

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 5, 2010

ITEM # 13

ITEM TITLE:

Consider Approval of Independent Contractor Agreement Extension for Sarah Dolph to Render Consulting Services to Alameda County Small Business Development Center:

SPECIFIC BOARD ACTION REQUESTED:

Extend the contract for Sarah Dolph from December 1, 2009 to June 30, 2010 in the amount of \$32,000.

ITEM SUMMARY:

Consider approval of Independent Contractor Agreement Sarah Dolph extension for to render consulting services to the Alameda County Small Business Development Center (ACSBDC). The amount to be approved shall not exceed \$32,000. The prior contract amount was \$25,000 of which only \$23,903.61 was spent. Increasing the contract amount by \$32,000 brings the total contract amount for the fiscal year to \$57,000 that also will cover out-of-pocket expenses. The scope of work includes:

- Assist with programmatic and fiscal reporting and billing processes between Alameda County SBDC, Peralta Community College District and the Lead Center; prepare ad hoc reports, assist with quarterly and annual reports; ensure compliance with audit requirements from SBA;
- Interface with clients and prospective clients over the phone and in person: assist Alameda County SBDC in assessing client needs and referring to appropriate counseling and training resources;
- Oversee client data computer input and reporting, maintain physical files;
- Assist with outreach and marketing activities associated with the program operations;
- Assist with management of the Web site and Newsletter
- Oversee the implementation of the workshops, seminars and conferences program.
 - Coordinate SBDC-sponsored events including facilities and catering arrangements, collateral materials, set-up, media notification and registration
 - Coordinate training registration, materials, room preparation, scheduling, and enter registration information into database system;
 - Coordinate administrative functions of the Alameda County SBDC; maintain office supplies, equipment and collateral materials;
 - Assist with scheduling appointments for multiple training/consulting locations;

BACKGROUND/ANALYSIS:

At the Board of Trustees meeting of July 15, 2008 the Board authorized a grant proposal for the operation of the Alameda County Small Business Development Center (ACSBDC). Subsequently, on October 3, 2008 the Peralta Community College District (PCCD) was awarded management of the ACSBDC program beginning November 1, 2008 to December 31, 2009. Funding for the program has been extended From January 1, 2010 to December 31, 2010. Funding for the ACSBDC is made available

through a contract between the United States Small Business Administration (SBA) and the California Community Colleges Chancellor's Office (CCCCO).

The ACSBDC provides professional and technical assistance to owners of small businesses and prospective small businesses in Alameda County through one-on-one consulting, educational, technical and business trainings.

ALTERNATIVES/OPTIONS:

Sarah Dolph plays a key role in the everyday operations of the Alameda County SBDC. Her educational background includes a B.S. in International Business and a B.A. in Japanese Language. Prior to working with the ACSBDC, Sarah worked as an independent contractor for the East Bay CITD, also a grant program administered by PCCD. Therefore she is familiar with the Peralta District staff and procedures, as well as a working knowledge of the People Soft system. In addition, Sarah has extensive knowledge on the various EWD grant programs such as the CITD, SBDC, and YEP, making her familiar with the reporting and accounting requirements mandated by the State's Community Colleges Chancellor's Office.

Since February, Sarah has become an integral part of the SBDC. She is actively involved in marketing the SBDC and its programs, including designing, developing and distributing newsletters and seminar information, and developing content and updating the SBDC website. She has been responsible for coordinating and administering the SBDC's seminar program which delivered 92 seminars to over 3,000 attendees in 2009. In order to perform these tasks, one must be proficient in the SBDC's activity reporting system, WebCats, which records client data, seminar registrations, economic impact, and client and seminar reporting. In addition, Sarah is in charge of a tracking system for all accounts payables and receivables for the SBDC, as well as assists with the creation and management of the SBDC budget and various funding sources. Sarah Dolph's presence and work ethic have made a significant contribution to the SBDC's success.

EVALUATION AND RECOMMENDED ACTION:

Any contract approval is subject to negotiation and execution by the Chancellor. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

This item is related to the federal SBDC grant. Funding for this contract comes from the matching funds received from the State Chancellors office for the SBDC grant. Currently the grant is funded through December 31, 2010.

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

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

EXECUTIVE DIRECTOR JOSE DUENAS

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 and Presented by: Jose Duenas Executive Director *Jose E. Duenas*
Date: 2-2-10

DOCUMENT PRESENTED AND APPROVED BY:

Approved by: *[Signature]* Date: 2-2-10
Associate Vice Chancellor for International Affairs

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: *[Signature]* Date: 2/3/10
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: *[Signature]* Date: 2/2/10
Elihu Harris, Chancellor

RELEVANT EXPERIENCE

Project Manager

10/2009 to Present

Alameda County Small Business Development Center

- Develop and distribute marketing material for events and assist with e-newsletter distribution to over 7,000 ACSBDC clients
- Ensure Center meets compliance standards with Peralta Administration, U.S. Small Business Association and California Community College's Chancellor's Office and other as required
- Prepare and submit quarterly financial reports to Peralta Community College District, U.S. Small Business Administration and the State Chancellor's Office
- Assist with the implementation of workshops, seminars, and conference programs
- Act as program coordinator for Youth Entrepreneur Program grant scheduled to launch Spring 2010
- Act as office manager

Project Manager

9/2007 to Present

East Bay Center for International Trade Development

- Tracked progress of program, including submitting quarterly reports to the State Chancellor's Office and assisted in grant writing
- Managed the agricultural program for the Center in cooperation with the Fresno CITD, California Department of Food and Agriculture, and the Western United States Agriculture Trade Association
- Corresponded and worked closely with foreign dignitaries and governmental organizations in the Bay Area, including ambassadors, consul generals, CEOs, visiting mayors, governors and presidents
- Interviewed, hired and supervised interns
- Researched, identified, and hosted potential speakers and events based on industry needs
- Created a yearly calendar including events like trade missions, trade shows, buying missions, networking events, informational breakfasts, and educational seminars
- Developed marketing material for events and created a monthly e-newsletter distributed to over 800
- Developed and participated in trade shows and organized an outbound trade mission

Executive Administrative Assistant

8/2007 to 7/2008

Bay Area World Trade Center

- Maintained an orderly office by organizing file system, keeping steady flow of supplies, and fielding all incoming calls and questions, as well as organized CEO's calendar and appointments
- Designed online and physical marketing material for events and workshops
- Organized and managed 8 week Certificate in Export and Import Management course which is offered 3 times a year
- Organized staff and Board of Director meetings by coordinating schedules, creating meeting agenda, and writing minutes

Research Assistant

5 - 7/2007

Montana World Trade Center, Missoula, MT

- Explored international opportunities for Montana companies for potential projects, trade missions and partnerships
- Developed curriculum, marketing and promotion, and event planning for the Global Trade Certificate Program attended by members of the Montana business community
- Researched and created a database containing contact information for nearly 300 Montana Chambers, economic development agencies, bankers, CPAs, lawyers and small businesses

Coordinator for International Relations/English Language Teacher

2004 to 2005

Japanese Government, Tosashimizu, Japan

- Acted as a liaison between Tosashimizu City Office and foreign entities
- Wrote and translated correspondence for the Mayor of Tosashimizu City
- Developed an effective English language curriculum for grades one through eight at 18 schools within the district
- Provided supervision and planned activities for 43 elementary school children in an after school English program

English Language Teacher

2000 to 2001

Date City Board of Education, Date City, Japan

- Planned and presented an English language curriculum for grades 1 through 8 at three middle schools and one elementary school
- Lectured, demonstrated, and used audiovisual teaching aids to present subject matter to class
- Volunteered and coached student actors on pronunciation for an English play put on by the Missoula Children's Theatre

EDUCATION

Bachelor of Science, Business Administration

Emphasis in International Business
 University of Montana, Missoula, MT -
 Degree awarded 5/2007
 Graduated with Honors
 GPA: 3.64, Major GPA: 3.92

Bachelor of Arts, Japanese Language

University of Montana, Missoula, MT -
 Degree awarded 5/2004
 Graduated with Honors
 Intermediate level Japanese Language
 GPA: 3.64, Major GPA: 3.65

SKILLS

- Business and conversational Japanese
- Wide ranging business, computer, and internet knowledge
- Energetic, hard working, and detail-oriented
- Excellent written and oral communication skills
- Strong research and analytical skills
- Great cross-cultural communication skills

ACTIVITIES AND HONORS

- President, UM Japan Club, 2001 to 2003
- Treasurer, UM Japan Club, 1999 to 2000
- Student Achievement Award, Diversity Advisory Council, 2003
- UM Date Internship, 2000 to 2001 - Received highly competitive English teaching internship in Date City, Hokkaido, Japan