

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 9, 2014

ITEM TITLE: Independent Contractor Agreement Laney College, for Michael Lok

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of Independent Contractor Agreement 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 for Michael Lok in the amount of \$66,000 for Laney College's (Asian American Native American Pacific Islander Serving Institution) AANAPISI Grant Program until June 30, 2015.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Federal grant funds from the Department of Education's AANAPISI \$450,000 for Laney College's AANAPISI Grant Program with no fiscal impact on Peralta.

BACKGROUND/ANALYSIS:

The proposed contract 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, 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 recruitment and retention responsibilities

- a. Provide management for the APASS outreach, community partnerships, recruitment, orientation, and selection process
 - b. Assist the Director of APASS to coordinate student workshops and events
 - c. 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
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

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?

Laney College President, Dr. Elnora Webb

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

DOCUMENT PREPARED BY:

Prepared by: Michael Lok Date: 9-1-14
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: President Elnora Webb Date: 9-2-14
[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: Susan Rinne Date: 9-2-14
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: _____ Date: _____
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Dr. José M. Ortiz Date: 9-4-14
Dr. José M. Ortiz, Chancellor