

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of June 10, 2014**

**ITEM TITLE:**

Consider Approval of an Independent Contractor Agreement with Meuy Saelee for services to be rendered pursuant to project support for the ATLAS grant (College of Alameda) and the Alameda County WIB Youth Manufacturing Training Grant (Laney College).

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of an independent contractor agreement for Meuy Saelee in an amount not to exceed \$70,000 to act as project support for the ATLAS grant and the Alameda WIB Youth Manufacturing Training Grant.

The contract dates will be from July 1, 2014 to June 30, 2015.

**Funding Source:**

ATLAS Grant (\$35,000)

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Alameda County WIB Youth Manufacturing Training Grant (\$35,000)

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

Laney College has received a grant from the Alameda County WIB in the amount of \$201,000 to implement a Youth Manufacturing Training program for 18-24 year olds. This program will introduce youth to careers in the skilled trades and basic introduction to community college programs.

In addition College of Alameda has received an ATLAS (TAACCCT) Grant, along with supplemental grant funding from the Career Advancement Academies (CAA). Funds from these sources serve to ensure the college remains in compliance with the TAACCCT Grant.

Meuy Saelee will assist with outreach, career pathway & job development, coordination, case management and other support services on these grants for Laney College and the College of Alameda.

Ms. Saelee has been working at College of Alameda on project support for the ATLAS grant since April 2014. Prior to that she was a Workforce Development Specialist working with the Workforce Investment Act One-Stop Career Center in Oakland since 2009.

Saelee has a B.S. in Business Administration with an emphasis in Corporate Management and Finance from California State University, Hayward. Saelee has demonstrated expertise in case management, retention, job development, East Bay Works Online VOS system, On-the-Job training program, career education services, community and employer outreach.

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

ATLAS grant and Alameda County WIB Youth Manufacturing Training Grant: NO BUDGETARY IMPACT

**BACKGROUND/ANALYSIS:**

Ms. Saelee will provide project support services in support of the critical mission of Laney College, College of Alameda 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 support role provided by Meuy Saelee will include the following activities:

- Responsible for organizing and keeping track of case files and all documentation per WIA requirements
- Assist in counseling and case management of students
- Assist with meeting the enrollment goal of 20 students for each of the Introduction to Manufacturing class and for the ATLAS Cohorts
- Assist with promoting orientations and community outreach - including, documenting attendance & assisting students with the WIA application process
- Assist in monitoring Introduction to Manufacturing class attendance, working with Laney counselor where needed
- Engage employers/job development - find employment opportunities for current and past cohorts. Attend local Job Fairs. Assist with the planning and development of Job Fairs and on-site recruitments. Work to meet the outcome job and educational goals of the AC WIB grant
- Assist with other Introduction to Manufacturing and ATLAS program goals as needed

**ANTICIPATED COMPLETION DATE:**

June 30, 2015

**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?**

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

**DOCUMENT PREPARED BY:**

Prepared by: Dr. Char Perlas, Dean of Workforce and Applied Science Date: 5/23/2014  
[Enter Here - Your Name and Title of Individual]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Eric Gravenberg, Interim President, COA Date: 5/28/2014  
[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: Susan Rinne      Date: 6/2/14  
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: Thuy Thi Nguyen      Date: 6/2/14  
General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: José M. Ortiz      Date: 6/4/14  
Dr. José M. Ortiz, Chancellor