

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 Extension for Raya Zion for services to be rendered pursuant to project support for the Laney College Department of Labor grant for education, training, and job placement in biomedical engineering technology.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of an independent contractor extension for Raya Zion in an amount not to exceed \$7,500 to provide project management services for Laney's Department of Labor grant in Biomedical Engineering Technology.

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

Funding Source:

Department of Labor grant titled "Advanced Manufacturing Jobs and Innovation Accelerator Challenge."

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

Laney College is in the second year of a 3-year \$399,000 grant from the Department of Labor under the category of "Advanced Manufacturing Jobs and Innovation Accelerator Challenge." This program trains and places displaced workers in jobs in the Medical Device manufacturing industry, a leading industry in the Bay Area through Laney's state approved program in Biomedical Engineering Technology.

Raya Zion will provide comprehensive project management services for this DOL grant. Specifically, Zion will carry out the following activities: (1) manage outreach, recruitment, and screening of prospective candidates for the program; (2) develop and manage an industry outreach and marketing strategy as well as industry advisory board for the program; (3) develop and manage professional marketing materials for program completers; (4) direct and manage job placement activities for program completers; (5) direct and manage program outcome documentation through an electronic records management system required by Department of Labor.

Raya Zion has a bachelor's degree in Industrial and Organization Psychology from San Francisco State University. She has over 10 years' experience in sectorial focused workforce and economic development, employer relations, and career re-training. She has more than 25 years' experience in business development, workforce development, recruitment, and career counseling.

Zion has served as the Workforce Development Manager for Solar City, the Business Services Representative for

the Alameda County Workforce Investment Board, as well as the Workforce Development Manager for the San Mateo County Central Labor Council.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Department of Labor grant: NO BUDGETARY IMPACT

BACKGROUND/ANALYSIS:

Ms. Zion will provide project management services in support of the critical mission of Laney College 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 Ms. Zion will include the following activities:

- (1) Manage outreach, recruitment, and screening of prospective candidates for the program.
- (2) Develop and manage an industry outreach and marketing strategy as well as industry advisory board for the program.
- (3) Develop and manage professional marketing materials for program completers.
- (4) Direct and manage job placement activities for program completers.
- (5) Direct and manage program outcome documentation through an electronic records management system required by Department of Labor.

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?

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

DOCUMENT PREPARED BY:

Prepared by: Peter Crabtree Date: 5/28/14
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Elnora T. Webb* Date: 5/28/14

[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: _____ 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: *Thuy Thi Nguyen* Date: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: *José M. Ortiz* Date: _____
Dr. José M. Ortiz, Chancellor