

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of February 15, 2011**

ITEM # 17

**ITEM TITLE:**

Contract Approval between College of Alameda and Ms. Lin Marelick to provide administrative oversight of transportation and logistics workforce related programs and projects, such as the ATLAS Program, through June 30, 2011

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of contract between College of Alameda and Ms. Lin Marelick to provide administrative oversight of transportation and logistics workforce related programs and projects, such as the ATLAS Program, through June 30, 2011 not to exceed \$45,000. This will be paid entirely out of grant funds.

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

Lin Marelick is a recognized expert in the field of Workforce Development and grant funded Programs in the State of California. As such, Ms. Marelick will provide administrative oversight of transportation and logistics workforce related programs and projects at the College of Alameda through June 30, 2011 such as the ATLAS Program. ATLAS is a dynamic partnership between the College of Alameda, The Workforce Collaborative and Oakland Adult and Career Education to design and deliver career pathways training. Curricula are designed with input from logistics industry experts and integrate college level, adult education and non-profit resources to create a comprehensive education, training and job placement program. To this regard, from point of Board approval through June 30, 2011 (approximately 4.5 months) Ms. Marelick's will provide comprehensive oversight of grant funded aspects of ATLAS and related funding sources of College transportation and logistics workforce programs and projects to include planning, organizing and directing activities, functions and services, management, staffing, budget and general administration. She will implement program objectives according to timelines established in the ATLAS and related transportation and logistics workforce grant, direct program education and training activities, and oversee the convening of ATLAS and related transportation and logistics workforce program steering committees, sub-committees, advisory board, and transportation and logistics initiative meetings.

Ms. Marelick's responsibilities will also include assisting with the recruitment, interviews, and selection of ATLAS related staffing, as well as to assure management control, accuracy, and fiscal integrity of COA ATLAS and related transportation and logistics program, record keeping, client tracking, reporting and other audit-related functions. She will manage the changing resources and responsibilities of the ATLAS program and related transportation and logistics workforce

Ms. Marelick will represent the services of the ATLAS Program and related transportation and logistics workforce at meetings and before constituencies including employers, job seekers, government and community organizations. She will also work with external and internal Peralta Colleges groups to establish effective working relationships with the ATLAS Program and related transportation and logistics workforce in established and new workforce sectors. In addition, Ms. Marelick will oversee the marketing of ATLAS and related transportation and logistics workforce program's services to employers and job seekers, as well as to oversee the dissemination of data, resources, and referrals to the business community including information on the labor market, tax credits, hiring incentives, and other human resources needs.

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

FUNDING SOURCE: STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT; DEPARTMENT OF LABOR; AMERICAN RECOVERY AND REINVESTMENT ACT

**BACKGROUND/ANALYSIS:**

Through grant funding sources, College of Alameda is expanding its transportation and logistics course, certificate, and eventually degree programs. Intensive oversight and management of transportation and logistics programs, including and specifically the ATLAS Program's EDD/ARRA funded projects, require increased scrutiny and oversight to assure accurate and full expenditure of budgeted funds by June 30, 2011.

**ALTERNATIVES/OPTIONS:**

NOT APPLICABLE

**EVALUATION AND RECOMMENDED ACTION:**

RECOMMEND APPROVAL

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

YES   X   No                     

**COMMENTS: COLLEGE BUSINESS OFFICE**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (COLLEGE PRESIDENT OR VICE CHANCELLOR)**

COLLEGE PRESIDENT, JANNETT JACKSON, PHD.

**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.)

**DOCUMENT PREPARED BY:**

Prepared by: Dr. Jannett Jackson, interim President, COA Date: 2/4/2011

[Enter Here - Your Name and Title of Individual]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Debbie Budd, Vice-chancellor, Educational Services

Date: 2/4/2011

[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

**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: \_\_\_\_\_  
Ron Gerhard, Chief Financial Officer

**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: Wise E. Allen Date: 2/7/11  
Wise E. Allen, Chancellor