

PERALTA COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT Merritt College

The contract for personal services is entered into by Ezequiel V. Guzman Name of Contractor - Business

14315 Hendricks Street Address Healdsburg City CA State 95448 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:

Continue development of the Career Center of Excellence model 2) Providing externships and job placement services for students enrolled in Allied Healthcare Occupations, specifically Medical Assistant (MA) students enrolled for summer COPEN 470. 3) Provide workshops "Coaching for Successful Job Placement" and individual job coaching for the Summer 2016 Medical Assistant (201A) See Scope of Work

Business License Number: N/A

Tax ID Number: 564-82-3288

Rosemary Delia, Dean of Workforce Development and Applied Sciences

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

The work shall be completed on or before September 30, 2016

COMPENSATION: Compensation shall be \$24,995 / \$165 per 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 table with columns: L, FUND, COST CENT., OBJECT, PR, ACTIVITY, SUF, SPPJ, LN

6-11-652-5105-1-601200-1057-00 Budget \$24,995 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.

Ezequiel V. Guzman Contractor's Printed Name

Contractor's Signature Date 6/23/2016

8000730235 Vendor Number

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

APPROVAL ROUTING: for the President College President/Vice Chancellor Date 7/21/16 Vice Chancellor, Financial Services Date APPROVED: Chancellor Approval Date

Consulting Service Agreement

Ezequiel (Zeke) Guzman, will provide workforce development consulting services for **Merritt College** in a collaborative environment to achieve the following objectives: 1) Continue development of the Career Center of Excellence model. 2) Provide externship and job placement services for students enrolled in Allied Healthcare Occupations, specifically Medical Assistant (MA) students enrolled for summer COPED 470. 3) Provide Workshops "Coaching for Success Job Placement" and individual job coaching for the Summer 2016 Medical Assistant (201A). 4) Continue work and expand Merritt College's MEDAS/ Employer Allied Healthcare Advisory Board, strengthening relationships and partnership development with the local healthcare industry. 5) Assist MEDAS team on scheduling and setting up Advisory Board meeting for the Fall 2016 Semester. 6) Work with Dean Rosemary to prepare and plan the Spring MEDAS Annual Job Fair to be held in April 2016.

The specific scope of work includes:

SCOPE OF WORK:

Student Services:

Workshops - Coaching for Successful Job Placement: Thirty-six (36) students enrolled in the MA certificate program in the Summer 2015 session will participate in a three (3) hour Coaching for Successful Job Placement workshop. Number of students to be served will be based on actual enrollments. Workshops will be scheduled at a time that is most convenient for students and staff.

Externship & Job Placement Assistance: Individual and small group job coaching/placement assistance sessions will be provided to 24 students who successfully completed 201A and 201B - Spring 2016 session. Two of the twenty-four postponed their externship until the Fall 2016 session. Six either received incompletes or clarifying their grade. Students enrolled in 201A summer 2016 session: Services will include job coaching on the eight disciplines to securing employment that include: 1) Researching potential employers, 2) Networking, 3) Resume preparation, 4) Interest letters, 5) Employment applications, 6) Interviewing, 7) Follow up letters, and 8) Smart goals.

- 100% of MA students will receive job coaching and assistance to develop the skills and abilities to participate in developing their externship sites. .
- Students will participate in externship development activities that will facilitate placement in the most appropriate externships that could potentially lead to employment.
- Provide job placement assistance for those students who successfully complete their externship during the summer session.

Employer Relations/ Partnership Development:

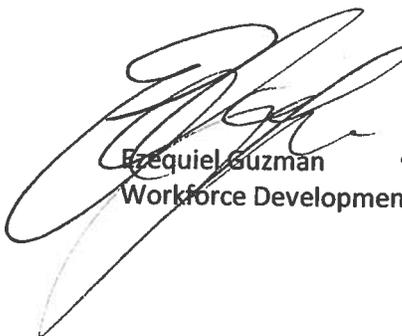
Continue work in collaboration with Dean Rosemary Delia on development and expansion of the Employers Allied Health Advisory Board, inline and to support the CTE workforce development strategic plan. Purpose of the Employer's Allied Health Advisory Board includes:

1. Assist and advice the Dean of Workforce Development on program matters on the growth and development of Allied Health programs, specifically Medical Assistant and Administrative Medical Assistant programs.

2. Assist and facilitate externship development with the goal of employment for MA students upon completion of externship.
3. Work with Dean Rosemary Delia and Allied Health Care staff on developing a service delivery plan for providing job readiness workshops for Allied Health Care students, commencing Fall 2016.
4. Work with Dean Rosemary Delia and President Norma Ambriz-Galviz in developing a process for approval of existing and new MOU's/ externships with our Allied Health externship partners.
5. Participate in Merritt College's Allied Health educational process by identifying and arranging for guest speakers, class lectures, as well as other technical support and assistance identified for the MA and AMA programs.
6. Begin planning process with the MEDAS team for the Annual Allied Health Job and Career Fair to be held on April 2017.
7. Commence planning for MEDAS Employer Allied Health Advisory Board Meeting to be held in October 2016

Reporting Requirements:

Ezequiel Guzman will submit monthly written progress reports to President, Norma Ambriz-Galaviz and Dean of Workforce Development, specific to the work and outcomes as defined in this consulting service agreement.

 6/23/2016
Ezequiel Guzman Date
Workforce Development Consultant

Norma Ambriz-Galaviz Date
President, Merritt College

Ezequiel (Zeke) Guzman

14315 Hendricks Street, Healdsburg CA 95448
(707) 484-3695-email evguzman@gmail.com

Profile

- Over Thirty (30) years of diverse experience in workforce development with both non-profit and private sectors: Two Years works Workforce Development Consultant- Merritt College developing job coaching job and placement model. Fourteen (14) years with two of the leading workforce development community based organizations, Center for Employment Training (CET) and California Human Development (CHD). Two (2) years, Hewlett-Packard, private sector and. Seventeen (17) years as a private Qualified Rehabilitation Representative/ Job Coach.
- Developed nationally recognized model: "Employment as Wellness-"Coaching for Successful Job Placement/ Working the Hidden Labor Market. Nominated for Commendation Award by Accreditation Commission: Council on Occupational Education (COE).
- Directed National Disabled Farmworker program: Administered and managed CET's five year program funded by the Federal Department of Education/ Rehabilitation Services Administration. CET was recognized as one of the most successful programs in the nation. A collaborative effort between CET and State Department of Rehabilitation. I received an award - Advocate of the Year 2006: State Department of Rehabilitation.
- CET and CHD over 14 years experience managing programs and contracts funded by Department of Labor, funneled through local government entities.
- As a member of a migrant seasonal farm worker family who traveled the states of California, Oregon and Washington to survive, provided invaluable experience, foundation and knowledge to effectively work to transform lives of impoverished individuals and families.

Education:

BA Program University of Phoenix
UC Davis, two years under graduate
Hewlett-Packard: Management Development Program
Optical Coating Lab: Management Development Program
Sonoma State University/ CHDC: Organizational Development Course

Volunteer Work- Community Organization Member & Board

WeROne: Member of a team of six organizations that installed energy efficient solar systems in orphanages in Baja California Mexico. Ten year goal; install Solar Panel and Solar thermal systems in ninety (90) orphanages throughout Mexico.

Panel of Experts: Latino Boy's and Men of Color Project-UC Berkley: Participated on statewide panel that developed initiatives to submit the State Legislature for the development of services to improve the well being of Boys and Men of Color in California.

Expert Testimony State Department of Rehabilitation/ State Rehabilitation Council: Three years provided testimony on the needs of the under served disabled farm workers in California.

Previous membership/Board member:

North Bay Workers' Comp Association: Past Member
Latinos Unidos of Sonoma County: Past Board member
American Red Cross –Santa Rosa Chapter: Past Board member
Burbank Housing Development Corporation: Past Board member
Healdsburg and Windsor Youth Soccer & Baseball League: Board member
& Youth Coach 17 years

Business Unit:
Requestion ID:

PCCD1
2000104628

Status: Pending
Budget Status: Valid

Hold From Further Processing

Header

*Requester: MARIAPEREZ PEREZ, MARIA
*Requestion Date: 07/07/2016
*Origin: MOA
*Currency Code: USD
Accounting Date: 07/07/2016

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Amount Summary

Total Amount: 24,995.00 USD
Tax Amount: 0.00 USD
Total Amount: 24,995.00 USD

Select Lines To Display

Line: To: Retrieve

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[Item Search](#)
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Line	Item	Quantity	*UOM	EA	Price	Amount	*Ship To Location	*Taxable	Status
1		1.0000	EA	5105	24,995.0000	24,995.00	6	No	Pending

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