

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of July 14, 2015**

**ITEM TITLE:**

Consider approval of an Independent Contractor Agreement for Mark Williams, (dba) Mark Williams Clean Energy and Environmental Consulting, LLC, for project management services on behalf of the Proposition 39, Clean Energy Workforce Program Grant, RFA Specification Number 13-77 for the San Francisco/San Mateo, East Bay, Silicon Valley, North Bay, Santa Cruz/Monterey Regional Consortium referred to as Region B, BayCLEAN. This agenda item continues the Prop 39 Project Director Contract.

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of an independent contractor agreement for Mark Williams (dba) Mark Williams Clean Energy and Environmental Consulting, LLC, in an amount not to exceed \$144,000 for the performance period of July 1, 2015 to June 30, 2016 for project management services pursuant to the Proposition 39 Bay Regional project.

**Funding Source:**

SB-73 – Clean Energy Job Creation Fund of the California Clean Energy Jobs Act. The original 2013-14 RFA specifications governed grant renewal. Peralta Community College District was the fiscal agent for the 2013-14 Prop 39 workforce fund and has received a renewal for 2015-16 of \$933,000. Funding includes program administration, regional coordination and collaboration, and program improvement for Bay Region participating colleges including Laney College.

The Peralta Community College District is the fiscal agent for this grant.

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

For the grant renewal period of 2015-16, Mark Williams, (dba) Mark Williams Clean Energy and Environmental Consulting, LLC, Prop 39 Project Director will be responsible for management of program operations, distribution of program improvement funding, data collection, and reporting functions. The Program Improvement Funds will be used for the enhancement of existing certificate and degree programs for careers in Energy Efficiency at the colleges within the Region B, the Bay Area region. Priority investments are: regional curriculum alignment, infusion of new codes and standards into programs, enhancements based on specific industry needs, creation of stackable credentials, lab upgrades, and employment initiatives.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

SB-73 – Clean Energy Job Creation Fund of the California Clean Energy Jobs Act.  
No fiscal impact on general fund.

## **BACKGROUND/ANALYSIS:**

Mr. Mark Williams continues in his role as project director for the Proposition 39 Clean Energy Workforce Program Grant. Mr. Williams' contract will be an amount not to exceed \$144,000. Prop 39 is an ambitious program of work that will build a sustainable regional network of community colleges and their partners to prepare the energy efficiency workforce of the future. These program improvement funds will be used to support participating programs in the form of energy efficiency and clean energy related supplies and equipment, faculty professional development activities, curriculum or professional development or other activities that aid to the growth or strengthening of a program.

## **DELIVERABLES AND SCOPE OF WORK:**

Specifically the Project Director will provide the following services:

1. Provide leadership and direction and assume project direction responsibility for implementing the 2015-2016 Prop 39 Grant #14-177-005 work plan.
2. Coordinate efforts with each Partner College program lead to compile and review eligible completer lists in preparation of allocating program improvement funds.
3. Review progress and implementation of the Partnering colleges' submitted work plans based on the Program Improvement Fund award amounts. Submit plans to state Program Director for review and approval.
4. Collaborate with Sector Navigator and Deputy Sector Navigator in Professional Development opportunities for Partnering Colleges faculty and staff with industry and utility sectors, and other organizations such as BOMA, the Pacific Energy Center and UC Davis HVAC/Lighting center.
5. Track invoice and progress reporting for each participating college and prepare quarterly reports for the online submittals. Coordinate data entry with Peralta District office (fiscal agent) as part of the grant. Submittal of final reporting and periodic updates to the Sector Navigator and Program Director.
6. Attend meetings and teleconferences as needed with the other statewide Prop 39 Project Directors, Sector Navigator, Deputy Sector Navigator and Program Director.
7. Convene Leadership staff/faculty at the Partnering colleges and coordinate professional development opportunities and progress meeting related to the alignment of energy efficiency related curriculum. Responsibilities will include making arrangements for facilities, training, and meeting rooms, faculty stipends, and other related costs.
8. Outreach to employers, colleges, and regional entities including high schools, local workforce investment boards (LWIBs), and colleges for enhancing existing programs within eligible Prop 39 TOP Codes.
9. Review and coordination of the payment of stipends and program improvement awards based upon verification of required activities by participating community college programs and faculty.

10. Overall program success measured by the increase of student participation in community college energy efficiency related instructional programs, and student completion of energy efficiency related programs.

11. Data collection and reporting

At the end of the performance period, the Project Director will submit a report from each college detailing the use of the funds by activity, an accounting of equipment purchased, explanation of budget changes if any, and how each activity met the grant objectives, Momentum Points or Leading Indicators.

**ANTICIPATED COMPLETION DATE:**

Funds must be spent by June 30, 2016

**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?**

**PRESIDENT ELNORA T. WEBB, LANEY COLLEGE**

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

**DOCUMENT PREPARED BY:**

Prepared by: Peter 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 X 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                       X  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**

X  Approved, and Place on Agenda                      \_\_\_\_\_ Not Approved, but Place on Agenda

Signature:  Jowel Laguerre  Date:  7/9/15   
Dr. Jowel Laguerre, Chancellor