

Board of Trustees Agenda Item

Board Meeting Date: October 1, 2012

Title of Item: De Anza Basic Skills 2012/2013 Agreement Number C12-0050

Background and Analysis:

The Board is requested to authorize the District to enter into a contract with the California Community Colleges, Chancellor's Office for the purpose of providing a Basic Skills Coordinator to provide leadership of all statewide basic skills projects and professional development. The Specialist is also responsible for assisting community college districts with overall evaluation, planning, and coordination of activities relative to basic skills as per agreement number C12-0050 for a maximum reimbursable amount of \$77,934 for fiscal year 2012-13.

Recommendation: Vice Chancellor of Business Services Kevin McElroy recommends approval of agreement #C12-0050

Submitted by:	Kevin McElroy x6201
Additional contact names:	
Is backup provided?	Yes

STANDARD AGREEMENT - INTERJURISDICTIONAL EXCHANGE

CCC 213 IJE (Rev 08/07)

AGREEMENT NUMBER

C12-0050

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

BOG, California Community Colleges, Chancellor's Office

CONTRACTOR'S NAME

Foothill-DeAnza CCD

2. The term of this Agreement is: August 1, 2012 through June 30, 2013

3. The maximum amount of this Agreement is: \$ 77,934.00

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page(s)
Exhibit B – Budget Detail and Payment Provisions	2 page(s)
Exhibit C – General Terms and Conditions (Attached hereto as part of this Agreement)	7 page(s)
Exhibit D – Special Terms and Conditions (Attached hereto as part of this Agreement)	7 page(s)
Exhibit E – Duty Statement (Attached hereto as part of this Agreement)	2 page(s)
Exhibit F – Contractor's Proposal (Attached hereto as part of this Agreement)	0 page(s)
Exhibit G – Contractor's Cost Proposal (Attached hereto as part of this Agreement)	2 page(s)
Exhibit H – Contractor Certification Clauses, Chancellor's Office Form CCC-1005 (Attached hereto as part of this agreement)	5 page(s)
Exhibit I – Additional Provisions	0 page(s)

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Foothill-DeAnza CCD

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

12345 El Monte Rd., Los Altos Hills, CA 94022

STATE OF CALIFORNIA

AGENCY NAME

BOG, California Community Colleges, Chancellor's Office

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Steven Bruckman, Executive Vice Chancellor

ADDRESS

1102 Q Street, Suite 4554, Sacramento, CA 95811-6539

**Chancellor's Office, California
Community Colleges Use Only**

Exempt from DGS approval pursuant
to AB 1441, Chapter 36 of the Statutes
of 2000

**CCC- 1005 (Chancellor's Office, California Community Colleges)
Contractor Certification Clauses (Rev. 12/06)**

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

CONTRACTOR CERTIFICATION CLAUSES

1. Statement of Compliance (Nondiscrimination)

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code, § 12990 (a-f) and Cal. Code Regs., tit. 2, § 8103.) (Not applicable to public entities.)

2. Drug-Free Workplace Requirements

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The person's or organization's policy of maintaining a drug-free workplace;
 3. Any available counseling, rehabilitation and employee assistance programs;and,
 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed or resulting Agreement will:
 1. Receive a copy of the company's drug-free workplace policy statement; and,
 2. Agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Exhibit E

Duty Statement

Basic Skills Coordinator (IJE)

Summary Statement: The Basic Skills Coordinator will work under the direction of the Vice Chancellor of Academic Affairs to provide leadership for all statewide basic skills projects and professional development. The Specialist is also responsible for assisting community college districts with overall evaluation, planning, and coordination of activities relative to basic skills.

11. Percentage:	12. Activities:	
45%	Analyze, develop and coordinate procedures for the improvement of basic skills delivery and programs at community colleges.	Survey community colleges to find out what efforts are under way. Identify key elements and showcase effective programs. Participate in discussions and projects throughout the Chancellor's Office that have an impact on basic skills.. Develop strategies and initiatives to increase community college faculty participation. Act as a consultant to colleges that need assistance with basic skills plans.
10%	Oversee the program and grant activities of the Middle College Program.	Using the guidelines provided by the grant process, current literature reviews, and experts in the field, provide guidance and direction for all of the Middle College Programs identified as Chancellor's Office grantees.
15%	Assist in the development of statewide professional development related to basic skills.	Meet regularly with grantees and staff to assist with implementation of professional development strategies. Develop and follow a process to evaluate the professional efforts in the state. Assist with budget oversight.
15%	Assist in analyzing, developing, and coordinating procedures for the improvement of ESL in the community colleges.	Provide staff assistance to Vice Chancellor of Academic Affairs in activities and policy development designed to increase the effectiveness of ESL programs throughout the state.
5%	Curriculum review and approval.	As necessary, participate in Division meetings on the curriculum and program approval process. Provide assistance with the formal approval of curriculum and programs.
10%	Perform bill analysis and submit legislation proposals related to basic skills, including ESL.	Monitor new legislative bills and communicate new matters to staff and to the field. Suggest new legislation to increase the effectiveness of basic skills programs.

KNOWLEDGE AND ABILITIES

Knowledge of: California Community Colleges, Basic Skills Initiative, ESL, curriculum processes; course approval guidelines

SPECIAL PERSONAL CHARACTERISTICS:

- Must be able to perform programmatic and technical support without assistance.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality customer service that exceeds the customer's expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multitask, meet deadlines, and adjust to changing priorities.
- Good attendance and punctuality record.
- Maintain confidentiality of sensitive, personnel related work.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Willing to work overtime as needed.
- Provide backup to other staff during absences.
- Working proficiency in Microsoft Word, Outlook, PowerPoint and Excel
- Communicate in a clear and concise manner.
- Communicate confidently and courteously in a diverse community.
- Act independently and work well as a team member.
- Receive and follow direction from supervisors/lead person.

ESSENTIAL FUNCTIONS:

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Must be able to stand and/or sit for extended periods of time.
- Ability to stoop, bend, kneel and reach for extended periods of time.
- Ability to bend over, or reach to file documents in draws low to the ground, or above head.
- Read, write and speak in a clear and concise manner.
- Ability to use fine motor skills for computer or office machine use.
- Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Appropriate attire for professional office environment.
- Work environment will be in a climate-controlled office under artificial lighting.