PERALTA COMMUNITY COLLEGE DISTRICT **ITEM # 24**

Board of Trustees Agenda Report

For the Trustee Meeting Date of September 13, 2011

ITEM TITLE: Consider approval of Independent Contractor/Consultant Services for Daraja Wagner, Project support, Direct Support Workers Career Ladder, College of Alameda

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of Independent Contractor/Consultant Services for Daraja Wagner, Direct Support Workers Career Ladder, College of Alameda not to exceed $31,000 from July 1, 2011 to June 30, 2012.
ICC # 16213 in the amount of $7,750 for work completed in July, August and September
ICC #16214 in the amount of $23,250 for work completed in October, 2011 through June 2012

ITEM SUMMARY: Contractor will provide project and administrative assistant support to the Direct Support Professionals Career Ladder Training and Employment Program. Contractor will provide project support by assisting with recruitment and job development. Contractor will provide office assistant support by answering the phone, receiving visitors and providing Project information, scheduling appointments, maintaining calendars and files, reproducing documents, arranging and coordinating meetings and events, taking notes at meetings and other duties as assigned.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

2-11-241-5105-1-647000-1029-00

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):
YES _____ NO _____

COMMENTS:

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

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

DOCUMENT PREPARED BY:
Prepared by: Jannett M. Jackson Date: 9/2/2011
Dr. Jannett Jackson, President, College of Alameda

DOCUMENT PRESENTED AND APPROVED BY:
Presented and approved by: Debbie Budd electronically by re Date: 9/8/11
Dr. Debbie Budd, Vice-Chancellor

FINANCE DEPARTMENT REVIEW

X Finance review required _____ Finance review *not* required

If Finance review is required, determination is: X Approved ___ Not Approved

If not approved, please give reason: _____

Signature: Ron Gerhard electronically by re Date: 9/8/11
Ron Gerhard, Chief Financial Officer

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

_____ Legal review required X 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

X Approved, and Place on Agenda ___ Not Approved, but Place on Agenda

Signature: Wise E. Allen Date: 9/8/11
Wise E. Allen, Chancellor