

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 23, 2015**

ITEM TITLE:

Consider approval of an 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 independent contractor agreement for Kathi Roisen for the 2015-16 fiscal year (7/1/2015 - 6/30/2016) to provide project management services for Laney College's machine technology and industrial maintenance programs.

The contract amount will be for an amount not to exceed \$50,580.

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, Biomedical Engineering, and Bio-manufacturing.

Kathi Roisen will continue to provide project management services to this CTE program. 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 Department of Labor 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
 - conduct workshops for job interview skills prep, industry test taking and mock interviews
 - follow up on job placements, program evaluation, collaborate with faculty and administrators on institutionalizing parts of the program

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: *Peter L. Crabtree, Dean*

Date: June 11, 2015

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Elnora T. Webb, President* Date: June 11, 2015

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, 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