

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 22, 2013**

ITEM TITLE:

Requesting Approval and Acceptance of Independent Contractor/Consultant Agreement with Daraja Wagner.

SPECIFIC BOARD ACTION REQUESTED:

Requesting Approval and Acceptance of Independent Contractor/Consultant Agreement with Daraja Wagner for services, in the amount of \$17,848.00.

ITEM SUMMARY:

Consider Approval and Acceptance of Independent Contractor/Consulting Agreement with Daraja Wagner February 1, 2013 through June 30, 2013, in the amount of \$17,848.00. Ms. Wagner will provide assistance as it relates to planning, assessment, case management, reporting, and monitoring of student data for the ATLAS program under the current contract and the TAACCT grant (Design it, Build it, Ship it- DBS)

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding Source: CAA Grant, as approved by the Career Advancement Academy, and ATLAS/TAA.

BACKGROUND/ANALYSIS:

Ms. Wagner's previous contract for services was with Direct Support Professionals, Career Ladder Training and Employment Program in the amount of \$22,456 beginning July 1, 2012 through January 31, 2013. Ms. Wagner's contract with ATLAS would bring total contract amount to \$40,304.00 for the fiscal year.

DELIVERABLES AND SCOPE OF WORK:

- Provide Close-Out Reporting Assistance
- Collect and Manage Data
- Assist in Quarterly Reports/Case Management – create and monitor attendance tracking system of ATLAS students
- Background Checks – transition account from L-1 enrollment from DSP program to ATLAS; schedule appointments and manage background clearance system
- Post Graduate Services – follow up data management services including employment tracking, continued education
- Program assistance with: Planning and Development of Program time-Lines, drug testing, outreach, graduation, website, and student acquisition of bus passes

ANTICIPATED COMPLETION DATE:

June 30, 2013

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

Approval and Acceptance of Independent Contractor/Consultant Agreement with Daraja Wagner, in the not-to-exceed amount of \$17,848.00 for the time period of February 1, 2013 through June 30, 2013, is recommended.

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

YES _____ NO _____

COMMENTS:

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

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

DOCUMENT PREPARED BY:

Prepared by: Jannett Jackson
Dr. Jannett Jackson, President, COA

Date: 1/10/2013

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Jannett Jackson
Dr. Jannett Jackson, President, COA

Date: 1/10/2013

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 Gerhard
Ron Gerhard, Vice Chancellor for Finance and Administration

Date: 1-18-13

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: _____
Thuy Thi Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz
Dr. José M. Ortiz, Chancellor

Date: 1-15-13