

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

ITEM TITLE:

Consider Approval of an Independent Contractor Agreement for Mark Williams for services to be rendered pursuant to project support for the Laney College Proposition 39 Clean Energy Workforce Program Grant for the Bay Region.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of an independent contractor agreement amendment for Mark Williams in an amount not to exceed \$144,000 to continue to provide project management services for Laney's Proposition 39 Bay Region Clean Energy Workforce Program Grant.

This contract covers the period from July 1, 2016 through June 30, 2017.

Funding Source:

California Chancellor's Office Workforce and Economic Development Proposition 39 Grant.

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 a \$787,907 grant from the State Chancellor's Office for regional coordination and facilitation of the Bay Area's Proposition 39 Clean Energy Workforce Program Grant.

Mark Williams will continue to provide comprehensive project management services for this Proposition 39 funded grant. Specifically, Williams will continue to manage various aspects of the grant including outreach to partner colleges, coordination of curriculum alignment efforts across the Bay Region, facilitation of sub-awards to partner colleges, and quarterly reporting to the State Chancellor's Office of Workforce and Economic Development.

Williams has a BS degree in Soil and Water Science from the University of California, Davis, and an MS in Soil and Water Science from the University of Arizona. He has many years of experience working with community colleges around the state to develop programs and courses of study in related fields. He has experience in grant development and management at the community college level as well as community college teaching experience.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

State Chancellor's Office Grant: NO BUDGETARY IMPACT

BACKGROUND/ANALYSIS:

Mr. Williams will continue to provide project management services in support of the critical mission of Laney College 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 Mark Williams includes the following activities:

1. Act as the point of contact for grant related activities;
2. File State Chancellor's Office programmatic quarterly reports as required;
3. Use methodology provided by the State Chancellor's Office to manage tracking of program completers for each partner college, determine estimated allocation of program improvement funds, and manage reporting from the colleges documenting program improvement efforts in line with Proposition 39 goals and objectives;
4. Manage and convene regional discipline committees with employers and community college faculty for articulation and alignment of energy efficiency related curriculum with industry needs and industry-recognized third party credentials;
5. Manage logistics for meetings including meeting facilities, faculty stipends, and other related costs;
6. Provide outreach to employers, colleges, and regional entities including high schools, local workforce investment boards (LWIBs), the California Conservation Corps, and colleges for recruitment of faculty, students, and employers;
7. Develop and manage procedures to set up sub-awards with partner community colleges and ensure payment of stipends and program improvement awards based upon verification of required activities by participating community college programs and faculty;
8. Ensure 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;
9. Manage data collection and reporting via LaunchBoard;
10. Attend scheduled regional consortia meetings within the region in order to ensure project awareness;
11. Represent the project at meetings coordinated by the Energy Sector Navigator from the California Community College Chancellor's Office as well as targeted professional development activities.

ANTICIPATED COMPLETION DATE:

June 30, 2017

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?

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

DOCUMENT PREPARED BY:

Prepared by: *Peter Crabtree, Dean* Date: 6/1/16

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *President Patricia Stanley* Date: 6/1/16

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: _____
Ron Little, Vice Chancellor for 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: _____ Date: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: *Jowel Laguerre* Date: _____
Dr. Jowel Laguerre, Chancellor