing, and Other Configuration. These focus areas are listed below with short descriptions and the preferred month of completion. Huron and PCCD acknowledge that a start date of late July 2022 will necessitate that all items be completed after the desired completion dates noted.

Additional needs are likely to arise in the course of this work. They will be evaluated on a case-by-case basis and will be scheduled with consideration for priority items already identified below.

<b>Pell Grant Processing</b>		
<b>Activity</b>	<b>Description</b>	<b>Desired Completion</b>
<b>Packaging Audit</b>	Confirm whether all eligible students are receiving Pell. Make configuration changes as needed.	July 2022
<b>Awarding LHT Students</b>	Monitor existing processes to confirm less-than-half-time students are budgeted and awarded correctly.	July 2022
<b>Setup Configuration</b>	Review and optimize Pell Payment configuration.	August 2022

Packaging		
Activity	Description	Desired Completion
<b>2022-2023 Packaging Setup</b>	Review and Optimize Batch Packaging	July 2022

<b>FSEOG Repackaging</b>	Configure a process to expend FSEOG funds throughout the year	October 2022
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### COD Processing

Activity	Description	Desired Completion
<b>Validation/Reject Reports</b>	Work with district and college staff to establish a sustainable workflow of producing and working reports for Pell/Direct Loan processing	August 2022

<b>Citizenship Rejects</b>	Configure a process to batch update the citizenship status on Pell and Direct Loan records	August 2022
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### Other Configuration

Activity	Description	Desired Completion
<b>College Financing Plan</b>	Review and optimize College Financing Plan (Shopping Sheet) configuration for all students.	July 2022

<b>2022-2023 Processing Evaluation</b>	Review JobSets, run controls to correct any gaps in processing. Special focus on citizenship and eligible program checklists. Review automated communications.	July – December 2022
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<b>SAP</b>	Review and optimize processing	August 2022
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<b>FISAP</b>	Assist in developing a repeatable process to gather data for this annual report	August 2022
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<b>TD Client Implementation</b>	Provide support as needed to complete this implementation	September 2022
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<b>CA Processes</b>	Lead implementation of CSU modules for Cal Grant and Cal ISIR	September 2022
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<b>CCPG Processing</b>	Review and optimize CCPG query and evaluation	September 2022
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<b>Annual JobSet Rollover</b>	Create documentation to assist in annual rollover of JobSet processing.	November 2022
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<b>2023-2024 Processing</b>	Support rollover to 2023-2024 batch processing	November 2022
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<b>Subsequent ISIR Processing</b>	Train staff to enforce policy using Campus Solutions ISIR Suspense Management tools.	July 2022
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**Project Staffing**

The Huron team's roles and responsibilities are outlined in the table below.

<b>Project Role Title</b>	<b>Role/Responsibilities</b>
<b>Supervising Director</b>	+ Point of contact and Huron Executive Sponsor + Validate that the project is meeting objectives expected and set by PCCD and the Huron team
<b>PeopleSoft CS Functional Consultants (Manager, Senior Associate or Associate level)</b>	+ Review and analyze business process optimization opportunities + Conduct design or configuration discussions

**Fees and Expenses**

Fees for this engagement will be assessed at an hourly rate as laid out below. Hours for this project are estimated at a maximum of 1,300 (40 hours per week from July 25 through December 31, 2022, then 15 hours per week from January 1 through June 30, 2023) with estimated fees of \$300,000. The rates as established in the Master Agreement (defined below) are:

<b>Role</b>	<b>Rate</b>
Engagement Executive	\$375
Senior Director	\$320
Director	\$275
Project Manager	\$240
Senior Consultant	\$210
Consultant	\$175



**Business Terms**

This Statement of Work will be governed by the Master Agreement dated June 26, 2020 ("Master Agreement"), between the Foundation for California Community Colleges and Huron Consulting Services LLC.

**ACKNOWLEDGED AND ACCEPTED:**

**PERALTA COMMUNITY COLLEGE DISTRICT**

**HURON CONSULTING SERVICES LLC**

Signed By: 	Signed By: 
Print Name: <b>Dr. Jannett N. Jackson</b>	Print Name: <b>Geof Corb</b>
Title: <b>Interim Chancellor</b>	Title: <b>Managing Director</b>
Date: <b>08/11/2022</b>	Date: <b>7/22/2022</b>



**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Summary/Coversheet Approval Request for Contracts,  
 Change Orders & Addendums**

DATE: 02/18/2022

Agreement CTS # 159382

Check one of the following: Contract  Change Order  Addendum

Check One: (Can be ratified w/ Chancellors signature) Under \$50,000

(If over requires Board Approval) See BP \_\_\_\_\_ and AP \_\_\_\_\_ Over \$50,000

**\*\*DGS Specific\*\*-**

\*Construction Contracts (CUPCA): \*Below \$200,000  \*\$200,000 and Above

Requestor Name: Adil Ahmed, Vice Chancellor for Finance & Administration

Preparer Name and contact Info: Richard Ferreira, Executive Assistant, rferreira@peralta.edu

College & Department: District Finance & Administration

Vendor Name: Huron Consulting, Inc.

Purchase Order Number: 3000133322

Board Approval Date (If applicable) Submitted for 03/08/2022

Scope of work or amended scope of work attached: YES  NO

Vendor Signed Contract: YES  NO

Memorandum to the Chancellor (include explanation of why the services are being outsourced or reason for the work in general).

Provide additional services to PCCD Finance Department through FY 2021-22 to improve initiative on our business process and operating model related to PeopleSoft Financial, HCM and CS applications. Please see the additional Scope of Work.

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November 22<sup>th</sup>, 2021

Antoine Mehouelley  
 Chief Technology & Information Systems Officer  
 Peralta Community College District  
 333 East 8th Street Oakland, CA 94606

Dear Mr. Mehouelley:

Huron Consulting Services LLC (“Huron”) appreciates the opportunity to provide PeopleSoft business process advisory services to Peralta Community College District, (“PCCD” or “you” or “your”), in connection with your initiative to improve your business process and operating model related to PeopleSoft Financial, HCM, and CS applications. This Statement of Work documents the mutual agreement of the parties to the scope associated with this effort.

**Our Services and Approach**

PCCD has recently upgraded its PeopleSoft environment to version 9.2 in Phase 1 and is currently in Phase II implementing enhancements to its PeopleSoft HCM and Financials applications. During this phase, PCCD has experienced bandwidth and adoption challenges, and seeks advisory support from Huron on optimization of business processes that are being implemented in PeopleSoft.

Based on our understanding of PCCD’s needs, the following activities are in scope for the assessment:

**Business Process Advisory Support Services**

Huron will provide consulting support to assist PCCD with issues related to optimizing business processes that have already been implemented as part of the recent PeopleSoft 9.2 implementation, as well as those related to the currently implemented Phase II.

Huron will provide **up to 200 hours** of advisory support between March 2022 and May 2022 for this effort.

<b>Activity</b>	<b>Description</b>	<b>Timing</b>
Provide business process advisory support	Review and analyze issues related to process optimization. Provide solution options and recommendations.	March 2022 – May 2022

**Project Staffing**

The Huron team’s roles and responsibilities are outlined in the table below.

<b>Project Role Title</b>	<b>Role/Responsibilities</b>
<b>Supervising Managing Director/ Director</b>	<ul style="list-style-type: none"> <li>+ Point of contact and Huron Executive Sponsor</li> <li>+ Validate that the project is meeting objectives expected and set by PCCD and the Huron team</li> </ul>
<b>PeopleSoft FSCM, HCM, CS Functional Consultants (Manager or Senior Consultant level)</b>	<ul style="list-style-type: none"> <li>+ Review and analyze business process optimization opportunities</li> <li>+ Conduct design or configuration discussions</li> </ul>

	<ul style="list-style-type: none"> <li>+ Provide specifications to Peralta technical team for issue resolution</li> <li>+ Provide functional support for PeopleSoft FSCM/CS applications as requested</li> <li>+ Provide advisory support for optimization of business processes</li> </ul>
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**PCCD Responsibilities**

In connection with this engagement, PCCD will perform the tasks, furnish the personnel, provide the resources, and undertake the responsibilities specified below:

- PCCD will designate an employee or employees within its senior management who will make or obtain all management decisions with respect to this engagement on a timely basis.
- PCCD will provide a Project Manager for this engagement to provide guidance to the consultant
- PCCD functional analysts will assist with setup of data required for preparation of course material

The successful delivery of services, and the fees charged, are dependent on (i) PCCD’s timely and effective completion of its responsibilities, (ii) the accuracy and completeness of any assumptions, and (iii) timely decisions and approvals by PCCD’s management. PCCD will be responsible for any delays, additional costs, or other liabilities caused by any deficiencies in the assumptions or in carrying out PCCD’s responsibilities.

**Fees and Expenses**

Our professional fees for this engagement will be as follows:

**Business Process Advisory Services:**

Our fees for these services will be on an hourly rate basis. We will bill on an hourly basis, in 15-minute increments, based on the actual hours worked at the hourly billing rates indicated below. We will keep you apprised of our hours worked and fees on a monthly basis. These rates will be based on our Master Agreement with the Foundation for California Community Colleges.

Role	Hourly Billing Rate
Engagement Executive	\$375
Senior Director	\$320
Director	\$275
Manager	\$240
Associate	\$210
Analyst	\$175

**Business Terms**

This Statement of Work will be governed by the Master Agreement dated June 26, 2020 (“Master Agreement”), between the Foundation for California Community Colleges and Huron Consulting Services LLC.



**ACKNOWLEDGED AND ACCEPTED:**





**PERALTA COMMUNITY COLLEGE DISTRICT**

**HURON CONSULTING SERVICES LLC**

Signed By: 	Signed By: 
Print Name: Dr. Jannett N. Jackson	Print Name: LAURA B. ZIMMERMANN
Title: Interim Chancellor	Title: MANAGING DIRECTOR
Date: 03/10/2022	Date: 2/23/2022

Req Form

Requisitions

### Requisitions

Req Inquiry

Details		Status		1-1 of 1		View All	
Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	Total Amt (Incl. Tax)
PCCD1	2000147170	2000147170	Approved	FERREIRA RICHARD	02/22/2022	50,000.00 USD	50000.000

Search

Notify



# Purchase Order

**Peralta Community College Dist**  
 333 East 8th Street  
 Oakland CA 94606  
 United States

**Supplier:** 0000736450  
 HURON CONSULTING GROUP, INC.  
 550 W. VAN BUREN STREET  
 CHICAGO IL 60607

Dispatch via Print

<b>Purchase Order</b> PCCD1-3000133218	<b>Date</b> 02/11/2022	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Destination	<b>Ship Via</b> Common Carrier	
<b>Buyer</b> NZOMO, SERAPHINE	<b>Phone/Email</b> 510/466-7225 snzomo@peralta.edu	<b>Currency</b> USD	

**Ship To:** EXEMPT  
 United States

**Attention:** HAYAT GUESSOUM

**Bill To:** Accounts Payable  
 333 East 8th Street  
 Oakland CA 94606  
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	DOA with HURON CONSULTING GROUP, INC. to train the end users on new functionality being implemented after the PeopleSoft upgrade project. RFP # 21-22/17. Please send PO to the vendor.		1.00	EA	215,018.00	215,018.00	02/11/2022

**Schedule Total** 215,018.00

**Item Total** 215,018.00

**Total PO Amount** 215,018.00

Tax Exempt? N Tax Exempt ID: Replenishment Option: Standard

*Brian Slaughter*  
 Brian Slaughter (Feb 16, 2022 11:20 PST)

**Authorized Signature**





**Agenda Item Details**

Meeting Feb 08, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. ACTION ITEMS

Subject 11.3 Consider Approval for PeopleSoft Phase 2 Huron Training. Presenter: Antoine Mehoulley CTIO

Type Action

Preferred Date Feb 08, 2022

Absolute Date Feb 08, 2022

Fiscal Impact Yes

Dollar Amount 215,018.00

Budgeted Yes

Budget Source General Fund: 1-01-115-5206-1-678000-2446-00

Recommended Action The Chief Technology & Information Systems Officer recommends approval.

**TO: Peralta Board of Trustees**

**FROM: Antoine Mehoulley CTIO**

**PREPARED BY: Antoine Mehoulley CTIO**

**BACKGROUND/ANALYSIS:**

In this contract, Huron is being retained for the PeopleSoft modernization business process training. The training will enable improved cross-functional workflows and enable PCCD to improve operational efficiency. The training Via Zoom will cover the following key HR and Finance modules for all 2,049 PCCD employees:

- Manager Self-Service
- Position Management
- Time and Labor
- Commitment Accounting
- Asset Management
- Expense Management
- Supplier Contracts

As required by the District’s Purchasing Procedures, the administration conducted a formal bid request for Proposal. The RFP selection committee identified one vendor, Huron, based on price and full response to the bid request.

<b>Contract</b>	<b>Amount</b>	<b>Board Approval</b>	<b>Complete or Ongoing</b>
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Huron Consulting services will assist with providing PeopleSoft optimization assessment	\$48,000.00	Finance's Ratification Report	Completed
HURON CONSULTING GROUP, INC. to train the end users on new functionality being implemented after the PeopleSoft upgrade project. RFP # 21-22/17	\$215,018	2/8/2022 (Pending)	
<b>TOTAL</b>	<b>\$263,018</b>		

**Company Location:**

Huron  
Huron Consulting Group Inc.  
50 California St., #850  
San Francisco, CA 94111  
Email:sdewam@hcg.com  
ATTN: Sumit Dewan

**DELIVERABLES/SCOPE OF WORK: Training Services**

HUMAN CAPITAL MANAGEMENT (HR)

Create HCM Training Approach and Schedule

QR Guide, QR Video - MSS (37 eForms), Time and Labor approval up to 37 guides, videos, job-aid documents

QRGuide- ESS (5 eForms, time entry)up to 5 guides, videos, job-aid documents

Instructor-Led Training and Exercise - MSS (37 eforms), Time and Labor approval up to 5 training sessions, 1-1.5 hours each

Instructor-Led Training and Exercise - ESS - Time Submission up to 5 training sessions, 1-1.5 hours each

Instructor-Led Training and Exercise - ESS - Comp/OT Time Submission non-faculty up to 5 training sessions, 1-1.5 hours each

Instructor-Led Training and Exercise - ESS - Hourly Time Submission non-faculty up to 5 training sessions, 1-1.5 hours each

FINANCE

Create Fin Training Approach and Schedule

QR Guide, QR Video, Job-Aid Expense - Travel Policy, Create Travel Auth, Cash Adv, Exp Report up to 4 guides, videos, job-aid documents

QR Guide, QR Video, Job-Aid Expense - Travel Policy, Approve Travel Auth, Cash Adv, Exp Report up to 4 guides, videos, job-aid documents

Support Guide for EX Power Users 1 guide document

Kaiser Reimbursements Instructor-Led Training

1 training session, 1-1.5 hr.13

AP Staff Budget Check and Approvals - EX - Instructor-Led Training up to 5 training sessions, 1-1.5 hours each

Instructor-Led Training and Exercise - Expense Entry up to 5 training sessions, 1-1.5 hours each

Instructor-Led Training and Exercise - Expense Approval up to 5 training sessions, 1-1.5 hours each

Instructor-Led Training and Exercise - Asset Management up to 5 training sessions, 1-1.5 hours each

Instructor-Led Training and Exercise - Supplier Contracts up to 5 training sessions, 1-1.5 hours each

**ANTICIPATED COMPLETION DATE:**

May 30, 2022

**EVALUATION AND RECOMMENDED ACTION:**

The Chief Technology & Information Systems Officer and the Interim Chancellor recommend approval.

[Huron Response to Peralta Community College RFP for PS Upgrade Training Services 01.19.21.pdf \(3,054 KB\)](#)

[CA Comm College 00003590 \(CB\)\\_ Huron MSA\\_encrypted\\_.pdf \(1,248 KB\)](#)

[Peralta PeopleSoft Training Services SOW 02.03.22 Huron Signed.pdf \(246 KB\)](#)

**Motion & Voting**

The Chief Technology & Information Systems Officer recommends approval.

Motion by Bill Withrow, second by Nicky Gonzalez Yuen.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, Leesa Hogan, Micah Cooper



**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Summary/Coversheet Approval Request for Contracts,  
 Change Orders & Addendums**

DATE: 1/25/2022

Agreement CTS # 155073

Check one of the following: Contract  Change Order  Addendum

Check One: (Can be ratified w/ Chancellors signature) Under \$50,000

(If over requires Board Approval) See BP \_\_\_\_\_ and AP \_\_\_\_\_ Over \$50,000

**\*\*DGS Specific\*\*-**

\*Construction Contracts (CUPCA): \*Below \$200,000  \*\$200,000 and Above

Requestor Name: Chief Technology & Information Systems Officer Antoine Mehoulley

Preparer Name and contact Info: Hayat Guessoum

College & Department: District IT

Vendor Name: HURON CONSULTING GROUP, INC.

Purchase Order Number: 3000133218

Board Approval Date (If applicable) 2/08/2022

Scope of work or amended scope of work attached: YES  NO

Vendor Signed Contract: YES  NO

Memorandum to the Chancellor (include explanation of why the services are being outsourced or reason for the work in general).

HURON CONSULTING GROUP, INC. Will work alongside the Peralta Community College District to train PCCD end users  
on the new functionality being implemented that is associated with the People Soft Upgrade II .HURON CONSULTING GROUP, INC  
will provide the required expertise to conduct this training given that we do not currently have this expertise in house.

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February 2<sup>nd</sup>, 2022

Antoine Mehouelley  
Chief Technology & Information Systems Officer  
Peralta Community College District  
333 East 8th Street Oakland, CA 94606

Dear Mr. Mehouelley:

Huron Consulting Services LLC (“Huron”) appreciates the opportunity to provide PeopleSoft training services to Peralta Community College District, (“Peralta” or “you” or “your”), in connection with your initiative to upgrade and enhance PeopleSoft Financial and HCM services. This Statement of Work documents the mutual agreement of the parties to the scope associated with this effort.

**Our Services and Approach**

Peralta has recently upgraded its PeopleSoft environment to version 9.2 in Phase I and is currently in Phase II implementing enhancements to its PeopleSoft HCM and Financials applications. During this phase, Peralta has experienced bandwidth and adoption challenges, and seeks an experienced partner, Huron, to work alongside the institution to train the end users on new functionality being implemented.

Based on our understanding of Peralta’s needs, the following activities are in scope for the assessment:

Huron team will help create strategy, approach, content for end user training for Peralta’s Phase II HCM and FM products. We understand that you would like the training to be developed as part of your efforts related to the planned go-live of Phase II of the upgrade project.

Based on our understanding of Peralta’s needs, the following activities are in scope for the engagement:

#	PILLAR	TOPIC	QUANTITY (IF APPLICABLE)
1	HCM	Create HCM Training Approach and Schedule	1
2	HCM	QR Guide, QR Video - MSS (37 eForms), Time and Labor approval	up to 37 guides, videos, job-aid documents
3	HCM	QRGuide- ESS (5 eForms, time entry)	up to 5 guides, videos, job-aid documents
4	HCM	Instructor-Led Training and Exercise - MSS (37 eforms), Time and Labor approval	up to 5 training sessions, 1-1.5 hours each
5	HCM	Instructor-Led Training and Exercise - ESS - Time Submission	up to 5 training sessions, 1-1.5 hours each
6	HCM	Instructor-Led Training and Exercise - ESS - Comp/OT Time Submission non-faculty	up to 5 training sessions, 1-1.5 hours each
7	HCM	Instructor-Led Training and Exercise - ESS - Hrly Time Submission non-faculty	up to 5 training sessions, 1-1.5 hours each
8	HCM	Create FIN Training Approach and Schedule	1



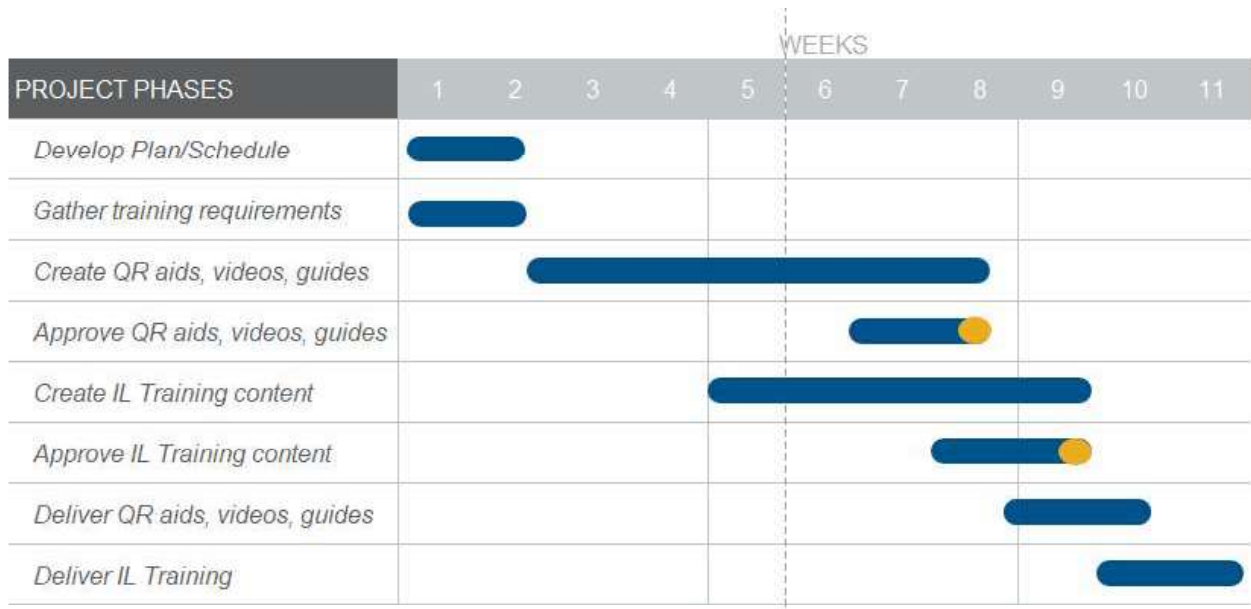
#	PILLAR	TOPIC	QUANTITY (IF APPLICABLE)
9	FIN	QR Guide, QR Video, Job-Aid Expense - Travel Policy, Create Travel Auth, Cash Adv, Exp Report	up to 4 guides, videos, job-aid documents
10	FIN	QR Guide, QR Video, Job-Aid Expense - Travel Policy, Approve Travel Auth, Cash Adv, Exp Report	up to 4 guides, videos, job-aid documents
11	FIN	Support Guide for EX Power Users	1 guide document
12	FIN	Kaiser Reimbursements Instructor-Led Training	1 training session, 1-1.5 hr.
13	FIN	AP Staff Budget Check and Approvals - EX - Instructor-Led Training	up to 5 training sessions, 1-1.5 hours each
14	FIN	Instructor-Led Training and Exercise - Expense Entry	up to 5 training sessions, 1-1.5 hours each
15	FIN	Instructor-Led Training and Exercise - Expense Approval	up to 5 training sessions, 1-1.5 hours each
16	FIN	Instructor-Led Training and Exercise - Asset Management	up to 5 training sessions, 1-1.5 hours each
17	FIN	Instructor-Led Training and Exercise - Supplier Contracts	up to 5 training sessions, 1-1.5 hours each
18	PMO	Consultant Team Coordination and General Support	N/A

Engagement Plan and Timeline

Our understanding is that the development and delivery of training needs to occur before April 30th, 2022. Our proposal is based on starting the engagement on February 14th, 2022. The delivery dates are expected to change based on the actual start date of the engagement.

During the first two weeks of the engagement, Huron leads will work with Peralta counterparts to finalize the training plan and schedule. This plan will clearly define the timeline for developing content for each of the training sessions as well as supporting training tools, such as Job-aids, quick reference videos and quick reference guides.

The overall timeline for the engagement is as follows:



**Project Staffing**

Huron’s team will consist of a mix of PeopleSoft subject matter experts and training leads.

**Roles & Responsibilities Summary**

ROLE	VALUE TO PERALTA	TOTAL HOURS
<b>Training Coordinator</b>	<ul style="list-style-type: none"> <li>Lead training planning with Peralta team</li> <li>Lead Huron’s engagement by serving as main point of contact for Peralta</li> </ul>	143
<b>HCM Lead</b>	<ul style="list-style-type: none"> <li>Provide subject matter expertise related to ESS, MSS, Time and Labor</li> <li>Conduct instructor-led training sessions</li> </ul>	216
<b>FIN Lead</b>	<ul style="list-style-type: none"> <li>Provide subject matter expertise related to ESS, MSS, Time and Labor</li> <li>Conduct instructor-led training sessions</li> </ul>	246
<b>Training Analyst</b>	<ul style="list-style-type: none"> <li>Create course content</li> </ul>	432

**Project Assumptions**

Some key assumptions are listed below:

- Instructor-led sessions are expected to start 2 weeks before Phase II go-live and conclude around the go-live date.
- All work, including instructor-led training, will be conducted remotely using Zoom audio/video calls
- Job-aid documents are meant to be concise references and therefore contain up to 10 pages per document.

- Peralta will designate an employee or employees within its senior management who will make or obtain all management decisions with respect to this engagement on a timely basis. Any delays in decisions required for Huron’s work on the project may result in change order with extension of cost and/or schedule.
- Peralta will provide a Project Manager for this engagement to provide guidance to the consultant.
- Peralta functional analysts will assist with setup of data required for preparation of course material.
- Peralta business area SMEs will identify training courses and topics that are meaningful for end-users.
- Peralta business area SMEs will help facilitate instructor-led courses by answering questions pertaining to Peralta processes.
- Peralta will be responsible for all logistics related to scheduling and execution of training courses, repository of quick reference guides, videos or other training material, and any updates required post-delivery by Huron.

The successful delivery of services, and the fees charged, are dependent on (i) Peralta’s timely and effective completion of its responsibilities, (ii) the accuracy and completeness of any assumptions, and (iii) timely decisions and approvals by Peralta’s management. Peralta will be responsible for any delays, additional costs, or other liabilities caused by any deficiencies in the assumptions or in carrying out Peralta’s responsibilities.

**Fees and Expenses**

This agreement reflects Huron’s strong interest in supporting Peralta in working toward enabling effective use of its applications through training the organization while in pursuit of leveraging its investment in the PeopleSoft applications.

Accordingly, our professional fees for this engagement will be as follows:

Considering the scope, duration, staffing, and our strong desire to deepen our relationship with Peralta, our professional fees for this engagement are **\$215,018** on a fixed-fee basis, and we expect to complete delivery in eleven (11) weeks based on the total hours per resource and assumptions noted above. Huron expects this work to be completed remotely and therefore no travel expenses are planned.

As compensation for providing the services hereunder, payments shall be based on the following billing schedule:

Billing Description	Fees to be Billed	Billing Milestone
Initial Billing	\$50,000	At the beginning of the project
Progress Billing 1	\$65,000	Upon delivery of training approach
Final Billing	\$100,018	Upon completion of project

Any change orders needing time and material billing will be based on our rates under Master Agreement with the Foundation for California Community Colleges. The table of agreed upon rates is below.

ROLE	HOURLY BILLING RATE
------	---------------------



<b>Engagement Executive</b>	\$375
<b>Senior Director</b>	\$320
<b>Director</b>	\$275
<b>Manager</b>	\$240
<b>Associate</b>	\$210
<b>Analyst</b>	\$175



**Business Terms**

This Statement of Work will be governed by the Master Agreement dated June 26, 2020 (“Master Agreement”), between the Foundation for California Community Colleges and Huron Consulting Services LLC.

**ACKNOWLEDGED AND ACCEPTED:**

**PERALTA COMMUNITY COLLEGE DISTRICT**

**HURON CONSULTING SERVICES LLC**

Signed By: 	Signed By: 
Print Name: Jannett Jackson	Print Name: LAURA ZIMMERMANN
Title: Interim Chancellor	Title: MANAGING DIRECTOR
Date: 02/15/2022	Date: 02/03/2022

Purchase Order Inquiry

**Purchase Order**

Business Unit PCCD1  
PO ID 3000133218

PO Status Open  
Budget Status Not Chk'd

**Header**

PO Date 02/11/2022

Doc Tol Status Valid

Supplier Name HURON-001

PC CD 1

Backorder Status Not Backordered

Receipt Status Not Recvd

Supplier ID 0000736450  
Buyer NZOMO, SERAPHINE

[Supplier Details](#)

SNZOM  
O

**Amount Summary**



Hold From Further Processing

PO Reference

Merchandise  
Freight/Tax/Misc.

215,018.00

[0.00](#)

**Total**

215,018.00 U

- [Header Details Summary](#)
- [All RTV Header Comments...](#)
- [Match Document Status](#)
- [Actions](#)

**Lines**

1-1 of 1	
View All	

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchand
1		<a href="#">DOA with HURON CONSULTING GRO</a>	5206	1.0000	EA	215,018.0

**REGULAR MEETING OF THE BOARD OF TRUSTEES (Tuesday, February 8, 2022)**

Generated by Sasha Amiri on Tuesday, February 8, 2022

**Members present**

Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, Leesa Hogan, Micah Cooper

**Meeting called to order at 4:04 PM**

**1. Agenda Items denoted with \*\*\* reflect agreements approved by the Chancellor during the Board's Winter recess from Dec. 15, 2021 through January 24, 2022 pursuant to the delegation of Authority to ensure operational continuity granted to her at the December 14, 2021 Board Meeting ----- OPEN SESSION 4 P.M.**

**Information: 1.1** Call to Order

**Information: 1.2** Public Comment on Closed Session Items

**Information: 1.3** Adjourn to Closed Session

**2. CLOSED SESSION - 4:05 P.M.**

**Information: 2.1** Conference with Labor Negotiator, Peralta Federation of Teachers, Local 39, and SEIU 1021 (Government Code § 54957.6)

**Information: 2.3** Public Employee Performance Evaluation Title Chancellor (Government Code § 54957)

**Information: 2.4** Conference with Legal Counsel, Multiple Cases: (Government Code § 54956.9) - (15 minutes)

**3. OPEN SESSION - 6:00 P.M.**

**Procedural: 3.1** Call to Order

**Procedural: 3.2** Pledge of Allegiance

**Procedural: 3.3** Roll Call

**Procedural: 3.4** Affirmation of the Statement of Cooperation

**Information: 3.5** Report of Action Taken in Closed Session

**Action: 3.6 Approval of the Agenda**

Recommend Approval of the February 8, 2022 Board agenda

Motion by Bill Withrow, second by Dyana Delfin Polk,

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action, Minutes: 3.7 Approval of the Minutes**

Motion to approve the January 25, 2022 Board Minutes.

Motion by Dyana Delfin Polk, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Information: 3.8** Associated Student Government Reports

**Information: 3.9** Peralta Classified Senate Report

**Information: 3.10** District Academic Senate Report

**Information: 3.11** Public Communication

**Information: 3.12** Chancellor's Reports (30 minutes)

**4. PRESENTATIONS**

**Information: 4.1** Presentation of the Draft Board of Trustees Boundaries Map(s). Pre-Final Map Public Hearing. Presenter: Andrew Westall, Bear D&R

**Information: 4.2** Presentation of the Peralta Federation of Teachers (PFT)'s Initial Proposal for Collective Bargaining Agreement with the Peralta Community College District for 2022 Labor Negotiations. Presenter: Interim Vice Chancellor Dr. Ronald McKinley

**5. INFORMATIONAL**

**Information: 5.1** Joint Analysis of Governor's Budget 2022/23. Presenters: Interim Chancellor, Dr. Jannett Jackson & Interim Vice Chancellor, Adil Ahmed

**Information: 5.2** Board Will Conduct a First Reading of the Board Policies and a Review of Administrative Procedures. Presenter: Interim Chancellor Jannett Jackson (5 minutes)

AP 5013 Students in the Military - Section A to be revised to state the following: Residence Determinations for Members of the Armed Forces and Dependents.

**6. CONSENT CALENDAR - CHANCELLOR'S OFFICE**

**Action (Consent): 6.1** Consider Appointments of Two Members to the Bond Measures Oversight Committee. Presenter: Interim Chancellor, Dr. Jannett Jackson  
Resolution: Approve Appointments of two Members to the Bond Measures Oversight Committee.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.  
Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**7. CONSENT CALENDAR - ACADEMIC AFFAIRS**

**Action (Consent): 7.1** Consider Acceptance of \$200,000 Extension of Service Agreement with County of Alameda to Provide Access and Support Success for Returning Citizens. Presenter: President Rudy Besikof  
Resolution: Acceptance of the \$200,000 Extension of Service Agreement with County of Alameda to provide direct services to expand access and support success for Returning Citizens in higher education.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.  
Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 7.2** Consider Approval for College of Alameda to Accept an Extension and Augmentation of the Regional Director for Advanced Transportation and Logistics Grant from the State Chancellor's Office. Presenter: President Nathaniel Jones III.  
Resolution: Consider approval for College of Alameda to accept an extension and augmentation of the Regional Director for Advanced Transportation and Logistics Grant from the State Chancellor's Office in an amount of \$46,176.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.  
Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 7.3** Consider Approval of the Addendum to Extend the Independent Contractor Agreement with Pamela Gutman to Perform Services as the Regional Director of Advanced Transportation and Logistics in Accordance with the California Community Colleges Chancellor's Office (CCCCO). Presenter: President Nathaniel Jones III.  
Resolution: Approve the addendum to extend the Independent Contractor Agreement with Pamela Gutman to perform services as the Regional Director of Advanced Transportation and Logistics in accordance with the California Community Colleges Chancellor's Office (CCCCO) in an amount of \$44,400.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.  
Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 7.4** Consider Approval for Laney College to Purchase a Y-Axis CNC Lathe for the Machine Technology Dept. in an Amount of \$103,329.15. Presenter: President Rudy Besikof  
Resolution: Approve the purchase of the Selway, a Sole Source Provider, Y-axis CNC Lathe for the Machine Technology Dept. at Laney College in an amount of \$103,329.15

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.  
Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**8. CONSENT CALENDAR - FACILITIES**

**Action (Consent): 8.1** Consider Approval of an Independent Consultant Agreement for Professional Services for CEQA Consulting Services with Rincon Consultants, Inc. in the Amount of \$200,000.00 for the College of Alameda Science and Administration Building Project and the Laney College STEM Building Project. Presenter: Interim Vice Chancellor Atheria Smith  
Resolution: Approve an Independent Consultant Agreement for Professional Services for CEQA consulting services with Rincon Consultants, Inc. in the amount of \$200,000.00 for the College of Alameda Science and Administration Building project and the Laney College STEM Building project.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.  
Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 8.2** \*\*\*Consider Ratification of Amendment No. 1 to the Independent Consultant Agreement for Special Services with High Performance Learning Environments, aka HPLE, Inc. to Increase Compensation in an Amount Not to Exceed \$30,000.00 for the Provision of Administrative Project Management Services for the Districtwide Return-to-Campus Custodial and Deep Cleaning Projects Presenter: Interim Vice Chancellor Atheria Smith\*\*\*  
Resolution: Ratify Amendment No. 1 to the Independent Consultant Agreement for Special Services with High Performance Learning Environments, aka HPLE, Inc. to Increase Compensation in an Amount Not to Exceed \$30,000.00 for the Provision of Administrative Project Management Services for the District-wide Return-to-Campus Custodial and Deep Cleaning Projects.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.  
Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 8.3** Consider Approval of an Independent Consultant Agreement for Professional Architectural Services with AE3 Partners, Inc. in an Amount Not to Exceed \$154,117.00 for Provision of Architectural Design Services for the Barbara Lee Center for Social Justice and Civic Engagement Located on the Merritt College Campus. Presenter: Interim Vice Chancellor Atheria Smith  
Resolution: Approve an Independent Consultant Agreement for Professional Architectural Services with AE3 PLACEHOLDER: Partners, Inc. in an amount not to exceed \$154,117.00 for the provision of architectural design services for the Barbara Lee Center for Social Justice and Civic Engagement located on the Merritt College campus.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.  
Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)



**Action (Consent): 8.4**\*\*\*Consider Ratification of Amendment No. 1 to the Independent Consultant Agreement for Special Services with Kneal Resource System for the Provision of Organizational Development and Related Services for the Department of General Services to Extend the Agreement Term by 59 Days. Presenter: Interim Vice Chancellor Atheria Smith\*\*\*  
Resolution: Ratify Amendment No. 1 to the Independent Consultant Agreement for Special Services with Kneal Resource System for the provision of organizational development and related services for the Department of General Services to extend the agreement term by 59 days.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 8.5** Consider Approval of Independent Consultant Agreement for Professional Services for Inspector of Record Services with Anthonio Inc. for the Laney College Title IX Locker Room Renovation Project in an Amount Not to Exceed \$112,896.00. Presenter: Interim Vice Chancellor Atheria Smith  
Resolution: Approve an Independent Consultant Agreement for Professional Services for Inspector of Record Services with Anthonio Inc. for the Laney College Title IX Locker Room Renovation Project in an amount not to exceed \$112,896.00. Presenter: Interim Vice Chancellor Atheria Smith

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**9. CONSENT CALENDAR - FINANCE**

**Action (Consent): 9.1** California Community Colleges (CCC) 323 Estimated Enrollment Fee Revenue Report. Presenter: Interim Vice Chancellor Adil Ahmed

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 9.2** Consider Review of Purchase Order Report for the period covering from December 1, 2021 through December 31, 2021. Presenter: Interim Vice Chancellor Adil Ahmed  
Resolution: Consider Review of the Purchase Order Report covering the period from December 1, 2021 through December 31, 2021.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 9.3** Consider Review of the Warrant/Payment Report for the period covering December 1, 2021 through December 31, 2021. Presenter: Interim Vice Chancellor Adil Ahmed  
Resolution: Consider Review of the Warrant/Payment Report covering the period from December 1, 2021 through December 31, 2021.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 9.4** Consider Review of Budget Transfer Report for the period covering from December 1, 2021 through December 31, 2021. Presenter: Interim Vice Chancellor Adil Ahmed  
Resolution: Consider Review of the Budget Transfer Report covering the period from December 1, 2021 through December 31, 2021.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent), Reports: 9.5** Consider Review of the Cash Flow/Financial Report – Through December 31, 2021. Presenter: Interim Vice Chancellor Adil Ahmed

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**10. CONSENT CALENDAR - HUMAN RESOURCES**

**Action (Consent): 10.1** Consider Approval of an Academic (Faculty) Personnel Item. Presenter: Interim Vice Chancellor Ronald McKinley  
Resolution: Approve an academic personnel item (Employment).

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action (Consent): 10.2** Consider Approval of Classified Personnel Items. Presenter: Interim Vice Chancellor Ronald McKinley  
Resolution: Approve classified personnel items.

Motion to approve all Consent Calendar Items.

Motion by Julina Bonilla, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**11. ACTION ITEMS**

**Action: 11.1** Consider Board of Trustee Nominations for the CCTT Board Election Slate. Presenter: Board President Reiss

No motion was made as there was no recommendation.

**Action: 11.2** \*\*\*Consider Ratification of the Oracle Peoplesoft Phase 2 Support Services Contract in an Amount of \$317,263.49. Presenter: Antoine Mehouelley CTIO\*\*\*  
Consider Approval of PeopleSoft Phase 2 project Oracle contract support.

Motion by Bill Withrow, second by Julina Bonilla.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote),  
Nay: (Micah Cooper/Advisory Vote)

**Action: 11.3** Consider Approval for PeopleSoft Phase 2 Huron Training, Presenter: Antoine Mehouelley CTIO  
The Chief Technology & Information Systems Officer recommends approval.

Motion by Bill Withrow, second by Nicky Gonzalez Yuen.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, (Leesa Hogan/Advisory Vote), (Micah Cooper/Advisory Vote)

**Action: 11.4** Consider Approval of Resolution# 21/22-59 for 2022-23 Nonresident Tuition Fees. Presenter: Interim Vice Chancellor Adil Ahmed  
Approve Resolution # 21/22-59 for Nonresident Tuition Fee of \$290.00 per semester unit to be effective July 1, 2022.

Motion by Kevin Jenkins, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, (Leesa Hogan/Advisory Vote)  
Nay: (Micah Cooper/Advisory Vote)  
Abstain: Dyana Delfin Polk

**Action: 11.5** Consider Approval of Resolution# 21/22-60 for 2022-23 Nonresident Capital Outlay Fee - Presented by: Interim Vice Chancellor Adil Ahmed  
Approve Resolution# 21/22-60 for the Capital Outlay fee of \$7 per semester unit to be effective July 1, 2022.

Motion by Kevin Jenkins, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, (Leesa Hogan/Advisory Vote)  
Nay: (Micah Cooper/Advisory Vote)  
Abstain: Dyana Delfin Polk

**12. ANNOUNCEMENTS/REPORTS**

**Information: 12.1** Board of Trustees' Reports (20 minutes)

**13. ADJOURNMENT - MEETING ADJOURNED AT 9:04 P.M.**

**Procedural: 13.1** Meeting Adjournment











# Updated MARC 09 20 21 HURON CONSULTING GROUP, INC. Training .

Final Audit Report

2022-02-15

Created:	2022-02-15
By:	Hayat Guessoum (hguessoum_esig@peralta.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyFaHNqdtZ14i4psNvRJDk96HB76JXXPI

## "Updated MARC 09 20 21 HURON CONSULTING GROUP, INC . Training ." History

-  Document created by Hayat Guessoum (hguessoum\_esig@peralta.edu)  
2022-02-15 - 0:57:43 AM GMT- IP address: 24.130.21.110
-  Document approved by Hayat Guessoum (hguessoum\_esig@peralta.edu)  
Approval Date: 2022-02-15 - 1:02:03 AM GMT - Time Source: server- IP address: 24.130.21.110
-  Document emailed to Antoine Mehouelley (amehouelley@peralta.edu) for approval  
2022-02-15 - 1:02:06 AM GMT
-  Email viewed by Antoine Mehouelley (amehouelley@peralta.edu)  
2022-02-15 - 4:55:50 PM GMT- IP address: 209.129.192.15
-  Document approved by Antoine Mehouelley (amehouelley@peralta.edu)  
Approval Date: 2022-02-15 - 4:56:26 PM GMT - Time Source: server- IP address: 209.129.192.15
-  Document emailed to Maisha Jameson (mjameson@peralta.edu) for approval  
2022-02-15 - 4:56:28 PM GMT
-  Email viewed by Maisha Jameson (mjameson@peralta.edu)  
2022-02-15 - 5:23:21 PM GMT- IP address: 162.192.1.0
-  Document approved by Maisha Jameson (mjameson@peralta.edu)  
Approval Date: 2022-02-15 - 5:24:04 PM GMT - Time Source: server- IP address: 162.192.1.0
-  Document emailed to Jannett Jackson (jjackson@peralta.edu) for signature  
2022-02-15 - 5:24:06 PM GMT
-  Email viewed by Jannett Jackson (jjackson@peralta.edu)  
2022-02-15 - 11:38:26 PM GMT- IP address: 104.47.51.126





Document e-signed by Jannett Jackson (jjackson@peralta.edu)

Signature Date: 2022-02-15 - 11:40:11 PM GMT - Time Source: server- IP address: 172.58.109.16



Agreement completed.

2022-02-15 - 11:40:11 PM GMT



# PeopleSoft Assessment, Training, Optimization

Huron Consulting Group

March 8<sup>th</sup>, 2022



# Agenda

PeopleSoft Phase II Assessment

Assessment Findings Summary

Implementation Roadmap

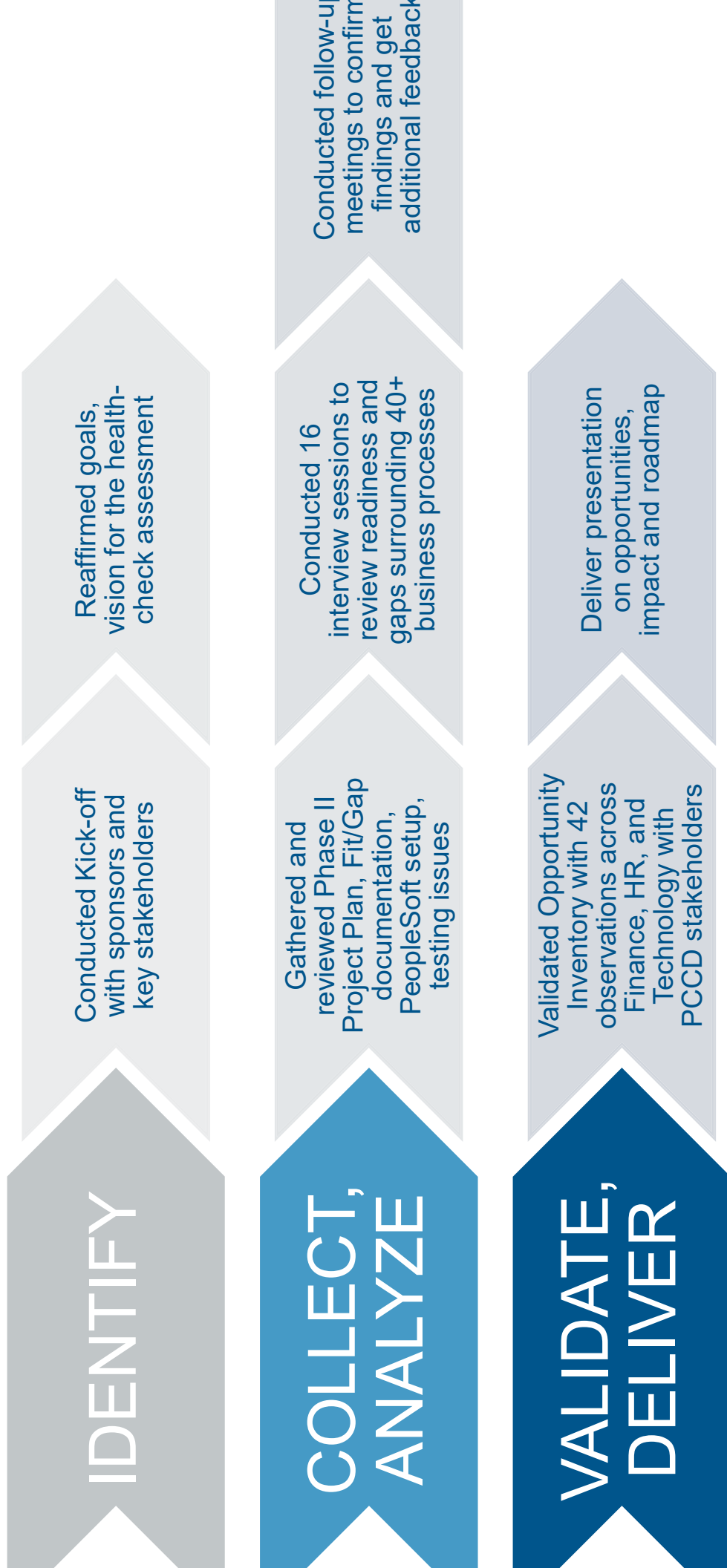
Training Updates

Optimization Effort & Next Steps

Q&A



# PeopleSoft Phase II Assessment (September 2021)





## Assessment Findings Summary

A lot of hard work from the district's teams from IT and business offices have brought the implementation close to the finish line and must be recognized

Phase II functionality is helping PCCD meet its strategic goal of reducing paper and streamlining business processes while reducing customizations to the delivered application

Preparation for end-user training is stalled due to lack of resources to create and deliver content

Change Management has not been a focal point of the implementation, resulting in nominal stakeholder involvement from colleges

Team members responsible for the implementation have also been maintaining operations

Although the User-Acceptance Testing of the PeopleSoft functionality is almost complete, lack of involvement from colleges may result in adoption challenges

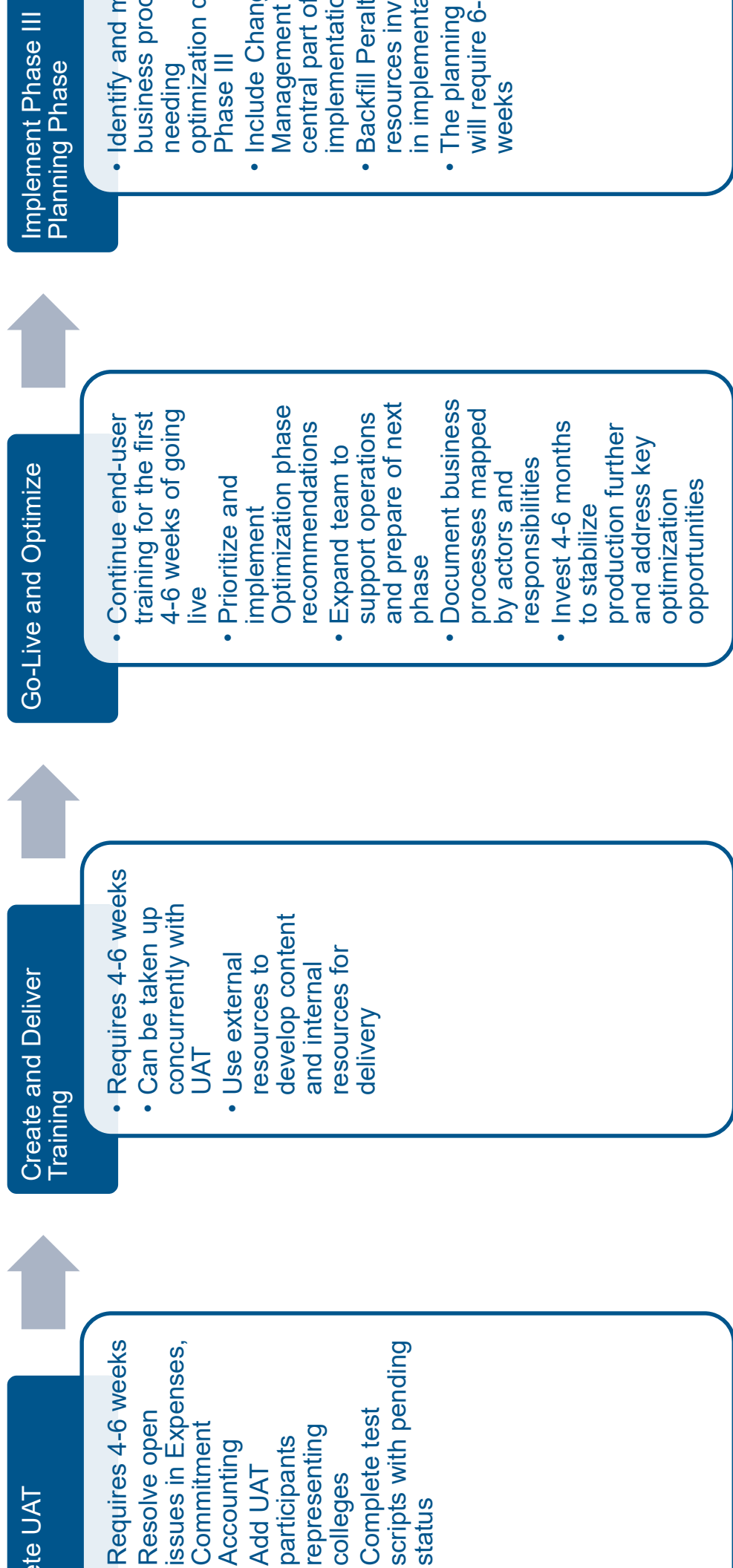
Finance and HR teams have not had enough opportunity to optimize business processes during the implementation, resulting in inefficiencies such as approval redundancies

Future State Business Processes are not mapped by actors and responsibilities, leading to uncertainty and potential inconsistency in performing critical functions post go-live



# Implementation Roadmap

## Steps for Assessment Recommendations



# Training Update

User training for HCM and Finance as part of Phase II

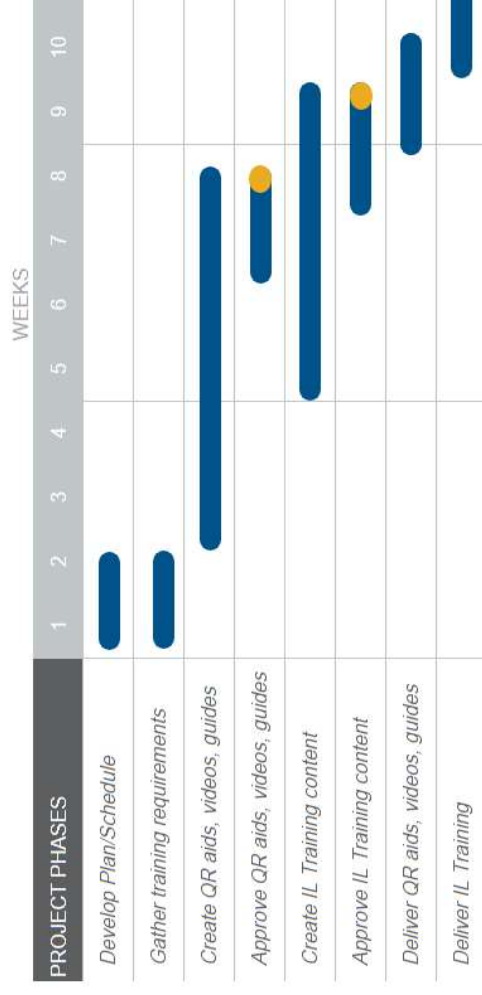
Peralta and Huron teams have started working on development of training instructor-led classes, Quick-reference videos and Job-aids

Over 20 Quick Reference Guides have been developed

Training schedule and training plan will go out for approval this week

This training will cover areas such as Time Entry, Self-Service eForms, Travel & Expense Entry and Approval, etc.

Instructor-led classes will take place in the month of April to enable use of the new PeopleSoft functionality



# Optimization Effort and Next Steps

## Operational Support and Business Process Advisory Needs

PCCCD has requested Huron's assistance to help resolve issues related to optimizing business processes that have already been implemented as part of the recent PeopleSoft 9.2 implementation as well as those related to the currently implemented Phase II

Huron will provide up to 200 hours of advisory support to help with the following areas:

- Student Billing
- Financial-Aid Compliance and Efficiency
  - Pell and Student Loan Reconciliation\*
- General Ledger Monthly Process Reconciliation

Refining and optimizing processes is a continuous improvement journey for operations.

*Contract forthcoming: based at Laney (as the largest campus) to address specific issues with reconciliation and related areas. Resolution to issue will post contract current district processes across all campuses.*



# Q&A



### Agenda Item Details

Meeting	Mar 08, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	11. ACTION ITEMS
Subject	11.4 Consider Approval for Scope of Work from Huron Consulting Group, Inc. for PeopleSoft Financial, HCM and CS applications. Presenter: Interim Vice Chancellor, Adil Ahmed
Access	Public
Type	Action
Preferred Date	Mar 08, 2022
Absolute Date	Mar 08, 2022
Fiscal Impact	Yes
Dollar Amount	50,000.00
Budgeted	Yes
Budget Source	General Fund: 1-01-141-5105-1-672000-0000-00
Recommended Action	Recommend approval of the additional Scope of Work from Huron Consulting, Inc. to improve the initiative on our business process and operating model related to PeopleSoft Financial, HCM, and CS applications.

### Public Content

**TO: Peralta Board of Trustees**

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

**PREPARED BY: Adil Ahmed, Interim Vice Chancellor for Finance & Administration**

### BACKGROUND/ANALYSIS:

HURON is contracted with the California Community College Chancellor's Office as content experts specific to California community college operations.

In this contract, Huron is being retained to enhance current operational gaps via PeopleSoft business process assessment and training that support process improvement in functional workflows within Finance that enable PCCD effort toward operational efficiency:

- Financial Aid
- Finance

PCCD is employing HURON services to ensure that ACCJC and FCMAT deliverables and DOE requirements are met by the deadlines as promised in the District responses. HURON has recently supported other districts in the areas listed above and will bring about best practices with the intent to reduce findings from various district reviews (annual audits, accreditation, FCMAT, etc.).

In this Scope of Work, Huron Consulting Group Inc. is being retained to improve our business process and operating model related to PeopleSoft Financial, HCM, and CS applications.

- Review and analyze business process optimization opportunities
- Conduct design or configuration discussions

- Provide specifications to Peralta technical team for issue resolution
- Provide functional support for PeopleSoft FSCM/CS applications as requested
- Provide advisory support for optimization of business processes

Huron Consulting, Inc. has the following current contracts or contract amendments with the District:

<b>Contract</b>	<b>Amount</b>	<b>Board Approval</b>	<b>Complete or Ongoing</b>
Huron Consulting Group, Inc. will assist with providing PeopleSoft optimization assessment	\$48,000.00	Contract Ratification Report	Completed by the Information Technology Department.
Huron Consulting Group, Inc. to train the end users on new functionality being implemented after the PeopleSoft upgrade project. RFP # 21-22/17	\$215,018	2/8/2022	Ongoing by the Information Technology Department.
Huron Consulting Group, Inc. to improve our business process and operating model related to PeopleSoft Financial, HCM, and CS applications.	\$50,000	3/08/2022 Pending	Submitted by the Finance & Administration Department.
<b>TOTAL</b>	<b>\$313,018</b>		

**Company Location:**

Huron Consulting Group Inc.  
50 California St., #850  
San Francisco, CA 94111  
Email: [lzimmerman@hcg.com](mailto:lzimmerman@hcg.com)  
ATTN: Laura Zimmermann

**DELIVERABLES/SCOPE OF WORK:**

Huron Consulting Group Inc. will provide consulting support to assist PCCD with issues related to optimizing business processes that have already been implemented as part of the recent PeopleSoft 9.2 implementation, as well as those related to the currently implemented Phase II.

**ANTICIPATED COMPLETION DATE:**

June 30, 2022

**EVALUATION AND RECOMMENDED ACTION:**

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

 [Huron MARC Finance Department 02182022 - Packet v3.pdf \(5,834 KB\)](#)

 [PeopleSoft Phase 2 Assessment Board Presentation 03 08 22 v2.pdf \(196 KB\)](#)

## **Administrative Content**

### **Motion & Voting**

Recommend approval of the additional Scope of Work from Huron Consulting, Inc. to improve the initiative on our business process and operating model related to PeopleSoft Financial, HCM, and CS applications.

Motion by Bill Withrow, second by Julina Bonilla.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, Leesa Hogan, Micah Cooper