DATE: March 21, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS
Authorization to Contract with San Francisco Municipal Railway (MUNI) To Provide Educational Services
(Resolution No. 020321 – B13)

BACKGROUND INFORMATION:

San Francisco Municipal Railway wishes to contract with City College of San Francisco to develop three areas of education and training: AREA 1: CAREER LADDER; AREA 2: EMPLOYEE PROGRAMS; AREA 3: TRAINER CERTIFICATE. AREA 1: CAREER LADDER is funded by the State of California Employment Development Department, with Muni acting as the fiscal agent and the Muni Improvement Fund as the recipient of the grant. AREA 2: EMPLOYEE PROGRAMS is with the Muni Human Resources Department and Employee Programs, work funded by Muni and with Muni acting as the fiscal agent. AREA 3: TRAINER CERTIFICATE is the development and delivery of a Trainer Certificate, with funding from Muni and with Muni acting as the fiscal agent.

AREA 1 CAREER LADDER: The first area is a career ladder program for Muni employees. This program, seeks to develop a culture of learning and growth within the Muni organization in an effort to create opportunities for advancement and make Muni an environment in which people can build life long careers. During the summer months the focus will be on curriculum and program development as well as outreach and publicity to the workforce. Towards this end we intend to place student service support teams at the seven divisions operated by Muni. Included in this support will be matriculation services, career and academic counseling, and educational planning. Students will be offered basic skills curriculum, certificate programs in Management and Supervision, and Electronic Technology. When necessary, CCSF will conduct DACUMS, a structured job analysis process, to align curriculum with job requirements. The duration of the grant is 18 months, extending from April 1, 2002 through September 30, 2003 for a total of $463,000.

The structure of the program will include an administrative person (project coordinator) who represents City College on the governance steering committee and oversees the work at the college; program coordinators who have expertise in specific areas and will develop curriculum, work on classroom material, and liaise between faculty working in the program and the project coordinator. In this 18 month program, there is funding for up to three coordinators: (1) student services, (2) academic/basic skills curriculum, and (3) Information Technology and Management and Supervision programs. Due to the size of this effort, and the fact that there are seven Muni divisions to consider in this development, the Career Ladder program is being structured in a manner similar to a large department, in which there is a department chair, several coordinators at various sites, and faculty who do the teaching.
**Budget for 18 month Career Ladder Program:**

**Income**  
San Francisco Municipal Railway $463,000

**Expenditures**  
Salaries and Benefits $390,450  
(Note: the above amount includes administrative costs, faculty teaching, curriculum development and three program coordinators)  
Supplies and Materials $7,500  
Other Operating Expenses $28,000  
Capital Outlay $15,000  
Indirect Cost @ 5% $22,050

Total Expenditure $463,000

**AREA 2 EMPLOYEE PROGRAMS:** The second area of work is with Muni Human Resources and Employee Programs. City College faculty will work with managers and trainers to assist in developing curriculum and offering training to the Muni workforce in areas of Labor Relations, Equal Employment Opportunity, Workers Compensation and Administration, and Substance Abuse Management and Administration. Muni has a part of this curriculum in place but does not have the personnel to deliver the training to the large workforce, including managers and supervisors, and requests the assistance of City College in order to stay in compliance with federal laws regarding employee programs.

**Budget for Human Resource and Employee Programs:**

**Income**  
San Francisco Municipal Railway $300,000

**Expenditures:**  
Salaries and Benefits $275,714  
(Note: the above amount includes administrative costs, faculty teaching, curriculum development and three program coordinators)  
Supplies and Materials $10,000  
Indirect Cost @ 5% $14,286

Total Expenditure $300,000

**AREA 3 TRAINER CERTIFICATE:** The third area of work is the development and delivery of a Trainer Certificate to strengthen and professionalize the training capacity within Muni. The program will focus on developing skills in writing courses, writing a syllabus, presenting course content in a clear, informative, motivating, and compelling way and generating high levels of discussion in the classroom. Trainers will learn how to work with groups and increase the level of learning.
Budget for Trainer Certificate:
Income
San Francisco Municipal Railway $164,000

Expenditures:
Salaries and Benefits 153,190
(Note: the above amount includes administrative costs, faculty teaching, curriculum development and three program coordinators)
Supplies and Materials 3,000
Indirect Cost @ 5% 7,810

Total Expenditure $164,000

RECOMMENDATION:

RESOLVED: That authorization be and is hereby given for approval to contract with San Francisco Municipal Railway to develop (1) a CAREER LADDER program, including support services and contextualized curriculum for the Muni workforce for the time period of April 1, 2002 through September 30, 2003 for a total of $463,000 and (2) EMPLOYEE PROGRAMS with the Human Resource Department for a total of $300,000 for the time period of July 1, 2002 through June 30, 2003 and development and delivery of (3) a TRAINER CERTIFICATE for the time period of July 1, 2002 through June 30, 2003 and for a total of $164,000. The total income from Muni for the development and implementation of these three programs will be $927,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis G. McGuire, Originator