

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 14, 2012

ITEM # 16

ITEM TITLE:

The Unity Council—Spanish Speaking Unity Council

SPECIFIC BOARD ACTION REQUESTED:

Request to approve subgrantee renewal for Merritt College (MC) and the Spanish Speaking Unity Council (SSUC)

ITEM SUMMARY

Merritt College and the Spanish Speaking Unity Council will partner through a US Department of Labor's (DOL) American Reinvestment and Recovery Act (ARRA) Grant (GJ-20051-10-60-A-6) for the purpose of developing and implementing a worker training program. Merritt College and SSUC will provide placement opportunities for individuals within the high-growth and emerging chronic care and medical assisting industry sectors. SSUC will provide funds to MC in an amount not to exceed \$465,992. These funds are to be used solely to cover all costs associated with the employment of one FTE Career Counselor, one FTE Chronic Care Instructor, one Online Medical Assisting II Specialist, and the cost of any online maintenance.

SOURCE OF FUNDS:

The Unity Council – Department of Labor

Originally \$180,798

Additional \$465,992

TOTAL \$646,790

BACKGROUND/ANALYSIS:

This is a renewal of the sub agreement that started in March 2010.

DELIVERABLES AND SCOPE OF WORK:

Merritt College will facilitate and provide instruction for the online training for Medical Assisting II, Chronic Care Assisting instruction, and hire a Career Counselor to support Healthcare Sector Career Initiative (HSCI) participants. Merritt College staff will develop curricula and train prospective HSCI participants. MC is solely responsible as the employer for the above referenced counselor and instructor under this agreement.

MC will create the position of a Career Counselor who will provide career and general counseling for a diverse, multi-ethnic population of urban community college students. This includes, but is not limited to, academic, career, and personal counseling.

MC will create and maintain the position of a Chronic Care Instructor who will develop and manage the online training curriculum for the Chronic Care Assistants.

MC will create the online Medical Assistant II prep course, support the Online Specialist and provide instruction through the term of the grant.

MC agrees to provide all support documentation, such as staff timesheets and receipts of purchases, directly related to this agreement as required substantiation of monthly invoice submission.

ANTICIPATED COMPLETION DATE:

February 28, 2013

ALTERNATIVES/OPTIONS:

None

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ NO X

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Debbie Budd, Vice Chancellor of Educational Services

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

DOCUMENT PREPARED BY:

Prepared by: George Herring Date: 2-1-2012
George Herring, President of Merritt College

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Debbie Budd Date: 2-7-2012
Dr. Debbie Budd, Vice Chancellor of 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: _____

Signature: Ron Gerhard Date: 2-8-12
Ron Gerhard, Vice Chancellor of Finance

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: 2-7-12
Wise E. Allen, Chancellor