

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

ITEM # 15

ITEM TITLE: Independent Contractor/Consultant Services Contract for Clarke & Associates for Merritt College/Maximum Achievement Project (MAP)

SPECIFIC BOARD ACTION REQUESTED:

Approval of the contract in order for services by this company to provide the external evaluation needed to remain in compliance with the guidelines of the Department of Education for the PBI Grant awarded to Merritt College

ITEM SUMMARY: EXTERNAL EVALUATION IS INCLUDED IN THE GRANT AND NEEDS TO BE COMPLETED IN ORDER TO REMAIN IN COMPLIANCE

BACKGROUND/ANALYSIS: SEE ATTACHED SCOPE OF SERVICES

ALTERNATIVES/OPTIONS: N/A

EVALUATION AND RECOMMENDED ACTION: Approval

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): PBI GRANT THAT IS INCLUDED IN THE BUDGET THAT WAS SUBMITTED AND APPROVED BY THE DEPARTMENT OF EDUCATION

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

YES _____ No XX

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

MERRITT COLLEGE, DR. ROBERT ADAMS

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

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

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

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Carlos McLean, Director MAP Date: June 4, 2009
[Enter Your Name and Title of Individual]



DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Robert Adams, President Date: 6/5/09
[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]

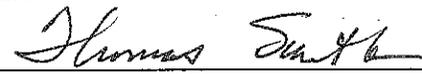


FINANCE DEPARTMENT REVIEW

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):

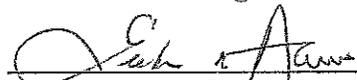
Legal review required Legal review not required

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: 6/18/09
Elithu Harris, Chancellor

DRAFT MAP EXTERNAL EVALUATOR SCOPE OF SERVICES

ITEM	DESCRIPTION OF DELIVERABLES	MERRITT ROLE
Responsibilities	<p><u>Direct language from the grant:</u></p> <ul style="list-style-type: none"> ➤ An external evaluator will provide credible, third-party observation of program impact. ➤ The external evaluator will assist with the development of a multi-year evaluation plan and perform two on-site visits per year: a mid-year formative evaluation visit; and, a year-end summative evaluation visit. ➤ Evaluation will inform the college's required performance reports. The external evaluator will review data for all components, analyze progress toward project goals and objectives, and make recommendations for adjustments and revision. 	
Evaluation Design	<p><u>Direct language from the grant:</u></p> <p><i>Intake and Assessment Component:</i> Intake survey administered to students effective outreach strategies will be identified and inform future outreach strategies. Distribute Intake Survey data to MAP Team at the end of the semester.</p> <p><i>Learning Communities</i> Pre test given to LC students (treatment) and students in parallel course (control). Post test given at the end of the semester to measure effect. External evaluator to validate study design and data analysis.</p> <p><i>Targeted Services</i> Conduct a longitudinal study of student. The outcome and report from this activity is an Annual and End of Project Report</p>	<p>-Provide intake data for assessment</p> <p>-Provide study design to be validated</p>
Instrument Design/ Selection	<ul style="list-style-type: none"> ➤ Identify and recommend valid and reliable pre/post test instrument for program ➤ Assess instruments used for assessment for validity and reliability and where necessary, make appropriate recommendations for validity and reliability. 	-None
Reports	Prepare and submit a formative evaluation once a semester and summative once a year	
Statistical Analysis	<p><u>Direct language from the grant:</u></p> <p><i>Data Collection and Analysis Procedures:</i></p> <ul style="list-style-type: none"> ➤ Analyze institutional data according to established baseline data and use control and treatment groups, where appropriate. Use advanced statistical techniques to determine statistical 	<p>-Provide pre test/post test scores</p> <p>- Provide</p>

	<p>significance. Longitudinal data will be used in tracking students</p> <ul style="list-style-type: none"> ➤ Use valid and reliable instruments and appropriate measurements to determine satisfaction, functionality, usage, usability, and content quality of programs and services ➤ Use standardized test results/national data to make statistical population comparisons ➤ Compare student pre/post test scores at the end of each semester. ➤ Provide training to appropriate parties to interpret data. <p><i>Mixed Method Approach:</i></p> <ul style="list-style-type: none"> ➤ Student performance data (retention, course completion, graduation) ➤ Standardized pre/post tests results ➤ Focus groups 	<p>end of term grades of control and treatment</p>
Site Visit	Conduct two site visits per semester at the beginning and end	
Survey Administration	Conduct focus groups of MAP participants and submit a report of the findings.	

RESUME

WILLIAM B. CLARKE
2257 Venado Court
Santa Rosa, California 95404

bill@clarke-associates.com

EDUCATION

MASTER OF ARTS in MANAGEMENT
Webster University
St. Louis, Missouri 63119

BACHELOR OF ARTS
Southern Illinois University - Carbondale
Carbondale, Illinois 62901

EXPERIENCE

OWNER AND PRINCIPLE CONSULTANT July 1985 TO PRESENT

Clarke & Associates
2257 Venado Court
Santa Rosa, CA 95404

(707) 588-9202 Office
(707) 975-9475 Cell
(707) 586-9232 Fax
E-MAIL: bill@clarke-associates.com

I have twenty-four years of experience as the Principal Consultant serving higher education institutions, school districts, and non-profit agencies. My work experience includes evaluation services; grant preparation and writing; project development and implementation assistance; staff training and development; technology planning; and fund development.

I am responsible for identifying program objectives; evaluate the performance of separate programs in relationship to the total program; responsible for coordination and cooperation between the various programs of the department; develop and recommend program and/or policy changes to meet changing social and economic conditions and/or needs of target

population; maintain liaison with schools and communities to promote coordination of activities with the various services.

I prepare a wide variety of reports, proposals, publications and analytical and program reviews and abstracts, oral presentations and speeches to a variety of audiences on the programs and services.

I ensure compliance with regulations and guidelines as prescribed by the agency, state and federal governments, and various funding agencies.

I have been a federal TRiO Programs trainer for University of Nevada - Las Vegas and the Council for Opportunity in Education, a federal proposal reader for Title III, Student Support Services, Talent Search / EOC, and Upward Bound / Upward Bound Math Science, and state reader for the California Community Colleges Fund for Student Success.

DIRECTOR

JULY 1980 TO OCTOBER 2000
(Retired from the CSU)

Educational Support Programs

Sonoma State University
1801 East Cotati Ave.
Rohnert Park, Ca 94928

In this position, I served as the administrator of the Educational Support Programs, a retention unit that focuses on personal, and academic student development for low-income and/or underrepresented ethnic minorities students who have the potential to be academically successful in their pursuit of a university education.

Educational Support Programs included EOP, Summer Bridge, Student Support Services, Inter-Cultural Center, University Tutorial Program, Student Affirmative Action Program, Upward Bound Program, Talent Search Program, MESA, Success Consortium (a Cal SOAP Project), Adelante (a Migrant Education Project), and other programs from time to time.

Administer personnel policies and procedures for staff selection, training, supervision, promotion and build staff commitment and morale;

Provide financial and material resources management which requires, preparation and planning, controlling expenditures and materials, safety and loss control, cost efficient performance, securing outside resources by active involvement in grantsmanship, fund-raising and cooperative joint program development;

Ensure compliance with regulations and guidelines as prescribed by the University, state and federal governments, and various funding agencies;

Responsible for identifying program objectives; evaluate the performance of separate programs in relationship to the total program; responsible for coordination and cooperation between the various programs of the department; develop and recommend program and/or policy changes to meet changing social and economic conditions and/or needs of target population; maintain liaison with campus community to promote coordination of campus activities with the various units;

An on-going component of my duties is the preparation of a wide variety of committee reports, proposals, publications and analytical and program reviews and abstracts, oral presentations and speeches to a variety of audiences on the programs and services;

Meet regularly with academic department chairs, student affairs directors, deans, campus administrators, local, state, and federal representatives. Serve on a variety of campus, CSU system wide, state, and community committees.

DIRECTOR

OCTOBER 1979 TO JUNE 1995

Educational Opportunity Program
Sonoma State University
Rohnert Park, Ca 94928

As Director, I was responsible for the planning and direction of a comprehensive support program for low-income and/or special admission student who exemplify the potential for successfully completing college level work. The program provides a variety of services including recruitment, special admissions processing, supplemental orientation and summer transition programs, professional academic and personal advising, student peer advising, supplemental financial assistance in the form of EOP grants, scholarship and book loans and other specialized activities. In addition, I analyzed traditional campus services to evaluate their effectiveness in serving the needs of Educational Opportunity Program students, worked closely with the University's administration in the coordination of the academic performance of students and served as liaison between students, the local community and the university in matters related to the program.

ASSISTANT DIRECTOR

JULY 1978 to OCTOBER 1979

EOP/ Special Educational Programs
University of California, San Diego
La Jolla, Ca

I was responsible for the development and participation in a statewide high school and community college recruitment program. The program provided comprehensive outreach services to minority low-income, student affirmative action, and non-traditional students to

ensure that this target population be given timely and sensitive services through the Admissions, Financial Aid, Housing and Registration process in order that they could make a smooth transition from high school and community college into the university. I was also responsible for serving in an ombudsman capacity to assist in problem resolution with various campus offices.

STUDENT AFFAIRS OFFICER

JANUARY 1977 TO JULY 1978

EOP / Special Educational Programs
University of California, San Diego
La Jolla, Ca

My duties were to serve as recruiter-counselor with responsibilities in the areas of recruitment, admission procedures and processing and coordination with those offices that affected admissions.

TOUR MANAGER

JUNE 1976 TO SEPT 1976

African Diaspora
Smithsonian Institution
Washington, D.C.

My duties were to provide on-the-road technical support for two touring companies of cultural artists from Ghana and Brazil as part of the National Bicentennial Commemoration.

COORDINATION

JULY 1974 TO JUNE 1976

STUDENT SERVICES
East St. Louis Center
Southern Illinois University - Edwardsville
Edwardsville, Illinois

My duties were to plan, coordinate, and implement a student service component that served as an urban satellite campus of approximately 1000 undergraduate, graduate and community students in the areas of admissions and records, advisement and registration, student work and financial assistance and student activities. My duties also included supervision of a professional staff of ten and approximately ten student workers. Continued to serve as the primary financial aid officer for the satellite campus.

BUSINESS MANAGER

SEPT 1973 TO JUNE 1976

Performing Arts Training Center
530 North 10th Street
East St. Louis, Illinois

My duties were the management of a dance company and theatre companies through a variety of scheduling rehearsals, booking performances, preparation of publicity, grants writing, and fiscal management. Concurrent employment with above job through cross-employment.

**ASSISTANT TO THE REGISTRAR
/FINANCIAL AID OFFICER**

SEPT 1973 TO JUNE 1974

**East St. Louis Center
Southern Illinois University - Edwardsville
Edwardsville, Illinois**

My duties were to coordinate the registration activities for a satellite campus and to improve the records handling systems between the satellite and the main campus. This position also gave me primary responsibility for all financial assistance matters at the satellite campus, which included work-study, PELL, Illinois State Scholarship, and others.

HONORS

- 1981 North American Association of Summer Sessions Creative and Innovative Award for a credit program "Scientific Training and Educational Preparation".
- 1983 Awarded tenure as a Student Affairs Officer / Associate Professor.
- 1987 WESTOP President's Award for outstanding service to the association.
- 1988 NAACP Outstanding Educator Award, Sonoma County Chapter
- 1999 Distinguished EOP Award for twenty Years of service.