

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 13, 2016**

ITEM TITLE:

Consider approval of an independent contractor agreement for Kathi Roisen to provide project management services for the Career Advancement Academy (CAA) grant at Laney College. CAA is funded through the California Community Colleges Chancellor's Office to support innovative, academic-rich instructional programming in career and technical education pathways. The amount of this contract is \$44,100.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of an independent contractor agreement for Kathi Roisen to provide project management services for Laney College's Career Advancement Academy program. The contract amount is \$44,100. Roisen has received two other contracts this year to support other grants in the total amount of \$18,500. Thus, the total amount of contracts for Roisen is \$62,600.

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

Kathi Roisen has a bachelor's degree from City University of New York. She has over 20 years of experience working with adult learners providing instruction and managing student support. In addition, Ms. Roisen has ten years of experience developing and managing a small business.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

California Community College Chancellor's Office Career Advancement Academy grant.

NO BUDGETARY IMPACT

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

BACKGROUND/ANALYSIS:

Ms. Roisen will provide project management services in support of the critical mission of Laney College and the Peralta District 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 Kathi Roisen will include the following activities:

- In accordance with the State Chancellor’s Office grant specifications, develop systems for data collection, tracking and reporting as required
- In coordination with administrators, instructors, and industry partners, provide grant management services including tracking and documentation of participant enrollment, progress through the program, and program outcomes
- Develop and manage the student support services for students enrolled in the grant funded program
 - facilitate team meetings to identify student needs and develop appropriate interventions
 - work with regional organizations such as EDD, WIB etc. to facilitate the delivery of student service opportunities
 - collaborate with counselors, program coordinators and staff to manage student support services to manage pre-employment workshops, career days, tutoring, and other necessary student services
 - collaborate with staff to manage outreach and program enhancement opportunities including: CTE open house, program or department open houses, industry conferences, workshops and field trips
 - conduct workshops for job interview skills prep, industry test taking and mock interviews
 - follow up on job placements, program evaluation, collaborate with faculty and administrators on institutionalizing parts of the program

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? PATRICIA STANLEY

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

DOCUMENT PREPARED BY:

Prepared by: Peter L. Crabtree, Dean Date: November 30, 2016
 [Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: President Patricia Stanley Date: November 30, 2016

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: _____
 Ronald Little, Chief Financial Officer

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: _____
 General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

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