

RECEIVED

14785

JUL 31 2013

PERALTA COMMUNITY COLLEGE DISTRICT

Office of the Chancellor
Peralta Community

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by

Michael Lok

Name of Contractor - Business

125 Indian Rd.

Piedmont

CA

94610

Address

City

State

Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Consultant will provide student resource development and outreach strategies for 2013-2014 academic year for APASS program (AANAPSI) at Laney College. (\$0/hr. not to exceed 150 hours)

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number:

Tax ID Number:

545-99-6950

The work of the INDEPENDENT CONTRACTOR shall be approved by:

[Signature]
Unit Manager/Title

The work shall be completed on or before

December 31, 2013

Not to exceed

COMPENSATION: Compensation shall be \$6,000, payable within 10 days following completion of the work and authorization by the unit manager.

The contractor will be paid out of

ACCOUNTING CODES

L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN
5	11	543	5105	1	672700		1122	00

Budget

Budget

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

Requisition # 2000077604

Michael Lok
Contractor's Printed Name

[Signature]
Contractor's Signature

7/2/13
Date

RECEIVED

0000730121
Vendor Number

JUL 30 2013

District Finance

(Obtain in "VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

Rev. 10/98

APPROVAL ROUTING:

[Signature] rec'd
College President/Vice Chancellor 7-29-13
Date

[Signature]
Vice Chancellor, Financial Services 7/31/13
Date

APPROVED:

[Signature]
Chancellor

Approval Date 8.2.13

EXHIBIT A

ATTACHMENT: Independent Contractor Form 14785

Contract between Michael Lok and the Peralta Community College District

The purpose of this scope of work is to define the services to be provided Michael Lok (hereinafter "Contractor") to the Peralta Community College District (hereinafter "District") related to conducting outreach and identifying student resources for the APASS program funded by the AANAPISI grant initiative. Under the terms of the contract dated, July 2, 2013, attached hereto, and this Scope of Work, Contractor will perform the services outlined herein.

Justification:

The U.S. Department of Education awarded Laney College the AANAPISI grant in October 2010. As a growing program, there are many areas that need to be addressed, including outreach and the development of programs and systems to comply with reporting requirements.

It is critical for the success of the program that APASS continues to fulfill the grant student enrollment requirements to be aligned with the funding agreement. To this end, it is important to hire a consultant during July 15-December 31, 2013 (2013-2014 academic year) to assist with resource development and outreach as delineated in the Scope of Work below.

SCOPE OF WORK

Goal

To create a student resource development and outreach strategy for the 2013-14 and 2014-15 school years for the AANAPISI Program at Laney College.

Deliverables

- Consultant shall start by analyzing and developing an understanding of the operational, reporting and evaluation needs of the program, including roles, challenges, and program requirements.
- Consultant shall then determine and work on the development, specification and implementation of the following tasks:
 1. Student Leadership Development responsibilities
 - a. Provide management for developing strategy plans for student leadership outreach, development, support, and retention
 - b. Develop training curriculum on student leadership development
 - c. Work to improve and develop new leadership groups and opportunities that have potential to benefit all Laney students.

- d. Plan leadership workshops for APASS and open invitation to all Laney students.
 - e. Mentor potential student leaders and support them in forming formal student organizations.
2. Student outreach and retention responsibilities
- a. Provide management for the APASS outreach, orientation, and selection process.
 - b. Compile contact list of organizations and community representatives
 - c. Create by designing and composing content for the APASS website, brochure, flyers and PowerPoint presentations.
 - d. Conduct internal and external presentations.
3. Other Support responsibilities
- a. Create and/or archives project documentation

TIMELINE AND COMPENSATION

All deliverables shall be completed by December 31, 2013 and core responsibilities shall be performed successfully as described above.

Payment shall be in installments payable as follows:

Hourly Rate: \$40 per hour

Estimated Number of Hours: 150

Period: July 15-December 31, 2013

Budget: Not to exceed \$6,000



Michael Lok

7/2/13

Date



Phoumy Sayavong, APASS Director

7/2/13

Date

EMPLOYMENT

Research Associate and Internship Coordinator (Oct 2008 to Sep 2012)

National Council on Crime and Delinquency (NCCD): Oakland, CA

- Analyzed data from community surveys and government agencies using Excel and SPSS.
- Contributed background research and charts to proposals, reports, factsheets and presentations.
- Hired, trained and assigned interns and temporary employees to support research projects.
- Provided technical assistance and program management to the Chinatown Youth Center Initiative by facilitating meetings with youth, seniors, and parents to assess community needs, and pilot new programs and events in collaboration with planning consultants and direct service partners.

Policy Intern (May 2007 to Jul 2007)

Departmental Office of Civil Rights, U.S. Department of Transportation: Washington D.C.

- Vetted policy manuals, internal reports, and memoranda of understanding.

Chancellor's Undergraduate Intern (Sep 2004 to Jun 2005, Sep 2005 to Jun 2006)

Student Organizations Advising and Resources (SOAR) Office, UCSC: Santa Cruz, CA

- Organized campus groups and student government to raise awareness on issues affecting campus diversity, such as the budget cuts to student-initiated outreach and academic support services.

VOLUNTEER EXPERIENCES

Fundraising Committee Chair (Aug 2011 to Present)

Chinatown Youth Center Initiative | The Spot: Oakland, CA

- Promote the youth center to community leaders, business owners and member associations to build new private partnerships and increase individual donations.
- Maintain donor relationships and a donor database.
- Plan grassroots fundraisers and strategize social media tactics.

Chapter President (Oct 2012 to Present), Board Member (Feb 2010 to Present)

OCA, Asian Pacific American Advocates - East Bay Chapter: Oakland, CA

- Organize political education events and fundraisers for the local Asian American community.
- Recruited volunteer mentors for professional mentorship programs, including a new youth mentorship program piloted in partnership with Community Youth Center in San Francisco.
- Coordinated over 100 volunteers for the 2009 OCA National Convention in San Francisco.

Volunteer Coordinator (Jun 2008 to Jul 2008)

Revive Chinatown Community Revitalization Project, Asian Health Services: Oakland, CA

- Trained youth and adult volunteers to conduct multilingual street outreach volunteers on new pedestrian-friendly capital improvements in Oakland Chinatown.

EDUCATION

Heinz College, School of Public Policy and Management, Carnegie Mellon University

Masters of Science in Public Policy & Management (MSPPM), Class of 2008

Public Policy and International Affairs (PPIA) Fellow, Class of 2005

University of California, Santa Cruz (UCSC)

Bachelor of Arts in Politics, College Ten, Class of 2006

SKILLS

- **Computer/Technical:** Database Management (Microsoft Access, SPSS); Geographic Information System (ArcGIS); Graphic Design (Adobe InDesign, Illustrator, Photoshop); Microsoft (Excel, Outlook, PowerPoint, Sharepoint, Visio, Word); Web Design (HTML Coding; Dreamweaver MX); Webinars (Citrix GoToMeeting and GoToWebinar)
- **Language:** Intermediate Conversational Proficiency (Cantonese Chinese)
- **Alameda County Leadership Academy (Oct 2008 to Feb 2009)**
- **Group Facilitation Training (Community at Work: Feb 2004)**

Requisitions

Maintain Requisitions

Requisition Defaults

Business Unit: PCCD1
Requisition ID: 2000077604
Requisition Date: 07/11/2013
Status: Pending

Buyer: MIHAMPTON Marie Hampton
Vendor: 0000730121 MICHAEL LOK
Category: 5105
Unit of Measure: MAIN
Vendor Location: Vendor Lookup

Ship To Location: WAREHOUSE
*Taxable: No
*Distribute by: Quantity
Due Date: Amount

Ultimate Use Code:
*Liquidate by: Amount
Distribution:
One Time Address:

SpeedChart:

Distributions											
Asset Information											
Dist	Percent	GL Unit	Location	Fund	Cost Ctr	Program	Activity Suffix	Project	Acct Line	Budget Date	Location
1	100.00000	PCCD1	5	11	543	1	672700	1122	00	07/11/2013	5

Marie Hampton 7/11/13
Michael L. LOK

Requisitions

Maintain Requisitions

Requisition

Business Unit: PCCD1
Requisition ID: 200037694

Status: Pending
Budget Status: Valid
 Hold From Further Processing

36

Header

Requester: TROJDEJUS1
Requestion Date: 07/11/2013
Origin: COA
Currency Code: USD
Accounting Date: 07/11/2013

Requester Info
Requester Name: Larry Open Account
Dob: [blank]

Requestion Defaults
Add Comments
Requestion Activities
Document Status

Add Items From
Purchasing Kit

Catalog
Requester Items

Amount Summary
Total Amount: 6,000.00 USD
Tax Amount: 0.00 USD
Total Amount: 6,000.00 USD
Select Lines To Display
Line: [] To: [] Retrieve

Handwritten signature and date: 7/11/13
Handwritten initials: MMB-21111B

Line	Item	Ship To/Date	Status	Description	Vendor Information	Item Information	Attributes	Contract	Source/Contract	Quantity	UOM	Category	Price	Amount	Ship To Location	Taxable	Status
1	Item			ICC #14705 for Michraal		EA	5105	6,000.00300	6,000.00	5						No	Pending

Save Verify Refresh

Add Update/Display

Budget Overview Inquiry

Activity Log

Ledger: APP_PRE

Display open pre-encumbrances only

Tran Line	Document Label	Document ID	Ref Entry	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Acct Line	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Tran ID	Tran Date
	Requisition 1 ID:	2000077802	N	5	11	543	5105	1	672700	1122	00	2014	2014	1	3,500.00 USD	3,500.00 USD	0000341832	07/11/2013
	Requisition 1 ID:	2000077804	N	5	11	543	5105	1	672700	1122	00	2014	2014	1	6,000.00 USD	6,000.00 USD	0000341834	07/11/2013
	Requisition 1 ID:	2000077807	N	5	11	543	5105	1	672700	1122	00	2014	2014	1	25,000.00 USD	25,000.00 USD	0000341839	07/11/2013

OK

Budget Overview Inquiry

Inquiry Results

Budget Overview

Business Unit: PCCD1
 Ledger Group: APPRCP
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

Return to Criteria

Max Rows: 100

Display Options

Search

Ledger Totals (1 Rows)

Budget:	76,800.00	Net Transfers:	-13,400.00
Expense:	0.00		
Encumbrance:	0.00		
Pre-Encumbrance:	34,500.00		
Budget Balance:	42,100.00		
Associate Revenue:	0.00		
Available Budget:	42,100.00		

Budget Overview Results

1	Ledger Group	Location Fund	Cost Ctr	Dept Descr	Object Code	Obj Descr	Program	Activity	Activity	Project	Project	Act	Budget	Budget	Expense	Encumbrance	Encumbrance	Pre-Encumbrance	Available Percent	Last
	APPRCP	5	11	543	5105	Independent Contractor/Consult	1	572700	Project Administration	1122	AAN/PSI Initiative	30	2014	76,800.00	0.00	0.00	34,500.00	42,100.00	54.96	
<p>Customer Find View All First Last Available Budget</p>																				

Return to Criteria

Nices

Save | Return to Search | Next | Refresh