

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of January 21, 2013**

**ITEM TITLE:** Independent Contractor Agreement Extension-Laney College, for Michael Lok.

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of Independent Contractor Agreement Extension for Michael Lok to render services for Laney College's Asian American Native American Pacific Islander Serving Institution (AANAPISI) Grant Program.

**ITEM SUMMARY:**

Requesting board action on independent contractor agreement extension for Michael Lok in the amount of \$66,000 for Laney College's (Asian American Native American Pacific Islander Serving Institution) AANAPISI Grant Program. Also, extend date of independent contractor agreement until June 30, 2014 in the amount of \$ 60,000 for the total of \$66,000.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Federal grant funds from the Department of Education's AANAPISI for Laney College's AANAPISI Grant Program with no fiscal impact on Peralta. The original contract amount was \$6,000. Increasing the contract amount by \$60,000 brings the total contract amount for the fiscal year to \$66,000.

**BACKGROUND/ANALYSIS:**

The proposed contract extension will allow the Laney College AANAPISI Grant Program a successful completion of deliverables for the third project year. Timely completion of all existing federal grant deliveries and reporting is critical. Michael Lok's scope of work addresses the objectives of the AANAPISI program grant objectives, including reporting, resource development, outreach, assessment, enrolling, training and education for student success tracking and retention outcomes.

**DELIVERABLES AND SCOPE OF WORK:**

1. Operational processes: Managing the following projects/tasks:
  - a. Assist the Director of APASS with hiring and processing paperwork for adjunct APASS faculty and staff
  - b. Assist the Director of APASS to draft contracts (scope of work) for outside vendors
  - c. Assist the Director of APASS with budget management for APASS program
  - d. Assist the Director of APASS with coordinating the academic course schedules and curriculum with department chairs and deans for student enrollment
  - e. Assist the Director of APASS with coordinating student Intake/ application process

2. Student outreach and retention responsibilities
  - a. Provide management for the APASS outreach, community partnerships, recruitment, orientation, and selection process
  - b. Compile contact list of community-based organizations and community representatives
  - c. Assist the Director of APASS to coordinate student workshops and events
  - d. Conduct internal and external presentations
  - e. Assist the Director of APASS in selecting the APASS Advisory Committee and on facilitating quarterly meetings
3. Student Research
  - a. Collaborate with data researchers (Dowden and Associates) for student success outcomes
  - b. Assist the Director of APASS in maintaining program statistics relating to enrollments and other data
  - c. Assist the Director of APASS with entering student data in APASS database and providing statistical analysis
  - d. Create and/or archive project documentations
4. Other Support responsibilities
  - a. Assist the Director of APASS to create and administer the project website, supporting, modifying, and expanding it as necessary; uploading project reports, minutes of meetings, and other documents on website
5. Outreach and marketing
  - a. Promote APASS through marketing and service on various community and public school forums, boards, and committees within the community
  - b. Assist the APASS program to conduct internal and external presentation
6. Student Leadership Development
  - a. Assist the Director of APASS with strategic plans for student leadership outreach, development, support, and retention
  - b. Assist the Director of APASS with planning leadership workshops for APASS and open invitation to all Laney students

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

**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?**

Laney College President, Dr. Elnora Webb

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

**DOCUMENT PREPARED BY: Phoumy Sayavong**

Prepared by: Phoumy Sayavong - APASS Director  
[Phoumy Sayavong, Director of APASS, Laney College]

Date: 12-4-13

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Elnora Webb  
[Elnora Webb, Laney College President]

Date: 12-5-13

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
Susan Rinne, Interim 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. José M. Ortiz, Chancellor