

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 23, 2013

ITEM #

ITEM TITLE:

Consider Approval of a contract extension and additional funds to The Spanish Speaking Unity Council and Merritt College Memorandum of Understanding.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of a contract extension and additional funds to the Spanish Speaking Unity Council. The original approved contract ended on February 28, 2013 in the amount of \$465,992 and will be extended until June 30, 2013 with an additional amount not to exceed \$120,000, totaling \$585,992. These funds are to be used solely to enhance the Medical Assistant curriculum and provide Assisting training and instruction. In addition, funds are to be used to cover the Medical Assisting refresher course instructors' salaries'.

ITEM SUMMARY:

Merritt College will facilitate and provide instruction for the online training for Medical Assisting II, Chronic Care Assisting instruction, and hire a Career Counselor to support Healthcare Sector Career Initiative (HSCI) participants. Merritt College will also develop curriculum and train prospective HSCI participants.

SOURCE OF FUNDS:

Unity Council (US Department of Labors' American Reinvestment and Recovery Act (ARRA).

BACKGROUND/ANALYSIS:

During the grant period, Spanish Speaking Unity Council offered additional funding to Merritt College in the amount not to exceed \$120,000 and to extend the grant to June 30, 2013.

These funds are to be used solely to enhance the Medical Assistant curriculum and provide Assisting training and instruction

Over the term of the grant period:

1. Merritt will create the position of a Career Counselor who will provide career and general counseling with a diverse, multi-ethnic population of urban community college students. This included, but not limited to, academic, career and personal counseling.
2. MC will create and maintain the position of a Chronic Care Instructor who will develop and manage the online training curriculum for the Chronic Care Assistant.
3. MC will create the online Medical Assistant II prep course, support the Online Specialist and provide instruction through the grant term.
4. MC agrees to provide all support documentation, such as staff timesheets and receipts or purchased, directly related to this agreement as required substantiation of monthly invoice submission.

DELIVERABLES AND SCOPE OF WORK:

ANTICIPATED COMPLETION DATE:

Contracted period extends until 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:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Norma Ambriz-Galaviz, President

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

DOCUMENT PREPARED BY:

Prepared by: Michael Orkin
Michael Orkin, Interim Vice Chancellor

Date: 4/16/13

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Norma Ambriz-Galaviz Date: 4/16/13
Norma Ambriz-Galaviz

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: 4-19-13
Vice Chancellor for Finance and Administration

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: _____
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL:

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

Signature: Jose Ortiz Date: 4-16-13
Jose Ortiz, Chancellor