

## Metropolitan Transportation Commission Administration Committee

July 14, 2021

Agenda Item 2d - 21-0915

### Contract – MTC Leadership Academy: San Jose State University Research Foundation (\$330,000)

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**Subject:** Staff requests Committee approval to enter into a contract in the amount of \$330,000, for a three year term, with the San Jose State University Research Foundation (SJSURF) to develop, design, and implement an MTC Leadership Academy to train and develop MTC staff.

**Background:** In 2017, MTC partnered with SJSURF's Mineta Transportation Institute (MTI) to create a Leadership Development cohort to train and develop new and current leaders at MTC.

MTC leadership recognizes it is crucial that employees learn leadership competencies as they ascend in their careers and worked with the Human Resources team to create a proposal to reinvent and reinvigorate the MTC Leadership Development program to be accessible for more employees, to better integrate learning with current MTC initiatives (regional and internal/operational), and to have a powerful impact on creating a workforce that is ready to lead its people in service to the region.

Under the reinvigorated program, each leadership cohort would participate a six-month leadership academy, delivered via virtual learning, blended learning, and when possible, in-person learning. In addition to group learning and project-based learning approaches, each participant will receive a leadership assessment and personal leadership coaching sessions all provided by SJSURF. The program will also bring in leaders and subject matter experts from across the region to present on various topics related to MTC's current internal, operational, and regional initiatives.

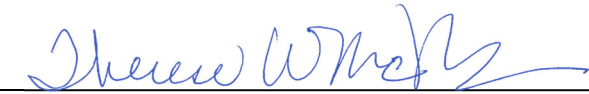
Neither SJSURF nor their subcontractors are small businesses or disadvantaged business enterprises.

Staff requests Committee approval to enter into a contract in the amount of \$330,000, for a three-year term, with the San Jose State University Research Foundation (SJSURF) to develop, design, and implement an MTC Leadership Academy to train and develop MTC staff. Funding of \$110,000 is budgeted in FY 2021-22; and \$110,000 per FY is subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.

**Issues:** None.

**Recommendation:** Staff recommends that the Committee authorize the Executive Director or designee to approve the contract for the MTC Leadership Academy in an amount not to exceed \$330,000 to San Jose State University, with \$110,000 currently budgeted for FY 2021-22 and the remaining amount subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.

**Attachments:** Request for Committee Approval – Summary of Proposed Contract



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Therese W. McMillan

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract

Work Item No.:	1153
Consultant:	San Jose State University Research Foundation San Jose, CA
Work Project Title:	MTC Leadership Academy
Purpose of Project:	To design, develop, and implement a Leadership Academy to train current MTC staff on leadership competencies.
Brief Scope of Work:	The Mineta Institute at San Jose State University Research Foundation will partner with MTC Human Resources and the MTC Executive Team to design and develop a three-year Leadership Academy program and deliver said program to an estimated 60 employees over a three-year period.
Project Cost Not to Exceed:	\$330,000 over three FY's at \$110,000 per FY.
Funding Source:	1153 - General Fund
Fiscal Impact:	\$110,000 in the FY 2021-22; and \$110,000 per FY subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract with San Jose State University Research Foundation for MTC's Leadership Academy as described above and in the Administration Committee Summary Sheet dated July 14, 2021 and the Chief Financial Officer is authorized to set aside \$330,000 for such contract, subject to future annual budget approvals.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	July 14, 2021