

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of 13 March 2012

ITEM # 11

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

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement Extension for Roxanne Rivas to Render Workforce Development Services for Laney College's Green Jobs Training Program.

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 Roxanne Rivas in the amount of \$27,225 for Laney College's Green Jobs Training Program. The original contract amount was \$24,975. Increasing the contract amount by \$27,225 brings the total contract amount for the fiscal year to \$52,200.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding Source: Federal grant funds from the Department of Labor with no fiscal impact on Peralta.

BACKGROUND/ANALYSIS:

The proposed contract extension will allow the Laney Green Jobs Training Program a successful completion of deliverables for the second project year. Timely completion of all existing state and federal grant deliverables and reporting is critical to meeting all grant agreements' objectives. Roxanne Rivas' scope of work addresses the objectives of the Green Jobs Training Programs grants' objectives, including Reporting, Outreach and Recruitment, Assessment and Enrollment, Training and Education, Work Activities, as well as significant Workforce Development and Professional Development services, including Job Placement, Retention and Tracking.

DELIVERABLES AND SCOPE OF WORK:

Roxanne Rivas provides workforce development services necessary for the implementation of Laney's Green Jobs Training Program. Ms. Rivas performs services for Laney's Green Jobs Program, including:

- Maintaining and building strong partnerships with solar and energy efficiency employers, including those currently serving on the Laney Green Jobs Training Program Industry Advisory Council, as well as developing and maintaining relationships with employers in the Green Building industry sector.
- Tracking workforce development data and trends in the local clean energy and building performance labor market and developing solutions to meet industry workforce needs.
- Coordinating annual Laney Green Jobs Solar as well as Energy Efficiency Industry Advisory Council as well as enrichment events to introduce employers to students, including industry involvement in classroom activities such as guest speakers, field trips, demonstrations and internships, while serving as an advocate for student and graduate employment with industry partners.
- Working closely with Green Jobs Training Program Student Services Manager as well as all local One Stop Centers and Workforce Investment Boards in support of student services and job placement.
- Communicating regularly with students regarding relevant job opportunities and employment trends.
- Supporting students in assessing and identifying the best career pathway for their skills, experiences and interests.
- Working closely with students to prepare job applications and interviews, ensuring students have quality resumes, cover letters and interview skills.
- Identifying strengths and areas for improvement for each student via direct assessment and professional development support as well as conferring with Green Jobs Training Program instructors, program staff and case managers.
- Providing detailed job placement services, including student and graduate portfolios detailing professional information and experience
- Supporting grant reporting activities for multiple grants, including managing up-to-date records of placements and best practices, in accordance with funding source requirements.

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. D. Budd

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

DOCUMENT PREPARED BY:

Prepared by: Dr. Elnora T. Webb, President Date: 3/5/2012
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Debbie Budd Date: 3/5/2012
Debbie Budd, Vice-Chancellor of Ed 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 Date: 3-6-12
Ron Gerhard, Chief Financial Officer

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: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Wise E. Allen Date: 3-5-12
Wise E. Allen, Chancellor