

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 10, 2013

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Consider Approval of Independent Contractor Agreement for Chad Thompson

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement for Chad Thompson render services for Merritt College's Peralta Achievement Collaborative, Department of Labor project. Requesting Board action on independent contractor agreement Chad Thompson in \$20,000 for Merritt's Peralta Achievement Collaborative Project

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

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):
DEPARTMENT OF LABOR PROJECT

BACKGROUND/ANALYSIS:

DELIVERABLES AND SCOPE OF WORK:

- Establishes working partnerships with community-based subcontractors that responsible for specific program delivery and services.
- Assist Program manager with developing tracking and monitoring tools to ensure success of students; prepares statistical reports documenting the progress of students.
- Meets with community representatives to assess needs, participate in joint activities and develop coordinated programs; conducts site visits and staff meeting.
- Develop internship opportunities, paid or non-paid with industry partners and especially in areas of medical assisting and logistics (Office Administration).
- Place 60 students into unsubsidized employment for medical assisting and logistics, along with previous cohort members that completed initial career pathways (EMT, urban agroecology, green construction and logistics)
- Meet with students to prepare their academic, career, and life skills to meet the demands and needs of business and industry. Developed acute understanding of the target populations and the communities from which they come from.
- Coordinate job placement workshops, job search skills-building sessions, and other related activities in order to prepare students for employment.
- Coordinate Business Roundtable in collaboration with Project Manager.
- Chair a planning committee to organize Career Fair.

- Prepares summative evaluation as well as monthly and quarterly reports for submission to DOL; participates in DOL webinars. Submits information to Program and Dean of Special Programs & Grants at benchmark quarterly reports of August 2013, November 2013, March 2014, June 2014. All reports must be forecasted in advance to ensure they completed, documented, stored before end of ICC contact.
- Attends regular meeting of the Peralta Achievement Collaborative.
- Prepares and conducts presentation for various committees, groups and staff.

**ANTICIPATED COMPLETION DATE:
JUNE 30, 2014**

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ **NO** _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

Presenter: Dr. Norma Ambriz-Galaviz.

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

DOCUMENT PREPARED BY:

Prepared by: *Carmen N. Fairley, Coordinator, Grants and Special Programs*

[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *President Norman Ambriz-Galaviz*

[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

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, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required for bond funds Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: *Thuy Thi Nguyen*

Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: *José M. Ortiz*

Dr. José M. Ortiz, Chancellor