

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

ITEM # 23

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

Consider Approval of Independent Contractor Agreement Extension for Dr. Helen L. Cameron to Render Project Management Consulting Services for the Laney College Green Jobs Education Programs
Presenter: Debbie Budd, Vice Chancellor of Educational Services

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of an independent contractor agreement extension for Dr. Helen L. Cameron in the amount of \$24,010 for performing project management services for Laney College's Clean Energy education programs. The prior contract amount was \$24,960. Increasing the contract amount by \$24,010 brings the total contract amount for the fiscal year to \$48,970.

The scope of work for Dr. Cameron includes program management services for the implementation of Laney College's Green Jobs Education Programs. Dr. Cameron will perform the following program management services: develop strategic planning documents for ongoing grant planning and implementation; develop and research orientation materials for instructors and students; develop resources to support recruitment of instructors and develop professional development materials for instructors; support work of faculty in assessing learning outcomes for all courses offered; work with project team to develop business plan for program to become fiscally self-sustaining; design employer satisfaction surveys and instructor satisfaction surveys; administer and analyze survey data; develop program marketing documentation for potential employers and students; compile curriculum summaries; generate reports required by funding agencies; research new funding opportunities and work with program manager to write grants; conduct ongoing formative and summative program evaluation including researching best practices with regard to program systems and processes.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

Dr. Helen L. Cameron will provide program management support for the Laney College Green Jobs Education Programs. Services include strategic planning, report generation, and program evaluation.

BACKGROUND/ANALYSIS:

The scope and budget for Helen L. Cameron were developed and identified as part of Laney's DOL BayCEC sub-grant award.

ALTERNATIVES/OPTIONS: NONE

EVALUATION AND RECOMMENDED ACTION: APPROVAL

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

FUNDING FROM DOL BAYCEC GRANT THROUGH SKYLINE COLLEGE – CATEGORICAL FUNDS – NO FISCAL IMPACT

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

YES _____ NO X

COMMENTS:

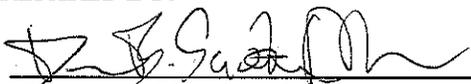
WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

DR. DEBBIE BUDD, VICE CHANCELLOR OF EDUCATIONAL SERVICES

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 ETW
Prepared by:  Date: 12-16-10
Elnora Webb, President, Laney College

DOCUMENT PRESENTED AND APPROVED BY:
Presented and approved by:  Date: 1-5-11
Dr. 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: Bon Gerhard, by Roxanne Epstein Date: 1/13/11
Vice Chancellor for Finance and Administration

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

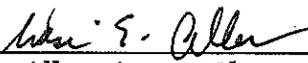
Legal review required Legal review *not* required

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