

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 9, 2008

ITEM # 16

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Request approval of Independent Contractor Agreement with Social Policy Research Associates
Presenters: Vice Chancellor Wise Allen

SPECIFIC BOARD ACTION REQUESTED:

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

Request approval of independent contract with Social Policy Research Associates for evaluation services for the CTE Community Collaborative: Exploring Careers in Digital Media Grant at Berkeley City College, Laney College and Merritt College. The amount to be approved shall not exceed \$28,000. Contract will be paid out of SB70 Grant, State Chancellor's Office. Chancellor's recommends approval.

Scope of Work:

- Develop 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;
- Create advisory and implementation team processes including facilitation of early meetings and develop of meeting protocols (agendas, minutes, decision making protocols);
- Supervise and develop budget revisions and submission to California Community Colleges Chancellor's Office during early phases of project implementation;
- Write of project work plan, case management protocols, data tracking/sharing and other project processes;
- Develop of brochures and outreach materials for participants and outreach partners;
- Revise local evaluation rubric and preliminary implementation with case methodology.

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding Agency: State Chancellor's Office

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, EDUCATIONAL SERVICES

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:

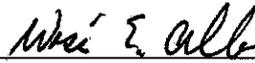
Prepared by: Carmen N. Fairley, Staff Services Specialist
[Enter Your Name and Title of Individual]



Date: 12/21/08

DOCUMENT PRESENTED BY:

Prepared by: Wise Allen, Vice Chancellor
[Enter Name of College President or Vice-Chancellor or Manager,
and Title of Individual]



Date: 12/23/08

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: _____ Date: _____
Thomas Smith, Vice Chancellor for Finance and Administration

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

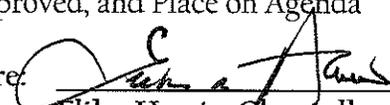
Legal review required Legal review *not* required

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:  _____ Date: _____
Elihu Harris, Chancellor