

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 8, 2014**

ITEM TITLE:

Consider approval of an extension for independent contractor agreement for Kathi Roisen for Project Management Services for the S.F. Foundation (also referred to as the Bay Area Workforce Funding Collaborative) Advanced Manufacturing and Industrial Maintenance education and workforce development grant as well as for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of an extension of an independent contractor agreement for Kathi Roisen in an amount not to exceed \$35,325 to act as project manager for the TAACCCT: Design It, Build It, Ship It Grant for the remainder of the 2013/14 school year.

The contract amount will change from an amount not to exceed \$19,125 to an amount not to exceed \$35,325. The contract end date will remain June 30, 2014.

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

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

Laney College has been awarded a grant from the San Francisco Foundation in the amount of \$254,074 to support classes in Industrial Maintenance, develop curriculum in Advanced Manufacturing and Industrial Maintenance, to prepare students for high-skilled, high-wage careers in the manufacturing sector, to support Laney's Machine Technology work on the National Institute of Metalworking Skills (NIMS) certification system, to strengthen Laney's regional employer network, and to develop internships and direct job placements in industry for students.

Additionally, Laney College has been awarded the TAACCCT grant for \$1,200,000 to develop and enhance programs in both Machine Technology, Biomedical Engineering, and Biomanufacturing.

Kathi Roisen will provide project management services to these programs in an amount not to exceed \$35,325 through June 30, 2014.

Roisen has a BA from City University of New York. She has over 20 years of experience working with adult learners providing instruction and managing programming and student services. In addition, Ms Roisen has ten years of experience developing and managing a small business.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Bay Area Workforce Funding Collaborative (BAWFC) / San Francisco Foundation as well as the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant: NO BUDGETARY IMPACT

BACKGROUND/ANALYSIS:

Ms. Roisen will provide project management services in support of the critical mission of Laney College and the Peralta District to offer high quality educational program opportunities for the communities served within the Bay Area region.

DELIVERABLES AND SCOPE OF WORK:

The project management role provided by Kathi Roisen will include the following activities:

- In accordance with the State Chancellor’s Office grant specifications, develop systems for data collection, tracking and reporting as required
- In coordination with administrators, instructors, and industry partners, provide grant management services including tracking and documentation of participant enrollment, progress through the program, and program outcomes
- Develop and manage the student support services for students enrolled in the grant funded programs
 - facilitate team meetings to identify student needs and develop appropriate interventions
 - work with regional organizations such as EDD, WIB etc. to facilitate the delivery of student service opportunities
 - collaborate with CTE counselor, program coordinators and staff to manage student support services to manage pre-employment workshops, career days, tutoring, and other necessary student services
 - collaborate with CTE counselor, program coordinators and staff to manage outreach and program enhancement opportunities including: CTE open house, program or department open houses, industry conferences, workshops and field trips

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? (VICE CHANCELLOR)

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

DOCUMENT PREPARED BY:

Prepared by: Peter Crabtree, Dean

Date: 3/26/14

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Elnora T. Webb, President

Date: 3/26/14

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: Susan Rinne

Date: 3/26/14

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: Thuy Thi Nguyen

Date: 3/26/14

General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda
Agenda

Not Approved, but Place on

Signature: José M. Ortiz

Date: 3/26/14

Dr. José M. Ortiz, Chancellor