

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

ITEM # 20

ITEM TITLE:

Independent Consultant Contract Agreement Extension

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement Extension for Anthony Flores.

ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)

Extension is requested for an independent contractor agreement with Anthony Flores to render consulting services to the Gateway to College program at Laney College. The extension will allow for continued operational support of the Gateway program while the hiring of the director position is finalized. The amount to be approved shall not exceed \$10,000; the prior extension approved on November 9, 2010 was in the amount of \$16,600; the initial contract was for \$21,400. Increasing the contract amount by \$10,000 brings the total contract amount for the fiscal year to \$48,000. The scope of work includes: Specify and develop systems for operational processes, reporting of student performance to the Gateway to College Network and the Oakland Unified School System. Continue work on completing alignment with OUSD student records system, AERIES. Work with the external evaluator to create procedures and protocols for documenting project progress, and create and maintain quantitative data files and qualitative documentation for project evaluation. Maintain program statistics relating to enrollments, success rates, attendance, and other data. Coordinate efforts to ensure that curriculum is aligned to meet school district diploma requirements while meeting college degree requirements. Coordinate curriculum development with faculty to assure that it meets state content standards and while maintaining the essential elements of the Gateway to College model. Provide management for the Gateway to College outreach, recruitment, orientation, and selection process. Plan, develop, implement, and evaluate programs in compliance with project contract. Act as a liaison to the Gateway to College National Network in coordinating program updates.

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): Funding Source: Gateway to College
Categorical Grant Funds and OUSD Reimbursement.**

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

YES _____ No XX

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? VICE CHANCELLOR BUDD

**DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ No _____
_____ IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**

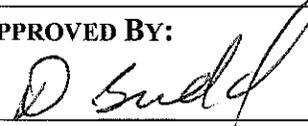
(***Board contract approval is subject to negotiation and execution by the Chancellor.)**

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by:  Date: MARCH 3, 2011
DR. ELÑORA T. WEBB, PRESIDENT, LANEY COLLEGE

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by:  Date: MARCH 3, 2011
DR. DEBORAH BUDD, VICE CHANCELLOR OF EDUCATIONAL SERVICES

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 electronically by re Date: 3/11/11
Finance and Administration Approval

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

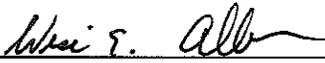
Signature:  Date: 3/10/11
Dr. Wise E. Allen, Chancellor

EXHIBIT A

ATTACHMENT: Independent Contractor Form 18231

Contract between Anthony Flores and the Peralta Community College District

The purpose of this scope of work is to define the services to be provided by Anthony Flores (hereinafter "Contractor") to the Peralta Community College District (hereinafter "District") related to establishing systems and procedures to enable the scaling up of the Gateway to College program. Under the terms of the contract dated, June 23, 2010, attached hereto, and this Scope of Work, Contractor will perform the services outlined herein.

Justification:

As a result of Lilia Celhay' position as Interim Dean of Community Partnerships and Workforce Development position at Laney been approved by the Peralta Board of Trustees on June 22, 2010, there is a vacancy and a need to hire a consultant to take on some of the operational and programmatic projects on a short-term basis up to October 29, 2010.

As a new program, there are many areas that need to be developed as well as projects that need continued attention, including furthering the alignment with Oakland Unified School District in the areas of curriculum development, required state testing, student records and technology.

One of the funding requirements for the Gateway to College program is the ability for Laney to scale up the program to add new cohorts each year of its three-year agreement. The goals set by our funders indicated 50 students to be enrolled in fall 2009, 40 in spring 2010, and 75 in fall 2010. In the 2009-2010, we surpassed these goals, admitting 61 students in the fall and 63 in the spring; we expect that we'll be able to meet or surpass the goal of admitting 75 students in the fall 2010. GTC at Laney is a leader among the other new Gateway programs in its success to recruit students, but enrolling and serving additional students requires additional support. In the fall, we will work with approximately 80 continuing students and 50 new students, which will increase the workload for all the staff.

It is critical for the continued growth and success of the program that Gateway has an infrastructure that is effective in its operations and aligned with OUSD per the Memorandum of Understanding, and with the Gateway to College National Network per the funding agreement. To this end, it is important to hire a consultant for the next 4 months to continue working on projects until the position is filled in the areas as delineated in the Scope of Work below:

SCOPE OF WORK

Goal

To establish systems needed to enable the scaling up of the Gateway to College program at Laney College, and to provide overall project management, process design and mapping.

Deliverables

Phase 1: Consultant shall start by analyzing and developing an understanding of the operational, reporting and evaluation needs of the program, including roles, challenges, and program requirements.

Phase 2: Consultant shall then determine and work on the development, specification and implementation of the following tasks:

1. Operational processes: Specify and build systems to meet the following needs:
 - a. Intake / application
 - b. Admittance
 - c. Class registration
 - d. Attendance, grades reporting, student services tracking
2. Reporting processes to Gateway to College Network and the Oakland Unified School District
3. Program evaluation needs for Gateway to College Network and the Oakland Unified School District
4. Curriculum planning and development
- 5.

Core Responsibilities

1. Curriculum/instruction planning and evaluation responsibilities
 - Coordinate curriculum development with faculty to assure that it meets state content standards and assessment procedures while maintaining the essential elements of the Gateway to College model
 - Coordinate efforts to ensure that curriculum is aligned to meet school district diploma requirements while meeting college degree requirements
 - Manage program budget in collaboration with the Interim Dean of Community Partnerships and Workforce Development
2. Program operations and management responsibilities
 - Provide planning for Gateway to College Program operations
 - Plan, develop, implement, and evaluate programs in compliance with project contract

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- Organize orientation and training for new faculty and staff; organize and conduct staff development workshops and activities
 - Ensure communications between faculty and staff in order to provide the best service to students in the program
 - Maintain relationships with business, labor, industry, governmental agencies, and community organizations
 - Research, develop, and submit funding proposals to support the Gateway to College Program
 - Writes and negotiates contracts with program partners such as school districts or other organizations supporting the Gateway to College program
 - Prepare and monitor program budgets to ensure effective use of Gateway to College financial resources
 - Administer data regarding participants and program outcomes
3. Student recruitment and retention responsibilities
- Provide management for the Gateway to College outreach, recruitment, orientation, and selection process
 - Maintain program statistics relating to enrollments, success rates, attendance, and other data
 - Promote Gateway to College through marketing and service on various community and public school forums, boards, and committees within the community
4. Support responsibilities
- Staff project team and advisory group meetings, synthesize and prepare notes and minutes; disseminate documents to team members
 - Work with the external evaluator to create procedures and protocols for documenting project progress and creates and maintains quantitative data files and qualitative documentation for project evaluation
 - Create and/or archives project documentation
 - Lead effort to secure contributions of funds, equipment, in-kind services, and instructional supplies from private and public sector partners; records contributions and donations from corporate and public sector partners
 - Create and administer the project website, supporting, modifying, and expanding it as necessary; places project reports, minutes of meetings, and other documents on website
6. Alignment with OUSD Systems and Testing Requirements
- Work on completing alignment with OUSD student records system, AERIES
 - Collaborate with OUSD in providing the required tests

TIMELINE AND COMPENSATION

All deliverables shall be completed by October 29, 2010, and core responsibilities shall be performed successfully as described above.

Payment shall be in installments payable as follows:

DATE	Payment Amount
July 30, 2010	Not to exceed \$5,350
August 31, 2010	Not to exceed \$5,350
September 30, 2010	Not to exceed \$5,350
October 30, 2010	Not to exceed \$5,350

Hourly Rate: \$31.25 per hour

Period: July 1 – October 29, 2010

Budget: Not to exceed \$21,400 total, and \$5,350 per month

Anthony Flores

Contractor's Signature

6/22/10

Date

Anthony Flores Jr.

451 Lagunitas Ave. Oakland Ca 94610

(917) 250-5227

tonikoroshi@hotmail.com

Education:

Teach for America Summer Teacher Training Institute	August, 2006
Masters of Arts, Educational Administration, Columbia University	May, 2005
Bachelor of Arts, Sociology and Political Science, UCLA	August, 1996

Experience:

Westlake Middle School 8/06-8/09

Oakland, CA.

Position: 7th and 8th grade English and History Teacher

Duties: Created and taught California standards based English, History and Leadership Development curriculum to middle school students. Served as grade level curriculum and instruction leader. Created grade level student achievement indicator system to measure student success in meeting performance outcomes. Engaged in whole school and department meetings. Mentored new grade level and department teachers. Planned and supervised after-school tutoring and study skills class.

Williamsburg Collegiate Charter School 8/05-8/06

Brooklyn, NY

Position: Founding History Teacher

Duties: Created and taught New York State standards and based history curriculum to middle school students. Created new school policies and procedures. Created school activities that helped build school culture. Created and taught standards based history curriculum. Taught afterschool martial arts, study skills and origami classes. Engaged in bi-weekly planning meetings. Engaged parents in school participation. Engaged in student recruitment in the community.

Children's Arts and Science Workshops 8/03-8/05

Harlem, NY

Position: In-School Program Director

Duties: Planned and coordinated a Federally funded, Workforce Investment Act(WIA) program providing English/math skills instruction, academic advising, tutoring, leadership development, employment and training, pre-college guidance and counseling services to over 300 low income high school students. Managed program site. Hired trained and managed

staff of 15 employees. Conducted staff trainings and program evaluations. Created leadership development, study skills, and English/math curriculum. Taught leadership development and basic skills to program participants. Created internship and job opportunities for program participants. Created new data management, record keeping and computer based performance outcome system. Developed and maintained formal community partnerships with local businesses, non-profit agencies, and local colleges and universities to provide program resources and support. Wrote city, state grants and created new organizational mission statement and performance indicator plan. Ensured program compliance of City, State, and Federal laws and regulations. Prepared and submitted quarterly reports to funders. Engaged in program fiscal management and planning.

Fresh Air Fund 3/03-8/03

New York, NY

Position: Principal Agency Liaison

Duties: Coordinated participant intake, registration, and placement of over 900 youth into summer camp. Conducted community outreach with non-profit agencies serving families and youth. Trained community agencies in organizational policies and procedures regarding participant application to the program. Monitored participant application process.

**Pre-Collegiate Development Programs, University of Colorado at Boulder 2/00-7/01
Boulder, CO**

Position: Assistant Director-Middle School Program

Duties: Directed a Pre-College program for over 300 middle school students and parents. Planned and coordinated program operations such as student and parent academic, leadership, financial literacy workshops. Developed relationships with middle/high school principals, teachers, university faculty and counselors. Created partnerships with community organizations and university departments for program resources. Hired, trained, and managed 10 program personnel. Created and maintained program budget. Wrote budget proposals, lobbied for program funding from University Regents. Developed and delivered leadership development and financial aid workshops to both students and parents. Developed and taught career exploration workshops. Created new program policies and procedures. Assisted in the planning and coordination of a five week summer academic program serving 100 high school juniors and seniors.

**Mayor's Office of Workforce Development 1/99-2/00
Denver, CO**

Position: Contract Compliance Analyst

Duties: Coordinated Federally funded Workforce Investment Act(WIA) youth and adult education/employment programs. Wrote WIA city youth plan for Federal funds. Coordinated activities of community/business partners and non-profit service providers. Provided program support to partners and service providers involved in delivering city contracted youth and adult employment and training services. Developed community outreach strategies to enhance community awareness and application into programs. Engaged in job development with employers. Hired trained, and managed support staff. Wrote and negotiated city contracts with service providers. Conducted program evaluations. Wrote monthly and annual federal reports. Conducted financial audits of service providers. Ensured service provider compliance of Federal, State, and city laws and regulations. Presented monthly reports to Mayor's Department meeting heads and Workforce Investment Board.

Grants and Proposals

Wrote and secured a \$5,000 grant to develop new organizational mission and performance indicator plan. Wrote and secured a proposal to the Denver City Council for an additional \$100,000 in program funds. Wrote and secured a Workforce Investment Act(WIA) federal demonstration grant proposal for \$5 million dollars. Wrote and secured a \$50,000 proposal to the Regents at University of Colorado at Boulder for additional program resources.

Community Participation

Greenlining Institute volunteer, Eastside Arts Alliance volunteer, TFA Latino Alumni Association, Ella Baker Center volunteer, NACA volunteer, UC Berkeley College Day volunteer, Lake Merritt Cleanup volunteer.