



**PERALTA COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR & ORIGINAL CONTRACT**

ADDENDUM FORM #

1

COPY

Contractor/Consultant Information:

Name of Contractor: Linda Early
 Business License No.: (SSN on file)
 Tax ID Number: _____
 Vendor Number: 0000731876

Contract Information: Please attach a cover memo attention to the Chancellor

ICC # 15678 (Please attach a copy of the original ICC and previous addendums)
 Purchase Order # 3000088275
 Contract Start Date: Oct. 4, 2016 End: June 30, 2017
 New Contract End Date: _____ (Extension Request Only)
 Original/Previous Contract Amount: \$ 24,000.00
 Request to Increase the Contract By: Total \$ 29,000.00
 Contract Amount: \$ 53,000.00
 Board Approval Date(s): _____ (if applicable)

Accounting Codes: (additional lines are provided for split funding only)

LOC	FUND	COST CTR	OBJECT	PR	ACTIVITY & SUFF	SPPJ	LN	PREVIOUS AMOUNT	ADDENDUM +/-	TOTAL
2	11	255	5105	1	672700	2037	00	\$ 24,000.00		\$ 24,000.00
2	11	252	5105	1	601200	1084	00		\$ 24,000.00	\$ 24,000.00
2	11	255	5202	1	601200	1075	02		\$ 5,000.00	\$ 5,000.00
										\$ 0.00
									GRAND TOTAL	\$ 53,000.00

 Funds Verified by Business Manager

 Date:

Approval Routing:

Anna Cella 11-7-16

 College President/ Vice Chancellor

 Date:

 Vice Chancellor, Financial Services

 Date:

 Chancellor

 Date:



Peralta Community College District

Request for Change Order

Purchase Order No. 300097706 _____ Change Order # 1 _____

Requisition No. 2000106213 _____ Date of request 11-8-16 _____

Vendor Linda "Birch" Early _____ Vendor # 0000731876 _____

C. O. requested by Donna Jones _____ Department ATLAS/CTE COA _____

Original dollar amount of purchase order \$24,000 _____

Dollar amount of change, increase by \$29,000 _____

Accounting:

Loc	Fund	Cost Center	Program	Acct. Suffix	Project	Acct. Line	Category Object Code
<u>LINE 2</u> 2	11	252	1	601200	1084	00	5105
<u>LINE 3</u> 2	11	255	1	601200	1075	02	5202

Provide a complete explanation of the circumstances that necessitates this change. Identify what is being changed, i.e., item no., price, quantity, description, etc. Attach any required supporting documentation including quote from vendor identifying the changes. Please indicate which line item of the original requisition needs to be changed.

Line #	Item #	Description	Quantity	Unit Price
2		add \$24,00 ICC# 15678		\$24,000
3		add \$5,000 ICC# 15678		\$5,000

Linda Ceb
11-7-16

Authorized by: _____ at _____ College Date _____

Memo

Date: 11/8/2016

To: Chancellor Laguerre

From: Kawanna Rollins, on behalf of Dr. Frances L. White

CC: Dr. Frances L. White, Lilia Celhay, MaryBeth Benvenuto

Re: ICC Addendum for Linda "Birch" Early

Attached, for your approval is Addendum #1 to increase original contract amount for Independent Contractor Agreement #15678 with Linda Early.

Ms. Early will continue to provide coordination services related to CTE Data Unlocked, Career Pathways Trust and Work-Based Learning Grant objectives.

In addition to the increased amount for services, we have included travel costs associated with required attendance of meetings and conferences needed to successfully execute grant objectives.

Total contract amount should not exceed \$53,000.

Funding source will be a combination of CTE Data Unlocked, Career Pathways Trust and Work-Based Learning Grants:

Work-Based Learning Grant (\$24,000)
2-11-252-5105-1-601200-1084-00

CTE Data Unlocked (\$24,000)
2-11-255-5105-1-672700-2037-00

Career Pathways Trust Grant (\$5,000)
2-11-255-5202-601200-1075-02

Kawanna Rollins
Coordinator/CTE Programs
510-748-5256
krollins@peralta.edu

Lilia Celhay
11-7-16

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

ITEM TITLE: Requesting approval and acceptance of Addendum#1 to Independent Contractor Agreement #15678 with Linda "Birch" Early.

SPECIFIC BOARD ACTION REQUESTED:

Requesting approval and acceptance of Addendum #1 to Independent Contractor Agreement#15678 with Linda "Birch" Early effective October 4, 2016 through June 30, 2017. The amount to be approved shall not exceed \$53,000.

ITEM SUMMARY: Ms. Early's original contract, ICC 15678 for \$24,000 was for the duration of October 4, 2016 through June 30, 2017. We are requesting an increase of \$29,000 via addendum #1. New contract total will be \$53,000. Ms. Early will continue to provide services that meet the objectives of the CTE Data Unlocked, Career Pathways Trust, and Work-based Learning grants during the period of October 4, 2016 through June 30, 2017.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

CTE Data Unlocked Grant (\$24,000) - (Original contract)
2-11-255-5105-1-672700-2037-00

Work-Based Learning Grant (\$24,000) - (Addendum #1)
2-11-252-5105-1-601200-1084-00

Career Pathways Trust Grant (\$5,000) - (Addendum #1)
2-11-255-5202-601200-1075-02

DELIVERABLES AND SCOPE OF WORK:

ANTICIPATED COMPLETION DATE:

JUNE 30, 2017

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

Approval and acceptance of Addendum #1 to Independent Contractor Agreement# 15678 with Birch Early for services effective October 4, 2016 through June 30, 2017 in the not-to-exceed amount of \$53,000, is recommended.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

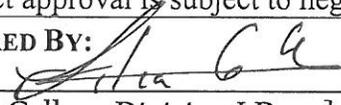
YES _____ NO _____

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: 
[Lilia Celhay, Division I Dean]

Date: 11-9-16

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: _____ Date: _____
[Dr. Frances L. White, President, College of Alameda]

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: _____
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: _____

CHANCELLOR'S OFFICE APPROVAL

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

Signature: _____
Dr. Jowel Laguerre, Chancellor

EXHIBIT A – SCOPE OF WORK

ATTACHMENT: Independent Contractor Form # 15678

Contract between Linda “Birch” Early and the Peralta Community College District

The purpose of this scope of work is to define the services to be provided by **Linda “Birch” Early** (hereinafter “Contractor”) to the Peralta Community College District (hereinafter “District”) related to providing support to Career Technical Education (CTE) in Division I at College of Alameda (COA). Under the terms of the contract dated September 9, 2016, attached hereto, and this Scope of Work, Contractor will perform the services outlined herein.

Justification: A consultant is required to ensure compliance and achievement of the deliverables of the CTE Data Unlocked grant.

GOALS AND DELIVERABLES

Goal

To provide information on student outcomes and labor market conditions (employment and earnings data, future industry trends, etc.) to support the development of regional workforce plans, preparation for more CTE funding in 2017, strengthen program review, accreditation, integrated planning and regional and sector-based program design.

Deliverables:

- Contractor will become the COA CTE Data point person, through CTE Unlocked training and technical assistance, to understand and utilize CTE data tools such as Student Success Scorecard, Salary Surfer, Data Mart, CATEMA, LaunchBoard, and CTE Employment Outcomes Survey, etc. and to integrate and institutionalize use of this data in all COA CTE programs.
- Work with CTE faculty and administrators to understand and utilize these tools to pull and format data from these sources to support COA CTE program review, accreditation/tracking of student outcomes and future planning for COA CTE funding and new programs and courses.
- As a powerful business engagement strategy, utilize labor market information from these CTE tools in one-on-one and industry advisory committee meetings with business partners. Consultant will utilize this data to more effectively engage business partners by providing high value-added info and trends to keep their business more competitive and build long-term relationships with local business partners on providing value-added data.
- Share and leverage this information in our current work as part of regional East Bay Career Pathways initiative with regional partners in education, workforce and economic development to develop more effective regional and sector-based strategies for student success.
- Develop outreach and educational planning materials based on data found in the LaunchBoard, Salary Surfer, and other tools
- Draft and submit quarterly reports
- Contractor will provide training and facilitation on data integration
- Contractor will format data from CTE data tools to support program, sector and college planning

TIMELINE AND COMPENSATION

Period of Performance: September 19, 2016 – June 30, 2017.

Compensation: As compensation for the defined services to be performed under this agreement, College of Alameda will pay *Linda "Birch" Early* not to exceed \$24,000.

The scope of work may be modified and evolve to satisfy the needs and requirements of the client. Significant additions or modifications to this contract and scope of work may result in changes to the project budget and schedule. All modifications of the agreement are to be transmitted in writing or via email.

Payment shall be in installments payable per the information below:

Linda "Birch" Early to provide monthly invoices with a description of the work performed and its relation to the overall progress.

Hourly Rates:

- \$50 per hour
- 30-40 hours/week for 12 weeks X \$50 hourly rate = \$24,000

Budget: Not to exceed \$24,000

Budget String: 2-11-255-5105-1-672700-2037-00

RECEIVED

2-106213

15678

OCT 03 2016

PERALTA COMMUNITY COLLEGE DISTRICT

Office of the Chancellor
Peralta Community Colleges

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by Linda M. Birch Early
Name of Contractor - Business

1635 Cornell Ave. Berkeley CA 94702
Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Consultant will work on integrating data into various areas in CTE per the CTE Data Unlocked grant. See Scope of Work for more details

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: _____

Tax ID Number: S.S.# 521-72-7671

The work of the INDEPENDENT CONTRACTOR shall be approved by: [Signature]
Unit Manager/Title

The work shall be completed on or before June 30, 2017

COMPENSATION: Compensation shall be \$ 24,000 ^{not to exceed} \$50.00 HOUR, payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out of _____

ACCOUNTING CODES								
L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN

2-11-255-5105-1-672700-2037-00
Budget

9/14/16
[Signature] 9/15/16
Funds Verified by Business Officer

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

Linda M. Early
Contractor's Printed Name

Linda M. Early 9-10-16
Contractor's Signature Date

0000 731876
Vendor Number

(Obtain in "/VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

Rev. 10/98

APPROVAL ROUTING:

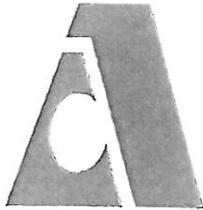
[Signature] 9/21/16
College President/Vice Chancellor Date

[Signature] 10/3/16
Vice Chancellor, Financial Services Date

APPROVED:

[Signature]
Chancellor

Approval Date 10-04-16



COLLEGE OF
ALAMEDA

MEMO

To: Chancellor Laguerre
From: Lilia Celhay, Dean Division 1 *LC*
Date: September 13, 2016
Subject: Justification for ICC for Linda "Birch" Early

While we are in the process of hiring a CTE dean, a consultant is required to ensure outcomes are achieved for the CTE Data Unlocked grant. As you are aware, Birch Early has been working on the Career Pathways Trust (CPT) and Work Based Learning (WBL) grants. With both grants, she has been able to perform work to ensure compliance to the grant objectives. We would like to continue her employment as a consultant through June 30, 2017.

If you have questions regarding this justification, please do not hesitate to contact me at the number or email below.

Thank you!

Lilia Celhay
(510) 748-2318
lcelhay@peralta.edu

Linda (Birch) Early
Berkeley, CA 94702
lmearly@comcast.net
510-872-0573

**Expertise in creating business relationships and regional partnerships for education/
workforce/economic development, community outreach, advocacy and collaboration**

Expertise in:

- ◆ Regional Career Pathways and Work-Based learning development between high regional high schools and College of Alameda
- ◆ Utilizing labor market information to inform community college CTE program development
- ◆ Bridging faculty and local businesses to enhance community college curriculum
- ◆ Business/Education/Workforce outreach and partnership cultivation
- ◆ Marketing and promoting programs to EB businesses in key high growth sectors
- ◆ Knowledge of key East Bay industry sectors and workforce partners
- ◆ Working collaboratively with regional education, government, CBOs and industry

Professional Experience

**Career Pathways and Work Based Learning Coordinator
Consultant to College of Alameda**

Aug 2015 to present

- ◆ Coordinate all work on two regional workforce/economic development grants for K-12, & community colleges located between Hercules and Hayward
- ◆ Represent college at all regional team meetings
- ◆ Develop relationships with businesses in Advanced Transportation, Manufacturing, Communication and Information Technology, Apparel Design, Health Care
- ◆ Broaden and deepen awareness of career pathways for local community college and high school students thru developing work based learning opportunities with industry

**Oakland Private Industry Council –
Contractor to Alameda County Workforce Investment Board
Business Services Representative**

2012 to July 2015

- ◆ Provided ACWIB services to businesses throughout Alameda County to help employers access trained workforce, assistance to programs and incentives for businesses, developed and coordinated customized skills training to companies or cohorts of job seekers and referred to appropriate partners in economic & workforce development.
- ◆ Used data to help target key industry sectors, prepared reports on activities and accomplishments based on key milestones, presented information on business services to local businesses and at meeting and events. Gave quarterly presentations on finding jobs in key industries to Alameda County job seekers transitioning from public assistance.
- ◆ Represented agency as part of multiple local collaboratives on workforce and economic development with partners from AC Social Services, local businesses, community colleges and adult schools, labor, ex-offender training programs, city economic development agencies and Community Based organizations.
- ◆ Developed and conducted survey to approx. 50 businesses to assess the needs of their business, their stage of growth, and the skills gaps they found in their workforce. This data was eventually used as part of a report on skills gaps & business needs in AC manufacturing businesses.

**Sustainable Solutions
Small Green Business Consultant**

2007 - 2012

- ◆ Directed sales, service, human resources and community education/outreach activities for first time business owner of Bay Area electric vehicle dealership. Worked on alternative transportation events with Mayor Tom Bates, State Senator Loni Hancock and Congresswoman Jackie Speier.
- ◆ Provided technical assistance and training to W. Coast electric vehicle dealerships on policies and software. Designed and followed up with post-visit survey and wrote summary report of results and recommendations.
- ◆ Assisted with development of a cutting edge residential green building certification program by collaborating with a variety of statewide stakeholders, including affordable housing groups and large and small multi-family housing developers.
- ◆ Provided sustainability project management, education and outreach solutions to green businesses and non-profits.

**KEMA Services Inc.
Senior Project Manager/Green Building Consultant**

1991 - 2007

- ◆ Seventeen years of increasing responsibilities in a variety of corporate roles in fast paced, deadline driven international consulting environment including Marketing Coordinator, Regional Human Resources Manager, Senior Project Manager and Green Building Consultant.
- ◆ Managed a strategic business unit that provided energy efficiency program consultation to utilities and cities across the United States. Managed up to \$3 million dollars in annual projects and 15 staff. Oversaw program that provided customer service to statewide utility customers in a variety of languages.

Education

B.A. International Relations, San Francisco State University
(Focus on International Development and the Environment)

Other Skill Areas

- Former Community Outreach Worker for community health care clinic in rural Wisconsin, serving migrant farm workers
- Beginner to Intermediate Spanish speaker
- Intermediate level skills in MS Office Suite programs - Outlook, Word, Excel, and Power Point



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Maintain Requisitions

Requisition

Business Unit: PCCD1
Requisition ID: 2000106213

Status: Pending
Budget Status: Valid

Hold From Further Processing

Header

*Requester: DAJONES JONES, DONNA
*Requisition Date: 09/13/2016
*Origin: AOA Alameda Open Account
*Currency Code: USD Dollar
Accounting Date: 09/13/2016

- [Requisition Defaults](#)
- [Edit Comments](#)
- [Requisition Activities](#)
- [Document Status](#)

Amount Summary
Total Amount: 24,000.00 USD
Tax Amount: 0.00 USD
Total Amount: 24,000.00 USD

Add Items From
[Purchasing Kit](#)
[Item Search](#)

[Catalog](#)
[Requisition Items](#)

Select Lines To Display

Line: To: Retrieve

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	*Ship To Location	*Taxable	Status
1		open FO, Linda Early, ICC	1.0000	EA	5105	24,000.0000	24,000.00	2	No	Pending

View: Printable Version

*Go to: More

Save | Notify | Refresh

Add | Upd

Alma Gull
9-12-16

Maintain Requisitions

Requisition Defaults

Business Unit: PCCD1 Requisition Date: 09/13/2016
 Requisition ID: 2000106213 Status: Pending

Line
 Buyer: Lecky Hassan
 Vendor: LINDA M. EARLY
 Category:

Unit of Measure:
 Vendor Location:
 Vendor Website:

Schedule
 Ship To Location: *Taxable:
 Due Date:
 Ultimate Use Code:

*Distribute by:
 *Liquidate by:
 One Time Address:

Distribution
 SpeedChart:

Distributions											
Details											
Dist	Percent	GL Unit	Location	Fund	Cost Ctr	Program	Activity Suffix	Project	Acct Line	Budget Date	Location
1	100.0000	PCCD	2	11	255	1	672700	2037	00	09/13/2016	2

OK Cancel Refresh