

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 6, 2011

ITEM # 22

ITEM TITLE:

Requesting Approval, Acceptance, Ratification of Independent Contractor/Consultant Agreement with William Gravelle in the amount of \$97,920.00.

SPECIFIC BOARD ACTION REQUESTED:

Requesting Approval and Acceptance, Ratification of Independent Contractor/Consultant Agreement with William Gravelle in the amount of \$97,920.00.

ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)

Consider ratification of Independent Contractor/Consulting Agreement with William Gravelle November 1, 2011 through June 30, 2012, in the amount of \$97,920.00. Contract services includes fiduciary and programmatic oversight of the ATLAS Program and related projects to include planning, organizing and directing activities, functions and services including management, staffing, grant management and timely reports, budget and general administration.

The scope of work includes:

1. Implement program objectives according to timeliness established in grant
2. Direct ATLAS program education and training activities
3. Oversee the convening of the ATLAS steering committee, sub-committees, advisory board, and transportation and logistics initiative meetings.
4. Implement strategies and oversee systems for management control, record keeping, client tracking, reporting and other functions to manage the changing resources and responsibilities of the ATLAS program.
5. Represent the services of the ATLAS Program at meetings and before constituencies including employers, job seekers, government and community organizations.
6. Work with external and internal groups to establish effective working relationships with the ATLAS Program. Oversee the marketing of ATLAS Program's services to transportation and logistics employers and job seekers.
7. Oversee the dissemination of data, resources, and referrals to the business community including information in the labor market, tax credits, hiring incentives, and other human resources needs.
8. Remain in daily/weekly contact with Vice President of Instruction at College of Alameda. Submit weekly update reports to the VPI via email attachments. Phone, email, grants, finance reports, personnel, sector partners, faculty members, student concerns or needs, and programmatic needs.
9. Mr. Gravelle is responsible for the assurance of student success, and as such, he observes ATLAS students and faculty in the classroom setting, making programmatic decisions and adjustments to best serve students based upon anecdotal input, statistical data, and trend analysis.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

DOL GRANT AND CAA GRANT, as approved by the California Department of Labor

Budget: 2-11-255-5105-1-672700-1845-00

2-11-255-5105-1-672700-1053-00

BACKGROUND/ANALYSIS:

Not Applicable

ALTERNATIVES/OPTIONS:

Not Applicable.

EVALUATION AND RECOMMENDED ACTION:

Requesting Approval and Acceptance, Ratification of Independent Contractor/Consultant Agreement with William Gravelle, in the not-to-exceed amount of \$97,920.00 for the time period of November 1, 2011 through June 30, 2012, is recommended.

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

YES _____ NO X

COMMENTS:

No additional comments.

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

DR. DEBBIE BUDD

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

DOCUMENT PREPARED BY: Dr. Jannett Jackson

Prepared by: _____
Dr. Jannett Jackson, President, COA

Date: _____

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Debbie Budd
Dr. Debbie Budd, VC, Ed Services

Date: 11-29-11

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 by vr
Ron Gerhard, Chief Financial Officer

Date: 11/30/11

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: 11/30/11