

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 8, 2013

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Consider approval of additional contractual projects between Peralta Community College and Jennifer Lough Kennedy

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of Jennifer Kennedy contract in the amount of not to exceed \$30,500. The amount of contract is to be paid from different sources:

- Merritt College external site project (already paid by grant, Title III, \$10,000)
- Berkeley City College – Approved contract in place (\$10,000)
- California Community Colleges On line Education Initiative for grant writing (district project), amount of the contract is \$7,500 US Department of Education,
- Fulbright Hayes external evaluator grant funded (Merritt College) \$3,000.

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):

TITLE III - \$10,000

BCC - \$10,000

PCCD - \$7,500

MERRITT - \$3,000

BACKGROUND/ANALYSIS:

DELIVERABLES AND SCOPE OF WORK:

Jennifer Scope of work for The Online Education Initiative:

- Review RFA guidelines and webinar from California Community Colleges Chancellor's Office (CCCCO)
- Work with project team to plan the multi-year proposal and crate detailed project plan.
- Write and revise the required narrative sections (i.e., work plan, narrative, and abstract) and create table of contents.
- Work with project team to ensure completion of other required components (i.e., cover form, budget, and attachments) and make sure that these components are in compliance with RFA and consistent with the proposed project.
- Oversee finalization of grant package contents, compilation, and submission

- Jennifer Lough Kennedy has agreed to serve as the Project Evaluator for the Merritt College Fulbright-Hays Group Projects Abroad Program, *Culture as Power: Teaching Afro-Brazilian History, Politics, and Culture--A Curriculum Development Project for Merritt Community College and Oakland Unified High School Educators*.
- Merritt College: Title III – External Site Evaluator
- Berkeley City College: Grant writing and Planning

ANTICIPATED COMPLETION DATE:

6/30/2013

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)

(*****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: *Dr. Mike Orkin, Vice Chancellor, Educational Services*
[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