

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of May 10, 2011**

**ITEM # 15**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*  
Contract approval between the College of Alameda, ATLAS Program and RichmondWORKS.

**SPECIFIC BOARD ACTION REQUESTED:**  
Acceptance of two MOUs with RichmondWORKS

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM)*  
RichmondWORKS is being contracted to provide MIS set up, tracking, implementation and reporting of 175 students for the Employment Development Department ISN grant. Also, RichmondWORKS will recruit, train, provide case management, and job placement for 20 students in Warehousing and Logistics.

**BACKGROUND/ANALYSIS:**  
Please see attached scopes of work for details.

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**  
Recommend approval of two MOUs between the Peralta Community College district and RichmondWORKS.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**  
ATLAS PROGRAM GRANT FUNDING SOURCE: EDD ISN GRANT 135 NUMBER: K076833

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**  
YES \_\_\_\_\_ NO  X

**COMMENTS:** NONE

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**  
DR. DEBORAH 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:**

Prepared by: Jannett Jackson by Fairly Date: 5/5/11  
Dr. Jannett Jackson, President

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. A. Budd Date: 5/5/11  
Dr. Debbie Budd, Vice Chancellor for 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: 5/4/11  
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: Wise E. Allen Date: 5/5/11  
Wise Allen, Chancellor

**EXHIBIT A: WORK PLAN**

**PERALTA COMMUNITY COLLEGE DISTRICT  
EDD/ARRA Workforce Training Program  
Category 3: Transportation**

Scope of work: Richmond Works  
Budget: \$40,000.  
Duration: 10/1/2009 to 12/31/2011

*paper work*

In order to support the goals and objectives of the ATLAS Advanced Transportation Initiative, an EDD and Federal Recovery and Reinvestment Act funded logistics and transportation job training initiative, Richmond Works will be responsible for the following services:

1. Provide data entry services for program reporting to EDD.
  - a. Coordinate data collection and reporting with The Workforce Collaborative for reports to EDD for ATLAS programs. These reports will be submitted monthly as directed by the grant.
  
2. Richmond Works will provide services to Contra Costa Community College for recruitment, enrollment, case management and job placement services for the ATLAS Warehouse Operations/Forklift Certification Program.
  - a. Richmond Works will coordinate its recruitment and enrollment services with Contra Costa Community College to ensure timely college enrollment for the ATLAS programs offered through CCCC.

Name, Title	Date
Peralta Community College District	
Sal Vaca, Director -	11/29/10
Name, Title	Date
Richmond Works	

**EXHIBIT A: WORK PLAN**

**PERALTA COMMUNITY COLLEGE DISTRICT  
EDD/ISN Job Training Grant**

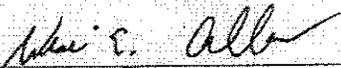
**Scope of work: RichmondWORKS & Contra Costa Community College District  
(Subcontractor)**

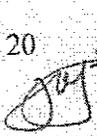
**Budget: \$120,000**

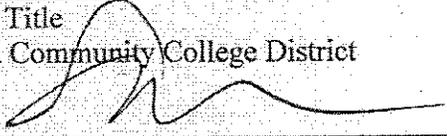
**Duration: 2/1/ 2010 to 6/30/2011**

In order to support the goals and objectives of the ATLAS ISN, an EDD funded job training initiative, the RichmondWORKS will be responsible for the following services:

1. Act as the primary training provider for 1 cohort of Warehousing and Logistics training, including:
  - a. Provide services to Contra Costa College for recruitment, enrollment, case management and job placement services for the ATLAS Warehouse Operations/Forklift Certification program.
  - b. Making instructors available, as needed, for additional planning or collaborative supervision of student progress and ongoing assessment of student needs.
  - c. Being responsible for keeping detailed records of expenditures and transmission of those to RichmondWORKS to maintain complete audit records for compliance with EDD regulations.
  - d. Cooperating with case management, placement, and retention activities as these may have an impact on instruction or other college services to students.
2. To participate in ongoing consortium activities to ensure consistent achievement of grant, training, and placement objectives.
3. To work with RichmondWORKS and the project partners to provide training to 20 (Twenty) students between February 1, 2010 and June 30, 2011

  
\_\_\_\_\_  
Name, Title  
Peralta Community College District

  
4/27/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Name, Title  
RichmondWORKS

4/19/11  
\_\_\_\_\_  
Date