

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of November 18, 2008

ITEM #

24

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Request Authorization to approval of Independent Contractor Agreement for Randy Tillery, consulting services for the After School Pathways Implementation Grant at Laney College and future writing grants for the Peralta Community College District. The amount to be approved shall not exceed \$40,000. Chancellor's recommends board approval.

Presenter: Frank Chong/Wise Allen

SPECIFIC BOARD ACTION REQUESTED:

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

Mr. Randy Tillery's Scope of work:

- Development of job description and partner role descriptions for Coordinator, Counselor, and major outreach and workforce partners. Includes development of scopes of work, MOU formats, and oversight of partner selection process.
- Development of advisory and implementation team processes including facilitation of early meetings, development of meeting protocols (agenda formats, minute formats if necessary, decision making protocols).
- Supervision and development budget revisions and submission to CCCCCO during early phases of project implementation.
- Development of project work plan, case management protocols, data tracking/sharing, and other project processes.
- Development of brochures and outreach materials for participants and outreach partners.
- Development of local evaluation rubric and preliminary implementation with case management partner.
- Will be writing more grants in the future

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding Agency: State Chancellor's Office, Sacramento

NO IMPACT

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

YES _____ No X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

VICE CHANCELLOR WISE ALLEN/FRANK CHONG

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

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

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Carmen N. Fairley, Staff Services Specialist *C. Fairley* Date: 11/7/08
[Enter Your Name and Title of Individual]

DOCUMENT PRESENTED BY:

Prepared by: Wise Allen, Vice Chancellor *Wise Allen* Date: 11/7/08
[Enter Name of College President or Vice-Chancellor or Manager, and Title of Individual]

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

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

If not approved, please give reason: _____

Signature: *Thomas Smith* Date: 11.7.08
Thomas Smith, Vice Chancellor for Finance and Administration

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

Legal review required Legal review *not* required

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

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: *Wise Allen for Chancellor Harris* Date: 11/12/08
Elihu Harris, Chancellor

