

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 14th, 2016

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Change Order: College of Alameda for Kathleen Cavanaugh, ICC

SPECIFIC BOARD ACTION REQUESTED:

Review, consider and approve extension for Kathleen Cavanaugh, ICC

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

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

GENERAL FUNDS

2-11-243-5105-1-647000-1138-00 WIOA – Adult – 39%
2-11-243-5105-1-647000-1138-01 WIOA – Dislocated Worker – 61%

BACKGROUND/ANALYSIS:

Kathleen Cavanaugh is a part-time Independent Contractor (IC) in a Greeter position at the One Stop Career Center at the College of Alameda. She will run out of approved hours before the end of the fiscal year, which would cause reduction of hours and/or closures of the Resource Room. This request is to increase the contract by \$2,000 to continue to provide services, bringing the total contract amount to \$26,840.

DELIVERABLES AND SCOPE OF WORK:

Please see attached Scope of Work

ANTICIPATED COMPLETION DATE:

This change order will extend the ICC through to 6/30/2016

ALTERNATIVES/OPTIONS:

None, without staffing, the CoA Career Center would need to reduce hours of operation and/or close on certain days.

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ NO X

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: Drew Douglass, Director of Workforce Systems
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: _____
[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: Ron Little
Ron Little, Vice Chancellor, 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: _____
Nitasha Sawhney, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Dr. Jowel C. Laguerre
Dr. Jowel C. Laguerre, Chancellor