Honorable Board of Trustees of the
San Francisco Community College District

Subject: Resolution No. 980430-B7
Authorization to enter special service contracts with 1) Phan Phoong, $9,500; 2) Lilia Roman, $8,000; 3) Leonardo Baquero, $7,500; 4) Benny Lin, $5,000; 6) Mikhail Sandler, $5,000; 7) Serena Kwan, $5,000; 8) Mitchell Hong, $5,000 to provide technical assistance and related services for the San Francisco Center of Applied Competitive Technologies, Office of Contract Education. All contracts end on June 30, 1998. Total not to exceed $45,000.

President and Members:

The Board of Trustees approved Board Resolution (980129-B21) appropriating funds to support the design, development, piloting and implementation of a Center for Applied Competitive Technologies (CACT) under the Office of Contract Education. To execute this program City College needs to draw upon the expertise of specialists from within the apparel industry. Therefore, the CACT would like to hire the following consultants to provide technical assistance and related services in support of its goals. Consultants are to be compensated at rates not to exceed the prevailing standards within the apparel industry. The name, scope of work, period of service, and maximum amount of each contract are as follows:

1. Phan Phoong. Develop the Gerber Training Program which will include system orientation, computer pattern making, grading, marking and plotting of the markers for cutting; conduct certified training in Gerber Garment Technology; conduct seminars and consult with design department personnel on the use of the CAD/CAM Method to improve manufacturing operations. For the period April 1, 1998 through June 30, 1998. Compensated at a rate of $25 per hour; total not to exceed $9,500.

2. Lilia Roman. Assist in program development working directly with CACT Program Director and Coordinator; develop marketing publicity materials to promote and market CACT; compile and maintain data base of potential clients; categorize and evaluate the clients for effective outreach. For the period March 15, 1998 through June 30, 1998. Compensated at a rate of $15 per hour; total not to exceed $8,000.

3. Leonardo Baquero. Conduct workshops in the Gerber Artworks Program; oversee the design and development of the CACT Web Site; design marketing and publicity packages for promotion of CACT; assist in program development. For the period April 1, 1998 through June 30, 1998. Compensated at a rate of $15 per hour; total not to exceed $7,500.

4. Benny Lin. Conduct workshops on sewing machine repair; supervise trainees in the use of TC2's interactive repair program; maintain machines at the Teaching Factory; convert regular sewing machines for use with "Stand-Up Modular" operation. For the period March 15, 1998 through June 30, 1998. Compensated at a rate of $15 per hour; total not to exceed $5,000.
5. Mikhail Sandler. Review current data and methods of collecting and analyzing it as required by grant proposals; design and install templates using Microsoft Access; compile grant reports; recommend solutions to improve efficiency of reporting process; conduct workshops for staff on database systems. For the period April 1, 1998 through June 30, 1998. Compensated at a rate of $15 per hour; total not to exceed $5,000.

6. Serena Kwan. Assemble a list of potential members of the CACT Advisory Committee; oversee recruitment of Advisory Committee; create solicitation materials requesting donations to CACT program; evaluate program needs. For the period March 15, 1998 through June 30, 1998. Compensated at a rate of $15 per hour; total not to exceed $5,000.

7. Mitchell Hong. Design and establish Gerber Training Center in the Teaching Factory; oversee the needed software installation; oversee facility changes and remodeling; edit training manuals to create an effective model for workshops. For the period March 15, 1998 through June 30, 1998. Compensated at a rate of $15 per hour; total not to exceed $5,000.

Funding for these contracts are from the San Francisco Center for Applied Competitive Technologies grant awarded by California Community Colleges, Office of Economic Development. No general fund monies from the District are required.

The following resolution is recommended for adoption:

RESOLVED: That the Chancellor, Chief Operating Officer, and/or their designee are hereby authorized to enter special service contracts with 1) Phan Phoong, $9,500; 2) Lilia Roman, $8,000; 3) Leonardo Baquero, $7,500; 4) Benny Lin, $5,000; 6) Mikhail Sandler, $5,000; 7) Serena Kwan, $5,000; 8) Mitchell Hong, $5,000 to provide technical assistance and related services for San Francisco Center of Applied Competitive Technologies, Office of Contract Education. All contracts end on June 30, 1998. Total not to exceed $45,000.

FURTHER BE IT RESOLVED: That the Chancellor, Chief Operating Officer and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Recommended for adoption:

Del Anderson
Chancellor

Originator: Judy Teng