

**Chabot-Las Positas Community College District**

**Contract for Services**

This is a contract for professional services between the Chabot-Las Positas Community College District ("District") and Timothy Combs, Independent Contractor ("Contractor"), entered this 28 day of June, 2022.


1. Contractor agrees to perform the following services in his/her capacity:  
10510 - MACC - Director which involves working as facilitator and main point of contact for MACC Leadership Team.
2. Contractor hereby understands that no employment relationship is established by this contract for services.
3. The Contractor shall provide his/her own Workers' Compensation Insurance and shall properly report all income in accordance with federal and state law (Labor Code § 3700).
4. Contractor shall be in compliance with the Drug Free Workplace Act of 1988.
5. Services shall begin on or about 07 / 01 / 2022, and terminate on or before 06 / 30 / 2023.  
 Services shall not be assigned nor subcontracted to another party without written consent of the District.
6. District agrees to pay the Contractor the sum of \$ 124,860, payable as follows, upon receipt of an invoice, if the services performed are satisfactory to the District.

Date	Payment
<u>As invoiced monthly</u>	<u>10,405.00</u>
_____	_____
_____	_____
_____	_____

7. District retains the right to cancel this contract in the event of funding shortage or for any other reason by written notice of not less than 30 calendar days. In such case, Contractor will be paid for services rendered through the date of cancellation only.
8. This contract is not valid until signed and accepted by the Vice Chancellor, Business Services, nor does the District assume any liability for work performed prior to acceptance by the Vice Chancellor, Business Services.

**Independent Contractor**

**CLPCCD**

Timothy Combs  
 Name  
Timcombs2877@gmail.com  
 Email Address  
415-336-9618  
 Phone #  
800 Dusty Trail Court  
Rocklin, CA 95765  
 Address  
  
Tim Combs (Jun 29, 2022 19:04 EDT)  
 Signature

Julia Dozier, District Executive Director, EDCE Date \_\_\_\_\_  
Vice Chancellor, Educational Services & Student Success Date \_\_\_\_\_  
Vice Chancellor, Human Resources Date \_\_\_\_\_  
Vice Chancellor, Business Services Date \_\_\_\_\_

331007 .. 10510 .. 5110 .. 701000  
 Fund            Org            Account        Program        PO/Bd Rec

**California Adult Education Program  
Mid-Alameda County Consortium (MACC) Director  
Scope of Work**

**ESSENTIAL DUTIES**

The MACC Director works under the direction of the MACC Leadership Team, and closely with the Member Representatives Group, Workgroup Team Chairs, community partners and other stakeholders to do the following:

- Facilitate the ongoing development of vision and leadership for the MACC
  - Ensure that all MACC activities and operations are conducted in accordance with approved budgets and plans, and are in compliance with all applicable legal mandates
  - Is accessible during regular business hours, by phone and email
  - Create and publish a shared calendar that includes professional meetings and appointments to keep Leadership Team informed of commitments. (Calendar will be available to Leadership Team members and Director only.)
  - Oversee, direct and evaluate the work of the MACC Administrative Assistant (if applicable)
  - Regular meetings and site visits with member organizations (at least annually).
  - Schedule, facilitate and lead MACC member meetings and retreats
- Serve as MACC point of contact for state chancellor's office's CAEP office
  - Write, submit and monitor all progress/fiscal/other reports due to the state CAEP office
  - Maintain communication with state chancellor's office staff for the California Adult Education Program (CAEP)
  - Represent the MACC at all applicable webinars, trainings and conferences
  - Communicate with other state consortia members to share strategies
  - Attend weekly CAEP webinars and share relevant information with the consortium members
- Serve as point of contact for MACC organization, including overseeing operations
  - Ensure that MACC members collect and submit accurate and timely data on relevant adult education activities, including outcomes assessments, student progress and participation, fiscal accountability (for all funds from whatever sources), plan implementation, and others
  - Submit all deliverables, including reports, to the state and other applicable authorities demonstrating consortium work, progress, and compliance in a timely manner, according to published due dates
  - Work with the fiscal agent and members to monitor funds and submit annual budget and quarterly expenditure reports
  - Monitor and report progress towards program goals, objectives, outcomes, and deliverables
- Serve as point of contact for MACC members and the public in regards to communications
  - Maintain accurate, detailed, comprehensive records of consortium proceedings, decisions, contracts, and expenditures
  - Meet with community leaders and cultivates partnerships with local industries/businesses, community organizations, public agencies, and education providers in order to champion consortium objectives, build partnerships, invite participation and collaboration, and leverage resources that will help meet the educational needs of adults in the region
  - Meet monthly with community college representatives (vice presidents or designees) from both colleges, to assess progress, need for growth, etc.
  - Lead the development and maintenance of a communication program of consortium activities, including a website, newsletter, outreach, and other marketing materials
  - Organize and complete PR/media related to the Adult Education activities, including drafting articles for the paper or local news websites, sub-contracting for any required printed materials/brochures, and maintaining website updates

- Group development and leadership
  - Assist MACC with the development of the Leadership Team, who will
    - Serve to make decisions for the MACC when time precludes larger group meeting
    - Serve jointly to oversee the work of the MACC Director
  - Facilitate and lead regular MACC member meetings, which include
    - Annual goal setting, quarterly progress assessments, and leadership of MACC towards specific shared objectives
    - Work with the Member Group to develop and provide accountability around expectations and obligations to one another in order to meet annual goals
    - Leading discussions of pertinent issues surrounding adult education and community college partnerships and collaborations
    - Providing fiscal and budgetary reports
    - Sharing of statewide CAEP reporting requirement due dates
    - Reporting on Workgroup Teams' progress and successes
    - Identify professional development opportunities for MACC members
    - Collaboration of stakeholders to identify gaps in services and to develop appropriate strategies to address these gaps
- Oversee meetings of the workgroup teams
  - Facilitate collaboration among members in the areas of
    - Curriculum and assessment alignment
    - New program and curriculum development
    - Student support services
    - Acceleration of students' progress
    - Creation of clear pathways and seamless transitions between adult education and community colleges
  - Assist team chairs to recruit team members, communicate with members and schedule meetings
  - Attend all workgroup team meetings, ensure the posting of workgroup teams committee meeting minutes within ten (10) days after meetings
  - Provide guidance and support to the strategy team leads and motivate teams to make sufficient progress towards goals and implementation by agreed-upon due dates
- Fiscal operations
  - Work with the Leadership Team to develop processes for fund allocations, including the request/decision-making /approval process and criteria for ongoing funding, expansion and special projects
  - Develop and implement annual budget schedule
  - Manage the consortium budget in collaboration with consortia members, establish and maintain accurate records and complete and submits all fiscal reporting required
- Develop and maintain relationships with community partners, business, labor, industry, governmental agencies, and community organizations that support consortium objectives
- Manage MACC contracts, including oversight of commitments and deliverables
- Performs other duties as mutually agreed upon

**KNOWLEDGE OF:**

- Implementation and administration of adult education and/or college programs
- Computer-based technology for management of the above duties
- Statewide goals and requirements of California Adult Education Consortia
- Principles and practices of administrative organization and management
- Effective group leadership, facilitation strategies and goal setting processes
- Federal, state, college and school district rules and regulations pertaining to the CAEP funded statewide consortia around adult education
- Complex business level English usage, spelling, grammar and punctuation; report and presentation writing

**ABILITY TO:**

- Manage and administer a categorical/specially-funded, regional program
- Use organizational skills that enable performance of duties in a timely fashion with attention to detail
- Communicate effectively orally and in writing
- Facilitate groups, motivate participation, and promote a unified, positive culture within MACC
- Manage financial resources and work with fiscal agent to create budgets and allocation distribution drafts for committee review
- Use personal computers utilizing typical office and collaboration software and internet applications
- Manage implementation of databases and computer programs for use in and across MACC agencies
- Work effectively with managers, faculty and staff in a shared governance environment to accomplish the goals and objectives of the consortium
- Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural and ethnic backgrounds of adult education students and staff

**OTHER REQUIREMENTS:**

- Involves travel to committee meetings and conferences as needed

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Experience in a leadership role
- Depth of experience in program or project management
- Depth of experience in facilitation
- Experience related to adult education, workforce development and/or community college
- Valid driver's license and access to transportation for job-related travel

**DESIRABLE QUALIFICATIONS**


- Master's degree, other graduate level degree, and/or Administrative Services Credential
- Leadership experience in adult education or community college programs


**INDEPENDENT CONTRACTOR**

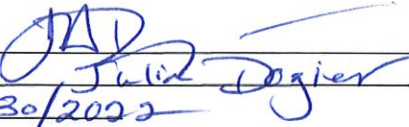
- Incumbent is NOT an employee of the fiscal agency (Chabot-Las Positas Community College District) or any of the MACC member agencies and there is no obligation or promise to hire or retain the applicant in any manner of employment
- All taxes and government reporting requirements are the responsibility of the applicant
- Medical or other benefits NOT provided, and consideration of benefits and other personal expenses are included in the compensation for this position

**COMPENSATION**

- \$10,405 monthly salary. Expected to work up to 30-40 hours per week as needed; approximately 220 days per year.
- Conference/training travel expenses will be reimbursed according to pre-approval and printed guidelines.

Signature: Director   
Name: Director Tim Combs  
Date: Director 06/28/2022

MACC Lead Administrator   
 MACC Lead Administrator Beth Cutter  
 MACC Lead Administrator 6/27/22

Signature: CLPCCD   
Name: CLPCCD Julie Dogier  
Date: CLPCCD 6/30/2022



# Independent Contractor Questionnaire

The following questions have been developed in order to assist in determining whether an individual is performing work as an employee or as an independent contractor. It is hoped that the specific situations will be clear enough to clearly identify an individual as either an employee or an independent contractor. However, in borderline cases further examination will be required.

**Applicant's Name:** Timothy Combs

- |    | Yes                                 | No                                  |  |
|----|-------------------------------------|-------------------------------------|--|
| 1. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Has the individual ever been employed by the District?   |
| 2. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Is the work to be done customarily performed by an employee?   |
| 3. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Does the District have the right to control/ supervise the work being done?  |
| 4. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Does the District establish where and when the individual will work?   |
| 5. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | If the individual is or has been an employee, is the scope of work to be performed outside the normal duties performed in his/her job classification? <u>If the answer is yes, please provide a description of the duties to be performed.</u> |
| 6. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Is the nature of the contract to perform a specific task for a fixed price?  |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Does the individual make his/her services available to the general public and does he/she have the right to engage in other jobs while performing services for the District?   |

Affirmative answers to questions 1 through 4 and negative answers to questions 5 through 7 will generally mean that there is an employer/employee relationship, that the individual will be treated as an employee and will have to go through the establish employment process.

Negative answers to questions 1 through 4 and affirmative answers to question 5 through 7 will generally mean that the individual is an independent contractor.

If the answers to question 1 through 4 are a combination of yes and no then a further evaluation will have to be made. Please provide additional information regarding the nature of the work, the current employment status, how the work is to be done, where it is to be done, method of payment and any other information that will assist in making the determination of whether or not the individual will be an employee or independent contractor.

**Additional Information:**

AB 5 Okay

The questionnaire will be signed by the requesting manager and submitted with the requisition for services along with the District Contract for Services Form to the appropriate manager or administrator for approval. All documents will then be forwarded to the Vice Chancellor, Business Services for review and approval. If the individual is determined to be an independent contract, the documents will be forwarded to District's Business Services and a purchase order will be issued. If the individual is determined to be an employee, the forms will be returned and the appropriate personnel procedures followed.

**Submitted By:** \_\_\_\_\_


Date: \_\_\_\_\_

Program Coordinator's Signature

**Approved By:** \_\_\_\_\_

Danita Romero

Administrator's Signature

 Date: 6-28-22

Digitally signed by Danita Romero  
Date: 2022.06.28 12:20:23 -0700

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**Business Services Review**

**Initial Review:** Independent Contract  Employee

**College:**  Chabot  Las Positas

Reviewed by: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

**District:**  
Reviewed by: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

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