

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

ITEM # 23

ITEM TITLE:

Independent Contractor Agreement Extension---Laney College, for Angelina Liu

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement Extension for Angelina Liu to Render Outreach and Recruitment Services for the Laney College Career Advancement Academy and the Laney Green Jobs Training Program.

ITEM SUMMARY:

Requesting Board action on Independent Contractor agreement extension for Angelina Liu in the amount of \$15,771 for Laney College's Career Advancement Academy and Green Jobs Training Program.

SOURCE OF FUNDS:

Federal and state grant funds from the Department of Labor and the State of California with no fiscal impact on Peralta. The original contract amount was \$18,000 increased to \$24,960. Increasing the contract amount by \$15,771 brings the total contract amount for the fiscal year to \$40,731.

BACKGROUND/ANALYSIS:

The proposed contract extension will allow both the Laney Career Advancement Academy and the Laney Green Jobs Training Program a successful completion of deliverables required under both program's grant agreements. Timely completion of all existing state and federal grant deliverables and reporting is critical to meeting all grant agreements' objectives. Angelina Liu's scope of work addresses the objectives of the Career Advancement Academy and the Laney Green Jobs Training Programs grants' objectives, including specifically Outreach and Recruitment.

DELIVERABLES AND SCOPE OF WORK:

Angelina Liu provides outreach and recruitment necessary for the implementation of the Laney Career Advancement Academy and the Laney Green Jobs Training Program. Ms. Liu performs services for the Career Advancement Academy and the Laney Green Jobs Program, including:

- Maintaining and building strong partnerships with local and regional community benefit organizations serving potential student participants as well as developing and maintaining relationships with local middle and high schools and government agencies, including EDD One Stop Centers and local and regional Workforce Investment Boards.
- Coordinating Career Advancement Academy and Green Jobs Training Program outreach events as well as attending external and internal outreach events to introduce and educate potential student participants, their families, and middle and high school career and technical instructors as well as counselors to Laney's Career Advancement Academy and Green Jobs Training Program course opportunities.
- Working closely with both the Laney Career Advancement Academy Coordinator and Laney Green Jobs Training Program Student Team to understand grant participant requirements and coordinate outreach strategies, including development of multi-lingual outreach presentations, outreach web content, and outreach informational materials.
- Supporting potential student participants, their families, and relevant middle and high school educators, community benefit organizations, and city and state-run employment resource centers in identifying and understanding the breadth of available Laney Career and Technical Education courses, certificate programs, and departments, including those most aligned with specific career pathways, requisite skills and academic and professional prerequisites, as well as those best aligned with potential participant experiences and interests.
- Supporting Laney Career Advancement Academy and Laney Green Jobs Training Program administrators in grant reporting activities, including managing up-to-date records of outreach 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:

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: *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*
Ron Gerhard, Chief Financial Officer

Date: 6-7-12

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: _____ Date: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: *Wise E. Allen*
Wise E. Allen, Chancellor

Date: 6-5-12