

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of 12 June 2012

ITEM # 22

ITEM TITLE:

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).

ITEM SUMMARY:

Requesting Board action on independent contractor agreement extension for Jonel C. Seon in the amount of \$8960 to provide Green Job Training Programs student services, from outreach and recruitment to student support services and tracking, for Laney College's EDD funded Green Jobs Training Program.

SOURCE OF FUNDS:

Funding Source: Federal Workforce Investment Act (WIA) funds via the California EDD Green Jobs Grant, categorical funds, with no fiscal impact on Peralta. The initial contract amount was \$14,000 with a prior extension of \$22,400. Increasing the contract amount by \$8,960 brings the total contract amount for the fiscal year to \$45,360.

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. 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.

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:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor of Ed Services

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

DOCUMENT PREPARED BY:

Prepared by: *Elnora Webb* Date: June 1, 2012
Dr. Elnora Webb, President, Laney College

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Debbie Budd* Date: June 1, 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: 6-7-12
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: 6-5-12
Wise E. Allen, Chancellor