

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

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 the Green Jobs Training Programs student services for Laney College's Employment Development Department (EDD) and Oakland Workforce Investment Board (OWIB) funded Green Jobs Programs.

ITEM SUMMARY:

Requesting Board action on independent contractor agreement extension for Jonel C. Seon not to exceed \$27,309 for the Green Jobs Training Programs student services for Laney College's Employment Development Department (EDD) and Oakland Workforce Investment Board (OWIB) funded Green Jobs Programs through June 30, 2013. **Funding Source: California EDD Green Jobs Grant and Oakland Workforce Investment Board Grant.** All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

SOURCE OF FUNDS :

Funding Source: California EDD Green Jobs Grant as well as the Oakland Workforce Investment Board Grant, 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 project deliverables for the second and third project year of the Green Jobs Training Programs funded by grantors EDD and OWIB. Timely completion of all existing grant deliverables supports our students' success and is critical to grant compliance. Jonel C. Seon's scope of work addresses EDD and OWIB Green Jobs Grant Project Work Plan Objectives, robust, wraparound students services, including assessment and enrollment, training and education, and retention as well as job placement and tracking for reporting.

DELIVERABLES AND SCOPE OF WORK:

Jonel C. Seon currently provides services to multiple cohorts of EDD and OWIB-funded Green Job Program participants, including nearly 200 Green Jobs Training Programs' students and alumni, to foster the growth and success of the students, our community's green workforce, and the Laney Green Jobs Training Program. In line with the grant objectives, targeted student outreach and recruitment, student application support, interviewing and co-selection, as well as student support services that prepare and foster student success, enhance retention rates, and secure placement in post-training employment.

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

- Outreach and recruitment as well as retention support in order to meet grant performance requirement benchmarks
- Accepted student pathways to the Laney Assessment and Financial Aid Departments to meet Laney/PCCD objectives
- Green Jobs Training program student, materials, and subsidy data collection and tracking as well as direct support of student assessment, performance, retention, and placement data collection and analysis for grant reporting
- Partnership development with local organizations to facilitate student outreach, recruitment, retention, and placement
- Student application support, interviewing, and co-selection as well as individual resume and professionalism coaching
- Student support services fostering student and alumni 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 Install), 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 and interview coaching, and student advocacy for any issue that may emerge for students)
- Green Jobs event planning and facilitation, including: student orientations, participant graduations, and Student and Alumni Networking Events

ANTICIPATED COMPLETION DATE:

30 June 2013

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? PRESIDENT WEBB

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

DOCUMENT PREPARED BY:

Prepared by: *Peter Crabtree*
Peter L. Crabtree, Dean

Date: 10/31/12

DOCUMENT APPROVED BY:

Approved by: *Elnora T. Webb* Date: 10/31/12
Elnora T. Webb, President

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Mike Orkin* Date: 11/1/12
Mike Orkin, Interim 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: 11-9-12
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: *José M. Ortiz* Date: 11-6-12
Dr. José M. Ortiz, Chancellor