

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 18th, 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 Change Order 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

2-11-241-5105-1-647000-1138-00 WIOA – Adult – 39%
2-11-241-5105-1-647000-1138-01 WIOA – Dislocated Worker – 61%

BACKGROUND/ANALYSIS:

Kathleen Cavanaugh is a part-time Independent Contractor / Consultant (ICC) that provides Career Center Technician services at the One Stop Career Center at the College of Alameda. They have utilized almost all of their hours, and will run out before the end of the fiscal year, which would cause service delivery issues, and if delayed too long, closures of the Resource Room. This request is to increase the contract by \$5,000 to continue to provide services, bringing the total contract amount to \$29,700. The original contract amount was \$24,700. Her existing contract is in effect through 06/30/2017. The costs from Kathleen's extension will be allocated to the Alameda County Workforce Development Board (ACWDB) contract (fund 1138).

Please note that financially, it is important that this proceed; Peralta has been advised by the ACWDB to expend these funds fully. There has been a history that we have not done so, where other CBOs and Community Colleges in the area consistently have. Also, this current year, the ACWDB has noted that we have had staffing shortfalls that other vendors have not. Additionally, these roles are critical for us to meet contract performance benchmarks, and the consequences are more severe under WIOA than it was under WIA (including possible sanctioning of the contract). Therefore, it is critical that we move Forward with the ICCs as we have planned for the 2016-17 program year.

Kathleen Cavanaugh has been a PCCD ICC for over six years. She consistently receives high reviews from jobseeker customers when they are solicited feedback about Resource Room services. Kathleen goes above and beyond for jobseeker and employer customers alike, consistently ensuring they are connected to the resources and services they require.

DELIVERABLES AND SCOPE OF WORK:

Please see attached Scope of Work

ANTICIPATED COMPLETION DATE:

This change order will extend the ICC through to 6/30/2017

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

 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