

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 18, 2011

ITEM # 21

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

Consider Approval of Independent Contractor Agreement Extension for **Roxanne Rivas** to Render Green Jobs Job Placement services for Clean Energy Educational Programs at Laney College

Presenter: Debbie Budd, Vice Chancellor of Educational Services

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of an independent contractor agreement extension for **Roxanne Rivas** in the amount of \$15,000 for performing green jobs placement services for Laney College's green jobs education and training programs. The prior contract amount was \$24,975. Increasing the contract amount by \$15,000 brings the total contract amount for the fiscal year to \$44,975. The scope of work for **Roxanne Rivas** is to develop employment and internship opportunities for students interested in careers in the green sector by engaging clean energy industry partners and providing job readiness coaching. **Roxanne Rivas** will perform the following tasks:

- Maintain and build strong partnerships with potential employers currently serving on Laney's green jobs advisory council.
- Develop and maintain relationships with new employers in the green building sector.
- Serve as an advocate for students to industry partners.
- Communicate regularly with students regarding relevant job opportunities.
- Support students in identifying the best career pathway for their skills, experiences and interests.
- Work closely with students to prepare job applications. Ensure that students have quality resumes, cover letters and interview skills.
- Develop subsidized placements for students including internships and on-the-job training opportunities
- Support reporting activities, including managing up-to-date records of placements and best practices, in accordance with funding source requirements.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

Roxanne Rivas will develop employment and internship opportunities for students interested in careers in the green sector by engaging clean energy industry partners and providing job readiness coaching to students.

BACKGROUND/ANALYSIS:

The scope and budget for **Roxanne Rivas** were developed and identified as part of Laney's ARRA Clean Energy Workforce Training Program grant.

ALTERNATIVES/OPTIONS: NONE

EVALUATION AND RECOMMENDED ACTION: APPROVAL

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

ARRA FUNDING FROM CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT AND CALIFORNIA ENERGY COMMISSION – CATEGORICAL FUNDS – NO FISCAL IMPACT

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

YES _____ NO XX

COMMENTS:

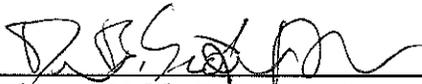
WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

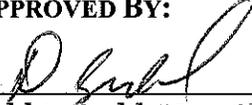
DR. DEBBIE BUDD, VICE CHANCELLOR, PERALTA DISTRICT

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: For STW
Prepared by:  Date: 12-17-10
Elnora Webb, President, Laney College

DOCUMENT PRESENTED AND APPROVED BY:
Presented and approved by:  Date: 1-5-11
Debbie Budd, Vice Chancellor,
Peralta CCD

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: Ron Gerhard, by Roxanne Epstein Date: 1/13/11
Vice Chancellor for Finance and Administration

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

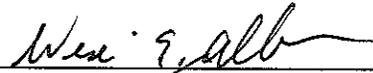
Legal review required Legal review not required

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: 1/12/11
Dr Wise Allen, Acting Chancellor