

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 26, 2011

ITEM # 17

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

Consider approval of Independent Contractor Agreement for Full Capacity Marketing, Inc. to render consulting services to the California Community Colleges State Chancellor's Office, Economic Workforce Development Data Collections Grant in the additional amount of \$25,385.40. This will bring the total contract amount to \$50,385.40

SPECIFIC BOARD ACTION REQUESTED:

Increase the Independent Consultant Contract compensation amount by \$25,385.40 for a total of \$50,385.40.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

The Peralta Community College District serves as a fiscal agent for the Community Colleges State Chancellor's Office, Economic Workforce Development Data Collections Grant, which the District received in the amount of \$200,000 (see Board Approved Agenda, February 24, 2009). As a fiscal agent, PCCD is paid \$15,692.00 for paying the consulting services provided to the State Chancellor's Office, Economic Workforce Development.

Request approval to increase amount for an Independent Contract with Full Capacity Marketing, Inc. for consulting services to the California Community Colleges State Chancellor's Office, Economic Workforce Development for the Data Collections Grant.

This fiscal year, \$25,000 has been awarded to Full Capacity Marketing Inc. We are requesting that the amount be increased by \$25,385.40. Increasing the contract amount by \$25,385.40 brings the total contract amount for the fiscal year not to exceed \$50,385.40 that will also cover out-of-pocket expenses.

On the Data Collections System (DCS):

Addition to SOW:

- **Shut down and transition of the old Data Collection System (<https://www.dcsewd.net>) to the new Data Collection System (<https://www.ewdgrants.net/users/login>) including:**
 - **A complete SQL export of the database structure and data (using CREATE and INSERT statements).**
 - **All code needed to run the site organized in their current directory hierarchy.**
 - **Any customized server configuration files.**
 - **Any updated files (such as "Read Me" files) that might have customized server configurations, non-standard webserver or database settings, special permissions or user/group settings.**
 - **Archiving all data in the system as MS Access**

- *Documentation and Analysis of the Phase II Expansion of the New Data Collection System to include the Online Expenditure System (Quarterly Reporting), enhanced reporting features, and other adjustments to the DCS that will increase useability.*

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding for this grant comes from the California Community Colleges State Chancellor's Office, Economic Workforce Development Office of the Chancellor in the amount of \$200,000.

BACKGROUND/ANALYSIS:

At the Board meeting of February 24, 2009 the Board approved the Data Collections Grant in the amount of \$200,000 acting as the fiscal agent on the grant for the California Community Colleges Office Economic Workforce Development. The purpose of this grant is to provide technical data support and website management for the CCCO Economic and Workforce Development Program. The consultants hired must understand the EWD Program and the types of data going into the DCS and the meaning of the different reporting components, elements and to improve and maintain the data collection system and to assist with analysis and generation of reports from the data entered.

ALTERNATIVES/OPTIONS:

California Community Colleges, Office Economic Workforce Development has determined that it is in the best interest of the State California Community Colleges Chancellors office to continue the services of Full Capacity Marketing Inc. for the Data Collections Grant.

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ NO X

COMMENTS:

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

DR. JACOB NG

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: *Drew Gephart*

[Drew Gephart]

Date: 4/13/11

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Jacob Ng*

[Vice Chancellor, Dr. Jacob Ng]

Date: 4/13/11

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 approved by re*

Ron Gerhard, Chief Financial Officer

Date: 4/20/11

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: _____

Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: *Wise E. Allen*

Wise E. Allen, Chancellor

Date: 4/18/11