Honorable Board of Trustees of the
San Francisco Community College District

Subject: Resolution No.960926-B4
Approval of a contract for special services and advice for Jayne Hillman, an independent contractor, to perform business counseling with clients of the San Francisco Small Business Development Center (SBDC) and to develop and prepare materials for small business training courses, including instructor’s guides and student materials during the period between April 11, 1996 and December 31, 1996, at a cost not to exceed $9,500.00.

President and Members:

On December 14, 1995, the Board of Trustees adopted a resolution which authorized the execution and submission of Standard Grant Agreement, C95-0110, and appropriation of all funds received upon approval by the California Trade and Commerce Agency to provide continued funding for the SBDC for the period January 1, 1996 to December 31, 1996. On August 29, 1996, the Board of Trustees adopted Resolution No. 960829-B10 which approved an amendment to the SBDC contract, C95-0110, which increased funding for the SBDC from $150,000.00 to $295,000.00 and increased the SBDC’s duties to perform business counseling and training during the last two quarters of 1996. In order to accomplish the SBDC’s mission to increase local economic development by providing business counseling and training to small business owners, the SBDC is in the process of increasing its capacity to perform business counseling with more small business owners and is developing and implementing new specialized training courses.

The anticipated business counseling to be performed by Jayne Hillman, a woman-owned business Enterprise (WBE) and an independent contractor, will substantially aid the SBDC reaching its 1996 contract milestones for in-depth one-on-one counseling. It will increase the depth and expertise of the SBDC counseling team. The training programs to be developed and implemented will result in the development of standardized instructor’s guides and student manuals which will be used in training workshops and seminars for SBDC clients.
The following resolution is recommended for adoption:

RESOLVED: That the contract for services with Jayne Hillman, an independent contractor, to perform business counseling with clients of the San Francisco Small Business Development Center (SBDC); and develop and prepare materials for small business training courses, including instructor’s guides and student materials, during the period between April 11, 1996 and December 31, 1996, at a cost not to exceed $9,500.00 be approved.

FURTHER BE IT RESOLVED: That the Chancellor, Chief Operating Officer, and/or their designee, are hereby authorized to execute all documents necessary to record this contract on the SFCCD and to submit any and all reports required by the State Chancellor’s Office in the administration of said program.

Recommended for Adoption:

Del M. Anderson
Chancellor

Originator: Steven Glick