

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of March 12, 2013

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Independent Contractor Agreement Extension---Laney College, for Roxanne Rivas

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement Extension for Roxanne Rivas to Render Services for Laney College's Green Jobs Training Program.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

Requesting Board action on independent contractor agreement extension for Roxanne Rivas in the amount of \$18,840 for Laney College's Green Jobs Training Program. The initial contract amount was written for \$69,120. Increasing the contract amount by \$18,840 brings the total contract amount for the fiscal year to \$87,960.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding Source: California EDD Green Jobs Grant funds, with no fiscal impact on Peralta.

BACKGROUND/ANALYSIS:

This contract is part of fulfillment of state and local grant contract operations. Roxanne Rivas 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. The proposed contract extension will allow the Laney Green Jobs Training Programs a successful completion of project deliverables after the departure of the prior Green Technology Education lead on March 1, 2013. Roxanne Rivas was contracted previously this fiscal year to provide the Laney Green Jobs Training Programs Workforce Development. Accordingly, her scope of work has been broadened to address 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:

Roxanne Rivas provides management consulting services for the implementation of Laney's Green Jobs Education programs. Roxanne Rivas 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: June 30, 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 ORKIN)

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

DOCUMENT PREPARED BY:

Prepared by: *Elnora Webb*

Date: 2-28-13

[Elnora Webb, President, Laney College]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Michael Orkin*

Date: 2-28-13

[Michael Orkin, 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: 3-8-13

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: 3-5-13