

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 24, 2012

ITEM # 22

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Independent Contractor Agreement Extension--Laney College, for Jonel C. Seon

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement Extension for Jonel C. Seon to provide Green Job Training Programs student services, from outreach and recruitment to student support services and tracking, for Laney College's Employment Development Department (EDD) and EcologyAction funded Green Jobs Training Programs.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

Requesting Board action on independent contractor agreement extension for Jonel C. Seon in the amount of \$22,400 to provide Green Job Training Programs student services, from outreach and recruitment to student support services and tracking, for Laney College's EDD and EcologyAction funded Green Jobs Training Program. The prior contract amount was \$14,000.

Increasing the contract amount by \$22,400 brings the total contract amount for the fiscal year to \$36,400.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding Source: Federal Workforce Investment Act (WIA) funds via the California EDD Green Jobs Grant as well as grant funds from EcologyAction, all categorical funds, with no fiscal impact on Peralta.

BACKGROUND/ANALYSIS:

The proposed contract extension will allow the Laney Green Jobs Training Programs a successful completion of deliverables for the second project year of the EDD Green Jobs Program as well as the Ecology Action Building Performance Institute (BPI) Training and Certification Program. As we are now becoming the recipient of additional federal ARRA and WIA funding via the EDD grant extensions, accordingly, timely completion of all existing grant deliverables is critical. Jonel C. Seon's scope of work addresses EDD Green Jobs Grant Project Work Plan Objectives, including Assessment and Enrollment, Training and Education, as well as Job Placement, Retention and Tracking as well as the student services and tracking requirements of the EcologyAction BPI training and certification grant.

DELIVERABLES AND SCOPE OF WORK:

Jonel C. Seon provides services to multiple cohorts of Green Job Program participants, including up to 200 students total, (approximately 140 at Laney College, 60 at Cypress Mandela), in order to foster the growth and success of the Laney Green Jobs Training Program via targeted student outreach and recruitment, student application support, interviewing and co-selection, as well as student support services that prepare and foster student success and enhance retention rates.

Specifically, Jonel C. Seon provides the Laney Green Jobs Training Programs:

- Outreach and recruitment in order to meet grant performance requirement benchmarks
- Accepted student pathways to the Laney Assessment and Financial Aid Departments to meet Laney objectives
- Green Jobs Training program student, materials, and subsidy data collection and tracking as well as student assessment, performance, and retention data collection and analysis for grant reporting
- Partnership development with organizations in the Bay Area to facilitate student outreach and recruitment
- Student application support, interviewing, and co-selection
- Robust student support services fostering student success which enhances retention rates, including robust wraparound

services (specifically support with registering student, transportation voucher issuance, stipend requests, tracking of performance, attendance, contact lists, book loans, parking, bus and BART passes, stipends, development of student resource webpage content, enrichment activities (GRID Alternatives Installation), liaison between program and case managers, liaison between students and program, direct one-on-one student support and referrals for personal and academic issues, resume refining and interview coaching, and student advocate that intercedes on their behalf for any issue that arises)

- Green Jobs Training event planning and facilitation, including: New student orientations and Student and Alumni Networking Events

ANTICIPATED COMPLETION DATE: 30 June 2012

ALTERNATIVES/OPTIONS: None

EVALUATION AND RECOMMENDED ACTION: Approval

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

YES _____ **NO** **XX**

COMMENTS: Thank you very much for the Board's time and consideration.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? Vice Chancellor of Ed Services, Dr. Budd

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

DOCUMENT PREPARED BY:

Prepared by: *Elnora Webb*
[Elnora Webb, Laney College President]

Date: 1-18-12

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Debbie Budd*
[Debbie Budd, Vice Chancellor of Educational Services]

Date: 1-19-12

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*
Ron Gerhard, Chief Financial Officer

Date: 1-17-12

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: _____
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: 1-17-12