

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of 16 July 2013

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

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement for Roxanne Rivas to render grant Project Management services for Laney College's Department of Energy (DOE) Green Energy Job Training Initiative in Advanced Lighting Solutions.

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 for Roxanne Rivas in the amount of \$9,300 for Laney College's Department of Energy Green Energy Job Training Initiative in Advanced Lighting Solutions.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding Source: Department of Energy (DOE) grant funding with no fiscal impact on Peralta.

BACKGROUND/ANALYSIS:

The proposed contract will allow Laney College to successfully carry out the initial implementation of grant objectives as approved by the Department of Energy. Timely completion of all existing grant deliverables and reporting is critical to meeting all grant agreement objectives. Roxanne Rivas' scope of work addresses the objectives of the Green Energy Job Training Initiative in Advanced Lighting Solutions, including Reporting, Outreach and Recruitment, Assessment and Enrollment, Training and Education, Work Activities, as well as organizing for the significant Workforce Development and Professional Development services, including Job Placement, Retention and Tracking.

DELIVERABLES AND SCOPE OF WORK:

Roxanne Rivas will provide Project Management activities including:

- The development and completion of the Project Management Plan (PMP) consistent with the format and requirements provided by the DOE Project Officer. Those efforts entail coordination of efforts to ensure that the following occur:
 - Management of project activities: monitoring of day-to-day activities, interaction with partners and project sponsors, and development and submission of all required reports, invoices, and project deliverables;
 - Convening organizational and partner employers to facilitate collaboration and advisory activities as well as ensure employment and internship opportunities for participants of the Green Energy Job Training Initiative in Advanced Lighting Solutions. Conduct outreach activities to employers to develop job opportunities for training participants;
 - Providing support to ensure that new courses are developed on schedule and ensure the acquisition of required lab materials and industry donations;
 - Providing services to ensure that Laney College becomes a certified Lighting Controls Acceptance Test for Technicians (LCATT) training site;
 - Coordinating the piloting of an Advanced Lighting Solutions program cohort as defined in the Scope of Project Objectives (SOPO);
 - Preparing and delivering Professional Development Workshops to program participants;
 - Support students in assessing and identifying the best career pathway for their skills, experiences and interests in the advanced lighting field; and
 - Working closely with students to prepare job applications and prepare for interviews, ensuring students have quality resumes, cover letters and interview skills to help overcome barriers to employment and ensure job placement of participants.

ANTICIPATED COMPLETION DATE: 31 July 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)
(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Michael Orkin Date: July 11, 2013
[Michael Orkin, Vice Chancellor Educational Services]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Elnora T. Webb Date: July 11, 2013
[Elnora Webb, Laney College President]

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

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: Thuy Thi Nguyen
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

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