

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of March 12, 2013**

**ITEM TITLE:** Independent Contractor Agreement Extension-Laney College, for Tomoko Roudebush, TKO Consulting.

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of Independent Contractor Agreement Extension for Tomoko Roudebush, TKO Consulting to render services for Laney College's Asian American Native American Pacific Islander Serving Institution (AANAPISI) Grant Program.

**ITEM SUMMARY:**

Requesting board action on independent contractor agreement extension for Tomoko Roudebush, TKO Consulting in the amount of \$39,000 for Laney College's (Asian American Native American Pacific Islander Serving Institution) AANAPISI Grant Program. Also, extend date of independent contractor agreement until June 30, 2013 in the amount of 39,000 for the total of \$64,000.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Federal grant funds from the Department of Education's AANAPISI \$39,000 for Laney College's AANAPISI Grant Program with no fiscal impact on Peralta. The original contract amount was \$25,000. Increasing the contract amount by \$39,000 brings the total contract amount for the fiscal year to \$64,000

**BACKGROUND/ANALYSIS:**

The proposed contract extension will allow the Laney College AANAPISI Grant Program a successful completion of deliverables for the third project year. Timely completion of all existing federal grant deliveries and reporting is critical. Tomoko Roudebush-TKO Consulting's scope of work addresses the objectives of the AANAPISI program grant objectives, including reporting, outreach, assessment, enrolling, training and education for student success tracking and retention outcomes.

**DELIVERABLES AND SCOPE OF WORK:**

1. Operational processes: Managing the following projects/tasks:
  - a. Training the incoming Director of AANAPISI upon hire
  - b. Assist the Director of APASS with hiring and processing paperwork for adjunct APASS faculty and staff
  - c. Assist the Director of APASS to draft contracts (scope of work) for outside vendors
  - d. Assist the Director of APASS with budget management for APASS program

- e. Assist the Director of APASS with coordinating the academic course schedules and curriculum with department chairs and deans for student enrollment
  - f. Assist the Director of APASS with coordinating student Intake / application process
2. Student recruitment and retention responsibilities
- a. Provide management for the APASS outreach, community partnerships, recruitment, orientation, and selection process
  - b. Assist the Director of APASS to coordinate student workshops and events
  - c. Assist the Director of APASS in selecting the APASS Advisory Committee and on facilitating quarterly meetings
3. Student Research
- a. Collaborate with data researchers (Dowden and Associates and Raubolt Consulting) for student success outcomes
  - b. Assist the Director of APASS in maintaining program statistics relating to enrollments and other data
  - c. Assist the Director of APASS with entering student data in APASS database and providing statistical analysis
4. Other Support responsibilities
- a. Assist the Director of APASS to create and administer the project website, supporting, modifying, and expanding it as necessary; uploading project reports, minutes of meetings, and other documents on website
5. Outreach and marketing
- a. Promote APASS through marketing and service on various community and public school forums, boards, and committees within the community
  - b. Assist the APASS program to conduct internal and external presentation

**ANTICIPATED COMPLETION DATE:** JUNE 30, 2013

**ALTERNATIVES/OPTIONS:**NONE

**EVALUATION AND RECOMMENDED ACTION:** Approval

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

**YES** \_\_\_\_\_ **NO** XX \_\_\_\_\_

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Laney College President, Dr. Elnora Webb

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

