

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date March 10, 2015

ITEM TITLE:

Career and job placement services for students enrolled in Allied Healthcare programs.

SPECIFIC BOARD ACTION REQUESTED:

Request Board authorization for the extension of professional job placement and career services offered by Independent Contractor/Consultant Ezequiel Guzman to students at Merritt College.

ITEM SUMMARY

Ezequiel Guzman will continue to provide and assist with career and job placement services to students who are enrolled in Merritt's Allied Health programs (more particularly Medical Assisting). Mr. Guzman will assist in the development of an Allied Health Employer Advisor Network at Merritt College.

Scope of Services:

- Prepare, schedule and present job preparation workshops and coaching to Merritt's allied health students (more particularly medical assisting) students completing the certificate program in preparation for workforce opportunities. Service will include assisting with researching potential employers, networking, resume preparation, interest letters, employment applications, interviewing, follow up letters, and smart goals.
- Assist and facilitate externship development and student placement with participating employers.
- Coordinate and conduct an allied health symposium and career fair at Merritt College during the Spring 2015.
- Assist in the development of a MOU agreement with employers to provide externships for Merritt's Allied Health students.
- Assist with the Division II Dean in developing an Allied Health employer advisory network, including the coordination and scheduling of monthly meetings.

BACKGROUND/ANALYSIS:

Students that graduate from Merritt's Allied Health programs are required, based on industry or state accreditation standards, to complete clinical or externship hours in order to qualify for state licensing. By continuing to provide career and placement services to Merritt's allied health students, the college will have successfully obtained externships and job placement with medical groups throughout the East Bay. Mr. Guzman's services have allowed Merritt to make a concentrated effort to engage employers, establish relationships and make placement. During the month of December 2014, 24 of 40 of Merritt's Medical Assisting students were placed in externships with employers. The target for the spring 2015 semester is to have at least 38 out of 40 students placed in an externship.

ALTERNATIVES/OPTIONS:

ANTICIPATED COMPLETION DATE:

JUNE 30, 2015

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

PERALTA ACCOUNTABILITY FOR STUDENT SUCCESS (PASS) GRANT PROPOSAL \$75,000

TOTAL AMOUNT OF ICC No 19605: \$75,500 (ORIGINAL ICC AMOUNT \$24,500, WHICH WAS PREVIOUSLY APPROVED ON NOVEMBER 12, 2014. EXTENSION OF CONTRACT IS FOR \$50,500, WHICH IS REQUIRING APPROVAL.)

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? PRESIDENT AMBRIZ-GALAVIZ

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X
_____ IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

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

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: AHMAD MANSUR, DEAN OF WORKFORCE DEVELOPMENT AND APPLIED SCIENCES Date: 02/20/2015
[Enter Your Name and Title of Individual Here]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Norma Ambriz-Galaviz, President Date: 02/23/2015
[Enter Name of College President, (if originating from a college), or Vice-Chancellor or Manager (if originating from the District), and Title of the Individual Here]

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: 3/6/15
Finance and Administration Approval

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required for Grant Funds Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____ Date: _____
Nitasha Sawhney, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Dr. José M. Ortiz Date: 3/6/15
Jose M. Ortiz, Chancellor

