

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 23, 2009

ITEM# 16

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Contract Approval for Emily Courtney – Laney College

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of a contract for Emily Courtney, a consultant, in the amount of \$48,000 for performing project coordination, industry advisory board management, support for filing state application for program approval, identification of project resources, and job development and placement services for the Bechtel Foundation funded instructional program in Building Performance and Energy Efficiency.. This contract is part of fulfillment of ongoing project operations. Courtney will perform this work over a 12-month period.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

Over the course of a 12-month period, Emily Courtney will provide consulting services needed in support of the Bechtel Foundation funded instructional program in Building Performance and Energy Efficiency. Specifically, Courtney will provide support for the overall coordination of the project, develop and manage the industry advisory board, develop internships and full-time placement opportunities for program participants, and help develop the State Chancellor's Office application for new instructional program approval.

BACKGROUND/ANALYSIS:

The scope and budget for Emily Courtney's work was developed as part of the proposal development for the Bechtel Foundation.

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

APPROVAL

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

BECHTEL FOUNDATION – CATEGORICAL FUNDS – NO FISCAL IMPACT

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

YES _____ No XX

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

FRANK CHONG, PRESIDENT OF LANEY COLLEGE AND PETER CRABTREE, DEAN OF CAREER AND TECHNICAL EDUCATION, LANEY COLLEGE

DID A BOARD STANDING COMMITTEE RECOMMEND 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:  Dean Date: 6/15/09
[Enter Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

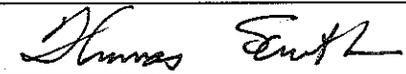
Presented and approved by:  Date: 6/15/09
[Enter Name of College President, (if originating from a college), or Vice-Chancellor or Manager (if originating from the District), and Title of the Individual]

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:  Date: 6.17.09
Thomas Smith, Vice Chancellor for Finance and Administration

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

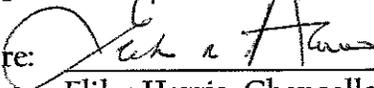
Legal review required Legal review not required

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: 6/17/09
Elihu Harris, Chancellor

Scope of Work
Emily Courtney
Laney College
Building Performance and Energy Efficiency Program
Bechtel Foundation
Project Management
June, 2009 - June, 2010
960 hours

- Program Coordination
 - Organization and facilitation of team meetings
 - Timeline and goal setting – coordinate and track
 - Interface with and develop community partners
 - Instructor identification and recruitment
 - Public relations

- Industry advisory coordination
 - Plan and execute industry advisory meetings
 - Meet regularly with industry advisers on individual basis to learn more about their needs and industry trends.
 - Continue to recruit new businesses to the advisory council as the sector evolves

- Job and fieldwork placement
 - Develop pool of field opportunities for students while in the program
 - Guest speakers
 - Job shadowing
 - Internships
 - Part-time employment
 - Mentors
 - Develop pool of job opportunities for graduates
 - Work with industry partners to prepare for job entry upon graduation.
 - Coach on job applications and interviews.

- Job counseling
 - Develop and administer personality and interest assessment tools to guide career counseling – partners: Patch and Julianne Maurseth.
 - Coach students on basic job skills, career path, interview and resume skills.

- Facilitate State Certification process

- Market research
 - Work with industry advisers and community partners to understand the evolving job market and key skills/certifications.
 - Reach out to national organizations to understand evolving national and state policy and consumer/workforce trends.

960 hours
960 hours x \$50/hour = \$48,000