



# MERRITT COLLEGE



## Memorandum

Date: 11/21/2016

To: Dr. Jowel Laguerre, Chancellor PCCD

From: Dr. Marie-Elaine Burns, President of Merritt College

Re: Extension of ICC for Mr. Ezequiel Guzman

This memorandum provides reasoning and evidence to extend Mr. Zeke Guzman's contract with Merritt College. Mr. Guzman was hired to create the internship program for the MEDAS students, which entails placing students at Medical Clinics in the East Bay and beyond in order to complete a 4-week, full-time unpaid internship (or 8-week, part-time internship), and includes oversight of contractual agreements at the host clinic, training students to be career-ready (resume, informational interviews, internship interviews, job interviews, professional countenance), placing students at the proper site (pediatric vs critical care, for example), and working to sustain the relationships with the clinic sites. Because of Mr. Guzman's diligent efforts, the MEDAS program has doubled in size over the past 4 semesters, the internship completion by students is near 100%, with approximately 75% of students obtaining jobs and the remaining 20% continuing in higher education. Prior to this, very few MEDAS students obtained jobs or held jobs successfully. **I am requesting that Mr. Guzman's contract be extended through January 30, 2016 so that he can train his replacements.**

Mr. Guzman's work is being institutionalized through two positions: 1) Sector Access Specialist (Cicley Winston), and 2) Employment Services Manager (TBD). The Sector Access Specialist, funded through a grant from the Oakland Workforce Development Board (that will be refunded next fiscal if we meet our targets), is 'student-facing' and is responsible for delivering the career-readiness workshops and small group interview preparation coaching. The Employment Services Manager, funded through CPT1, is employer-facing and responsible for placing students into internship sites, contractual agreements with clinic sites, and sustaining strong partnership relationships with our industry partners. The goal is to scale this employment model across the campus, beginning with the Allied Health and Computer Science/Cybersecurity disciplines. This effort will begin in the Spring 2017.

Mr. Guzman's efforts are required through January 30, 2017, in order that the 1) Employment Services Manager be trained on using his successful model of career-readiness training; 2) the students in the current cohort of MEDAS be successfully placed in internship positions in January, and ready for full-time employment by March 2017; 3) the current industry partners/clinic sites have fully-executed contractual agreements regarding student internships with Merritt College; 4) a 'warm hand-off' be used to transition Zeke out of his role and the Employment Services Manager into his/her new role, meeting the internship partners individually so as to sustain each relationship; 5) Sector Access Specialist is completely trained in order to scale job-readiness training to a broad array of students and Oakland community members.