

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 11, 2016

ITEM TITLE: Cicley J. Winston, ICC 13870 – Merritt College

SPECIFIC BOARD ACTION REQUESTED: Consider approval of Independent Contractor/Consultant (ICC) Agreement for Cicley J. Winston in the amount of \$44,000.00.

ITEM SUMMARY: Requesting approval to have Cicley Winston work as a Sector Access Specialist funded by The Sector Access Grant from the Oakland Workforce Development Board.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): The Sector Access Grant from the Oakland Workforce Development Board, Project 2038.

GENERAL FUNDS: N/A

BACKGROUND/ANALYSIS:

The Sector Access Specialist position is described as ‘student facing,’ and charged with enrolling eligible customers into Workforce Innovation and Opportunity Act (WIOA), preparing students/job seekers for completion of successful internship and other Work Based Learning (WBL) experiences and successful job placement, tracking customers in CALJobs, staffing the Employment Services Center on the Merritt Campus, and representing the Peralta CCD CTE programs to job-seeker and dislocated workers.

DELIVERABLES AND SCOPE OF WORK:

This position entails efforts related to supporting students and job seekers to find employment paying family-supporting wages, and includes the following:

- Reaches out to students and potential WIOA clients
- Assesses their needs and enrolls them into WIOA if needed and/or refers them to the Comprehensive One Stop Career Center as needed.
- Connects students with support services, some of which could be directly supported via OWDB funding (books and materials), while others could be leveraged via services offered elsewhere on campus: CalWORKs, CARE, EOPS, DSPS, TANF
- Facilitates career readiness: helps students understand the career options available to them and helps them prepare resumes, interviews, internships via one-on-one coaching as well as providing career readiness workshops.

ANTICIPATED COMPLETION DATE: JUNE 30, 2017

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: Robbie Kunkel, Dean of Academic Pathways and Student Success
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Marie-Elaine Burns, Merritt College Interim President
[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: _____ (See prior approval in backup documents)

Signature: *Ron Little*
Ron Little, Vice Chancellor, Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

X Legal review required _____ Legal review *not* required

If Legal review is required, determination is: X 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: Jowel C. Laguerre
Dr. Jowel C. Laguerre, Chancellor