

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of July 21, 2009**

ITEM # 13

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Consider approval for a contract extension with Michel (Mickey) Mathews.

**SPECIFIC BOARD ACTION REQUESTED:**

The approval of a contract extension is requested with Mickey Mathews. Dr. Mathews has been working in Admissions and Records assisting with the Financial Aid program.

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM)*

The District is requesting an extension of his contract for centralization of processes and procedures for Financial Aid and to assist in the implementation of the web based SAFE financial aid system. The total cost to cover his services through January 31, 2010 should not exceed \$100,000.00. The Chancellor recommends approval.

**BACKGROUND/ANALYSIS:**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:** The extension is recommended until the new SAFE Financial Aid program fully operational. The Chancellor recommends approval.

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

Measure A: "Classrooms and facilities to enhance the community outreach capabilities of the District among the numerous ethnic communities living in and served by the District and technology upgrades (including consolidation of student services)."

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

YES     X                        NO                     

**COMMENTS:** This project is a joint effort between the Finance, Human Resources, and Information Technology.

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

Thomas Smith, Vice Chancellor for Finance and Administration

**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 AND PRESENTED BY:**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Thomas Smith, Vice Chancellor for Finance and Administration

**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: Thomas Smith      Date: 7.16.09  
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

(Note: *as continued rollout plan*)

Signature: Thuy T. Nguyen      Date: 7/20/09  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: Elihu Harris      Date: 7/15/09  
Elihu Harris, Chancellor

**MICHEL A. MATHEWS**

2507 Serenity Court  
Henderson, Nv 89074  
(702) 897-8500

**EXPERIENCE:**

**2005-2006**

**Independent Consultant**

Responsible for providing leadership to Compton Community College District Financial Aid Department as they appealed the U.S Department of Education Audit finding and Western Association of Schools and Colleges decision to terminate Compton College's accreditation.

**2001-Present**

**Dean, Special Programs and Services**

Responsible for providing vision, budget control and leadership for a diverse, dynamic and innovative community of faculty, staff and students; assist in the hiring of management, classified staff, and faculty members. Prepare reports to comply with federal, state and local guidelines. Interpret and analyze appropriate laws, policies, rules and procedures to determine impact on student services division; oversee compliance and reporting strategies. Manage a total budget of five million dollars in categorical funding, and oversee the needs of 2500 students. Supervise and evaluate a total of thirty-two employees, six certified staff, fourteen paraprofessionals, eight support staff, and four student workers. Provide direction, formulate and administer campus/district policies concerning Student Financial Aid, Disabled Student Programs and Services, Extended Opportunity Programs and Services, Job Development and Placement, and the Career/Scholarship Center. Coordinate the electronic communication between student services and outside agencies. Plan, organize, and direct special project budgets to insure implementation of federal and state regulations, make recommendations about enrollment patterns and retention strategies.

**1995-2001**

**Director, Student Programs and Services**

Responsible for managing a budget of two million dollar for the Federal Financial Aid Program, a \$560,000 Disabled Student Program and Services budget. Developed and directed in-service training sessions for special program staff and student personnel to maintain effective delivery of programs and services to disadvantaged and disabled students. Evaluated various special programs for their effectiveness. Supervised and evaluated fourteen employees, four certified staff, seven paraprofessionals, and three support staff.

**1994-1995**

**Manager of Administrative Services,**

Responsible for the management of the Business Office staff, including planning, organizing, establishing and implementing operational policies and procedures for various department chairs. Identified and analyzed administrative problems and participated in developing solutions in all areas under supervision. Monitored campus expenditures to assure appropriate budget administration for the campus as a whole, supervised the processing of all requisitions for services, supplies, and equipment for the campus. Coordinated the use of all campus facilities on or off-campus groups. Supervised campus payroll preparation and input for classified, certificated, hourly, and student employees of the College.

1985-1994

**Manager of Financial Aid,**

Responsible for the management of the Federal Financial Aid Program including planning, organizing, establishing and implementing operational policies and procedures. Interpreted to insure compliance with applicable federal aid programs. Prepared institutional applications for funds to participate in a variety of financial aid programs. Administered funds received in compliance with financial aid program guidelines and supervised and participated in the preparing of required reports and documentation. Disseminated related information, conducted informal workshops, solicited support for scholarships and loan programs, and served as a resource and liaison to the community organizations.

1981-1985

**Financial Aid/EOPS Coordinator,**

Planned, developed and administered a Federal Student Financial Aid, and the Educational Opportunity Program. Prepared institutional applications for both programs, which supported students who were enrolled in college courses. Supervised paraprofessional staff, allocated resources, prepared impact studies, maintained necessary statistical and accounting records for various federal, state and district programs; conducted workshops and staff development activities, and maintained liaison with community organizations. Planned recruitment activities and strategies for retention of students of color.

1978-1981

**PROJECT SITE MANAGER**

Responsible for recruiting low-income Bay area residents to participate in a comprehensive employment and training program. Hired staff, implemented adjustments in program goals, size and method of operation.

**EDUCATION:**

**University of Florida**

Certificate, Community College Business Officers, Leadership Academy.1997

**Harvard University**

Certificate, Management Development Institute.1996

**University Of San Francisco**

Ed.D. Organizational Leadership, 1991

M.A. Educational Administration, 1987

**California State University, Hayward**

Teaching Credential, 1971

**University Of Kansas**

B.S. Physical Education, 1970

**HONORS**

Board of Directors, Alameda Credit Union (Present)

President of Educational Alumni Society, University of San Francisco (1998-99)

Advisory Board, Harvard University (1996-99)

Vice President, California Community College Student Financial Aid Administrators, (1998-1999)

Conference, Chair, California Community College Student Financial Aid Administrators, (1995)

Short Term American Grant, Bureau of Education and Cultural Affairs, (1972-74)

Athletic Scholarship, University of Kansas, (1968-70)

**PUBLICATIONS/PRESENTATIONS:**

"Appealing Your Guaranteed Student Loan Cohort Default Rate," Community College  
Internal Auditors Newsletter. Vol. IV, 1995

"An Investigation of Pre-Matriculation Characteristics that  
CCCSFAAA Conference, A How to manage other duties as assigned.  
NASFAA Conference, Recruiting and Retaining African American