

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 Maeve K. Bergman, LL.M., M.B.A.

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement Extension for Maeve K. Bergman, LL.M., M.B.A. to Render Services for Laney College's Green Jobs Training Program.

ITEM SUMMARY:

Requesting Board action on independent contractor agreement extension for Maeve K. Bergman, LL.M., M.B.A. not to exceed \$64,188 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:

This contract is part of fulfillment of state and local grant contract operations. Maeve K. Bergman, LL.M., M.B.A. will provide services as identified in and as part of the Peralta District/Laney College Green Job Program proposals and agreements with the California Employment Development Department and the Oakland Workforce Investment Board. 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. Maeve K. Bergman, LL.M., M.B.A.'s scope of work addresses the objectives of the Green Jobs Training Programs grant objectives, including Reporting of Fiscal Management as well as Student Outreach and Recruitment, Assessment and Enrollment, Training, Retention and Educational Outcomes, and Work Activities, as well as Job Placement, Retention and Tracking to ensure compliance with grantors.

DELIVERABLES AND SCOPE OF WORK:

Maeve K. Bergman, LL.M., M.B.A. provides management consulting services for the implementation of Laney's Green Jobs Education programs. Maeve K. Bergman, LL.M., M.B.A. performs services for Laney's Green Jobs Program, including:

- Development of systems for efficient and effective work by the Green Jobs Training Team
- Advising on the use of fiscal resources to maximize positive impact on student learning and workforce development
- Development of the prerequisite data and materials required to produce required monthly, quarterly, and closeout grant reports, including those for the Employment Development Department, the Oakland Workforce Investment Board, as well as necessary sub-grants, extensions, and addendums
- Tracking of curriculum development and pending state certificate approval processes
- Designing of methods for strengthening partnerships and managing public representation of the Green Jobs Program with local, regional, and state civil society, industry, and governmental organizations
- Facilitation of strategic planning with the Green Jobs Program Team, Dean of Academic and Student Affairs, and Laney Administration
- Development of research projects and institutional data to inform grant proposal ideas

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?

Vice Chancellor Michael Orkin

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

DOCUMENT PREPARED BY:

Prepared by: Peter Crabtree
Peter Crabtree, Dean

Date: 10/31/12

DOCUMENT APPROVED BY:

Approved by: Elnora T. Webb
Elnora T. Webb, President

Date: 10/31/12

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Mike Orkin
Mike Orkin, Interim Vice Chancellor of Educational Services

Date: 11/1/12

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: 11-9-12

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: _____
General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL:

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

Signature: José M. Ortiz
Dr. José M. Ortiz, Chancellor

Date: 11-6-12