

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 11, 2012

ITEM TITLE: Requesting Approval of Extension of Contract for Christine Williams

SPECIFIC BOARD ACTION REQUESTED:

Request approval of an independent contractor addendum for Christine Williams from December 12, 2012 to June 30, 2013 to serve as consultant working with College of Alameda custodial staff and management to provide custodial support/operational training.

ITEM SUMMARY:

The purpose of this contract is to provide guidance to management of College of Alameda in assessing the custodial needs of the college and to provide operational training to the custodial staff. Consultant will work with Head Custodian and Business & Administrative Manager to assess custodial workforce, create detailed work procedures for each campus building, and provide training in proper cleaning procedures.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): Unrestricted general funds from facility rental revenue will cover the cost of this consultant. The original contract was \$12,600. Addendum will increase the contract by \$35,000 for a total not to exceed \$47,600.

BACKGROUND/ANALYSIS:

Over the past two years College of Alameda has had staff turnover in the business services area to include custodian and maintenance staff. It has become apparent that one of the ongoing challenges has been in the area of proper operation of equipment and training of personnel. One of the college's ongoing priorities is facilities maintenance and general upkeep. In keeping with this, the College would like to extend the current service contract for an additional eight months to insure all areas of training are addressed.

DELIVERABLES/SCOPE OF WORK:

Consultant will analyze custodial needs and confer with the Business Manager & Head Custodian to establish departmental priorities and training needs of staff. Christine Williams will train staff on proper cleaning procedures and the proper use of custodial equipment. After each training class has been completed, the custodians will be asked to sign a document acknowledging that they have received training in subject areas.

Consultant will prepare reports documenting custodial cleaning processes, equipment operation, and classroom and restroom checklists. Custodians will be directed to update cleaning checklists daily as they service each area.

Consultant will coordinate chemical safety training and insure that each custodian is trained to read and understand a Material Safety Data Sheet and OSAH chemical safety standards

Vice Chancellor for General Services has approved the scope of work and deliverables for this consultant and is supportive of the training program.

ANTICIPATED COMPLETION DATE:

June 30, 2013

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? PRESIDENT JANNETT JACKSON, COA

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

DOCUMENT PREPARED BY:

Prepared by: *Mary Beth Benvenutti* Date: 12/4/12
Mary Beth Benvenutti, Business Manager College of Alameda

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Jannett Jackson* Date: 12-4-12
Dr. Jannett Jackson, President of College of Alameda

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: *Ronald Gerhard* Date: 12-7-12
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: *José M. Ortiz* Date: 12-4-12
José Ortiz, Chancellor