

TO: BOARD OF TRUSTEES

FROM: SUPERINTENDENT/PRESIDENT

COMMUNICATION NO. 179-2009/10-SSV
Prepared by the Vice President-Student Services
For Presentation to the Board of Trustees
April 12, 2010

SUBJECT: APPROVAL OF SPACE FOR USE BY AN EMPLOYEE OF THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) IN THE JOB PLACEMENT CENTER (JPC)

A. BACKGROUND

JPC serves our campus and community members. We currently have a partnership with Goodwill and will now be entering into another one with the EDD to provide direct services to our Veterans through *OPERATION WELCOME HOME*. The employee of EDD Veterans Services will utilize space within the Job Placement and Palmdale Centers for up to 20 hours per week at each location to specifically assist Veterans with services. The representative will be totally independent, with the EDD providing a computer, cell telephone, and other project-related supplies.

B. BUDGET IMPLICATION

There is no additional cost to the District.

C. RECOMMENDATION

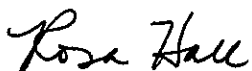
The Board of Trustees approves the agreement with the Employment Development Department's (EDD) for Operation Welcome Home (Attachment A).

Respectfully submitted,



Jackie L. Fisher, Sr., Ed.D.
Superintendent/President

Prepared By:



Rosa E. Hall, Ph.D.
Assistant Superintendent/
Vice President – Student Services

Office of Student Services
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SPACE USE PERMIT (continued)

FILING INSTRUCTIONS

- The Cost Center Manager completes Sections 1 through 4 for an identified site, with the assistance of the Host Organization Representative/Agent.
 - The Cost Center Manager and Host Organization Representative/Agent approve and concur with all stipulations within the SUP and authorize by signing and dating the form.
 - The Cost Center Manager provides the BRANCH/PROGRAM/SERVICE information and forwards for concurrence of the Area Administrator.
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- The Area Administrator reviews and concurs with all provisions, special terms, and conditions and forwards to their respective Regional Facilities Group for facility evaluation. The Regional Facilities Management Groups are:
 - Central, MIC 62-4
 - Northern, MIC 62-2
 - Southern, 336 LA
 - The Regional Facilities Group evaluates the facility utilizing the DGS Seismic Screening Checklist in addition to a facility walkthrough and forwards the SUP package to the BOPSD Lease Management Unit (LMU). This SUP must contain original signatures.
 - The LMU reviews the package for completeness and forwards it to the Chief, Business Operations Planning and Support Division.
 - The approved SUP is distributed by the LMU to:
 1. Cost Center Manager
 2. Regional Facilities Management Office
 - Central, MIC 62-4
 - Northern, MIC 62-2
 - Southern, 336 LA
 3. Branch Program Representative