

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

**ITEM TITLE:** Consider approval for Independent Contractor Contract (ICC) # 18290 - MERRITT COLLEGE

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval for ICC # 18290 for The Unity Council in an amount not to exceed \$30,000.00 for Merritt College's Bridge to Healthcare Careers.

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

The Unity Council will coordinate community-based intake and enrollment of 35 interested young adults, aged 18-24, into Merritt College's Bridge to Healthcare careers program operating summer 2016, and perform case management for the 35 students beginning Fall semester of 2016. Students who are eligible for Workforce Innovation and Opportunities Act (WIOA) workforce development services will also enroll in WIOA through The Unity Council. The Unity Council will utilize CalJobs as the data management system for reporting and analysis of participant population.

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

SF Foundation/BAWFC (Bridge to healthcare careers): 6-11-652-5105-1-601200-1079-00

The total amount:                   \$30,000 - Merritt College       June 30, 2016

**GENERAL FUNDS:**

N/A

**BACKGROUND/ANALYSIS:**

The Unity Council, an Oakland-based not-for-profit workforce and education organization, is committed to community development and continuing a fruitful partnership with Merritt College and Laney College, both of the Peralta Community College District (PCCD). As a respected community-based organization, The Unity Council will draw on their sustained ecosystem and strong community ties to perform outreach to 200 prospective students with the intent of recruiting 35 students, aged 18-24 and not traditionally represented in Allied Health fields, into Merritt College's Bridge to Healthcare Careers Program. These concerted efforts will help build the College's capacity to deepen outreach efforts, and strengthen the Partner's ability to effectively navigate our enrollment systems and support services. To add, The Unity Council is staffed to perform WIOA assessments that will enhance the overall student transition into campus life for those students facing multiple barriers. Intensive case management and job readiness and placement assistance will be provided for the enrolled students upon conclusion

of the Bridge program. For the previously mentioned services, Merritt College will pay The Unity Council in two installments: one installment (ICC # 18290) of \$30,000 on June 30, 2016 (FY 15-16) and an additional \$12,000 will be paid on September 30, 2016 (FY 16-17). A separate ICC will be generated by Merritt College to account for the second installment of \$12,000.

Further, The Unity Council will perform targeted outreach, and enroll 15 students into Laney College's Jumpstart to Bio-manufacturing Program running during the 2016 summer session. Thereafter, The Unity Council will commit to enrolling 25 students into the jump start to bio-manufacturing program in August of 2016, and 25 more students in January of 2017. For these proposed efforts, Laney College will submit a separate ICC during the FY 16-17 in the amount of \$28,000.

As a result of this multi-college collaboration, The Unity Council will receive \$42,000 from Merritt College, and \$28,000 from Laney College, for a combined total of \$70,000. Merritt College is currently seeking approval for the first installment of \$30,000 to be paid on June 30, 2016.

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

In compliance with the executed professional services agreement, the deliverables (services) are to be completed as outlined:

##### Outreach & Recruitment for Merritt College

- A) Targeted outreach and recruitment for Merritt College's bridge to healthcare careers and program to deepen college's reach;  
specifically:
  - Outreach to 200 prospective students
  - Secure 35 enrollees for the bridge to healthcare careers program (summer 2016);
  - Provide intensive case management for the 35 enrolled students after the summer program's conclusion
- B) Provide assessment and eligibility services, specifically WIOA and other applicable resources and programs intended to reach the target population;
- C) Data collection of non-academic measures;
- D) Offering case management and support services for students that compliments the college's efforts;
- E) Partnering with the college on capacity building efforts to enhance the institution's ability to improve both academic and student support services for students;
- F) Engage with evaluator and college faculty and administrators to assess effectiveness and develop sustainability

##### Outreach & Recruitment for laney college

- A) Targeted outreach and recruitment Laney's jumpstart to bio-manufacturing, specifically:
  - OUTREACH to 75 Prospective students
  - Secure 15 enrollees for Jumpstart to Bio-manufacturing program (Summer 2016)
  - Secure 25 enrollees for abovementioned program (August 2016)

- Secure 25 enrollees for abovementioned program (January 2017)
- B) Provide assessment and eligibility services, specifically WIOA and other applicable resources and programs intended to reach the target population;
- C) Data collection of non-academic measures;
- D) Offering case management and support services for students that compliments the college's efforts;
- E) Partnering with the colleges on capacity building efforts to enhance the institution's ability to improve both academic and support services for students;
- F) Engage with evaluator and college faculty and administrators to assess effectiveness and develop sustainability.

**ANTICIPATED COMPLETION DATE:**

6/30/17

**ALTERNATIVES/OPTIONS:**

**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: Sara Sandhu, Employment Services Project Manager

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Norma Ambriz-Galaviz  
Dr. Norma Ambriz-Galaviz, Merritt College President

**FINANCE DEPARTMENT REVIEW**

  x   Finance review required      \_\_\_\_\_ Finance review *not* required

If Finance review is required, determination is:   X   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