

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

ITEM TITLE:

Consider approval of an extension for the independent contractor agreement for Kathi Roisen for Project Management Services for the TAACCCT Advanced Manufacturing and Industrial Maintenance education and workforce development grant.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of an extension for the independent contractor agreement for Kathi Roisen for the remainder of the fiscal year (until 6/30/2015) to provide project management services for Laney College's machine technology, industrial maintenance, welding and other Career Technical Education programs.

The contract amount will change from an amount not to exceed \$20,250 to an amount not to exceed \$52,875 (\$20,250 + (725 additional hours x \$45/hour)). The contract end date will change from December 31, 2014 to June 30, 2015.

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 the TAACCCT grant for \$1,200,000 to develop and enhance programs in both Machine Technology and Bio-manufacturing.

Kathi Roisen will continue to provide project management services to these programs. 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):

Trade Adjustment Assistance Community College and Career Training (TAACCCT) Design-It, Build-It, Ship-It Grant. NO BUDGETARY IMPACT

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

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.
- Collaborate with program coordinators and staff to launch CTE math support programs including Math Jam.
- 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, 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? (VICE CHANCELLOR)

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

DOCUMENT PREPARED BY:

Prepared by: *Preparer Signature Here in Script, Underlined*

Date: __

_____ [Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Presenter/Approver Signature Here in Script* Date:

[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: 12/4/14
Susan Rinne, Interim Vice Chancellor, Finance

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: _____
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