

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 13, 2011

ITEM # 25

ITEM TITLE:

Independent Contractor Jennifer L. Kennedy

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement for Jennifer Kennedy for professional institutional grant consultation services.

ITEM SUMMARY:

Consider approval of Independent Contractor Agreement with Jennifer L. Kennedy. Ms. Kennedy will be working with Laney College, Merritt College, and the Peralta Community College District.

The amount to be approved shall not exceed \$50,000 and the contract will expire on June 30, 2012. The District Office of Educational Services will provide \$25,000, Laney College will provide \$12,500, and Merritt College will contribute \$12,500.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

District Office: \$25,000 1-01-112-5105-1-660200-0000-00

BACKGROUND/ANALYSIS:

Ms. Kennedy will:

- Work with the Laney College and Merritt College grant team to plan and write grant applications for the National Science Foundation (NSF) Advanced Technological Education (ATE) programs.
- Plan and prepare federal and state grants and renewals, as needed.
- Work with project directors of grant projects at the four Peralta Colleges to ensure timely and proper implementation of grant projects and meet compliance requirements of grant projects, as assigned.
- Prepare grant reports and other district planning documents as assigned.

Scope of Work

Planning and Preparation:

Review application guidelines; work with the grant team to identify and analyze background data needed for the narrative and to refine project plan, participate in project planning meetings and work sessions as needed; and, review and develop a working familiarity with relevant institutional documents (Laney's previous NSF proposal, summaries of reports on Laney's work to date in the field, etc.) and related research documents (Sinclair proposal, case studies, reports, partner information) and supporting data (labor market occupational descriptions, trends, and projections; energy consumption statistics; related energy policy initiatives, etc.) compiled by the grant team, in order to prepare a strong and competitive project narrative.

Proposal Writing and Revision:

Write, revise, edit, and finalize project narrative section and prepare separate but related list of citations, according to NSF guidelines and requirements.

Application Coordination and Preparation for Submission:

Work with team to ensure that all forms, sections, and attachments (e.g., list and resumes of staff, partner list and letters, budget and budget justification narrative, cover forms, etc.) are complete and accurate and match the content of the proposal narrative; assist with the final packaging electronic submission process as needed.

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 Deborah Budd

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:

Signature: Carmen N. Fairley Date: 9-2-11
Carmen N. Fairley, Staff Services Specialist

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: D. J. Budd Date: 9-2-11
Deborah 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: _____

Ron Gerhard electronically by ve Date: 9/8/11
Ron Gerhard, Vice Chancellor for Finance and Administration

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

KENNEDY CONSULTING
 1442A Walnut Street #164, Berkeley, CA 94709
 (510) 325-7922, jennifer@jkennedyconsulting.com

SCOPE OF WORK

DATE: August 25, 2011

TO: Peter Crabtree, Dean
Laney College

FROM: Jennifer Kennedy, Principal
Kennedy Consulting

RE: Laney College 2011 National Science Foundation Application

Dear Dean Crabtree:

Thank you for contacting me about the possibility of working with Laney College on its 2011 application to the National Science Foundation (NSF) Advanced Technological Education (ATE) program. Based on our initial discussions, I have prepared a Scope of Work for consulting services related to this project.

My fee is \$100/hour and my estimate for the proposed services for project is up to and not to exceed 100 hours, to be billed after completion of the assignment. Please feel free to contact me at (510) 325-7922 if you have any questions about or suggested regarding revisions to this proposal.

Sincerely,

Jennifer Lough Kennedy
 SS#: 110-60-9238
 Peralta Vendor #: 602869
 City of Berkeley Business License #: 11-00043711

Scope of Work for Laney College 2011 NSF ATE Application (August 25 - October 20, 2011)		
Description of Services	Hours	Cost
<u>Planning and Preparation:</u> Review application guidelines; work with the grant team to identify and analyze background data needed for the narrative and to refine project plan, participating in project planning meetings and work sessions as needed; and, review and develop a working familiarity with relevant institutional documents (Laney's previous NSF proposal, summaries of reports on Laney's work to date in the field, etc.) and related research documents (Sinclair proposal, case studies, reports, partner information) and supporting data (labor market occupational descriptions, trends, and projections; energy consumption statistics; related energy policy initiatives, etc.) compiled by the grant team, in order to prepare a strong and competitive project narrative.	40	\$4,000
<u>Proposal Writing and Revision:</u> Write, revise, edit, and finalize project narrative section and prepare separate but related list of citations, according to NSF guidelines and requirements.	45	\$4,500
<u>Application Coordination and Preparation for Submission:</u> Work with team to ensure that all forms, sections, and attachments (e.g., list and resumes of staff, partner list and letters, budget and budget justification narrative, cover forms, etc.) are complete and accurate and match the content of the proposal narrative; assist with the final packaging electronic submission process as needed.	40	\$4,000
Total Estimated Hours and Costs:	Not to exceed: 100 hours	Not to exceed: \$12,500