

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 Carmen Chavez

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of Independent Contractor Agreement for Carmen Chavez render services for Merritt College's Peralta Achievement Collaborative, Department of Labor project. Requesting Board action on independent contractor agreement Carmen Chavez in \$60,000 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:

- Develops, organizes, plans, directs, implements and coordinates daily functions, activities and services of the program and/or project to ensure goals and objectives are accomplished within prescribed time frames and funding parameters.
- Directs staff in identifying and recruiting targeted students and implementing an educational plan for each participant; ensures students' basic skills are assessed prior to placement into specific courses.
- Works with instructional administrators and faculty to support the educational needs of target students; identifies course set ups and groupings.
- Establishes working partnerships with community-based subcontractors that are responsible for specific program delivery and services.
- Develops tracking and monitoring tools to ensure success of students; prepares statistical reports documenting the progress of students.
- Trains and directs the work of staff.
- Monitors regular budget expenditures; makes recommendations for changes to staffing, budgets, supplies and equipment.
- Meets with community representatives to assess needs, participate in joint activities and develop coordinated programs; conducts site visits and staff meetings.
- Prepares summative evaluations as well as monthly and quarterly reports for submission to DOL; participates in DOL webinars.
- Attends regular meetings of the Peralta Achievement Collaborative.

- Prepares and conducts presentations 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